

LOVE 101 PRESENTS

HEALING

**TOXIC
RELATIONSHIPS
101**

A Course In Recognizing and Purifying Toxic Relationships

By

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ABOUT THE RELATIONSHIP COURSE SERIES

Welcome to another educational Course by Love 101!

What is the Purpose of these Courses?

The Purpose of these Courses is to support your efforts to create
And maintain Healthy Relationships with active guidance and coaching

How do the Courses support you?

By offering clarity and equipping you with
Practical tools to use and apply regarding the topic at hand.

What is this Course about?

This Course of *Toxic Relationships 101* is part of
A series of Courses that address many topics of life and relationships

THESE TOPICS INCLUDE

*Sexuality
Socializing
Networking*

*Living With People
Dating
Family Dynamics*

*Romance
Long Distance Relationships
And Much More!*

FOR MORE INFORMATION

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Now, prepare to enjoy:

HEALING
TOXIC RELATIONSHIPS 101
A Course On Recognizing and Purifying Toxic Relationships

Thank you for making time to receive these lessons.

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Who Is This Course Created For?

*Anyone who is willing to take responsibility for their
Current state of relational affairs*

Here's to you.

Cheers!

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It's Time To See How Toxic You've Been In Your Relationships

Ready for your "Toxic Assessment"?

Turn the page.

TOXIC ASSESSMENT

To find out how toxic your relationships have been...

Answer "Yes" or "No" to the following questions:

- *Have you ever snooped in someone's phone, computer, journal, private conversation or other personal information without their knowledge or consent?*
- *Have you ever given someone the silent treatment when you were upset?*
- *Have you ever borrowed something from someone and NOT given it back?*
- *Have you been compulsively late to scheduled meetings with people?*
- *Have you ever left a mess in someone's space (not cleaned up after yourself)?*
- *Have you ever expected a better price/deal on a product or service because of your personal relationship with the business owner?*
- *Have you ever guilt-tripped someone (to get them to change their mind or do something for you)?*
- *Have you ever withdrawn your affection from a loved one because you were upset?*
- *Have you ever started an argument with someone or intentionally "pushed their buttons"?*
- *Have you ever repeatedly cut someone off when they're talking to make your point?*
- *Have you ever been in a relationship or situation where someone has done ANY of the above things to you?*

*If you answered "Yes" to any or all of these questions,
You have been in a toxic relationship and you have participated in toxic behavior.*

*If you would like to know if this course is for you, don't worry,
IT CERTAINLY IS!*

But just to be sure...

Please continue to the next page.



IS THIS COURSE FOR YOU?

*How Do You Know If This Course Is For You?
(It is)*

Answer the following questions to find out anyway:

- *Do you want to learn about toxic relationships?*
 - *How to identify them in every form?*
 - *How to understand what makes them toxic?*
 - *How to heal and purify toxic relationships?*
- *Do you want to better understand why and how certain relationships you've had become toxic?*
 - *And what part you played in the toxicity?*
- *Do you want to know how subtle forms of abuse can exist under the radar of everyone involved, but still slowly eat away at the health of your relationship?*
- *Do you want to learn the ONE critical question to ask to detect and deter this tricky toxicity from ruining your relationships?*
- *Do you want to learn how to empower yourself so you never feel like a victim again?*
- *Do you want to learn how to create and enforce healthy boundaries in relationships?*
- *Do you want to heal every toxic relationship you currently have with anyone, quickly?*
- *Do you want Love and NOT fear in your life and relationships?*

If you answered "Yes" to any or all of these questions,
This Course is for you.

Who Else Is This Course For?

THIS COURSE IS ALSO FOR:

- Everyone you know
- Adults in relationships with others adults
 - *In all forms of relationships*
 - *Not just romantic relationships*
- Anyone who wants tools to better themselves and their relationships
- Anyone who is willing to take full responsibility for their life and relationship experiences

Are you ready to learn the overall Purpose of this course?

Please proceed to the next page.

PURPOSE OF THIS COURSE

To Reveal and Heal Toxicity In Your Relationships

What is the Purpose of this Course?

