

HEALING YOUR RELATIONSHIP WITH WORK

FORGIVENESS • WORKSHEET



Forgiveness Worksheet
Excerpted from *Work Hurts*

Forgiveness

Forgiveness is a foundational element in creating a healthy relationship with work. In order to have the relationship with work you desire, you must be completely done with the past. You cannot be holding on to past hurts or past slights. If you were passed over for a promotion, etc., you must be willing to forgive the past. Forgiveness allows you to have the future you yearn for.

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Click [here](#) for more information about *Work Hurts: 3 Steps to Healing Your Relationship with Work*.

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INSTRUCTIONS:

1. Below, and in the appendix, I have provided the template that you will use to complete this step of the process.
2. As you start this process, you want to ensure that you are sitting in a comfortable place. A place where you can be alone with your thoughts and feelings as you move this step.
3. You will need to be able to dedicate an hour or so of uninterrupted time.
4. This step may take several dedicated hours to fully complete. The goal here is to dig deep and to look for all that you want to forgive. Give yourself the freedom to stop and pick up the process again at a later date.

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Self-Forgiveness Template

Circumstance to forgive (Step 1)	
Forgiveness Statement (Step 2)	
Gratitude Statement (Step 3)	

1. Step 1 in the Self-Forgiveness Template is where you will list the situation/circumstance/experience you wish to forgive yourself for.

For example, in the first completed sample template, the circumstance that is being forgiven in this scenario is “All the years I have spent participating in the Time4Money Exchange has left me feeling hopeless, bored and powerless.” The statement that summarizes the situation/circumstance/experience that you wish to forgive yourself for goes in this box.

Circumstance to forgive (Step 1)	All the years that I have spent participating in the Time4Money Exchange has left me feeling hopeless, bored and powerless.
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To identify circumstances that you wish to forgive yourself for, look for areas within your relationship with work that just don't feel right. When you find one, ask yourself, “What was my part in this?” It is your part in the circumstance that we're looking to forgive, to heal and to have compassion for. You can also find circumstances that you need to forgive yourself for by reviewing the notes you've taken while going through this book. If you captured areas of pain in your relationship with work, take a deeper look at what you've written and again ask yourself, “What was my part in this?”

2. After you have identified the circumstance that you want to express self-forgiveness for, move to Step 2 of the template. This is your Forgiveness statement.

Here, you're going to write out statements of forgiveness for yourself. For example:

Forgiveness Statement (Step 2)	I forgive myself for entering into and staying in a Time4Money Exchange that did not serve me. Although I was not aware I was doing it at the time, I acknowledge that this has caused me pain.
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In the template, I have left space for five statements. You can complete more or fewer statements depending on what feels right for you.

In this part of the process, your job is to go deep.

- Think about the impact that this situation/circumstance has had upon you.
- What has it done to you?
- What pain has it left you with?
- What scars has it left you with?
- What insecurities has it left you with?

All of this is what you want to forgive.

3. Step 3 of the template is the Gratitude statement. Here, you will have the opportunity to develop gratitude for the situation/experience/circumstance that you are forgiving yourself for. In the template, your Gratitude statement goes here.

Here is an example of completed gratitude statement.

Gratitude Statement (Step 3)	Now, in this moment, I am grateful that I have this opportunity to forgive myself. I open myself to the truth that I am powerful. I have the power to change any circumstance in my life to my benefit. I am grateful for this experience, for it has made me realize the truth about my current situation. I am grateful that it has shown me a reason for my pain. I know my feelings of powerlessness and hopelessness can be changed. In this moment, with this gratitude, I forgive myself.
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The gratitude statement serves an important function. It ensures that we complete the process by moving into a state of gratitude, thereby diminishing any self-blame that might be lingering as we finish the process. The gratitude statement shifts our view of the circumstance from one of “look what happened to me” to “look how much I have learned and grown from this circumstance.” By shifting into gratitude, we acquire a larger view of the lessons we have learned and how they have helped us grow. All of our lessons, whether we deem them good or bad, help to make us the person we are today. The gratitude statement directs us to find the positive lesson that has come from our pain and to throw in a nice dose of thankfulness for it.

I encourage you to take time with your gratitude statement. If at first, you cannot see how this situation or circumstance has provided a helpful lesson to you, it is perfectly okay. Set it aside and come back to it after you've had some time to think about it. The positive lesson, the positive growth, is always there. Sometimes we just have to give ourselves the time to be able to see it in a positive light.

4. When you have completed the template, set it aside. Let it sit for a day or two. This “waiting period” gives you time to process what you felt as you were writing your forgiveness statements and your gratitude statement. It gives you the time to incorporate the feeling of self-forgiveness into your being. After a day or two, come back to the template and read it through. Ensure you are complete with it, meaning no painful feelings come up for you as you're reading it. However, if new feelings come up while reading the template, address them in the template. If you do add to the template, set it aside for another waiting period.

5. When you feel complete with the template, test to ensure that you have successfully forgiven yourself.

- Think about the situation or experience you have forgiven yourself for.
- Are there any potent feelings loitering about?
 - Any anger?
 - Any shame?
 - Any guilt?

If feelings are still coming up for you, go through your template again. This time, do so with a focus on releasing any of the remaining emotions through your forgiveness statement. For example, if you go back through your template and you're still feeling shame over a situation, add in additional forgiveness statements such as "I forgive myself for anything I did that might have contributed to the situation. I am ready to release all feelings of shame I have around the situation." Keep adding as many statements as you need until the situation/circumstance no longer brings up that feeling for you.

Next, to finish the self-forgiveness process, take a moment and center yourself in feelings of self-forgiveness, self-compassion, love and kindness for yourself. When you've brought all these feelings for yourself to the surface, read your forgiveness statements aloud. Repeat this step as many times as you need over the next few days until you find yourself truly free of this situation/experience.

Self-Forgiveness Sample Template

Circumstance to forgive (Step 1)	All the years that I have spent participating in the Time4Money Exchange has left me feeling hopeless, bored and powerless.
Forgiveness Statement (Step 2)	I forgive myself for entering into and staying in a Time4Money Exchange that did not serve me. Although I was not aware I was doing it at the time, I acknowledge that this has caused me pain.
Forgiveness Statement (Step 2)	I forgive myself for believing I am powerless in this situation.
Forgiveness Statement (Step 2)	I forgive myself for believing my situation was hopeless.
Forgiveness Statement (Step 2)	I forgive myself for not knowing how to change my circumstances.
Forgiveness Statement (step 2)	I forgive myself for not acknowledging this sooner. I forgive myself for not being aware of what was causing me pain.
Gratitude Statement (Step 3)	Now, in this moment, I am grateful that I have this opportunity to forgive myself. I open myself to the truth that I am powerful. I have the power to change any circumstance in my life to my benefit. I am grateful for this experience, for it has made me realize the truth about my current situation. I am grateful that it has shown me a reason for my pain. I know my feelings of powerlessness and hopelessness can be changed. In this moment, with this gratitude, I forgive myself.

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As a Talent Acquisition Specialist and a Work Relationship Healer, Rebecca Le Vine has spent nearly 20 years observing people's responses to the workplace. She has an intimate knowledge of what causes unhappiness at work, and how to resolve it. In her consultancy, Rebecca helps clients experience joy, fulfillment, inspiration and prosperity by healing their relationship with work and turning it into a healthy one.

As an author, speaker and consultant, Rebecca helps clients make Work work for them.

Questions?

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