



The Meridian TEAMWORK Worksheet™

A Structured Approach to Conflict
Resolution in Family Business

Meridian Associates | Blessing Family Businesses Across Generations
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How to Use This Worksheet

Use this any time there is tension, disagreement, or lack of alignment.

- Follow each step in order
- Keep responses brief and focused
- Stay focused on the business results
- The goal is not to “win” - it’s to move forward together

T – Target the Desired Result

What are we actually wanting?

Desired Result (one sentence):

E – Express Perspectives

Each person shares their view. Do not interrupt during the share. Keep the share brief, respectful, and professional.

Goal: *Understanding, not necessarily agreement at this point.*

A – Align on Facts

What do we know vs. what are we assuming? This will give you clarity to separate emotion from what needs solving. Own what’s really happening.

What are the Facts:

Where are any Assumptions:

M – Measure What Matters

What matters most for the business right now?

- Profitability
- Long-term growth
- Team alignment
- Customer impact
- Simplicity / efficiency
- Other: _____

W – Work Through the Options

What are the possible paths forward? Lay out all the options, then narrow down to the top 3.

Option 1: _____

Option 2: _____

Option 3: _____

O – Own the Decision

Decide on the best option out of the 3 and know why it's the best.

Best Option:

R – Responsibility & Next Steps

Who owns the results and what happens next?

Owner: _____

Next Step: _____

Timeline: _____

K – Keep Your Momentum

Everyone needs to be on board, or momentum will get stalled. Does everyone agree on milestones and deadlines?

- Yes
- No → What's needs changing?

Until everyone is aligned, circle back through the process.

Better TEAMWORK

Strong family business conflict resolution strategies don't eliminate tension, they turn it into clear, aligned action.

This **conflict resolution worksheet** is designed to guide your team to move forward with agreements, better communication, and clear outcomes.

When you'd like further assistance, give us a call: (817) 594-0546