

Hard Conversation Prep Sheet

A guided prep template for raising a concern clearly and calmly before the conversation becomes emotionally messy.

Name _____

Date _____

What happened

THE CONCERN IN ONE SENTENCE

FACTS EVERYONE WOULD LIKELY AGREE ON

WHAT PATTERN KEEPS REPEATING

Why it matters

EFFECT ON CARE QUALITY

EFFECT ON STRESS OR TRUST

WHY THIS SHOULD BE CLARIFIED NOW

What you want from the conversation

MAIN CLARIFICATION NEEDED

SPECIFIC REQUEST

WHAT GOOD RESOLUTION WOULD LOOK LIKE

How to frame it calmly

BEST TIMING

CALM OPENING LINE

WHAT NOT TO SAY

CalmCare worksheet — designed for printing and filling out by hand or on screen.