

## Sample & blank worksheet: Action plan to repair a relationship

Is a relationship with someone in your professional network — an important someone — in trouble? Review this sample worksheet and then complete one yourself (**blank version begins on page 3**) to formulate a plan of action.

### Sample Worksheet

**Contact's name:** *Jorge Sanchez*

**Relationship to you:** *Team member*

<p><b>Assessment of the relationship and rationale behind your assessment</b></p> <p>Assess where the relationship currently stands. Is it mediocre, weak, or stagnant/inactive? Why? Be honest with yourself. Even if you feel the other person is to blame, is there anything you might have done to jeopardize the relationship?</p>	<p><b>Assessment:</b> <i>Pretty bad</i></p> <p><b>What is your assessment based on? <i>Jorge keeps interrupting and belittling me in team meetings. I think it's rude, but I guess I've contributed to the problem because I've never made an effort to get to know him.</i></b></p>
<p><b>How a better relationship will benefit you</b></p> <p>Why do you need to repair the relationship? Do you need to increase rapport so you can work together more effectively? Overcome a bad performance review? Obtain something specific, such as a sales lead or job recommendation?</p>	<ul style="list-style-type: none"> <li>- <i>Get my ideas heard!</i></li> <li>- <i>Be more comfortable and productive when we have to work on projects together.</i></li> <li>- <i>I'll be less stressed and angry, and I'll stop losing sleep over this problem.</i></li> <li>- <i>Have more fun at work.</i></li> </ul>
<p><b>How a better relationship will benefit the other person (your best guess)</b></p> <p>Put yourself in the other person's shoes and think about why he or she would benefit from repairing the relationship (i.e., what you have to offer). Remember: Understanding the other person's needs and goals is just as important as understanding your own.</p>	<ul style="list-style-type: none"> <li>- <i>We'll be better able to meet team goals if we get along.</i></li> <li>- <i>Some of my ideas actually could help him, like the one to repurpose the design work I've done on the website for our social media pages.</i></li> <li>- <i>I think the VP of marketing has noticed that we don't get along. Jorge will look better if we do (so will I).</i></li> </ul>
<p><b>Three ways to repair the relationship</b></p> <p>Turn the potential benefits of repairing the relationship into three specific actions you can take. Include a date/deadline for each.</p>	<p><b>Action 1:</b> <i>Ask Jorge out for coffee. Tell him that I feel our working relationship could be better, and that it will benefit us both to improve it (VP will be happier and we can better meet team goals).</i></p>

	<b>Date:</b> 11/26
	<p><b>Action 2:</b> <i>Make an effort to get to know Jorge when our paths cross (in the hall, community kitchen, etc.). Instead of just saying hi or looking away, ask about his dog and the 49ers (two of his interests).</i></p> <p><b>Date:</b> <i>Ongoing</i></p> <p><b>Action 3:</b> <i>In next month's team meeting, bring up my idea about repurposing website design elements for social media pages. Specifically mention that I can help with this and reduce Jorge's workload.</i></p> <p><b>Date:</b> 12/17</p>

# Blank worksheet:

## Action plan to repair a relationship

Contact's name:

Relationship to you:

<p><b>Assessment of the relationship and rationale behind your assessment</b></p> <p>Assess where the relationship currently stands. Is it mediocre, weak, or stagnant/inactive? Why? Be honest with yourself. Even if you feel the other person is to blame, is there anything you might have done to jeopardize the relationship?</p>	<p><b>Assessment:</b></p> <p>What is your assessment based on?</p>
<p><b>How a better relationship will benefit you</b></p> <p>Why do you need to repair the relationship? Do you need to increase rapport so you can work together more effectively? Overcome a bad performance review? Obtain something specific, such as a sales lead or job recommendation?</p>	
<p><b>How a better relationship will benefit the other person (your best guess)</b></p> <p>Put yourself in the other person's shoes and think about why he or she would benefit from repairing the relationship (i.e., what you have to offer). Remember: Understanding the other person's needs and goals is just as important as understanding your own.</p>	
<p><b>Three ways to repair the relationship</b></p> <p>Turn the potential benefits of repairing the relationship into three specific actions you can take. Include a date/deadline for each. Here, a few suggestions to get you started.</p> <p><b>Stumped? Find a relevant suggestion below to get you started:</b></p> <p>Find common ground by...</p> <p>Notice his/her strengths, such as...</p>	<p><b>Action 1:</b></p> <p><b>Date:</b></p> <p><b>Action 2:</b></p> <p><b>Date:</b></p> <p><b>Action 3:</b></p> <p><b>Date:</b></p>

# Jhana

<p>Reach out personally by...</p> <p>Meet face-to-face by...</p> <p>Empathize by...</p> <p>Collaborate on a work project, such as...</p> <p>Solve a mutual work problem, such as...</p> <p>Get to know him/her personally by...</p> <p>Ask about the problem directly by...</p> <p>Stay positive by...</p> <p>Offer to do a favor or help by...</p> <p>Be a better listener by...</p> <p>Apologize for...</p> <p>Take responsibility for your mistake by...</p> <p>Acknowledge your own biases by...</p> <p>Be more accessible by...</p> <p>Check assumptions about him/her by...</p> <p>Embrace differences by...</p> <p>Seek an objective opinion from...</p>	
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