

# MEDIATION PROCESS GUIDELINES

## **SHOW RESPECT**

Avoid visible or audible signs of disrespect, such as eye rolls or sighs.

Take turns speaking; avoid interrupting each other. Take notes as needed to capture ideas as they emerge.

Use names rather than “he” or “she” when that person is present.

## **SPEAK FROM YOUR OWN EXPERIENCE**

“I-statements” reveal our individual perspectives.

Avoid describing what other participants may think or feel.

Speaking clearly for and about yourself makes your message easier for others to hear.

## **AVOID BLAME OR ACCUSATIONS ABOUT PAST CONDUCT**

Once we are in an angry, defensive mode, thinking stops and emotional reactivity kicks in.

We may need to take a break before we can make any further progress toward our mutual goals.

## **FOCUS ON THE FUTURE YOU WOULD LIKE TO CREATE**

Ask questions respectfully and listen carefully to the answers.

## **MEDIATION MINDSET**

Use a “**MEDIATION MINDSET**” to approach problem-solving with curiosity and a desire to create **WIN – WIN** situations wherever possible.

## **IN MEDIATION, YOU HAVE THE POWER:**

To make all decisions about what is best for you and your children or family.

To decide how much attorney time you need, (if any).

To manage the financial and personal costs of divorce or other family conflict.