

# Take Responsibility Checklist



Who  
Who has been impacted?  
You need to talk to all of them.  
Be thorough.



What happened?  
Talk about exactly what you did including your assumptions and judgments. Talk about how what you did effected the other person's feelings.  
Be thorough.



How will you talk to the other person?  
Be careful. You don't want to add fuel to the fire.  
Avoid making excuses such as  
If you hadn't...  
I did this but you did...  
Maybe it was wrong but...



Where do I need to change?  
It seems like a contradiction, but the deeper we can see inside ourselves and the more openly we take responsibility, the farther we go in resolving the conflict. Acknowledge, understand and accept that there are results of what you did wrong.

Commit to change: what will you do differently in the future? How will you change your assumptions and judgments? Be thorough.



When to ask for forgiveness...  
When you have completely covered the earlier questions: who, what how and where, ask for forgiveness  
Ask for forgiveness for your actions, assumptions and judgments.  
Freedom comes through forgiveness. Be thorough.

# How to forgive

**Forgiveness is not a feeling. It is not saying...**

"Don't worry about it."

"No problem."

"I've already forgiven you, let's just go on."

**Forgiveness is covering all the bases...**



## Base 1

Forgiveness is a commitment that we make to each other and to ourselves.

The other person heals best when they hear complete forgiveness offered. We heal best when we offer complete forgiveness.

Because of this, it is best to express our commitment to forgive in words. Forgiveness should be complete. Use Base 2 as a 'template' to state forgiveness.

## Base 2

### **The words:**

I forgive you. I won't bring this up against you in the future to you.

I won't complain to others about it. It is important to me that we have a good relationship.

I will put this incident behind us. I will work to restore our relationship.

## Base 3

Sometimes incidents need to be remedied with appropriate consequences.

Even if that is the case, Base 2 is our commitment that we won't hold grudges or say negative things to or about the other person.

If the hurt is deep, you may have to visit your commitment to forgive often.

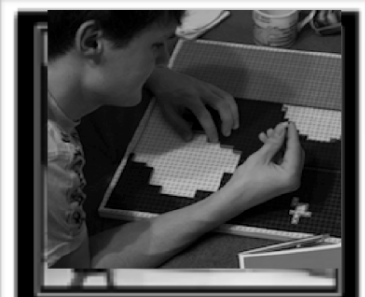
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# Creative Solutions

Relationship is the key to helping us unlock creative solutions to issues. Start by letting the other person know that your relationship counts.



**Who?**



**What?**

**What next?** Get Ready. Meet when you have gathered what you need: advice, facts, and information on alternative plans.



**How?**

**How can we see**  
Listen. Ask questions and really LISTEN. Be open to a different point of view. Try to suspend your assumptions so that you can fully hear the other person. What is the other person's perspective? Reflect on what you hear. Is there a creative way to put things

together so that everything fits? Be creative in presenting alternate thoughts and points of view. Use facts and reason. Ask for feedback. Listen carefully so that you can address concerns.



**When?**

**When you find**  
agreement, write it down so the understanding can be preserved for future reference.



**Where?**

**Where should you**  
meet? Meet where everyone is comfortable.