



# Conflict Resolution Work Sheet

Conflict is natural, it is going to happen, and it is unavoidable, especially between ourselves and the ones we love. Whether in our family, or in our marriage; in our friendships, or out in the public, conflict happens. Conflict happens because we all hold different perceptions, cultural upbringings, and personal interests. Contrary to perhaps our own personal beliefs, conflict, if resolved appropriately, can lead to stronger and healthier relationships.

Resolving conflict is hard, it can be scary, and a lot of people choose to avoid it. But avoiding conflict resolution, does not prevent conflict from happening. Leaving conflict unresolved and 'sweeping it under the rug' can lead to even worse conflict in the future. Unresolved conflict can also prevent our relationships from growing, or becoming deeper than what they are currently. Many people avoid conflict because they do not know how to resolve it effectively and healthily.

Below are 3 examples of this worksheet filled out, as well as a blank, printable worksheet at the end of this document that you can print, fill out, and use to assist you in resolving your own conflicts.

Conflict resolution takes practice, the more you practice putting in the time and energy to resolving your conflicts, the more fruit/rewards you will see after you have done it, and it will pay off in the future.

Remember, not every conflict will be resolved, no matter how much time and energy you invest into resolving it. But a clear conscience comes from knowing we put every effort we could into trying to resolve the conflict.

Another important detail to remember, is that many if not most conflicts will contain areas where you yourself may have caused harm or made a mistake, that's where humility comes in. Be as thorough in searching out your own mistakes and harms that you may have caused as you do for analyzing the other person's mistakes.

Most importantly, know that in trying to resolve a conflict equals love in action. Love is not a feeling but an action, that is why we put in the effort and the time.

WHAT IS THE CONFLICT?

FALSE ACCUSATION

# EXAMPLE 01

## CONFLICT RESOLUTION WORKSHEET

DATE

July, 19, 2022

WHAT IS YOUR OBJECTIVE/GOAL TO RESOLVING THE CONFLICT? (EXAMPLE: Your goal might be to setup clear boundaries with the other person, or to make amends/apologize, you can have many goals or just one)

A FRIEND MADE

FALSE ACCUSATION  
TOWARDS  
MEMBERS  
TWO FAMILY

1) SET UP  
BOUNDARIES  
ON WHAT  
IS SAID  
ABOUT MY  
FAMILY

2) TO TEST  
MY FRIEND'S  
EVIDENCE IN  
HOPES TO TEACH  
HIM HOW TO TEST  
EVIDENCE IN  
THE FUTURE  
BEFORE HE  
MAKES ACCUSATIONS

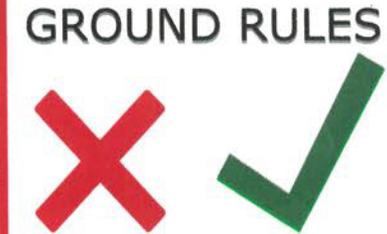


WHAT ARE THE GROUND RULES FOR THE CONFLICT RESOLUTION? (EXAMPLE: It can be something a person is not allowed to do; like use insults/name calling, or it can also be something that the person should do; like clearly define their terms when they make an accusation)

NO INSULTS

NO FALSE  
ACCUSATIONS

ANY ACCUSATION MUST  
HAVE SUFFICIENT  
EVIDENCE



WHAT IS THE BEST CASE SCENARIO?

HE ACCEPTS WHAT I SAY  
& APOLOGIZES

WHAT IS THE REALISTIC OUTCOME & HOW CAN YOU PREPARE?

SOME PROGRESS IS MADE.  
RELATIONSHIP IS RE-ESTABLISHED

WHAT IS THE WORST CASE SCENARIO?

HE GETS  
UPSET,  
INSULTS OR  
STORMS OFF,  
LOOKS FOR  
WAYS TO  
RETALIATE

WHAT IS THE CONFLICT?

# CONFLICT RESOLUTION WORKSHEET

DATE

July 19, 2022

FALSE ACCUSATION

WHO IS SOMEONE THAT YOU CAN ASK FOR ADVICE BEFORE TRYING TO RESOLVE THE CONFLICT?

