

# Completion Toolkit



# Welcome! We, at Seven Stones, are so glad you have committed to the powerful practice of completion.

Many of us think of completion as finishing, ending or stopping something. However, completing is something distinct from that. **Completion is more like a process of emptying and taking stock** of what's happened (or not). When we complete something, we clear away any stuck-ness and move on without carrying anything forward unnecessarily or unwittingly. In completing, we give ourselves—and others—the opportunity to reflect and say anything that needs to be said or take action that would cause us to feel at ease with what has happened (or not) in our conversations, relationships, practices, intentions, etc. Letting go is part of completion and is what offers us freedom. When we complete we make room for something new to arise; it is no accident that at the end of our college experience there is a commencement ceremony.

We can more easily face ourselves—what we did and didn't do and the impact caused—by doing the work of completion from a context of our innate 'enoughness', that we are OK already. **We invite you to engage in this work knowing you are enough already.**

## Completion, Fun & Flow

I am *Complete* with all that has come to pass.

I am in *Flow* and acceptance

of all that lies ahead.

In the meantime, I have *Fun*.

~ from *Living in Sufficiency, A Daily Journey*

## Here is what is included in this kit:

1. [Audio: 2019 Completion \(55:29\)](#) ↗
2. [Conversation for Getting Complete](#) ↗
3. [Completing When a Relationship is Formally Ending](#) ↗
4. [Completing with a Commitment to Sustainable Abundance](#) ↗
5. [Completing Inside the Seven Laws](#) ↗
6. [Inquiries for Annual Completion](#) ↗

## How to use this material:

There is no right way to do this work. Make it your own. Skim, skip questions, pause when necessary, go through them responding quickly and intuitively or research your heart and head for the answer. We invite you to check out your breath throughout the inventory and to allow yourself space and time to move through the questions.

We put this into an interactive PDF for anyone who wants to use it as a digital workbook and type right into it. Of course, you can also print it out, and again, make it your own while honoring the code of copyright.

# Conversation for getting complete

## What to do when we have unfinished business with another person:

*What does it mean to be complete with oneself or another individual or even with a larger entity?*

We all know this phenomenon: we see someone from our past in the grocery store and quickly switch aisles. Or, every time we have to interact with a family member, we think, I wish I did not have to see this person. Or, we still have not let go of something that happened at a meeting or maybe even at our last job. Every time we are reminded of the situation, we feel our anger or grief or left over emotions rise to the surface.

## That is what we call being incomplete.

Being incomplete has a big impact on our ability to be effective and to be in relationships with others in the present moment.

At work and in the office, being incomplete looks like gossip about a boss or colleague, ongoing discontent we didn't handle with a subordinate, or resentments we harbor about the raise or promotion that we feel we deserved. In place of directly dealing with these situations to our own and others' satisfaction, we harbor, complain, gossip, get resigned, and slowly but surely, we distance ourselves. Our passion dries up, and we tell ourselves it does not matter. We check out.

The practice of completing things that are lingering effects our mental, emotional and, some would even say, our physical health and overall well-being. It certainly impacts our performance. When we are incomplete our energy can stagnate, and we become encumbered, bogged down and, for some, even sick.

## Why do we often avoid these kinds of conversations?

We may fear a negative outcome or lack the training on how to address conflict skillfully, or we have seen it gone badly for others. In many ways, we are a conflict avoidant culture, and many families, teams and organizations struggle to create an environment where conversations like these can occur safely.

We can start with ourselves and get into condition to face each other with courage and dignity so we can all move forward without these long-held feelings, thoughts and stories holding us back and impeding our health and our performance.

## Continual Completion and Feeling Into Source

*Completion is not a one-time event.*

*When I seek to be Complete about a conversation, relationship or action taken, what may have felt Complete yesterday may not be today.*

*Sometimes my Feelings are not aligned with reality; I may Feel old, undesirable or lonely and the reality is that I have a full life, I am loved and I have a community.*

*I allow myself to Feel into Source today and all will be well.*

*~ from Living in Sufficiency, A Daily Journey*

There are several elements to completing.

We need to be willing to:

1. *Speak the truth* as we see it;
2. *Listen to the others* with the intention to understand, not to blame, judge or prove we are right;
3. *Be responsible* for our part in the matter. Or said another way, it takes two to tango; and
4. *Let go* of what we are holding onto. Not so easy, but nonetheless critical for completing anything.

Specifically, we can follow a conversation "map" when we are afraid to say something that feels difficult. We follow a pattern of expressing what we **observe, feel, think and request** and this allows us to share openly and

be responsible for our own feelings and thoughts, while at the same time attempting to find out what is occurring for the other person. We recommend trying this out first and practicing with someone we feel comfortable with and about something that is not too charged. Then it can flow more easily during a more challenging moment.

This format comes directly from Radical Therapy and Transactional Analysis work initiated in the 1970s and carried forward most prominently by Marshall Rosenberg and now called Non Violent Communication and we encourage you to visit the websites of these innovators for the rich resources they make available.

In general, we speak these statements in this order, but it is not necessary to be exact.

1. **When you...** (facts we observed)
2. **I feel...** (feelings *only*) This part can become a major pitfall in the pattern. Often we will say, "I feel *like you*..." When we say that, or something like it, we are framing a thought inside of the disguise of a feeling statement. Instead of expressing a vulnerability of feeling—which includes, sad, mad, hurt, anxious, afraid, etc.—we are making an assessment of the other person and typically this causes defensive reactions and begins a new cycle of communication breakdown. For this reason, the distinction of *feeling* matters a lot when we wish to understand deeply how communication was run amok.
3. **My interpretation/thoughts/read/paranoia/story is... because I saw/observed you ...** (thoughts) It is here we express our assessments, true or not, and then include our observation and state the evidence if we haven't yet.
4. **The grain of truth in what you said is...** (acknowledgment) This may require some stretching on the part of the listener. At first pass, you may not say much that sounds like the "truth" to the listener. However, in this model we stand behind the idea that no matter how triggered and distorted things can get between parties, there is some grain of truth that can be acknowledged by the other party that will have the upset person feel acknowledged, understood. This validates the person's feelings and thoughts

even if they're being colored by leftover material from the past, littering the landscape of the current conversation.

5. **What is not true about what you said is...** This is where the person who is being confronted can update the upset person about the truth in present time. They may not, for example, "be out to get you," but are in fact trying to get ahead themselves and are very scared about their own future, which has them pay less attention to others. If the confronted party can acknowledge both what is true and not true, both people can have real data, real current information and deepen understanding.
6. **My request for the future is...** This is the bridge into a new reality, out of the upset and into a new pattern of behavior.

As the speaker of a difficult communication, we benefit when we listen deeply to the response of the other person and allow their full expression. In fact, we may have several points we need to make in a conversation, and we can cycle through this pattern for each one.

In this way, combining these elements in a conversation will allow you and others to let go and move on. When we engage in this practice regularly and with some rigor, we will experience a clean house and ease in movement forward towards our vision. Mastering this conversation for completion is critical to our success.

## Completion and Integrity

I am *Complete* with each conversation  
I begin today.

I am *Complete* about my past decisions  
and actions.

When I close my eyes tonight, I will have  
the experience of being *Complete*.

~ from *Living in Sufficiency*,  
*A Daily Journey*

## Completion when a relationship is formally ending

When we are completing a relationship, the same elements are in play as in a conversation for getting complete; the difference is here you are entering the conversation expecting to complete a personal relationship. It could be with an intimate partner, a business partner or a family member that you have chosen to separate from.

This framework assumes that both parties know they are entering the conversation with the intention of saying good-bye.

This is not a typical conversation. There is no tit for tat. When you are speaking, you are speaking to be complete—whole—and it is not punitive, it's open and factual. You're being responsible for yourself.