- To teach you that toxicity arises from abuse and attack in relationships
 - *That abuse is usually a subtle, unintentional and undetected expression of fear-based programming*
- To reveal to you that you have been programmed through fear for your entire life
- To show you that you have been operating from fear in your relationships
 - *Which means you have been contributing to toxicity in your relationships*
 - *You have unknowingly been abusive to others and in your relationships*
- To thoroughly and clearly expose the mindset of abuse and how it operates
- To expose the many different types of abuse
 - *Not all abuse is physical*
 - *There are many subtle and obvious forms of abuse*
- To reveal that you have been in abusive relationships in the past
- To reveal that you are probably in abusive relationships now
 - *To expose the elements of abuse in your current relationships, so you can correct them*
- To bring to your awareness:
 - *That you have been abused by others*
 - *That you have abused others*
 - *That you have used your relationships with others to abuse yourself*
- To teach you about boundaries and standards
 - *How to create healthy boundaries and standards for yourself*
 - *How to enforce your boundaries*
- To teach you how to STOP the abuse and toxicity in every area of your life and relationships
 - *To learn how to STOP abusing others*
 - *To learn how to STOP allowing yourself to be abused by others*
- To heal your relationships
 - *And enjoy overall healthier relationships with the people in your life*

Ready?

Let's begin.

PART I

RECOGNITION

THE EXPOSÉ

RECOGNIZING TOXIC RELATIONSHIPS

Welcome to Part I of this 3-Part Course on Toxic Relationships!

This first part is dedicated to *recognizing* toxic relationships.

Here we will cover:

- Taking responsibility for toxicity
- Exposing how common “toxic relationships” are
- The 2 expressions of abuse
 - *Obvious and subtle abuse*
- The different types of abuse
- Clarity Charts exposing the toxicity and abuse that pervade everyday life and relationships
 - *Like yours*
- A Self Checkup
 - *Being honest with yourself*

A NOTE ABOUT THE TERM “RELATIONSHIPS”

WHAT ARE “RELATIONSHIPS”?

In This Course, the Term “Relationship(s)” covers:

Any and all forms of connections with people in your life

Relationships include but not limited to:

Relatives, friends, romantic partners, coworkers, spouses, etc.

Ready?

Let's begin!

LESSON #1

TAKING RESPONSIBILITY FOR TOXICITY

What do you Believe?

What Role do you Play in Creating Your Relationship Experience?

Do you believe that you are a victim of your toxic relationships with other people?

Do you believe that the reason your relationship(s) may be toxic is entirely because of other people?

Do you think that if the other person/people changed, everything would be gravy?

If you believe any of these things, *you need to stop.*

Just stop.

Right now.

Are you an adult, capable of making your own decisions for your life?

If so,

The toxicity in your relationship(s) is as much your responsibility as it is the other person's.

That's a fact.

It's time to take full responsibility for your life and your experiences.

This Course will help you do just that.

What will this Course Teach you?

This Course will teach you to take responsibility for your life and relationship experiences.

It will teach you that you have been complicit (directly involved)

In creating the toxic environment of your relationships.

It will teach you that you have abused others.

And you have used your relationships with others to abuse yourself.

It will teach you how to recognize, understand and heal the toxicity in your relationships with anyone.

It will teach you this truth:

RELATIONSHIP TRUTH

You Are NOT A Victim

You Are a Powerful Creator

And you have the Power to change and create something better for your life and your relationships.

Are you ready to unlock that Power?

LESSON #2

TOXIC RELATIONSHIPS ARE COMMON

Let's Talk About It

Let's start with this question:

What is a toxic relationship?

"TOXIC RELATIONSHIP" DEFINED

*A Relationship Where Abuse (in any form)
Is Present*

What is abuse?

ABUSE IS ATTACK!

RELATIONSHIP TRUTH

*Everyone Has Attacked in Relationships
Everyone Has Been Attacked in Relationships*

Yes.

That includes you.

You may be thinking:

"What do you mean? I don't attack anyone! I'm not an abuser!"

Yeah, but you are though.

You just may not recognize it - yet.

There are many kinds of attack (abuse).

Physical attack is not the only form of attack or abuse.

And it is definitely not the most common.

Let's take a deeper look into this idea of attack and abuse.

And to make it a little more interesting,

Here's a promise:

We're about to look at attack and abuse (toxicity) in a way you have never looked at it before.

Ready?

Turn the page.

LESSON #3

THE 2 EXPRESSIONS OF ABUSE

Subtle and Obvious

Before we go into the many forms abuse can take,
Let's talk about two ways it is expressed.

1) Obvious Abuse - *Direct Attack*

2) Subtle Abuse - *Indirect Attack*

What does that mean?

Let's start with *obvious abuse*.

What is obvious abuse?

(Well obviously)...

It means that it is clear to anyone observing that abuse is happening in that relationship or situation.

EXAMPLE

Someone physically assaults someone else, and leaves them with a black eye

That is obviously an attack, and obviously abusive.
No further explanation needed.

So what is subtle abuse?

Subtle abuse is a bit more involved and nuanced.
Let's take a look:

What is Subtle Abuse?

