**Getting a Positive Mindset for Feedback: Planning Sheet**

What is my purpose for having the conversation? What do I hope to accomplish?

What would be an ideal outcome?

* For me
* For the other person
* For this relationship?

What is the other person’s backstory? What is going on for them that might be impacting how they are behaving?

What do I not know or understand about their backstory? Is there something I’m missing which would change my attitude?

When is going to be the right time and place to have this conversation?