

Be positive:

Focus on areas of agreement first.

Control nonverbal messages:

Be aware of your nonverbal messages sent via your body language.

Send self-confident, self-assured, and positive messages through your body language.

Control tone of voice:

Don't let your voice present a sharp or critical tone. Work to convey a calm, respectful, and pleasing message through your tone of voice.

Ownership:

Take ownership for your thoughts, feelings and behaviors.

🌿 **Negotiation Action Plan** 🌿

1. Complete the Bridge-Building Negotiation Worksheet for an upcoming negotiated project, equipment purchase, or issue with your spouse.
2. Following the completed negotiation process, revisit your negotiation worksheet and evaluate what steps went well and which steps need to be improved.
3. Answer the following questions relating to how you deal with conflict.
 - How did your family handle conflict when you were growing up?

- How do you handle conflict today? Shark, Teddy Bear, Turtle, Fox, or Owl?

- Discuss with your spouse what you can do differently to improve the way you handle conflict situations.

- The next time that you start to feel defensive with your spouse, what can you do to help yourself respond in a non-defensive manner?

4. Answer these questions relating to non-defensive communication.

- When someone criticizes or disagrees with you, how do you usually react?

- How do you respond when your work is criticized?

- How can you criticize someone without provoking an angry reaction?

- What causes a defensive reaction in you?

- How does your defensive behavior affect the way you communicate with others?

Note: Original purchasers of this book are permitted to photocopy or download the forms in this book for personal use only, not for distribution. All forms can be found and downloaded at www.SleepingWithYourBusinessPartner.com.