MEDIATION PREPARATION WORKSHEET

1. Briefly outline key dates and events in your dispute. Next to each event note documents and/or persons involved:

2. List your key interests or needs in this dispute including financial and emotional, etc. (or why it is important to you to settle this dispute):

3. Outline the key interests of the other person (or why it is important to the other person to settle this dispute):

4. List all possible ideas you have that might satisfy all sides (consider ideas that do not involve money):

5. List the consequences of not settling at the mediation session– include financial considerations (e.g. legal costs, loss of time from work) and non-financial (e.g., emotional stress of ongoing dispute, etc)