SUBTLE ABUSE IS

- Something that can be easily ignored or overlooked
- Something that can be easily excused
- Something that may not look abusive from the outside looking in
- Something that can have every appearance of being normal
 - *It may even be a common form of interaction in your relationship(s)*

EXAMPLE

Giving someone the cold shoulder or silent treatment when you don't get what you want from them.

What makes it abusive though?

It is abusive because there are elements of *fear, control and attack* in these subtle actions and behaviors.

IMPORTANT NOTE

Subtle Abuse Can Easily Lead To Obvious Abuse

Abuse is attack.

Remember the following principle

ABUSE (ATTACK) PRINCIPLE

Obvious Abuse is DIRECT ATTACK

Subtle Abuse is INDIRECT ATTACK

And guess what?

It's ALL attack (abuse).

Attack is attack. Abuse is abuse.

Whether it is obvious or subtle. Whether it is overt or covert.

Here's a question for you...

Of the two (subtle and obvious) expressions of abuse...

Which do you think is FARRRR more common?

That's right.

Subtle abuse is FAR more common.

**And subtle abuse will touch every close relationship you have,
Either through you, through the other person or through both of you.**

How do we correct that?

First things first!

We have to learn how to recognize it.

Let's start by familiarizing you with the many different flavors and varieties
Attack and abuse can show up in.

See if you can relate.

Ready?

Please continue.

LESSON #4

THE DIFFERENT KINDS OF ABUSE

Different Forms of Attack

We've already said there are 2 ways abuse is expressed:

1. Obvious Abuse - *Direct Attack*

2. Subtle Abuse - *Indirect Attack*

Now let's look at:

THE DIFFERENT KINDS OF ABUSE

- Mental abuse
- Emotional abuse
- Verbal abuse
- Financial abuse
- Cyber abuse
- Physical abuse
- Sexual abuse
- Resource abuse
- Space/Privacy abuse

Now that you have the groundwork,
We're going to make this practical.

We will use the following creative and clever "**CLARITY CHARTS**" to separate these kinds of abuse
Into expressions of "Obvious" and "Subtle" abuse and provide examples.

Get ready...

You've never seen anything like this before.

NOTE ON CLARITY CHART EXAMPLES AND EXPLANATIONS

The examples and explanations will be specifically related to the SUBTLE forms of abuse.

Why?

*Because it is the subtle abuse that is so sneaky and subversive that it seems normal,
And you might not even think of it as abuse...*

But it is.

*You must become aware of it in order to correct it - in yourself and in your relationships.
That is why we give examples and explanations.
The **obvious** is already obvious.
It needs no further explaining.*

REMEMBER

*Just because you may not recognize it as abuse (toxic behavior),
That doesn't mean it's not abusive (toxic).*

Check out the Clarity Charts below

CLARITY CHART ON OBVIOUS AND SUBTLE FORMS OF ABUSE

FINANCIAL ABUSE

OBVIOUS FINANCIAL ABUSE

Direct Financial Attack

Stealing money from someone
Using their card/account info without permission

SUBTLE FINANCIAL ABUSE

Indirect Financial Attack

Borrowing money and not paying it back
Never bringing it up unless confronted about it

*It is also abusive to yourself if you loan someone money and don't specifically say it's a loan.
Or when you don't define a set timeframe in which you want to be paid back.*

SOLUTION

*Reduce it to writing if it is important to you and hold them accountable.
If you're not going to do that, just call it charity and pay for your peace of mind.*

**Withholding or restricting someone's finances
or access to their finances**
As a means to control or punish behavior

Always allowing others to pay for you
*Never offering to pay for your portion or
contribute financially in any way*

EXAMPLES

- *Going out with others and not bringing any money or payment method*
 - *Expecting others to pay for you/your portion*
- *Sharing meals, transportation and other services with others and not offering to pay*

Destroying someone's credibility
*Stealing someone's identity or using their
financial information recklessly*

**Expecting a better deal when doing business
with someone because of your relationship**
And calling this "support"

*If you expect a "hook up" / "discount" from someone because they are your friend, relative or for any
perceived special connection with them, you are financially abusing them and robbing their company.*

Like any business owner, they are in business to make a profit.

Not suffer losses at the hands of their "friends and family" who call it "support".

If you see their goods and services as truly valuable, and you truly want to "support" them...

- *Buy extra and donate some*
- *Make a charitable contribution*
- *Sponsor someone else to receive their products*

But don't expect someone to lose profits from their business because of your personal relationship.
They don't owe you anything!!!

Remember the saying?

