1. What is the challenge we are facing? Let’s explain fully the situation we have and how we each feel about what is happening.

2. What steps are we taking to gather as much information as possible about our situation?

3. What factors are beyond our control at this time? Let’s explore how we can minimize their impact on our present situation.

4. What factors could we control that would potentially make a positive impact on our situation?

5. Let’s describe the things we are willing to do at this time to improve our situation. Let’s be specific.

6. What steps could we take in the future? Let’s reflect on why we are choosing not to control some of the variables that we could.

7. What will be our first step toward improving the situation? When will we do it? Estimate the time it will take us to put our plan into action.

8. When will we review our progress toward our goal? What indicators will we look for in order to know if we are successful or not?

Adapted from Silver et al., 2015.