

Conversations are effortless if you know what your goals are, who you're talking to, and are prepared to answer all anticipated questions and objections—or know what you can't speak to just now. This worksheet will help you prepare in advance for effortless conversations.

| Goals/Concerns Overview   | Managing Unknowns  | What You Will Say and Do   |
|---|--|--|
| <p><b>Best-Case Outcome:</b></p><br><br><p><b>Worst-Case Outcome:</b></p><br><br><p><u>What are you avoiding saying, hearing, or answering?</u></p><br><br> | <p><u>List items that require more information:</u></p><br><br><br><br><br><br><p><u>Gather information and write down your answers:</u></p><br><br> | <p><u>List your talking points:</u></p><br><br><br><br><br><br><p><u>List your questions:</u></p><br><br><br><br><br><br><p><u>Areas of curiosity you will probe and listen for:</u></p> |