(EXAMPLE: This person should be someone you trust & who is neutral in the conflict; this person should be honest & objective who will tell you what you need to hear not what you want to hear)

PERSON



WIFE

LIST OF QUESTIONS

ASK HER TO READ OVER MY GOALS & NOTES THAT I HAVE PREPARED TO GET HER FEED BACK

PERSON

LIST OF QUESTIONS

## ADVICE



WHAT TOOLS ARE NEEDED TO PREPARE BEFORE TRYING TO RESOLVE THE CONFLICT?

(EXAMPLE: It can be printing out this conflict work sheet & filling it out, or if the conflict was via email, you could print out the emails & highlight the points of contention.)



READ OVER THE TEXT MESSAGES THAT WERE SENT



FILL OUT THIS CONFLICT WORK SHEET



BRING A PAD OF PAPER + NOTES + PENS



LOOK UP FIND BIBLE VERSES ON HOW TO RESOLVE CONFLICT

## TOOLS



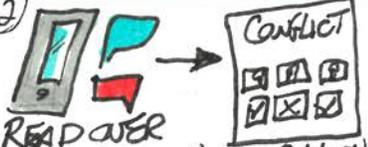
WHAT ARE THE STEPS TO RESOLVE THE CONFLICT?

(EXAMPLE: To share honestly about a concern you have, or if you are making an amends, how will you make it; by letter, talking with the person, or volunteering somewhere?)

1 PRAY FOR WISDOM & GOD'S WILL. READ BIBLE VERSES



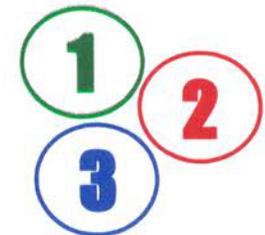
2 READ OVER THE TEXTS THEN FILL OUT THE CONFLICT SHEET



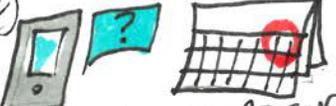
3 ASK MY WIFE TO LOOK OVER MY CONFLICT WORK SHEET



## STRATEGY



4 MESSAGE MY FRIEND, ASKING IF WE CAN MEET WHEN



5 PACK SUPPLIES PRAY ON THE WAY TO THE MEETING



6 DRAW OR JOURNAL HOW THE CONFLICT RESOLUTION WENT TO LEARN FROM IT



# CONFLICT RESOLUTION WORKSHEET

WHAT IS THE CONFLICT?

**FALSE ACCUSATION**

DATE

July 19, 2022

(NOTE: If you are the one who caused the harm, fill this form out with the person whom you harmed. If you are the person who was harmed, fill this form out before meeting with the other person.)

WHAT HARM WAS CAUSED ?

(EXAMPLE: A false accusation was made.)

A FALSE ACCUSATION WAS MADE ABOUT TWO OF MY FAMILY MEMBERS

A TEXT CONFLICT OCCURRED ABOUT THE FALSE ACCUSATIONS

(EXAMPLE: What is an alternative action that can be suggested to avoid this same conflict from repeating? I.e. Ask more questions before coming to a false conclusion.)

WHAT COULD HAVE BEEN DONE DIFFERENTLY?

MY FRIEND COULD HAVE ASKED MORE QUESTIONS BEFORE COMING TO A CONCLUSION MAKING ACCUSATIONS

(EXAMPLE: Make an apology & go to the people who were the recipient of the false information & inform them of the truth)

WHAT CAN BE DONE NOW TO REPAIR THE INJURY?

MY FRIEND ADMITTING HE HAD INSUFFICIENT EVIDENCE ABOUT HIS CONCLUSIONS WAS MISTAKEN/WRONG ABOUT MAKING HIS ACCUSATIONS

# CONFLICT RESOLUTION WORKSHEET

WHAT IS THE CONFLICT?

DATE

**FALSE ACCUSATIONS**

July 19, 2022

WHAT DID YOU DO OR SAY THAT DID NOT HELP IN RESOLVING THE CONFLICT?

(EXAMPLE: i was too apologetic & did not uphold my boundaries.)



I DID NOT DISCLOSE TO MY FRIEND WHY I WANTED TO MEET PRIOR TO OUR MEETING

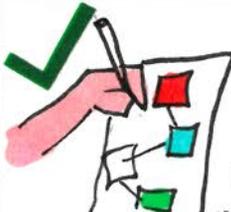


WHAT DID YOU DO THAT HELPED TO RESOLVE THE CONFLICT?

