**Mediation Worksheet**

It is important to go into a mediation session prepared. You will need to communicate your side of the story and discuss possible solutions. Consider your best and worst outcomes, you may not wish to share these but it’s good for you to think about.

**Describe your side of the story in a clear and logical way.**



**What supporting documents (such as receipts, statements, invoices or photographs) do you have that relate to the dispute?**

**Describe what is really important to you in this dispute.**

**Describe the other party’s main concerns.**



**What is the best result possible?**



**What is the worst result possible?**



**Notes:**

