

# Feedback – Negotiation Worksheet

Formula	Intention	Your Notes in Preparation
<b>1. “When you .....</b> ”	Note the behavior; describe it as specifically as possible.	
<b>2. “I felt .....</b> ”	Share how the behavior affected you. Just a few words – frustrated, pleased, angry, etc.	
<b>3. Because I ...”</b>	Share what is going on with you that causes you to be affected that way. Note: this “owns” that the impact on you is not based only in the other person’s behavior but also in the filters you bring to the situation	
<b>4. “I would like ...”</b>	What would you like the person or group to consider doing?	
<b>5. “Because ...”</b>	Why you believe it will help.	
<b>6. “What do you think?”</b>	Invite and listen to the response; explore options; problem solve together.	