

## **GUIDELINES FOR EFFECTIVE PARTICIPATION**

1. Identify your perspectives, interests, and beliefs.
2. Listen to learn about the other party's perspectives, interests, and beliefs.
3. Avoid taking positions.
4. Respect the values and perspectives of the other person whether or not you agree.
5. Don't try to change the other person's values and perspectives.
6. Recognize your own process needs.
7. Respect the process needs of the other person.
8. Use "I" statements to speak for yourself.
9. Don't use "you" statements to accuse or blame the other person.
10. Don't argue.
11. Don't be critical, judgmental, or sarcastic.
12. Allow the other person to speak without interruption.
13. Try to control anger and emotions.
14. Take a break when you need it.
15. Commit to the fullest development of choices and options before making decisions.
16. Look for solutions that meet the interests of you and your spouse.
17. Measure the value of everything you do by asking whether it is effective in advancing you to your desired objectives.
18. Take responsibility for your feelings, interests, and choices.