

Six Steps to Completion

Creating an act of Completion takes four qualities that you already have: Awareness, Diligence, Time and Courage.

First, you must acknowledge that you have arrived at a juncture that requires you to let go of - and move on from - past injustices, hurts, limiting relationships, and circumstances.

Second, you remember that you are engaging in an extraordinary and powerful act of Self-Love. You will be calling forth a deeply human power to release yourself, others, situations, beliefs and incidents from a personal story that no longer serves who you are becoming.

Third, you acknowledge with the full force of your desire the new horizons and beginnings that you intend to make manifest.

And fourth, you grant yourself the time and courage to sit down and do the writing, work through the resistance, and fulfill a personal ritual that grants resolution and fuels your empowerment.

Getting to Completion is vital. Knowing how to do it is empowering. Use this worksheet as a six-step process guide will take you a long way on the journey of Completion.

STEP 1: Make a list of “wins”, “successes”, and “breakthroughs” in the last year.

What are you most proud of? What goals did you reach?

Now, ask yourself:

What qualities of strength and leadership did I access in accomplishing these goals?

What new beliefs do I have about my capabilities and myself?

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STEP 2: Create a list of things that didn't go so well, fell short of your expectations, deteriorated, or failed. Look for the things that drain or lower your energy or evoke feelings of distress in any form.

It's important to note here that you will need to be gentle with yourself. The Very best way to proceed is from a perspective of "evaluation", not "judgment". (See the article, [Loving Yourself Into Real: Part 2](#) for more on this idea.)

Now, ask yourself:

What would I do differently?

How was I (and might still be) "my own worst enemy" in these situations?

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STEP 3: Commit to doing whatever it takes to bring completion to each topic in Step 2.

This important step can range from a simple declaration such as, “I am complete with this being incomplete and I declare it done”, to writing the letter (by when will you write it?), having the meeting (set the date!), signing the papers (by when?), to getting rid of clutter, and so on.

Remember, you can always ask for help from family, friends, a therapist or a coach, if you realize some of your topics require more support.

We cannot emphasize enough that by taking the time to be very conscious and aware about completion you will build a strong inner foundation of Self-Trust and Self-Esteem.

What needs to be said or done to bring completion, resolution and closure to each item on the list in Step 2?

You may have some other “incomplete” areas you are still working on, for example, “creating the exit strategy from my job”, “paying off the car loan”, or “finding a new place to live”. List them here and state what needs to be done in the future to complete them.

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STEP 4: Harvest the gifts

There will never be a single situation or event that does not hold a deeper insight into how you can become more empowered, awake, creative and happy.

To help find those gems, here are some questions to apply to each item on your list in Step 3.

By bringing completion to this item what am I saying “YES” to?

What am I saying “NO” to?

How am I learning, loving, growing and changing now?

(Our FREE mini-course Learn:Love:Grow:Change explores this idea in more depth. Sign up [here](#).)

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STEP 5: Gather the Gifts

From Step 1 revisit the insights about your “wins”, along with the items you will be completing with your action steps and dates (Step 3), and **gather them onto this page** (use as many sheets of paper that are necessary!)

You are going to keep this page. It will help you stay focused on completing what you are choosing to bring forward, and remind you of your strengths, leadership qualities and capabilities. It will be a resource to help you build a stronger foundation for empowered results and future successes.

From Step 1:

What qualities of strength and leadership did I access in accomplishing these goals?

What new beliefs do I have about my capabilities and myself?

From Step 3: The incompletes that I have and the tasks and actions that will bring resolution that I am committed to, are:

<u>Incomplete</u>	<u>Task/Actions</u>	<u>By When?</u>
1.		
2.		
3.		
4.		
5.		

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STEP 6: Dispose of the lists

In Step 5 you gathered what is valuable to keep – insights, learning, and the tasks that you're committed to that will help resolve lingering incompletes.

In this last Step it is time to create **a final action that affirms, at a deep level, that you have completed things and are moving on with renewed energy and enthusiasm.**

Everything except your STEP 5 page -- which you are to keep – will now be disposed of

The focus and sincerity you bring to this step may be the most important part of doing it.

Some have done this step either by safely burning the pages, soaking them in water and burying them so they return to the soil, or running them through the shredder.

It's totally up to you. So have fun with this. Find your own way to symbolically – **and literally** – free yourself of the binds that have tied you to the “incompletes” that have lingered too long.

You can light candles, play music, dance, or do whatever honors, celebrates and empowers this last step of the journey for you.

Craft your process for disposing of the lists and write a few words describing **how this action affirms, “I AM COMPLETE:**

Congratulate yourself and Celebrate your power to let go and MOVE ON!