

PREPARING FOR MEDIATION

How to do your best in the session

15 Tips to Prepare for Mediation

1. **Listen Carefully:** Pay close attention and be respectful when talking with others during mediation. Remember, what's said in these talks is private with some exceptions.
2. **Be Open to Change:** Stay ready to think about new ideas and solutions. Sometimes, things can turn out differently than you first thought.
3. **Understand Your Needs:** Know what you really want and why during mediation. Think about what's important to you and the other person involved.
4. **Sort Your Concerns:** Put your concerns into groups to make them easier to talk about. Make a list of the things you want to discuss during mediation. Be clear and specific.
5. **Know Your Limits:** Figure out what things you will not change your mind about from the beginning, like morals or principles.
6. **Gather Information:** Collect papers or emails that can help explain your side, even if you don't need to show them. They can be useful to help everyone understand.
7. **Talk About How You Want Mediation To Go:** Share your preferences, like how you want to talk (together or separately), or any other important details.
8. **Set Goals:** Decide what you want to achieve. Think about what matters most to you.
9. **Think of Solutions:** Be open to different ideas to fix the problems. Mediation is about finding answers that work for everyone, not proving someone right or wrong.
10. **Plan for What's Next:** Imagine what you will do if you can't agree in mediation. Think about how it might affect you and others.
11. **Handle Feelings:** Understand that emotions can be strong. It's normal to feel them but try to decide how you can work through them and not let them take over.
12. **Get Enough Rest:** Be sure to get enough sleep before mediation. It can be tiring, and you want to be ready to think clearly.
13. **Take Breaks:** If you need a break to eat or rest, ask for one. It's okay to take some time for yourself.
14. **Use Technology Wisely:** If you're talking online, make sure your internet works well. It's also good to have your camera on so everyone knows who's talking.
15. **Plan What Comes After:** Talk about how you'll do what you agree on in mediation. Ask if you need to keep talking later.

We want all our clients to succeed in mediation

Email us at info@mediatenyc.org with any concerns or suggestions.