"It's not personal. It's business"

CLARITY CHART

ON OBVIOUS AND SUBTLE FORMS OF ABUSE

RESOURCE AND SPACE ABUSE

Concerning Shared Resources and Spaces

<u>OBVIOUS RESOURCE ABUSE</u>	<u>SUBTLE RESOURCE ABUSE</u>
<i>Direct Attack on Resources</i>	<i>Indirect Attack on Resources</i>
<p>Stealing from someone <i>Taking their belongings (by force)</i></p>	<p>Borrowing things and not giving them back <i>Never bringing it up unless confronted about it</i></p>
<p><i>If you borrow something and don't give it back, you are a thief by default. The default is that you were too lazy or lax about it to give it back. And that is abusive to the relationship. Whether you borrow a book, a tool, or a container...It's not yours. Give it back or replace it!</i></p>	
<p>Not holding up your end of a (legal) agreement <i>Not paying shared rent, child support, alimony</i></p>	<p>Consuming and not replenishing shared resources - when you agreed to</p>
<p><i>If you have a communal agreement with someone concerning resources And you don't contribute to replenishing those resources, you are abusing the relationship</i></p> <p style="text-align: center;"><u>EXAMPLES</u></p> <ul style="list-style-type: none"> • <i>Eating all the food and not replacing the food</i> • <i>Using the car and bringing it back with an empty tank</i> • <i>Using utilities and not paying your portion of the utility bills</i> 	
<p>Intentional destruction of property <i>Sabotaging, damaging or breaking another's property without repairing or replacing it</i></p>	<p>Leaving messes <i>Garbage, filth, dishes in the sink, Dirty evidence of your presence, etc.</i></p>
<p><i>If you share a space with someone and you leave a mess, you are abusing the space And you are abusing the relationship.</i></p> <p style="text-align: center;"><i>Who is supposed to clean it up? Do you have a maid service? Or are you the maid by default? How do you feel when someone leaves their mess in your (common) space? What message does that send? Do you feel respected or attacked?</i></p>	

Clear?

We're sure you can think of more examples than this.

Let's continue with some more examples anyway.

CLARITY CHART ON OBVIOUS AND SUBTLE FORMS OF ABUSE

MENTAL, EMOTIONAL + VERBAL ABUSE

<p style="text-align: center;"><u>OBVIOUS</u> <u>EMOTIONAL ABUSE</u> <i>Direct Mental/Emotional/Verbal Attack</i></p>	<p style="text-align: center;"><u>SUBTLE</u> <u>EMOTIONAL ABUSE</u> <i>Indirect Mental/Emotional/Verbal Attack</i></p>
<p style="text-align: center;">Verbal Attack <i>Heated arguments, verbal intimidation, yelling at someone</i></p>	<p style="text-align: center;">Silent Treatment <i>Not speaking and behaving as if the person does not exist even when you're in the same space</i></p>
<p style="text-align: center;"><i>The silent treatment is a very important and very effective form of emotional abuse. Although it doesn't seem like much, it is JUST as abusive as direct verbal attack Why?</i></p> <p style="text-align: center;"><i>Just because the person isn't saying hateful things out loud about you, Does that mean they are not saying them silently in their own mind? Is the energy not felt?</i></p> <p style="text-align: center;"><i>The silent treatment is a manipulation tactic meant as a punishment for the other person (or people)</i></p> <p style="text-align: center;"><i>It is intentional, and it is felt. And it doesn't feel good. That is why it is emotionally abusive.</i></p>	
<p style="text-align: center;">Condemning and Belittling <i>Ridiculing, calling demeaning names, harassment, insulting</i></p>	<p style="text-align: center;">Dismissive Conduct <i>Cutting someone off when they're speaking Not listening to what they have to say</i></p>
<p style="text-align: center;"><i>Constantly cutting someone off when they're speaking is a form of attack. If you want someone to hear what you have to say but you won't listen to what they have to say You are behaving as if your voice and your points are more important than theirs. This means you are undermining them by trying to dominate the conversational space. Whether you mean to undermine them or not, <u>you are undermining them</u>. This is why constantly cutting someone off to make your point is a form of attack.</i></p>	
<p style="text-align: center;">Threats <i>Threaten to inflict physical harm on themselves, others, or <u>you</u> if you don't do what they want</i></p>	<p style="text-align: center;">Withholding Affection <i>Shutting down, being cold, intentionally distant And denying affection to punish behavior</i></p>
<p style="text-align: center;"><i>Withholding affection can come in many forms, but it is always used to punish - which is an attack It could take the form of withdrawing attention, communication, and even kindness. It is abusive, petty and emotionally cruel. Either give affection freely or don't. Denying someone affection because you are upset is malicious</i></p>	

