

Respect Bookends

What is a respect bookend? It's communication that begins and ends with acknowledging the needs and viewpoints of the other person. It encourages mutual respect of all people involved—including yourself!

Respect bookends are built from three key parts:

1. Respect the other person's feelings and situation
2. Make your statement clearly
3. Respect the other person's feelings and situation

Examples for Each Power Balance Type

Equal Power:

A coworker asks you to cover a shift over the weekend.

1. Respect

It's great that you have a date this weekend. I know it's been a long time since you went out...

2. Statement

...but I can't take on your shift. I've been exhausted and need to get some rest this weekend.

3. Respect

I can see you're disappointed. I'm sorry that I can't help out this weekend, but I'd be happy to help another time.

Less Power:

Your boss is asking for more than you can handle at work.

1. Respect

I know this report is really important to complete, and you feel it needs to be done today...

2. Statement

...but I'm not sure how to complete it in time when we have the extra meetings scheduled this afternoon.

3. Respect

I know you understand what's most important, so I'm happy to follow your lead.

More Power:

Your child doesn't want to clean their room.

1. Respect

I understand it's frustrating and you'd rather do other fun things right now...

2. Statement

...but you need to clean your room.

3. Respect

I know it's not as fun, but you'll need to get your room cleaned first before doing the other things.