

THINKING ON PAPER

1. Start by writing down your thinking goal.
2. Record your thoughts in full sentences, following the main line of thinking. Slow down the thinking to match the pace of the writing.
3. Whenever you hesitate, write down a helpful question to get your thoughts moving on a path toward the goal. Then answer the question.
4. Monitor your progress and priorities and redirect as needed.

If you have a problem, stop to identify the exact problem. Then switch to thinking about a solution that would redirect you to a path toward the main goal.

INTROSPECTION

Ask: What do I feel? Why do I feel it?

Eight Basic Families of Emotions

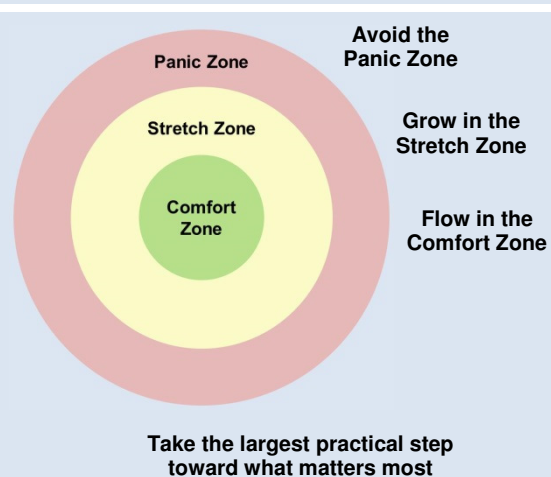
Joy (grief)	I have gained a value/succeeded (vs. lost it).
Desire (aversion)	This would be a value to me. I should pursue it (vs. this is a disvalue to be avoided).
Love (indifference)	This is a value and a source of pleasure (vs. not a significant value).
Hope (despair)	There is a chance of success (vs. not).
Anger (gratitude)	Someone has wronged me (vs. helped me).
Fear (relief)	This is a threat to me (vs. a threat has been removed).
Frustration (confidence)	My own effort is not effective, I am trying but not succeeding (vs. I am succeeding through my own effort).
Guilt (pride)	I misbehaved (vs. I behaved morally).

DECISION CARDS

1. Create an index card for each option. Don't forget the "Do Nothing" option.
2. On the front of each option card, list all the negatives associated with this choice – reasons you don't want to do it.
3. Identify all of the intolerable negatives. Think about how to solve the problem or accept them (empathy bath). Change the options if needed.
4. Flip all negatives to be positives for other options – other side of card
5. Add more positives for each option – reasons you do want to do it. Translate positives into deep values if they are unclear.
6. Spread out the option cards with the positives in front of you.
7. Make a judgment: which is the biggest positive?

MENTAL CLEANUP TIME

1. What are the takeaways?
2. What are the open issues?
3. What are the next steps?



O: OBSERVATION (Free of Inference)

What do you see, hear, notice? What is given as a fact in the situation?

F: FEELING (Free of Interpretation)
Basic Feelings

	Mind-Body Feelings / States	Simple Emotions	Emotions about External Factors	Emotions Related to Agency
Positive Feelings (Met Needs)	Clear-Headed Energized Peaceful/Open	Joy Desire Love	Gratitude Relief Hope	Pride Confidence
Negative Feelings (Unmet Needs)	Overloaded Tired Tense/Uptight	Grief Aversion Indifference	Anger Fear Despair	Guilt Frustration

N: NEED (Free of a Concrete, Specific Strategy)
Deep Rational Values*

CLARITY Understanding Certainty Celebration Mourning "Crow" Space Organization Concretization Concentration	DIRECTION Closure Progress Meaning Quality Timeliness Creativity Ease Decisiveness	EFFICACY Growth Mastery Self-Acceptance Skill Commitment Resilience	HEALTH Movement Play Energy Nutrition Rest Relaxation
CONNECTION Visibility To Be Seen / Heard To See / Hear Empathy Mutuality: Respect, Fairness, Trust, Consideration	COMMUNICATION Self-Expression Intellectual Stimulation Emotional Presence Authenticity Transparency Openness	COOPERATION Trade Contribution Support Community Alignment Autonomy Freedom Responsibility	RATIONALITY Independence Integrity Honesty Justice Productiveness Pride

R: REQUEST (Free of Demand)

What might be an easy step to take? You (or the other) always have a choice whether to take it.

A requested action should be clearcut, doable, and lead to the deep value.

A "connection request" consists of asking yourself (or the other person) to share your (his) thoughts, feelings, or values in response to the preceding Observation-Feeling-Need steps.

This OFNR sheet is my adaptation of Marshall Rosenberg's OFNR method from "Non-Violent Communication."