

# **The Completion Cheat Sheet**

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**Pick a topic, and then answer the following questions with bullet points (no story). There are no right/wrong answers!**

**1. What is the pleasure, good or usefulness that I got from (the topic)?**

**Coaching: Archive this information to use when necessary.**

**2. What is not my pleasure, what went wrong or where did I suffer regarding (the topic)?**

**Coaching: Delete this information and free up space to write new information.**

**3. Who do I need to apologize to and for what regarding (the topic)?**

**Especially apologize to yourself.**

**Coaching: Delete this information and free up space to write new information.**

**4. Who do I need to thank and for what regarding (the topic)?**

**Start with yourself.**

**Coaching: Mentally bless these people and then delete the list and free up space to write new information.**

**5. What else do I need to say, including emotions I feel regarding (the topic) to be complete with it?**

**Coaching: Feel whatever feelings you have and then delete any other information on this list.**

**Declaration: Regarding (the topic), I am complete, i.e. I have summarized and brought up to date the files on this topic and I am ready to create new ways to look at this topic and write new information regarding it.**