

“DESC” Formula

Describe-Express-Suggest-Convey

Describe the <u>facts</u>: Write down only what was said or done. Do not interpret the facts; just report them as you saw and/or heard them. Do not speculate or guess what anyone else may have felt or thought. Example: <i>Your voice is loud. You are banging things. And you’ve called me stupid.</i>
Your incident:
Express (label) your <u>feelings</u>: Say what you felt. Stick with your own feelings about the facts. Example: <i>I feel scared, hurt and wanted to get away from you. My boundaries felt violated when you call me “stupid.”</i>
Your feelings:
Suggest <u>options</u>: What alternatives would meet everyone’s needs or improve the situation? Remember that relationships need to allow for compromises. Example: <i>I would appreciate an apology, and I need a 45 minute time out to calm down.</i>
A good option:
Convey <u>consequences</u>: State the benefits (positive consequences) of both parties agreeing on a solution or compromise. Example: <i>Then we can try to talk this out again without any name-calling.</i>
A positive outcome: