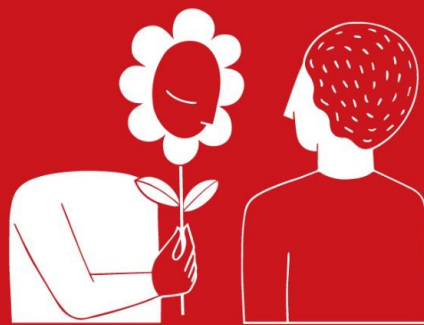


FUNSHEET

HOW TO APOLOGISE: 6 EFFECTIVE WAYS TO APOLOGISE PROPERLY



**ABSOLUTELY
WRITE**
WITH ADITI SURANA



HOW TO APOLOGISE: 6 EFFECTIVE WAYS TO APOLOGISE PROPERLY.

In today's episode, let's talk about:

- Why don't we **apologise**?
- Even if we somehow manage to say that we are sorry, **why doesn't it solve the problem?**
- What are the **do's and don'ts** of apologising?

With every episode we create a worksheet or as we call it '**Friday funsheet**' for you to commit to growth and take actions. Do not think about these questions in your mind. Pick a pen or pencil and physically write a response. You will be surprised to know how this additional step of using **handwriting creates wonders**. :)

First question - Why don't you apologise?

- Are you **non- apologist**? Yes or No
- Do you know a non-apologist? Yes or No

If yes, describe a non-apologist?

Think of 2 incidents from your **childhood** and recall *how you were treated when you said sorry?*

1

2

Is there any correlation between *your memory and your current choice of apologising?*

We all know, saying sorry puts you in a _____ position, it is a moment when you give away your power to be right or in control.

What does **apologising mean to you?**

(there is no right or wrong answer to this question. Write whatever is true for you.)

Author Cheryl Richardson
said,

‘If you avoid conflict to keep the peace, you start a war inside yourself.’



You start _____ the person, you **unwillingly** apologised to.

I promise you that this is an effective framework and that is why it will **NOT** work if you try to _____ apologize.

If done correctly it can be incredibly **therapeutic** and empowering, and it can strengthen trust.

Think of 2-3 situations where you are **struggling to say sorry.
Think of these specific scenarios as you respond to the following questions.**

- Take responsibility for your part of the damage. *What is your reason to apologise in this situation?*

How can you *take responsibility for your actions?* (try and think of alternatives)

- Be willing to **deal with the consequences**.

When you say sorry to this person, what do you **expect them to say**:

Option 1:

Option 2:

Option 3:

- **Do not add a 'but' to your apology**. I learnt this lesson from a bestselling author Harriot Learner's book - *'why won't we apologise?* When you say - I am sorry I am late, but I was really busy. It doesn't matter what you said after the but and how true and important that lesson was. While apologising just stick to your part of the damage and give reasons only if the person asks you. Do you want to give it a shot?

- Add what would change if the same situation occurred again and do it. Say I am sorry for not informing you. Most people think about the change but do not communicate it. To rebuild broken trust you must commit and act on it.
- Say sorry because it matters to you and please **do not apologise until you are not ready**. People, especially the loved ones, can see through you.

Are you avoiding this conversation? Yes or no

Are you ready to say sorry for your part? Yes or No

- Give them **time to comprehend**.

Aspects of a correct apology =
Heartfelt +
Authentic +
Expresses ways to deal with the damage in
the moment +
Makes actionable promises to alter the
cause in the future.

Next week, we are completing **50 episodes of Absolutely Write**. I am very grateful to you for being part of this journey. As promised, episode 51 will be dedicated to you. Yes. to all our listeners. It is called **Ask me anything**. You can send your handwriting and your most pressing question on my website www.aditisurana.com/podcast. We will select 2-3 such questions and invite you as the guest on the show.

We are keen to know what were your takeaways? What small action will you be taking today to improve something in your life? Do share your experience and send your questions on our instagram handle @Aditisurana.

To learn graphology or know more about how Aditi can personally coach you, visit our website www.aditisurana.com

Happy writing!