# Planning a difficult conversation

Ten minutes of planning makes a hard conversation much more likely to go well.

Name _____ Date _____

**Who do I need to talk to, and about what?**

**What do I want to come out of it? (One realistic thing.)**

**How do I want to behave, whatever they do?**

**How I see it**

**How they might see it**

**My opening line. Calm, specific, no blame.**

**The two or three points I most need to make**

**What I am willing to give, and what I am not**

**What might throw me**

- [ ] Tears
- [ ] Anger
- [ ] Silence
- [ ] Blame

**How I will stay steady**

- [ ] Breathe out
- [ ] Slow down
- [ ] Ask for a pause

**When and where**

**Afterwards: what went well, and what is the next step?**

© 2026 Patrick O'Hare Therapy · patrickoharetherapy.com
This handout supports your therapy. It does not replace professional advice.