When you are listening, you are practicing listening TO them, not yourself, being with them without judgement or deciding if they are right or wrong. You are practicing being a witness, being open—just hearing what's being said. You are listening to be moved, even changed by what is said.

What are any unspoken, unresolved resentments?

What regrets do you have?

What do you wish for each other?

# Completing with a commitment to Sustainable Abundance

**Sustainable:** ethical, reciprocal, just

**Abundance:** grateful, radiant and present to the bounty everywhere

## Sustainable

Am I aware of my values? Am I honoring them? How am I measuring that?

What promises have I made to myself and others?

Have I fulfilled on these promises? If not, what is the source of breakdown for not honoring my commitments?

## Sustainable, continued

In what ways do I break down silos and invest in others outside of my team, division, organization?

How well do I honor all ecosystem stakeholders, not just my immediate sphere of influence or most obvious constituents?

Who or what is sustaining me?

Who or what am I sustaining and nourishing?

## Sustainable, continued

In what ways am I generous? What has me say that?

In what ways do I allow myself to receive? From whom?

Am I cut off from anyone right now? Either I am not speaking to someone, I am incomplete or they are not speaking to me? List them.

## Abundance

Where am I striving?

## Abundance, continued

Where can I slow down and take care?

Where am I awake to the bounty all around and within me?

Is burn-out present in any area of my life?

Is nature a part of my life? In what ways?

## Abundance, continued

In what ways can I laugh at myself?

For what am I grateful?

Where did I notice the bounty? What happens when I take in what is already here?

How will I acknowledge those who nourished me?

## Completing inside the Seven Laws

1. What story/stories am I living in? Are they what I want? How do stories—not of my own making—impact me?  
What can I do now to shift my relationship to them? For what am I grateful?

2. What is enough? Do I have an 'enough line' for myself in any or all domains? Do I honor it?

3. Where, and in what communities, do I feel like I truly belong?

4. What joys and sorrows are present to me in this moment?  
What am I learning about the ups and downs of life?

## Completing inside the Seven Laws, continued

5. How well am I resting? If I am not resting, what do I see as the cost of not resting?

6. In what way is joy available to me?

7. How well did I love myself today, yesterday, last week, last month?

What is my evidence? How well am I loving others?

## Inquiries for annual completion

You can journal as your practice, or feel free to sit and meditate. You can write them up on your computer or collage/draw/photograph your process.

There is no right way to do this work. Please do not let this overwhelm you. These questions are more to spur your thinking than to necessarily be answered one by one. You will know you are complete when you feel it in your body, when, for example, a peace and ease emerges. Enjoy!

### Completion

Review any documents, collages or other work you created this year including business plans, forecasts, goal setting, intention creation and journal entries.

### Warm-up exercise

What intention do you have for yourself as you go through this process of completion?

### Service & Completion

My inner voice is heard, my passion ignites,  
my soul heals.

I powerfully *Complete* this year with love  
and compassion.

I create next year to allow for my life to work  
as I design in partnership with Source

*~ from Living in Sufficiency, A Daily Journey*

# Annual inventory overview

1. What were the highlights of the past year?

2. What did I accomplish?

3. What were my priorities this year?

4. What lessons did I learn this year?

## Annual inventory overview, continued

5. Where did I exceed my own expectations? In what ways did I not fulfill on my expectations?

6. What surprised me?

7. What practices did I begin this year? What practices did I end?

8. What promises did I make (to myself or another) and fulfill on?

## Annual inventory overview, continued

9. What promises were made to me and completed?

10. What projects are not finished?

11. What projects were not started?

12. What promises did I make and not fulfill on?

## Annual inventory overview, continued

13. What promises were made to me and not fulfilled on?

14. Where am I incomplete around money?

15. What home matters still need my attention?

## Personal

1. How well did I love myself this year?

## Personal, continued

2. Did I notice and hear my soul's calling during the past 12 months?

3. What do I need to say about my physical well-being?

Is there anything to say about my nutrition, personal hygiene and mental health?

