WEEKLY EXTRA · THE CONFLICT-PREP PAGE

A conflict-prep page

Use this before the meeting, not as a record against the person. One issue. One ask. AI can draft boxes 1, 2 and 4. You write the ask, and you have the conversation.

Issue in one line

When this happened

BOX 1 · AI CAN DRAFT

Facts what happened, what was agreed, no motive

BOX 2 · AI CAN DRAFT

Impact one or two lines, on the work or the team

BOX 3 · YOU WRITE THIS

The ask one sentence: what changes, by when

BOX 4 · AI CAN DRAFT

Words I will not use labels, sarcasm, history you cannot point at

What I will listen for

What we agreed written the same day

COPY-PASTE PROMPT · THREE BOXES, NOT A SCRIPT

paste your notes after "Notes:"

You are helping a manager prepare a hard conversation. From the notes below, draft three boxes only: (1) facts, what happened and what was agreed, with no motive, (2) impact on the work or the team, in under 60 words, (3) words to avoid, as a short list of labels, sarcasm, and claims the notes do not prove. Do not write the ask. Do not explain why the person acted. Do not write a script. If a line is a guess, mark it "cut". Notes: ...

BEFORE YOU WALK IN

- [ ] Every motive is gone.
- [ ] The ask fits in one sentence.
- [ ] You can say fact, impact, ask, and then stop talking.
- [ ] The page stays with you. It is not an email.

> In the room: fact, impact, ask. Then listen. The agent does not attend.

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AI prepares the edges. You own the middle.