

Changing and Cleaning Up Agreements Worksheet

How to Change an Agreement

Even after making clear agreements, at times we'll need to change our agreements. Here's how:

- 1. Person A:** Acknowledge the original agreement and suggest a change to the agreement. This can include changing the thing you said you would do, or changing the "by when" time frame, or acknowledging that you no longer want to keep the agreement at all.
- 2. Person B:** Ask clarifying questions and/or express reactions.
- 3. Person A:** Be prepared to hear Person B's feelings around a potential change. This part is often the piece we'd like to skip over! Allow the other to express themselves while practicing resonant listening.
- 4. Both parties:** Explore whether there is room for a new agreement that works for both.
- 5. Both parties:** Decide how to record the adjusted agreement.

How to Clean Up a Broken Agreement

In addition to changing agreements, there will be times we need to clean up agreements we broke. Here are the steps we recommend:

- 1.** Acknowledge the original agreement.
- 2.** Take responsibility for not keeping the agreement. Resist explaining, justifying, or defending.
- 3.** Invite the other person to express their thoughts and feelings about the broken agreement.
- 4.** Consider sharing your own thoughts and feelings without blame or defensiveness.
- 5.** Explore whether there is a way to address any negative consequences from the broken agreement, and/or make a new agreement if appropriate.

Based on work developed by hendricks.com

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