(EXAMPLE: I was firm in my boundaries but I also was willing to see my own mistakes & admitted them)



DRAW/ WRITE OUT WHAT MY FRIEND SHARES DURING OUR MEET UP, SO I CAN BETTER UNDERSTAND HIS PERSPECTIVE



I DID NOT OVER SHARE ABOUT PERSONAL INFORMATION THAT COULD LEAD TO MORE FALSE CONCLUSIONS



WHAT DID YOU LEARN FROM THIS CONFLICT RESOLUTION TO USE NEXT TIME?

(EXAMPLE: Next time I will inform the person about the nature of the meeting before we meet so they are not caught by surprise)



DISCLOSE WHY I WANT TO MEET/ THE PURPOSE OF THE MEETING BEFORE WE MEET



# EXAMPLE 02

## CONFLICT RESOLUTION WORKSHEET

DATE

APR 28, 2022

WHAT IS THE CONFLICT?



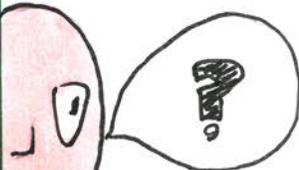
EMAILS CONTAINING INSULTS & FALSE ACCUSATIONS

WHAT IS YOUR OBJECTIVE/GOAL TO RESOLVING THE CONFLICT?

(EXAMPLE: Your goal might be to setup clear boundaries with the other person, or to make amends/apologize, you can have many goals or just one)



ADDRESS THE CONCERNS OF THE LETTERS/EMAILS



INQUIRE IF THE OTHER PARTY IS WILLING TO DISCUSS THEIR ACTIONS



WHAT ARE THE GROUND RULES FOR THE CONFLICT?

(EXAMPLE: It can be something a person is not allowed to do; like use insults/name calling, or it can also be something that the person should do; like clearly define their terms when they make an accusation)



NO INSULTS



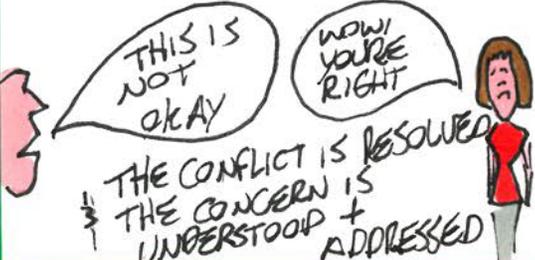
NO SHOUTING OR OUTBURSTS OF ANGER FROM EITHER PARTY



NO FALSE ACCUSATIONS, ANY ACCUSATION MUST BE CLEARLY DEFINED WITH CONCRETE EXAMPLES & EVIDENCE TO SUPPORT THE CLAIM



WHAT IS THE BEST CASE SCENARIO?



THIS IS NOT OKAY  
NOW YOU'RE RIGHT  
THE CONFLICT IS RESOLVED & THE CONCERN IS UNDERSTOOD + ADDRESSED

WHAT IS THE REALISTIC OUTLOOK & HOW TO PREPARE?



PROGRESS IS MADE, THE OTHER PARTY IS WILLING TO KEEP RESOLVING THE CONFLICT

WHAT IS THE WORST CASE SCENARIO?



GET OUT! I NEVER WANT TO SEE YOU AGAIN!  
THE CONFLICT IS UNRESOLVED & THE OTHER PERSON NO LONGER WANTS TO SPEAK OR WORK THROUGH IT

WHAT IS THE CONFLICT?

# CONFLICT RESOLUTION WORKSHEET

DATE

APR 28, 2022



IS THERE SOMEONE THAT YOU CAN ASK FOR ADVICE BEFORE TRYING TO RESOLVE THE CONFLICT?

(EXAMPLE: This person should be someone you trust & who is neutral in the conflict; this person should be honest & objective who will tell you what you need to hear not what you want to hear.)

PERSON  
my wife

LIST LIST OF QUESTIONS

- o DOES MY STRATEGY MAKE SENSE?
- o IS THERE SOMETHING I'M MISSING OR FORGETTING?

