

Time to talk...

I am speaking to:

Date:

Before I speak to this person I have...

- Had a think and made some notes about how I feel when I speak to this person.
.....
- Decided what I want to get out of the conversation and have written it down.
.....
- Made a list of all the points I want to make, including what makes the situation better or worse for me.
.....
- Asked someone to be with me during the conversation - if that is right for me.
.....
- Asked for some language or communication support if I need it.
.....
- Got ready a pen and paper, glasses or hearing aids, and this checklist, so I can make notes on what is said.

During the conversation I will remember...

- If I get upset/angry/emotional, I will take some deep breaths. The conversation will have to wait until I am ready to continue.
.....
- I am an adult. I have been an adult for a long time. I am the expert on me, my preferences and my situation.
.....
- If I am uncomfortable, I can stop the conversation at any time.
.....
- I will take all the time I need to write things down if I want to.
.....
- If I am not able to communicate my points and be listened to, there is no value in continuing the conversation.
.....
- I will take all the time I need to think about any ideas and information. I do not have to respond or make any decisions right away.

Before I finish the conversation I will check...

- Have I told the person everything I wanted to say? Have I asked all my questions? Have I made a note of any answers and do I understand them?
.....
- For any future actions, do I have the times, dates, where I need to go, what I need to do in advance? And is it all written down?
.....
- If we have agreed to make any changes, do I know what the changes are? And how they aim to benefit me? How will I know if it is working?
.....
- Do I know who, and how to contact someone else to talk to if I am still uncomfortable with the conversation? Or how I'm being spoken to?
.....
- Do I feel better about having the conversation? Or if don't feel better, do I have a plan in mind for how I am going to improve this for myself?

