

## PREPARATION WORKSHEET

Complete this simple worksheet prior to your mediation session. It will you organize your thoughts and envision various case scenarios. This worksheet is for your eyes only and is not required to be turned in to anyone, so be as honest as possible.

<b>ME</b>	<b>MY COLLEAGUE</b>
What am I feeling?	What may my colleague be feeling?
What do I need?	What are my colleague's needs?
What external norms, standards, precedents, or laws have a bearing on the situation?	
What will I do if we don't reach an agreement? Consider best and worst cases.	What will my colleague most likely do if we don't reach an agreement? Consider best and worst cases.