



# CONVERSATION PLANNER

With whom? \_\_\_\_\_ When? \_\_\_\_\_

## WHAT IS MY INTENT?

The desired outcome(s) of the conversation

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## THE FACTS

Be objective. Observe multiple points of view.

## THE IMPACT

Influence on project, people, processes, etc.


## ACTIONS

Start with a verb. Identify the next steps.

## OWNER

Name

## DATE

Time target
