



## Embracing Difficult Conversations – A Checklist

Prior to the conversation, reflect on:<sup>1</sup>

Reflection Prompt	My Reflection
What is the purpose for having the conversation? Is my purpose “hidden”?	
What is my intention in this conversation?	
What assumptions am I making about the other person’s intentions?	
What “buttons” of mine are being pushed?	
Am I looking for approval?	
Am I feeling emotional about the conversation?	
How might my emotions influence my perception of the conversation?	
Do I think there is an “opponent?” What do I think they are thinking about this situation? Are they aware of the problem or what I see?	
What are my fears?	
What are my needs?	
How have I contributed to the problem?	
Am I judging the actions/activities of the other person?	

<sup>1</sup> This check-list is adapted and inspired by the work of Judy Ringer ([judy@judyringer.com](mailto:judy@judyringer.com)) and Dr. Amanda Kemp, [Racial Justice from the H.E.A.R.T.](#)