

PREPARING FOR A HARD CONVERSATION

Hard conversations can feel intimidating—but they're often where real growth begins. When we show up with intention, honesty, and care, we give ourselves and others the opportunity to grow. This sheet will help you slow down, reflect, and prepare in a way that honors both your needs and your values.

Step 1: What's the goal?

What do I hope will come from this conversation?

- Am I looking for resolution, a boundary, or to be heard?
- What outcome will still feel meaningful—even if nothing changes?



Knowing your “why” helps you stay anchored.

Step 2: What am I feeling, and what do I need?

Pause to check in with yourself.



- What am I feeling right now (angry, hurt, afraid)?
- What do I need to feel steady and grounded?

Naming the emotion is the first step toward processing it with care.

Step 4: What might feel hard?

Prepare for internal and external friction.

- What response am I afraid of (dismissal, defensiveness, conflict)?
- What strategies can help if that happens? (breathing, pausing, naming the discomfort, taking space)



You can't control their reaction—but you can care for your own regulation in real time.

Step 3: What do I want to say?

What message matters most to communicate clearly?



- What truth do I want to express?
- What's the simplest, clearest way to say it?

Try: “I want to be honest because I care about this relationship.”

Step 5: What would it mean to stay in alignment?

Bring it back to your values.



- What does it mean to speak with integrity—even if it's hard?
- If this doesn't go how I hope, what will help me walk away with my head high?

Growth doesn't require perfection—just courage and intention.

💡 A good process moves through stages:

Feel → Think → Act.

This tool helps you move through that arc with clarity and self-compassion.