

COMMUNICATION PROBLEM SOLVING WORKSHEET

- 1 Identify one thing that you want to say and think about when you would say it. This can be a request or expressing a concern.

Just one. Keep it real specific. Write it below.

- 2 Brainstorm possible ways to say it.

The more the better! List below.

- 3 Eliminate options that won't work.

Cross out any that you can't imagine yourself doing. Review the 7 rules of positive communication, then cross out or change the options that don't follow the guidelines.

- 4 Select one potential solution.

Which one can you imagine yourself doing this week? Circle it.

- 5 Generate possible obstacles.

What might get in the way of this working? Think about responses from the person you are talking to, but also consider other people or things that could get in the way. List below.

- 6 Address each obstacle.

If you can't solve each obstacle, pick a new solution & go through the steps again.

- 7 Make the selected solution your goal for the week. List below exactly when/how you'll do it.

- 8 Evaluate the outcome.

Did it work? If some changes are needed, list them below and commit to trying it again