PERSON  
PASTOR FROM CHURCH

LIST LIST OF QUESTIONS

- o How SHOULD I RESPOND TO Gossip?
- o How DO YOU DEAL WITH CHURCH MEMBERS WHO Gossip?

## ADVICE



WHAT TOOLS ARE NEEDED TO PREPARE BEFORE TRYING TO RESOLVE THE CONFLICT?

(EXAMPLE: It can be printing out this conflict work sheet & filling it out, or if the conflict was via email, you could print out the emails & highlight the points of contention.)

PRAY CONTINUOUSLY BEFORE & DURING THE CONFLICT FOR WISDOM, GODS WILL & HIS UNDERSTANDING

HAVE A REGULATING KIT PACKED, READY FOR SPACES OF FREE-TIME

BRING LETTERS/ EMAILS OF CONCERN WITH SO I CAN QUOTE THEM ACCURATELY

BRING PENS & PAPER WITH TO MAKE NOTES DURING OUR CONVERSATION TO CLEARLY FOLLOW ALONG

## TOOLS



WHAT ARE THE STEPS TO RESOLVE THE CONFLICT?

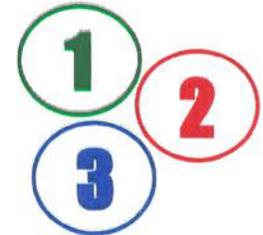
(EXAMPLE: To share honestly about a concern you have, or if you are making an amends, how will you make it; by letter, talking with the person, or volunteering somewhere?)

PRINT & RE-READ THE EMAILS OF CONCERN & MAKE NOTES

PLAN/ WRITE OUT ORDER OF THE CONVERSATION SO THAT I AM FOCUSED & STAY ON TOPIC

TEXT THE OTHER PERSON, COMMUNICATING THAT I WOULD LIKE TO HAVE THIS CONVERSATION

## STRATEGY



BOTH PARTIES COMMUNICATE CLEAR GROUND RULES & BOUNDARIES AT THE BEGINNING OF THE CONVERSATION

TALK THROUGH MY NOTES PAUSING BETWEEN EACH POINT TO ALLOW OTHER PERSON TO SPEAK

SHARE ALTERNATIVES ON WHAT CAN BE DONE NEXT TIME SO THIS KIND OF CONFLICT IS AVOIDED

# CONFLICT RESOLUTION WORKSHEET

WHAT IS THE CONFLICT?

 EMAILS CONTAINING INSULTS & FALSE ACCUSATIONS

(NOTE: If you are the one who caused the harm, fill this form out with the person whom you harmed. If you are the person who was harmed, fill this form out before meeting with the other person.)

DATE

APR 28, 2022

WHAT HARM WAS CAUSED?

(EXAMPLE: A false accusation was made.)

 FALSE ACCUSATIONS AROSE FROM GOSSIPING ABOUT MY WIFE & I WITH OTHER FAMILY MEMBERS

 WHEN I PHONED TO DISCUSS THE FALSE ACCUSATIONS I WAS MET WITH INSULTS & SHOUTING

  EMAIL CORRESPONDENCE WAS ALSO MET WITH INSULTS & FURTHER ACCUSATIONS

(EXAMPLE: What is an alternative action that can be suggested to avoid this same conflict from repeating? I.e. Ask more questions before coming to a false conclusion.)

WHAT COULD HAVE BEEN DONE DIFFERENTLY?

 ASK MY WIFE & I QUESTIONS INSTEAD OF GETTING INFORMATION FROM SECONDARY & TERTIARY SOURCES.





(EXAMPLE: Make an apology & go to the people who were the recipient of the false information & inform them of the truth)

WHAT CAN BE DONE NOW TO REPAIR THE INJURY?

  STOP GOSSIPING, TALK TO US INSTEAD





# CONFLICT RESOLUTION WORKSHEET

WHAT IS THE CONFLICT?

DATE

✉ EMAILS CONTAINING INSULTS & FALSE ACCUSATIONS

APR 28, 2023

WHAT DID YOU DO OR SAY THAT DID NOT HELP IN RESOLVING THE CONFLICT?

(EXAMPLE: i was too apologetic & did not uphold my boundaries.)

