

Judge Your Colleague Worksheet

Adapted from JYNWorksheet, BK International, TheWork.com



Situation Contemplate a recurring situation at work that is reliably stressful. Who is involved? What are your emotions? List them:

Emotions: _____

In order to sharpen your focus for inquiry pick one particular moment when your situation happened and describe it in a few simple words.

Situation: _____
(Lisa doesn't improve her work performance even tho I have talked to her repeatedly.)

Place and time: _____
(We are outside of the building, she is walking away from me.)

Who Who is involved in this stressful experience? Who angers, disappoints, or saddens you, and why? Referring back to the above situation, complete the following sentence. Keep your sentence simple - if there are more offenses to discuss write 2 or 3 sentences.

I am _____ with _____ because she/he/they

(I am annoyed with Lisa because she doesn't listen to me)

Desires/Expectations

What do you want from them? Referring back to your situation, how do you want them to change?

I want _____ to _____
(I want Lisa to stop and tell me she heard me. I want Lisa to do what I tell her to do.)

Advice

What advice would you give the other person in this situation?

_____ should/shouldn't _____
(Lisa should show some respect. Lisa shouldn't think she is irreplaceable.)

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Needs In order for you to be happy in this situation, what do you need this person to think, feel, say or do?

I need _____ to _____

(I need Lisa to be more proactive. I need Lisa to stop creating extra work for me.)

Judgements What do you think of them in this situation? Make a list. It is absolutely ok to be petty and judgmental.

_____ is _____

(Lisa is lazy, stubborn, slow, doesn't care about her performance.)

Future What don't you ever want to experience again with the person or in this situation? Complete the following sentence.

I never again want to _____

(I don't ever want to feel disrespected by Lisa ever again.)

Well done! Read over the worksheet once again to make sure it is complete, and bring the situation back into your mind. Then, starting at the top, statement by statement, using the exact words you have written down, answer the following 4 questions.

- **Is it true?**
- **Can I absolutely know if this is true?**
- **How do I react, what happens when I believe this thought?**
- **Who would I be without this thought?**
- **Turn the thought around**, and find 1-3 examples for your turnaround

