**How Unrepresented Parties Can Prepare for Mediation**

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1. **Summary of dispute.** Please prepare a summary of the dispute, or this situation, from your perspective. Try to put this into a chronological or some other logical framework so it’s understandable to an outsider. You may put it into writing, but it’s better if you plan to tell it instead of reading it. A notecard with bullet points could be helpful here.
2. **Where you’re stuck.** What are the “sticking points”? Why have you not been able to resolve this so far? How can the mediator help you with this?
3. **Other side.** See if you can describe the dispute from their perspective. What is your understanding of the other side’s main concerns? Any thoughts as to how to address those concerns?
4. **Your contribution to the conflict.** How you may have contributed to the conflict. An honest personal assessment of what you may have done, however inadvertently, to contribute to the conflict may give you a better perspective on how to work towards resolution. As Peacemaker Ministries puts it, “Even if you are only 2% responsible for the conflict, you are 100% responsible for your 2%.”
5. **Resolution ideas.** Think of two resolution ideas: (a) Your optimal resolution. (b) Another resolution idea that you “could live with.”