CLARITY CHART

ON OBVIOUS AND SUBTLE FORMS OF ABUSE

MENTAL, EMOTIONAL + VERBAL ABUSE

<u>OBVIOUS</u> <u>EMOTIONAL ABUSE</u> <i>Direct Mental/Emotional/Verbal Attack</i>	<u>SUBTLE</u> <u>EMOTIONAL ABUSE</u> <i>Indirect Mental/Emotional/Verbal Attack</i>
<p>Lying and Gaslighting <i>Trying to control someone by making them think that something that is true is not true</i></p>	<p>Guilt-Tripping <i>Trying to get someone to make themselves feel bad for not behaving as you want them to behave</i></p>

The guilt-trip is the oldest trick in the abuse and toxic relationship handbook

So what is the guilt trip?

It's a subtle form of manipulation and attempt to control someone's behavior

How?

By using the idea that they did something bad, wrong or hurtful to you (guilt)

Why?

To get them to comply with what you want from them - AKA CONTROL THEM

EXAMPLES

- You want them to show up to your event
 - *So you tell them about all the times you showed up to theirs*
- You want them to call you more often
 - *So you let them know how abandoned and forgotten about you feel when they don't call*
 - *To rub it in, you emphasize how you would never do that to them*
- When you feel sad, you accuse them of making you feel that way
 - *You point out certain actions that you don't like and claim it's the cause of your sadness*
 - *"When I don't hear from you I feel like I'm not important to you"*
- Holding something over someone's head - To weaponize against them later
 - *"You owe me because I did _____ for you"*
 - *"I was there for you when you were going through _____ so you're supposed to be there for me"*

It's abusive and it's a lie!

*Your feelings are your own responsibility, and no one owes you anything.
 No one is ever responsible for your sadness, insecurity, or emotional instability.*

Guilt in any form is always a direct attack and is EMOTIONALLY VIOLENT!!!

Period

Don't guilt-trip anyone!

Just don't.

CLARITY CHART ON OBVIOUS AND SUBTLE FORMS OF ABUSE

MENTAL, EMOTIONAL + VERBAL ABUSE

<u>OBVIOUS</u> <u>EMOTIONAL ABUSE</u> <i>Direct Mental/Emotional/Verbal Attack</i>	<u>SUBTLE</u> <u>EMOTIONAL ABUSE</u> <i>Indirect Mental/Emotional/Verbal Attack</i>
Isolating someone from others in their life <i>Forbidding or attacking someone for socializing or contacting other people in their life</i>	Making everything about you <i>Whenever someone shares something about themselves, you find a way to make it about you</i>
<p>The tendency to make everything that comes up about you is an abusive tendency. <i>Why?</i></p> <p><i>Because it is selfish and egotistical.</i> <i>Everything is not about you!</i> <i>Simple as that!</i></p> <p><u>EXAMPLE</u></p> <p><i>Someone asks you to hold space for them so they can express how they feel, And they would like for you to simply listen.</i> <i>Instead of empathizing and being there for them, you take everything they express personally.</i> <i>You make THEIR feelings about something YOU did or said.</i> <i>And you try to shift the focus back to you.</i></p> <p><i>If you catch yourself doing this...</i> <i>Stop!</i> <i>Just stop.</i></p>	
Starting or Picking Fights, Instigating fights <i>Inciting someone to attack you or someone else, Bad mouthing someone</i>	Pettiness <i>Nit-picking, going back and forth, nagging, having to have the last word</i>

These are all examples of abusive behavior.
Your relationship will suffer when you think you MUST have the last word.
It will suffer when every encounter and interaction becomes a struggle or competition of some kind.

Your relationship is not the winter olympics.
And you won't win a gold medal for undermining anyone.
You don't always have to be "right" about everything.

When in doubt, ask yourself this question:
Would I rather be right, or would I rather have harmony in this relationship?

