The Repair and Resume Plan

Own the action. Make a useful repair. Keep the next promise.

Grace does not require denying the consequences of your behavior. Be precise about responsibility and patient about what you cannot control.

01 Describe the failure precisely

Name the action and relevant circumstances without an excuse or a label about your entire character.

Action or missed duty

Actual effect on others

Relevant facts / limits

What was within my responsibility

02 Prepare an honest apology

Do not make forgiveness or reassurance a condition of taking responsibility.

Plain apology without a defense

Repair likely to be useful

Question to ask the affected person

Response / outcome I cannot control

The Repair and Resume Plan / Review & follow-through

03 Arrange the next faithful action

Change a condition you can control instead of creating a punishment project.

Next reasonable commitment

Cue and preparation needed

What finished will look like

Trustworthy support I will seek

04 Review the repair

Check what happened rather than declaring yourself permanently changed.

Repair actually completed

Practical adjustment that helped

Responsibility still open

Next action and review time