

The Win-Win Waltz Worksheet

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STEP 1 — NOTE A PROBLEM; EXPRESS INITIAL SOLUTION IDEAS

The dilemma:

A's initial solution proposal:

B's initial solution proposal:

STEP 2 — EXPLORE UNDERLYING CONCERNS

Write the concerns of both of you on one list.

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STEP 3 — CREATE A WIN-WIN SOLUTION, RESPONSIVE TO ALL THE CONCERNS

- Start solution-building by prioritizing your one or two most strongly felt concerns.
- Devise a plan of action responsive to these top-priority issues.
- Add enhancements to the solution plan until all the concerns are responded to.
- Offer what you yourself might be willing to contribute. Unless you have been asked, refrain from suggesting what you think others might do.
- Express appreciation of others' offers.
- Add additional concerns as they come to mind. Augment the action plan to be sure it is responsive to these concerns as well.

- Aim to build a solution set, that is, a comprehensive plan of action with elements responsive to all of the concerns that have been identified.
- Summarize the plan of action aloud to be sure that everyone agrees.
- As you approach closure, ask yourself and others: "Are there any little pieces of this that still feel unfinished?" Further modify your plan of action in response to these concerns.
- Summarize the full win-win action plan and you're good to go.