Whichever you value the most, that's the path you will take

CLARITY CHART

ON OBVIOUS AND SUBTLE FORMS OF ABUSE

PHYSICAL, SEXUAL + OTHER ABUSE

Concerning Physical and Sexual and Other Matters

<u>OBVIOUS PHYSICAL ABUSE</u> <i>Direct Physical Attack</i>	<u>SUBTLE PHYSICAL ABUSE</u> <i>Indirect Physical Attack</i>
Physical Assault <i>Physically attacking and hurting someone's body</i>	Distracted Driving - Putting Lives in Danger <i>Texting while driving, driving angry, road-rage</i>
<p><i>Do you know what it's called when you are responsible for someone's safety and you (indirectly) put their life in danger?</i> IT'S CALLED ABUSE!!! AND NEGLIGENCE!!!</p> <p><i>Just because it may be normal for you to drive aggressively or practice road rage, it is DANGEROUS.</i> <i>Aggressive driving kills 2 to 4 times as many people as drunken driving.</i> <i>Texting while driving is 6x more likely to cause an accident than driving drunk.</i> <i>Driving angry increases your likelihood of crashing by nearly 10x.</i> <i>1 in 4 accidents are caused by "distracted" (texting while) driving.</i> DON'T DO IT! <i>You <u>can't live</u> with the wrong outcome - That text, message, notification, device can wait.</i></p>	
Stalking <i>Following someone without their consent or knowledge.</i> <i>Showing up unannounced to places they frequent - looking for them</i>	Cyber-Stalking <i>Harassing someone through their "devices" by constantly calling, texting, DMing, emailing, location checking/tracking, etc.</i> <i>Following their social media to "clock" them</i>
<p><i>"Checking up" on someone constantly when you are not their ICU nurse is abusive.</i> <i>Whether it is stemming from insecurities or concern about their wellbeing - it's not healthy.</i> So stop. <i>They'll live</i> <i>Let them live. And go live your life.</i> <i>They'll reach out to you when they reach out to you - Or not</i></p>	
Rape, Forced and Nonconsensual Sex <i>Unwelcome touch, unwanted pregnancy</i>	Refusing to Use Safe Sex Practices <i>Not using birth control or getting check ups</i>
<p>Continuous conversation about consent is EXTREMELY IMPORTANT <i>Just because you've had sex 999 times doesn't mean you don't need consent on the 1000th time</i> <i>And consent can be revoked at any time. Consent must be established each and every time.</i> <i>Just because you're married or in a sexual relationship</i> <i>That doesn't make you the Lord and Tailor of your partner's body. Ask. Just ask.</i></p>	

CLARITY CHART

ON OBVIOUS AND SUBTLE FORMS OF ABUSE

PHYSICAL, SEXUAL + OTHER ABUSE

Concerning Physical and Sexual and Other Matters

OBVIOUS PHYSICAL ABUSE

Direct Physical Attack

Drawing/Using A Weapon On Someone
*Threatening or actually using a weapon
against someone*

SUBTLE PHYSICAL ABUSE

Indirect Physical Attack

Violating Confidentiality
*Sharing someone's private information
Which they told you in confidence*

Here's a general rule to follow regarding interactions with people...

- Treat *EVERYTHING* someone shares with you in private - as private and confidential

If they don't explicitly say:

"I want you to tell [whoever] what I just told you"

Treat it like a secret.

Don't share anyone's private information without their consent.

Period.

This includes (but is not limited to) the following:

- Medical history and info
- How much money they have/make
- Where they work and where they live
- Anything they said to you or showed you in private

*How would you feel if someone came to you and asked you about something very private
That you shared in confidence with someone you trusted?*

Betrayed maybe?

Definitely.

Don't do it.

Using Children and Other Relationships
To Control A Situation

Issuing threats, ultimatums, extortion, etc.

Requiring Reporting of Activities
and Whereabouts

Masking insecurity and control as "concern"

You don't owe anyone anything, and no one owes you anything.

That includes: Your whereabouts, who you were with, what you were doing, etc.

You are not a parole officer and no adult has to report to you about anything. Get over yourself.

LESSON #5

SELF-CHECKUP

What Did You Find Out About Yourself?

Now that you've gone through the Clarity Charts around the *abuse* that causes toxic relationships,
What did you learn?

Did you find it relatable?

Let's take a quick self-checkup so we're in sync before we continue in Part II.

Please answer honestly.

QUESTIONS TO KEEP YOU HONEST

Have you done any of the things listed in the Charts?

Meaning, have you been either directly or indirectly abusive in relationships?

(The answer is "yes", just be honest and say it).

Which areas of abuse did you find you had the most number of incidents?

Which areas were the least?

Which areas surprised you most?

Which areas did you find yourself mostly on the receiving end of?

Which form of abuse did you perpetrate the most?

If you tell the truth,
You not only could find the abusive behaviors of others in those charts...

You found yourself in those charts.

You found your own behavior.
Your own subtle ways of abusing relationships and using relationships and people to abuse yourself.

You found your own challenges related to setting clear boundaries in relationships.
You found your own history of allowing others to subtly violate and abuse you.

And guess what?

You're Innocent. Don't be hard on yourself.
You are not alone in experiencing the effects of your thinking.

Would you like to learn just how that thinking came about?
If so, please continue to Part II.

PART II

UNDERSTANDING

UNDERSTANDING

TOXIC RELATIONSHIPS

In this part,
We will give you a brief but thorough understanding of how everything in Part I works.

