

The Focus Tool

This is a tool to help you focus when are about to have a difficult conversation or interaction. I have found it to be much more valuable than trying to imagine all the various ways the conversation might go. Generally, the only thing one can accurately predict by imagining all the various scenarios is that the conversation will not happen in any of the ways that are predicted. Give this tool a try. Many people have found it to be quite effective.

1. The Issue

What do you want to create?

Write a sentence about your goal or intention for the interaction.

2. The Context

List three ways of **being** that you are going to have to emulate during the interaction in order for your goal to become a reality.

Hint: It is most likely that you will need to be receptive to being how you want others to be. For example, if you need them to be open and vulnerable, you will have to set the stage by being open and vulnerable yourself.

- 1)
- 2)
- 3)

3. The Boundaries

What are you willing to risk?

What are you **not** willing to risk?

4. The Results

How will you know when you have succeeded? What will happen?

Hint: Be specific. Make this a **measurable** result, not just how you would like to feel at the end of the exchange.