✗ I REPEATEDLY USED THE WORD GOSSIP WHICH CAUSED THE OTHER PERSON TO SHUT DOWN

YOU GOSSIPED

✗ TRYING TO RESOLVE THE CONFLICT VIA EMAIL OR TEXT WAS INEFFECTIVE IN THIS CONFLICT

✗

WHAT DID YOU DO THAT HELPED TO RESOLVE THE CONFLICT?

(EXAMPLE: I was firm in my boundaries but I also was willing to see my own mistakes & admitted them)

✓ LISTENED TO THE OTHER PERSON & TOOK NOTES SO I COULD UNDERSTAND THEIR PERSPECTIVE

✓ ACKNOWLEDGED MY ERROR

"YOU'RE RIGHT, I COULD DO THAT DIFFERENTLY NEXT TIME"

✓ I SPENT A LOT OF TIME IN PRAYER & GETTING ADVICE FROM MENTORS

WHAT DID YOU LEARN FROM THIS CONFLICT RESOLUTION TO USE NEXT TIME?

(EXAMPLE: Next time I will inform the person about the nature of the meeting before we meet so they are not caught by surprise)

IF A WORD IS A TRIGGER I CAN TRY FINDING A SIMILAR WORD AS AN ALTERNATIVE

I AM MORE EFFECTIVE IF I AM RELAXED DURING THE CONFLICT. RESOLUTION, I DON'T PUT BIG EXPECTATIONS ON THE OTHER PERSON TO SEE MY PERSPECTIVE

I MUST BE WILLING TO ACCEPT THAT THE CONFLICT MIGHT NEVER BE FULLY RESOLVED. I CAN ALTERNATIVELY PUT UP BOUNDARIES ON WHAT I SHARE WITH THIS PERSON TO PREVENT A REPEAT INCIDENT

WHAT IS THE CONFLICT?



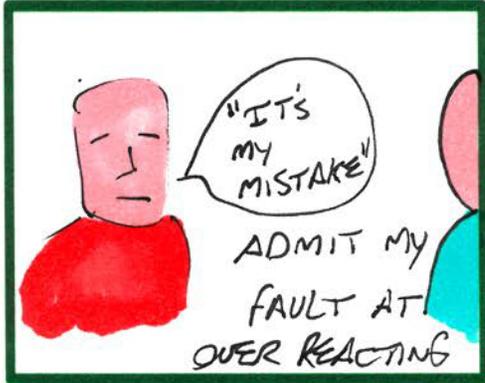
# EXAMPLE 03

## CONFLICT RESOLUTION WORKSHEET

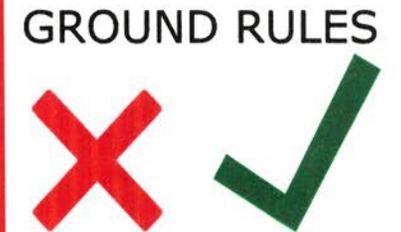
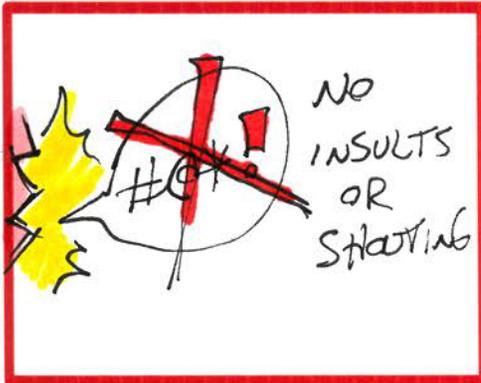
DATE

SUN OCT 23, 2022

WHAT IS YOUR OBJECTIVE/GOAL TO RESOLVING THE CONFLICT? (EXAMPLE: Your goal might be to setup clear boundaries with the other person, or to make amends/apologize, you can have many goals or just one)



WHAT ARE THE GROUND RULES FOR THE CONFLICT RESOLUTION? (EXAMPLE: It can be something a person is not allowed to do; like use insults/name calling, or it can also be something that the person should do; like clearly define their terms when they make an accusation)



WHAT IS THE BEST CASE SCENARIO?

WHAT IS THE REALISTIC OUTCOME & HOW CAN YOU PREPARE?

WHAT IS THE WORST CASE SCENARIO?



WHAT IS THE CONFLICT?

