Managing Emotions: Take 5 20 min

- We just learned about walking away if the negotiation seems like it could hurt us. Have you ever stormed away from a discussion in anger? (Allow students to answer)

- Is storming away the same as walking away?
  - Yes. Sometimes we get upset in a negotiation and negotiations can involve conflict. Sometimes, even though you know you should unclench your fist, and negotiate like this *(show two open hands)*, not like this *(show two fists)*, you might find yourself yelling and shouting, or saying unfriendly words, or crying, because emotions get in the way.

- Why do you think people sometimes storm away from negotiations, or start to cry, or yell and shout instead of negotiating?
  - They get upset and emotional.
  - They don’t like conflict (they don’t like to disagree.)

- Can you remember a time when you were trying to discuss something with someone, but you got too emotional to express yourself? What about a time when someone was angry with you and yelling? How does that feel? (Let students describe examples – following are the kinds of things they might say.)
  - I feel a lump in my throat
  - I feel like someone punched me in the stomach; I feel sick to my stomach
  - I want to hit something or throw something
  - I get angry and start to cry

- When we get upset and storm off or yell or throw things, does that help or hurt us in our negotiations?
  - It hurts us
  - We are less likely to get what we want.

- Yes, getting upset can get in our way, and it also makes it more difficult to use the skills we have learned. But how can we control these emotions? What are some tricks you use when you get upset? (Let students describe examples if they have them. If they do not have tricks they already use you can move on and stress that is why what you’re teaching them now will be so helpful.)
  - I take a deep breath
✓ I count to 10
✓ I don’t have any tricks to feel better

(If students suggest elements of Take 5, be sure to reinforce those ideas as part of the trick we are learning to help manage emotions.)

➢ It can be hard to control our emotions, but when we do it is helpful because otherwise our emotions can control the negotiation and we forget to use the tools we’re learning

➢ We are going to practice a simple trick to help you control your emotions, called “Take 5.” When you “Take 5,” you step back from the situation you’re in and give yourself some time to calm your emotions. You can “Take 5” whenever you get upset.

➢ If you start to get upset in a negotiation, this is how you Take 5: Stop talking and count slowly to 5. As you count to 5, take the time to breathe, to calm yourself, and to rethink what you are going to say. In these 5 seconds, ask yourself these questions:

• What am I trying to get out of this negotiation? What am I trying to get across to the other person?

• Do I think the other person may be willing to work together? Should I walk away from this negotiation, or is it worth it to continue negotiating?

➢ Let’s take a second to practice this.

➢ When I say “Take 5,” breathe deeply and think to yourself, ‘will getting upset help me or hurt me?’ or ‘how can I express myself calmly?’ Ready? Take 5. (Slowly count to 5 aloud as they breathe deeply – this should take about 10 seconds. As the girls are taking 5, read the two questions again out loud)

➢ Great job, how did that feel? Could you imagine using that when you are upset? (Allow them to discuss.)

➢ Another version of Take 5 is to think about someone you respect who seems to do a good job of expressing themselves, even when they are angry. Can you all think of someone like that? (If not, you can suggest they think of a respected teacher or family friend.)

➢ You can use any of these as ways to Take 5 in a negotiation. After you Take 5, you can decide if it is worth it to keep negotiating and if so, either pick up where you left off or start with a new point, in a more calm way.
“Taking 5” does not just have to be a few seconds—if you need more time to calm down or rethink the negotiation, you can excuse yourself for 5 minutes, or even 5 hours. “Take 5” is just a way to remind yourself to take the time you need to have a good negotiation.

**Coach Checklist:** *(after this discussion the girls should understand:)*

- To use our negotiation skills well, we have to stop our emotions from getting in the way.
- We do this by “Taking 5” when we feel our emotions getting the best of us.
- We can “Take 5” for just a few seconds or take a longer break.
- When we “Take 5,” we ask ourselves whether it is worth it to continue negotiating.
- If it is, we calm ourselves down, and try to express ourselves in a way that will help lead to a win-win solution.

**Takeaway:** *(have students repeat after you)*

If I get emotional, “Taking 5” during a negotiation can help me calm down and express myself better.