You will learn:

- *Where do toxic relationships stem from?*
- *What is the mindset behind abuse and attack?*
- *What are the 5 F.A.C.T.S. of Love and fear?*
 - *What are the 5 Levels of Creation?*
- *How do you create a toxic relationship?*
- *How do you create a healthy relationship?*
 - *What is "The Critical Question"?*
- *How do you transcend the victim mindset?*

Ready?

Let's begin!

LESSON #6

THE 5 UNIVERSAL PRINCIPLES OF LOVE AND FEAR

Mindset Principles

To better understand toxic relationships,
We must look at the Universal Principles that govern toxic (abusive) relationships.
We will also look at the Universal Principles that govern healthy relationships.

What is the beauty of using Universal Principles as a foundation for your understanding?

Universal Principles Are:

- True in all relationships
- Easy to understand
- Easy to recognize
- Easy to apply

In the Clarity Chart below,
You will learn everything you need to know about toxic and healthy relationship principles.
Pay close attention.

THE F.A.C.T.S. OF LOVE AND FEAR

<u>FEAR IS</u> <i>A Toxic Relationship Is Based On</i>	<u>LOVE IS</u> <i>A Healthy Relationship Is Based On</i>
<i>Fear/Force</i>	<i>Freedom</i>
<i>Attack/Abuse/Anger</i>	<i>Appreciation</i>
<i>Conflict/Confusion</i>	<i>Communication/Clarity</i>
<i>Trauma/Triggers</i>	<i>Trust/Truth</i>
<i>Separation/Shame/ Suspicion</i>	<i>Sincerity</i>

IN CONCLUSION

Your relationship is either operating from *Love* or *fear*.

Are we clear?

There are no in-betweens!

It's easy to recognize when you are in a state of fear.

How?

Because you won't like how you feel (emotionally).

ADVICE

Before you do or say anything, ask yourself one simple question:

"Do I like how I feel right now?"

If you don't like how you feel, it's because your mind is in a toxic (fear-based) state.

Meaning, you're feeling:

- Fear (afraid)
- Angry (attacked/ready to attack)
- Conflict/Confusion
- Trauma/Triggered
- Separate/Shameful (guilty)
- Overall feeling BAD

If you're feeling this way, should you proceed with what you were going to do or say?

NO!

JUST NO!

It will be unhealthy and toxic to your relationship and yourself.

Take a moment, and allow those upset thoughts and feelings to pass.

Here is a Principle to help you understand the importance of this lesson:

TRUTH PRINCIPLE

***ANYTHING You Say or Do From A State of fear Is Toxic By Definition
And It Will Be Abusive***

When in doubt...

STOP. JUST STOP.

Now let's take a step back and look at where abuse is born.

Ready?

Proceed to the next lesson.

LESSON #7

THE 5 LEVELS OF CREATION

What Are They?

Often, we only notice toxic behavior and abuse when it's already far along.

Meaning, When it's already happened. After the fact. After the attack

In this lesson we're going to teach you how to **STOP** toxic behavior and abuse before it even happens.

And not the toxic behavior in other people.

No no no!!!

That is impossible.

You're going to learn how to stop toxicity and abusive tendencies IN YOURSELF.

If you haven't noticed already, this course is about controlling the toxic behavior and abuse in **YOU**.

Not other people.

This course was created to help you learn how to identify toxic relationships and abuse cycles.

So you stop abusing your relationships,

And stop using *your relationships and other people* to abuse yourself.

To better do that, you must learn about "The 5 Levels of Creation".

Check out the Clarity Chart below:

THE 5 LEVELS OF CREATION

Understanding Where Abuse (Attack) is Born - And How It Grows

LEVEL #	WHAT IT IS	HOW IT'S EXPRESSED
1) Mental <i>Thoughts</i>	Your Thoughts <i>What you're thinking</i>	<i>How you think</i> <i>(Either with Love or fear)</i>
2) Emotional <i>Feelings</i>	Your Emotions <i>What you're feeling</i>	<i>How you feel</i> <i>(Either Loving or fearful feelings)</i>
3) Energetic <i>Intent</i>	Your Energy and Emotional Intent	<i>Projecting or extending what you</i> <i>feel onto yourself and others</i>
4) Verbal <i>Self talk/Talk</i>	Your Inner Dialogue What you say	<i>The stories and things you tell</i> <i>yourself and others</i>
5) Physical <i>Acts</i>	Your Actions and Your Behavior	<i>What you do to yourself and</i> <i>to others - your behavior</i>

HEALING TOXIC RELATIONSHIPS 101 - A Course In Recognizing and Purifying Toxic Relationships

Clear?

