
HOW TO HAVE

DIFFICULT CONVERSATIONS

*2 Proven Tools to Help You Quickly Release
Negative Feelings, Communicate Your
Truth, and Reclaim Your Power*



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INTRODUCTION



Does this sound familiar? Some people go through life as if they have a big anchor behind them, weighing them down. If they could release it, they would be able to move faster and succeed more easily.

Perhaps that's you — holding on to past hurts, past incompletes, past anger or fear. Yet releasing these anchors can often be the final step you need to complete the past and embrace the future.

If you are like the vast majority of people, the thing that is standing in the way of your happiness and success is **your past**.

The words left unsaid.

The closure that never happened.

The memories that *still* spark anger, hurt, resentment, and regret whenever they come to mind. (Which is probably more often than you would like to admit.)

Or maybe you have been experiencing a higher level of tension in your relationships lately, or tolerating, avoiding, or enabling a situation that is making you unhappy in some way.



These situations – and the negative emotions that arise from them – are draining you of valuable energy, distracting you from the things that *really* matter, and holding you back from showing up as your best self.

These negative feelings also cause uncontrollable emotions that overwhelm you at the worst possible times.

All of this makes it hard for you to say what you really want to say — and prevents you from having the difficult conversations you need to have in order to let go of the past, and re-focus your energy and attention on what you truly want.

The good news is, there is a way for you to free yourself and release the negative emotions that may be preventing you from achieving your goals, expressing your true feelings, and resolving whatever tensions you might be dealing with in your relationships.

In this guide I will walk you through 2 POWERFUL TOOLS that will help you to neutralize these overwhelming emotions, communicate your truth, **and liberate yourself once and for all.**

To your freedom and success,



TOOL 1

The Total Truth Process

The reason I call it “total truth” is that often, when we’re upset, we fail to communicate our *true feelings* to the person we’re upset with. We get stuck at the level of anger or pain, and rarely move past it to emotional “completion.” As a result, it can be difficult to feel close to – or even at ease with — the other person following such an angry or painful confrontation.

The Total Truth Process helps you express *all your true feelings*, so you can recapture the caring, closeness, and cooperation that is your natural state.

This process IS NOT a way for you to “dump” or discharge your negative emotions on another person. Instead, it allows you to acknowledge and process negative emotions and then release them so that you can return to a state of love and acceptance that is your natural state of being, and from which joy and creativity can flow.



The 6 Stages of the Total Truth Process

The Total Truth Process can be conducted verbally or in writing. Both methods provide you a pathway for expressing your anger and hurt and moving forward into a place of forgiveness and love.

If you choose to do it verbally, you must always have the other person’s permission before initiating this important conversation.

Use the six-stage process below to help you express your true feelings — begin by expressing your anger, and then move through each stage all the way to the final stage — which is love, compassion, forgiveness, and appreciation.

**I want to thank John Gray and Barbara DeAngelis, who first taught me this process.*



You can use the following prompts to keep you focused on what you want to communicate at each stage. *For the process to be effective, you need to spend an equal amount of time on each of the six stages.*

1. Anger and Resentment (Tantrum)

I'm angry that

I'm fed up with ...

I hate it when ...

I resent ...

2. Hurt

It hurt me when ...

I feel awful about ...

I feel hurt that ...

I felt sad when...

I feel sad when ...

I feel disappointed about ...

3. Fear

I was afraid that ...

I'm afraid that ...

I feel scared when ...

I get afraid of you when...

4. Remorse, Regret, Accountability

I'm sorry that ...

I'm sorry for ...

Please forgive me for ...

I didn't mean to ...

5. Wants, Desires

All I ever want(ed) ...

I want(ed) ...

I want you to ...

I deserve ...

6. Love, Compassion, Forgiveness & Appreciation

I understand that ...

I forgive you for ...

I appreciate ...

Thank you for ...

I love you for ...

I love you when ...



If you are uncomfortable doing this verbally – or the other person cannot (or will not) participate – you can put your feelings in writing using the Total Truth Letter to express your true feelings.