# CONFLICT RESOLUTION WORKSHEET

DATE

SUN OCT 23, 2022



WHO IS SOMEONE THAT YOU CAN ASK FOR ADVICE BEFORE TRYING TO RESOLVE THE CONFLICT?

(EXAMPLE: This person should be someone you trust & who is neutral in the conflict; this person should be honest & objective who will tell you what you need to hear not what you want to hear)

PERSON

my wife

LIST OF QUESTIONS

PERSON

LIST OF QUESTIONS

## ADVICE

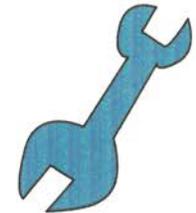


WHAT TOOLS ARE NEEDED TO PREPARE BEFORE TRYING TO RESOLVE THE CONFLICT?

(EXAMPLE: It can be printing out this conflict work sheet & filling it out, or if the conflict was via email, you could print out the emails & highlight the points of contention.)

MAP OUT WHAT I DID WRONG FOR CLARITY

## TOOLS



WHAT ARE THE STEPS TO RESOLVE THE CONFLICT?

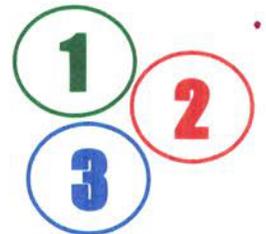
(EXAMPLE: To share honestly about a concern you have, or if you are making an amends, how will you make it; by letter, talking with the person, or volunteering somewhere?)

PRAY FOR WISDOM

MAP OUT THE CONFLICT FOR CLARITY ON MY ERROR

REQUEST FEEDBACK FROM MY WIFE

## STRATEGY



ASK TO MEET WITH OTHER PERSON TO RESOLVE THE CONFLICT

MEET WITH THE OTHER PERSON & APOLOGIZE

# CONFLICT RESOLUTION WORKSHEET

DATE

WHAT IS THE CONFLICT?

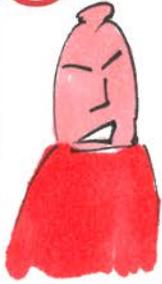
OVER REACTION VIA TEXT MSG 

(NOTE: If you are the one who caused the harm, fill this form out with the person whom you harmed. If you are the person who was harmed, fill this form out before meeting with the other person.)

Sun Oct 23, 2022

WHAT HARM WAS CAUSED?

(EXAMPLE: A false accusation was made.)

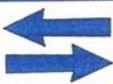
 I OVER REACTED & TOOK OFFENSE TO THE OTHER PERSON'S COMMENT 

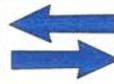
 REFUSAL TO ACKNOWLEDGE MY FAULT IN THE BEGINNING 



(EXAMPLE: What is an alternative action that can be suggested to avoid this same conflict from repeating? I.e. Ask more questions before coming to a false conclusion.)

WHAT COULD HAVE BEEN DONE DIFFERENTLY?

    PLEASE, TAKE MORE TIME WHEN RESPONDING, EVEN AN EXTRA DAY IF POSSIBLE





(EXAMPLE: Make an apology & go to the people who were the recipient of the false information & inform them of the truth)

WHAT CAN BE DONE NOW TO REPAIR THE INJURY?

 Acknowledge my ERROR, ADMIT IT WAS WRONG TO THE OTHER PERSON 





# CONFLICT RESOLUTION WORKSHEET

WHAT IS THE CONFLICT?

