

NOTE: This section is for you only, don't share this with your employer or colleague.

Being clear and honest with yourself about your involvement can help you keep calm and not respond emotionally when you raise the issue. It also allows you to prepare yourself for any defensive comments that may be made.

Are there any circumstances that may be going on for the other person that you may not have thought about?

Which of your actions may have contributed to the conflict?

Is there anything you would do differently?

What do you think your colleague or employer might say (and why)?

How might you respond to that?