The Total Truth Letter

Follow these steps when writing a Total Truth Letter:

1. Write a letter to the person who has upset you, with roughly equal portions of the letter expressing each of the feelings in the Total Truth Process.
2. If you don't think the other party is likely to agree to cooperate with this process, or want to receive such a letter from, you may choose to simply throw the letter away once you have written it.

Remember, the main purpose here is to **get you free** from your unexpressed emotions — not to change the other person.

3. If the person you are upset with is willing to participate, encourage them to write a Total Truth Letter to you as too. Then exchange letters while both of you are present. Read the letters and discuss the experience.

To achieve true understanding, avoid trying to defend your position. Instead make a determined effort to understand where the other person is coming from as you read their letter.

After some practice, you may find you can go through the six stages of the process quickly and less formally, but in times of great difficulty, it's a good idea to refer back to the six stages as a guideline.

Write Your Total Truth Letter

LETTER TO: _____

I'm angry that... _____

It hurts me when... _____

I am afraid that... _____

I'm sorry that... _____

I want you to... _____

I love you for... _____

TOOL #2

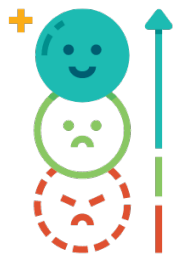
Liberate Yourself through Forgiveness

“As long as you don’t forgive, who and whatever it is will occupy rent-free space in your mind.”

— Isabelle Holland

The reality is, negative feelings such as anger, resentment, and the desire for revenge waste valuable energy that *could be* more effectively directed toward positive goal-directed actions.

Not only that – according to the universal Law of Attraction, you will always attract more of whatever feelings you are experiencing. So being negative, angry, and unforgiving about a past hurt only assures that you will attract more of the same into your life.



Forgiveness Brings You Back to the Present

In the world of business, in families, and in personal relationships, we, too, need to come from a place of love and forgiveness – to let go so we can move on.

You need to forgive a business partner who lied to you and hurt you financially. You need to forgive a co-worker who stole credit for your work or gossiped about you behind your back. You need to forgive an ex-spouse who cheated on you, then got nasty during the divorce.

This doesn’t mean you must condone their actions or ever trust them again. But you do need to learn whatever lessons there are, forgive the person, and move on.



When you do forgive, it puts you back into the present—where good things can happen to you and where you can take action to create future gains for yourself, your team, your company, and your family.

Staying mired in the past uses valuable energy and robs you of the power you need to forge ahead in the creation of your desired future.

“But It’s So Hard to Let Go!”

I know how hard it can be to forgive and let go. I’ve been the victim of reverse racism, had employees embezzle serious amounts of money from me, been sued in some blatantly frivolous lawsuits, and been taken advantage of in a number of business dealings.

But after each experience, I did the work of processing it and forgiving the other party because I knew if I didn’t, those past hurts would eat away at me and prevent me from focusing my full attention on enjoying the present and creating the future life I wanted.

With each experience, I also learned how to avoid letting it happen again. I learned how to better follow my intuition. I learned how I could better protect myself, my family, and my hard-earned assets. And each time I finally released the experience, I felt lighter, freer, and stronger—with more energy to focus on the important tasks at hand. There was no more negative self-talk. No more bitter recriminations.

*“Resentment is like drinking poison
and then hoping it will kill your enemies.”*

— Nelson Mandela
Winner of the Nobel Peace Prize

Whatever hurts you are feeling, know that I have felt many of them, too.



But also know that *what can hurt you even more* than the initial injury is harboring resentment, holding a grudge, and reliving the same hatred over in your mind.

The word *forgive* really means to give it up for yourself—not for them. I've had coaching clients and students, who, when they finally *truly* forgave someone, released long-term migraine headaches within minutes, found immediate relief from chronic constipation and colitis, released their arthritis pain, improved their eyesight and immediately experience a host of other physical benefits.

One man actually lost six pounds in the following two days without changing his eating habits! I have also seen people subsequently create miracles in their careers and financial lives. Believe me, this emotional work may be challenging but it is definitely worth the effort.

