





# CONVERSATION PREP CHART

<b>WHAT CONVERSATION IS IT TIME FOR NOW?</b> <b>MY SINCERE OPINION:</b>				<b>RELATIONSHIP STATUS</b> 
KEY PEOPLE	PURPOSES (FOR)	CONCERNS (AGAINST)	CIRCUMSTANCES (FACTS)	
<b>ME</b>				
<b>INTERSECTIONS:</b>				
<b>AUTHENTIC PURPOSE:</b>				

# The Conversation Preparation Chart Exercise

Think of an important interaction you will participate in within two weeks.

## Characteristics of the interaction:

- It is important to you.
- You are not certain the interaction will be successful.

## Print a copy of the Conversation Prep Chart and follow these instructions:

1. Write down your sincere opinion about the upcoming interaction. No one will see this but you, so you can express yourself honestly.
2. Next, answer this question: Who are the crucial people in the interaction?
3. List names of the people involved in the far left column. Start with yourself.
4. For each person, fill in the purposes, concerns, and circumstances that are important to that person. Purposes are what they are *for* and concerns are what they are *against*.
  - a. It is important to do the best job you can of filling in the spaces from their point of view. Here are three ways to do that:
    - i. If you have personal experience or direct access to the information, use the person's actual words to describe his or her purposes, concerns, and circumstances.
    - ii. Use a personal contact: If you know someone with direct access to the person, ask your contact how the person would express his or her important purposes, concerns, and circumstances.
    - iii. If you do not have personal access or a contact who does, ask yourself this question: "If I had their accountability, what purposes, concerns, and circumstances would be important to me?"
5. At the bottom of each column, write down intersections: anything you see in common as you scan all the information in the purpose boxes, concern boxes, and circumstances boxes. If you see common words, be sure to use those words in your intersection boxes.
6. Next, use the words in the intersections boxes to draft an authentic purpose for the interaction. The purpose will be "magnetically" attractive to the people involved, because it is the intersection of their purposes, concerns, and circumstances.
  - a. Test your purpose with one or more participants and see if you have designed a "magnetic meeting."
  - b. If you are hosting the meeting, design your agenda to achieve the authentic purpose.
  - c. If you are not the host, simply keep your attention on the purpose as you prepare for the meeting and while you are in it.
7. Final step: In the far right column, assess your relationship with the others in the interaction. Where are you on the meter regarding each person? If currently below accuracy or authenticity, make a conscious decision to converse above "50." Interactions below "50" lack learning so they cannot stimulate new insights and new, valuable actions.

If you follow these steps, we predict you will have a far more productive interaction.