OVER REACTION  
VIA TXT MSG

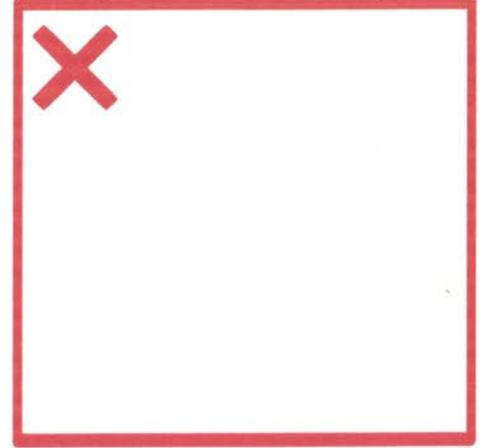


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SUN OCT 23, 2022

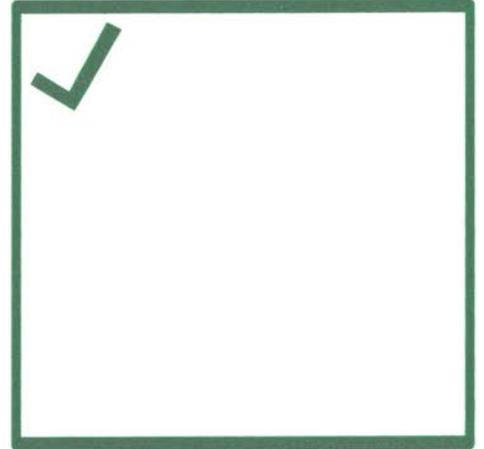
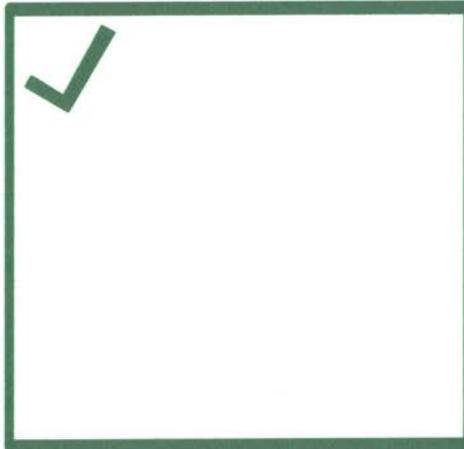
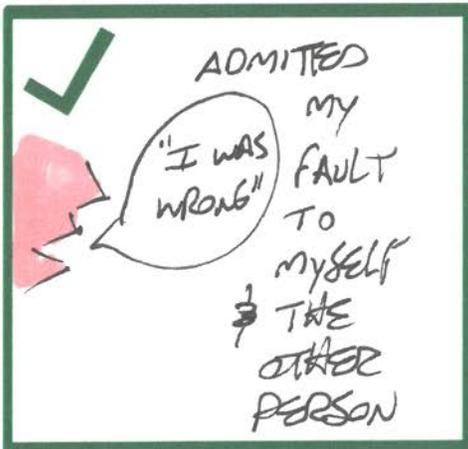
WHAT DID YOU DO OR SAY THAT DID NOT HELP IN RESOLVING THE CONFLICT?

(EXAMPLE: i was too apologetic & did not uphold my boundaries.)



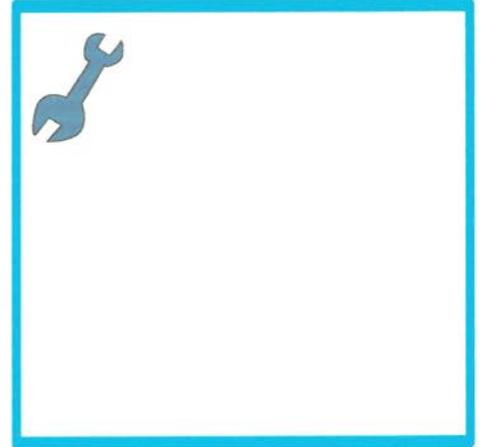
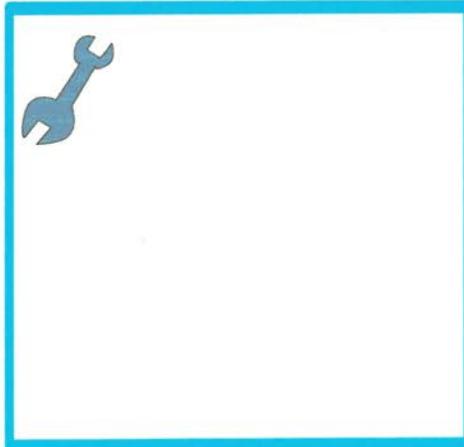
WHAT DID YOU DO THAT HELPED TO RESOLVE THE CONFLICT?

(EXAMPLE: I was firm in my boundaries but I also was willing to see my own mistakes & admitted them)



WHAT DID YOU LEARN FROM THIS CONFLICT RESOLUTION TO USE NEXT TIME?

(EXAMPLE: Next time I will inform the person about the nature of the meeting before we meet so they are not caught by surprise)



WHAT IS THE CONFLICT?

