Apology Worksheet

Awareness & Assessment

BEHAVIOR (what)

Major ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ Minor

VICTIM (who)

Distant ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ Close

MOTIVE (why)

Deliberate ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ Accidental

Approach

TIMING	FORMALITY	MEDIUM			5 R?
		VERBAL	WRITTEN		
☐ Quick	☐ Casual	☐ Face to Face	☐ Hand	☐ eMail	☐ Regret
☐ Slower	☐ Formal	☐ Phone	☐ Typed	☐ Post	☐ Responsibility
				☐ Personal Delivery	☐ Repentance
					☐ Repair
					☐ Request

5 R's

1. REGRET
What are they Feeling?

2. RESPONSIBILITY
How did I impact them?

3. REPENTANCE
My Pledge and Plan

4. REPAIR
- ☐ Time
- ☐ Service
- ☐ Touch
- ☐ Gift
- ☐ Words

5. REQUEST