4. Do I have unfulfilled dreams or desires at this time?

5. Do I have pride for anything this year?

## Personal, continued

6. Do I have any lingering shame or resentment from this year?

7. How is my financial wellbeing? How much debt am I carrying?  
How much did I save this year? Am I on track with my financial goals?

8. What (if anything) in my life is unfinished unhandled, undigested, that  
if it were released, healed, expressed would alter my life completely?

9. Is there anything else I need to say or write to be complete in the personal domain?

## Personal, continued

10. What actions or rituals might I need to do to complete the year in my personal domain?  
What conversations, declarations, or letting go might I engage?

## Interpersonal

1. Did I connect and sustain the relationships that mattered to me this year?  
Am I spending time with the people I want to?

2. What relationships are incomplete? Are there any conversations I meant to have?  
Gestures I meant to offer?

3. From whom am I withholding my love, my forgiveness?

## Interpersonal, continued

4. What interactions from the year still haunt me?

5. Where did I speak up about the things that mattered this year?  
Where did I remain silent about the things that mattered?

6. Am I upset about any unskillful moves I made?

7. What do I need to say to be complete about my work? Is there any client work that needs to be handled? Any communication to vendors, partners or staff members to be made? Is there anything that remains undigested or unhandled in my work or organizational domain?

## Interpersonal, continued

8. How much money did my organization earn this year? How much money did I earn this year?

Do I need to say anything about the money I earned or generated? What do these numbers say about me?

Do I have any attachment to these or other numbers?

9. Is there anything to say about the service or volunteer work I participated in this year?

10. Is there anything else I need to say or write to be complete in the interpersonal domain?

11. What actions or rituals might I need to do to complete the year in my interpersonal domain?

What conversations, declarations, or letting go might I engage?

# Structural

1. How are my physical spaces?

2. Do I have clutter that needs to be cleared?

3. What am I hoarding?

4. Is my home set up in a way that nourishes me?

## Structural, continued

5. Does my office and workspace allow me to produce the work I am committed to producing?

6. Are my client service structures impeccable?

7. How is my relationship with the IRS, and are my taxes and tax payments complete for the year?

8. If I own a car, is it clean and clear of clutter and trash? Is it serviced to a level of safety?

## Structural, continued

9. What is the state of my relationship to my neighborhood, and other communities in which I am a member?

10. Do I feel nourished by my communities?

11. Is there anything else I need to communicate about paperwork, clutter, finances, dust and dirt, hoarding or laundry?  
What, if anything, needs to be said about the structures in my life?

12. What actions or rituals might I need to do to complete the year in the structural domain?  
What conversations, declarations, or letting go might I engage?

## Becoming aware of incompletions and declaring my process

What do I notice about my inventory?

As I review what I wrote, what, if anything, do I notice about the sensations in my body? How is my breathing?

## Declaring a completion process

Invent a completion process that works. Some examples include:

- Create an Ocean ritual
- Create a Fire-burning ceremony
- Write a letter to complete
- Have the conversations necessary to complete
- Meditate—walking or sitting
- Some other move or gesture to enact letting go and acceptance for what is

## Next right action for completion

What support do I need for my process?

Who will I enroll to support me?

What practices would serve me?

When will I take the actions I've proposed for my completion?

What else do I need to declare for my year to be complete?

#### ABOUT SEVEN STONES

Seven Stones is a leadership journeys company founded by Gina LaRoche and Jennifer Cohen in 2009. Our learning programs, coaching practice, organizational consulting engagements and groundbreaking thought leadership work are all designed to help bring about a world that is loving, courageous and just. We pursue this vision primarily by shifting the paradigm from one of scarcity to one of Sustainable Abundance® in the individuals, organizations and communities with whom we work.