



Steps to Think and Share

Step 1 Choose to Talk It Over

Agree to talk about the problem and ground rules:

- "I agree to listen without interrupting."
- "I agree to try and work together on the problem."

Step 2 Talk About the Problem

Tell the other person what happened and how you feel about the problem and listen to the other person.

Step 3 What Is Important and Why

Try to put yourself in the other person's shoes by telling the other person:

- What you want ("I want you to stop calling me names.")
- Why that is important to you ("I don't like it when you call me names because it makes me feel bad in front of my friends.")

Step 4 Finding Ideas for a Solution

Try to think of ways you both can solve the problem. Use these rules:

- Don't put any ideas down.
- Think of things you can do to help both people, not things you think the other person should do.
- Think of as many ideas as you can.
- Listen and be fair.

Step 5 Which Idea Is Best?

Decide which ideas will solve your problem. Agree to ideas that:

- are good for both of you.
- are fair to you.
- follow the rules of your school.