# CONFLICT RESOLUTION WORKSHEET

DATE

WHAT IS YOUR OBJECTIVE/GOAL TO RESOLVING THE CONFLICT?

(EXAMPLE: Your goal might be to setup clear boundaries with the other person, or to make amends/apologize, you can have many goals or just one)

GOAL



WHAT ARE THE GROUND RULES FOR THE CONFLICT RESOLUTION?

(EXAMPLE: It can be something a person is not allowed to do; like use insults/name calling, or it can also be something that the person should do; like clearly define their terms when they make an accusation)

GROUND RULES



WHAT IS THE BEST CASE SCENARIO?

WHAT IS THE REALISTIC OUTCOME? USE THE PERCENTAGES FROM BEST & WORST CASES

WHAT IS THE WORST CASE SCENARIO?

HOW LIKELY IS IT TO HAPPEN?

%

HOW LIKELY IS IT TO HAPPEN?

%

WHAT IS THE CONFLICT?

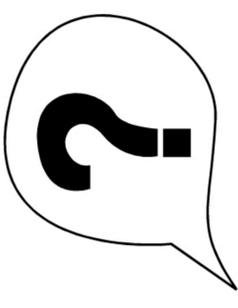
WHO IS SOMEONE THAT YOU CAN ASK FOR ADVICE BEFORE TRYING TO RESOLVE THE CONFLICT?

DATE

# CONFLICT RESOLUTION WORKSHEET

(EXAMPLE: This person should be someone you trust & who is neutral in the conflict; this person should be honest & objective who will tell you what you need to hear not what you want to hear)

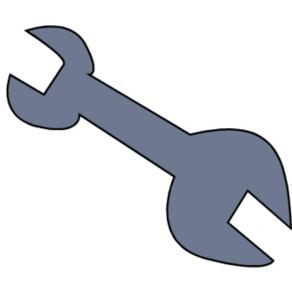
## ADVICE



WHAT TOOLS ARE NEEDED TO PREPARE BEFORE TRYING TO RESOLVE THE CONFLICT?

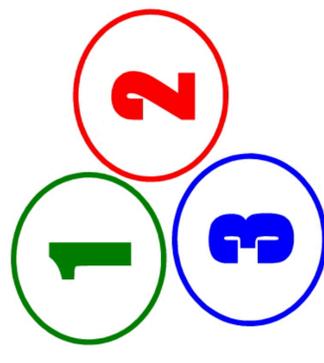
(EXAMPLE: It can be printing out this conflict work sheet & filling it out, or if the conflict was via email, you could print out the emails & highlight the points of contention.)

## TOOLS



WHAT ARE THE STEPS TO RESOLVE THE CONFLICT?

## STRATEGY



# CONFLICT RESOLUTION WORKSHEET

WHAT IS THE CONFLICT?

DATE

(NOTE: If you are the one who caused the harm, fill this form out with the person whom you harmed. If you are the person who was harmed, fill this form out before meeting with the other person.)

WHAT HARM WAS CAUSED?

(EXAMPLE: A false accusation was made.)

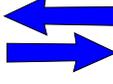


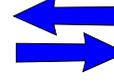


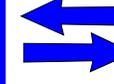


WHAT COULD HAVE BEEN DONE DIFFERENTLY?

(EXAMPLE: What is an alternative action that can be suggested to avoid this same conflict from repeating? I.e. Ask more questions before coming to a false conclusion.)







WHAT CAN BE DONE NOW TO REPAIR THE INJURY?

(EXAMPLE: Make an apology & go to the people who were the recipient of the false information & inform them of the truth)







# CONFLICT RESOLUTION WORKSHEET

WHAT IS THE CONFLICT?

DATE

WHAT DID YOU DO OR SAY THAT DID NOT HELP IN RESOLVING THE CONFLICT?

(EXAMPLE: i was too apologetic & did not uphold my boundaries.)







WHAT DID YOU DO THAT HELPED TO RESOLVE THE CONFLICT?

(EXAMPLE: I was firm in my boundaries but I also was willing to see my own mistakes & admitted them)







WHAT DID YOU LEARN FROM THIS CONFLICT RESOLUTION TO USE NEXT TIME?

(EXAMPLE: Next time I will informed the person about the nature of the meeting before we meet so they are not caught by surprise)