The 6-Step Path to Forgiveness

1. Acknowledge your anger and resentment.
2. Acknowledge the hurt and pain it created.
3. Acknowledge the fears and self-doubts that it created.
4. Own any part you may have played in letting it occur or letting it continue.
5. Acknowledge what you were wanting that you didn't get, and then put yourself in the other person's shoes and attempt to understand where they were coming from at that time in their life, and what needs they were trying to meet—however inelegantly—by their behavior.
6. Let go and forgive them.

(If you're paying attention, you probably noticed that these are the same six steps as the Total Truth Process.)

How to Have Difficult Conversations Guide



Embark on Your Forgiveness Journey

Make a list of anyone you feel has hurt you and how:

_____ hurt me by _____

_____ hurt me by _____

_____ hurt me by _____

_____ hurt me by _____

_____ hurt me by _____

_____ hurt me by _____

_____ hurt me by _____

_____ hurt me by _____

_____ hurt me by _____

Then one by one, taking as many days as you need, go through the process with each person. You can do it as a written process or verbal process where you pretend you are talking to the person sitting in an empty chair across from you.

Make sure you take ample time to think about what must have been going on in their life at the time to make them do whatever it is they did to you.

How to Have Difficult Conversations Guide

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It is important to remember the following truth:

All People (including you) are always doing the best they can to meet their basic needs with the current awareness, knowledge, skills, and tools they have at the time.

If they could have done better, they would have done better. As people develop more awareness of how their behaviors affects others, and as they learn more effective and less harmful ways to meet their needs, they will behave in less harmful ways.

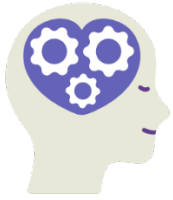
Think about it...

No parent ever wakes up in the morning and says to their mate, "I've just figured out three more ways we can screw up our kid."

Parents are always doing the best they can to be good parents.

But the combination of their own psychological wounds, their lack of knowledge and parenting skills, and the pressures of their lives often converge and create behaviors that hurt us. **It was not personal to you.** They would have done the same thing to anyone who was in your shoes at that moment.

The same is true for everyone else . . . all the time.



The Forgiveness Affirmation

One final technique for helping you forgive is to recite this affirmation several times each day:

I release myself from all the demands and judgments that have kept me limited.

I allow myself to go free – to live in joy and love and peace.

I allow myself to create fulfilling relationships, to have success in my life, to experience pleasure, to know that I am worthy, and deserve to have what I want. I now go free.

In this process, I release all others from any demands and expectations I have placed upon them.

I choose to be free. I allow others to be free. I forgive myself and I forgive them.

And so it is.



Who Will You Forgive Today?

The Total Truth Process only works if you actively *use it* in your life. So who are you ready to forgive? What long-simmering emotions are you ready to release? What unspoken words are you ready to say?

I encourage you to identify ONE person who you are ready to forgive and then write that person a Total Truth letter expressing your thoughts and feelings.

Once you have done that, you might want to contact that person and set a date for you to go through the process together in person.

Then, once you have achieved resolution with that person, schedule time to go through the Total Truth Process with the next person on your list – and the next, and so on.

The more effort you put into releasing your negative emotions and communicating your true feelings, the easier it will be for you to deal with challenging emotions and express your truth in the future.

After leading 1,000's of people through this process – here's what I know for sure:

It is only by acknowledging your wounds that you can heal them and liberate yourself from their festering influence once and for all! And the better equipped you are to handle difficult emotions and conversations, the easier it will be for you to overcome obstacles and achieve your big goals in life!



ABOUT JACK CANFIELD

Jack Canfield is the beloved originator of the *Chicken Soup for the Soul*® series and author of the NY Times bestseller, *The Success Principles*. For over 40 years, he has been teaching entrepreneurs, educators, corporate leaders, and millions of people from all walks of life how to create the life they desire.

This “Total Truth” process is one of the many personal success tools he teaches, and is just a small sample of the kind of deep inner work students focus on in his Success Principles Coaching Club and his online personal development program, Breakthrough to Success Online.

Jack Canfield has devoted his life and career to helping others achieve their personal definition of success and enjoy lives of greater joy, meaning, and fulfillment.

To learn more about his success products and programs (not to mention his rich treasure trove of free resources you can use to dramatically up level your life), go to www.jackcanfield.com.

