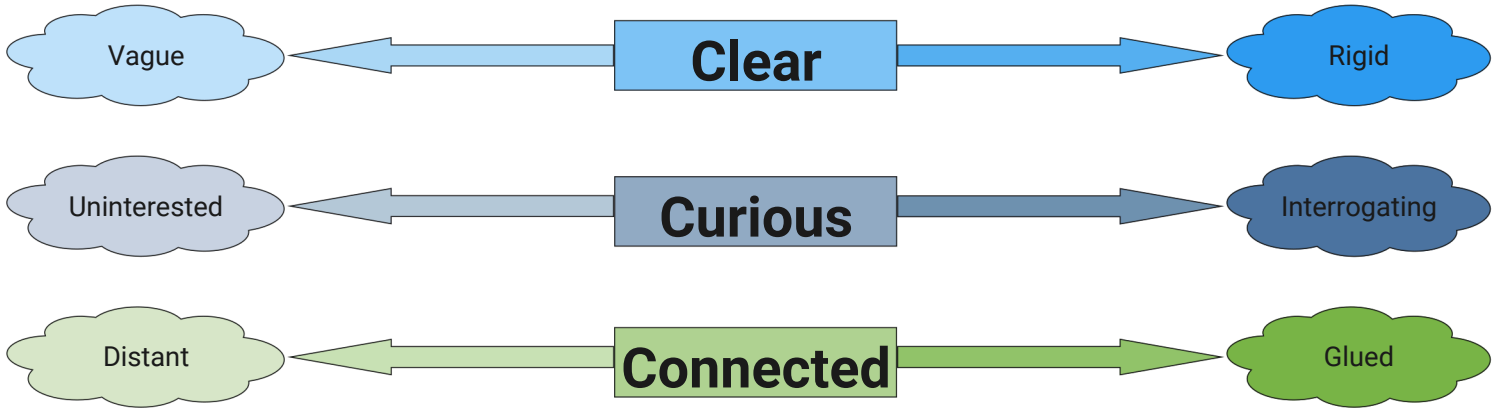




Conversation Planning Sheet

What are your goal(s) for this conversation?



How will you know you've been
Clear?

How will you know you've been
Curious?

How will you know you've
Connected?

What will you **Do?**

What will you **Say?**

What will you **Ask?**

Guidelines for *Planning*

- Clarify your goal (s) for the conversation: What do you need to accomplish? How could the conversation improve the working relationship?
- Based on what you know about yourself and the other person, where are you likely to end up on each of the **3Cs** by default?
- To achieve your goal(s), which sliders do you need move from those defaults, and which direction?
- Each of your **3Cs** should be tied to the topic of the conversation. You can't say you were **Connected** because you talked about your cats.
- When things go awry...
 - What's a mantra you can repeat to yourself to get back on track? (This is a useful thing to **Do**.)
 - What's a soundbite you can repeat to them to get back on track? (This is a useful thing to **Say**.)
- Remember: The **3Cs** are about how they experience you, not just how you feel.

Tips for *Dancing*

- Use the **3Cs** to gauge how things are going.
- Don't stop once you've gone through your initial plan. Keep dancing until you get confirmation for all of the **3Cs**.
- When things go awry...
 - Use your mantra to re-center yourself.
 - Repeat your soundbite to get the conversation back on track.

Questions for *Retrospecting*

- Did we accomplish what I needed from the conversation?
- Did we improve the working relationship?
- How did I do on each of the **3Cs**?
- What did I **Do/Say/Ask** that contributed to that?
- What do I want to take from this for future conversations, either with this person or around this topic?