

# ISPEAQ worksheet

©Kristen Carter, www.kcarter.com

Use this template to help prepare for a difficult conversation or just to organize your thoughts about something that's troubling you.

<b>I</b>	Who is the <b>individual involved</b> ?	
	What is my <b>intention</b> for this conversation?	
	Reminder: use "I" language as much as possible, speaking in the first person	
<b>S</b>	What <b>setting</b> would be ideal for this conversation?	
<b>P</b>	How can I take a <b>positive approach</b> , i.e. by saying something I genuinely <b>appreciate</b> about this person?	
<b>E</b>	What <b>explicit example</b> can I give of a behavior that bothered me?	
<b>A</b>	How was I <b>adversely affected</b> by that behavior?	
<b>Q</b>	What do I <b>require</b> going forward?	
	What might the other person <b>require</b> ? Do they have any <b>questions</b> ?	