Everything starts in the mind, at the thought, or **mental** level.

That includes healthy relationship dynamics,
And toxic abusive relationship dynamics.

You've been taught to ignore the first 3 levels of creation as unimportant:

1. *The Mental level*
2. *The Emotional level*
3. *The Energetic level*

You've been conditioned to only identify the last 2 levels as abuse.

4. *The Verbal level*
5. *The Physical level*

Why is that?

Because those last 2 levels represent something you can see and hear.
You can point it out clearly to everyone and say:

*"Look! That person was being verbally abusive!
I even recorded all the horrible things they said, and I can play you the recording."*

That's obvious. *Right?*

But what about the first 3 levels?

*Can you record a feeling?
Can you photograph someone's intent?
Can you examine their thoughts under a microscope?*

NO. NO. AND NO.

*And further,
Can you even KNOW FOR SURE what someone is thinking?
What they're feeling?
What their true intentions are?*

NO. You cannot know for sure.

You can only know this information about one person on earth at all times.

Who is that?

YOURSELF!!!

Which is why the goal is not for you to change or regulate anyone else's behavior.
The goal is for you to become aware of and correct the toxic tendencies and patterns in **YOURSELF**.
Starting with your Thinking.

Trying to stop abuse when it's already at the behavior/physical level

Is like putting up your hand to stop a bullet that was fired at you.
It's too late!

The damage has been done.

Here's a graphic example to help you visualize the creation process.
In this example, the levels of creation will be played out using a gun with the intent to kill.

GRAPHIC EXAMPLE OF 5 STEPS OF CREATION IN ACTION

LEVEL #	USING A GUN EXAMPLE
1) Mental	<i>You think about shooting someone (for whatever reason)</i>
2) Emotional	<i>You feel strongly that you will shoot them</i>
3) Energetic (Intent)	<i>You load your gun with bullets while projecting your murderous feelings onto them</i>
4) Verbal	<i>You tell yourself (and them) that you're going to shoot them</i>
5) Physical	<i>When you see them, you aim and squeeze the trigger</i>

Clear?

So, when did the attack start?

When you physically squeezed the trigger?

When you verbally threatened their life?

When you loaded the gun (with the intent to kill)?

When? Oh When?

?

That's what we will explore in the next lesson

Because that is the critical question that needs answering.

Are you ready to answer it?

Turn the page.

LESSON #8

THE CRITICAL QUESTION

"When Did The Attack Start?"

This lesson is all about learning where the attack (abuse) is born.

Once you learn the truth about when the attack really starts, you can't unlearn it.
You will be able to recognize and release attack from yourself before it ever escalates to a level
Where someone else is affected by it.

Let's create a more interactive scenario to drive this lesson home.
At the end of the scenario, there will be some *critical questions* for you to answer.

SCENARIO

Someone comes to you and tells you the following story...

STORYTIME!

I think my partner is up to no good when they go out because they don't tell me where they're going.

I start feeling insecure and I get suspicious of them.

I feel like they're hiding something from me.

I couldn't stop thinking about it so I told myself I would confront them about it.

Last time they tried to go out, I confronted them.

I asked them where they were going and they said it was none of my business.

I got angry. I told them I wouldn't let them leave until they told me where they were going.

They tried to leave and I blocked the door.

They pushed past me so I grabbed their arm.

There was a struggle.

They eventually broke free and left.

Got it?

Keep this scenario in mind.

Now you're up.

You are a **Truth Detective**, and your mission is to deduce (work out) the correct answers to the questions
Based on the knowledge you've gained so far.

Get out your mental magnifying glass!

On the next page, we have some **critical questions** for you about that story.

You're also going to need your pen for this one.

Ready?

Turn the page.

CRITICAL QUESTIONS TIME!

Answer (circle) "yes" or "no"

FIRST CRITICAL QUESTION

Was there attack/abuse present in that scenario?

YES / NO

MAIN CRITICAL QUESTION

"When Did the Attack START?"

Let's break it down and go through each stage of the attack...

Did the attack start when they grabbed their partner's arm?

YES / NO

Did the attack start when they physically blocked the door?

YES / NO

Did the attack start when they verbally threatened them?

YES / NO

Did the attack start when they decided to confront them?

YES / NO

*Did the attack start when they started projecting their insecure feelings
and suspicions onto them?*

YES / NO

Did the attack start when they started feeling insecure and suspicious?

YES / NO

What do you think?

Please answer ALL of the questions before continuing.

If you answered "yes" to any of the questions below the **MAIN CRITICAL QUESTION**,

Guess what?

**YOU WOULD BE ABSOLUTELY WRONG.
EVERY TIME.**

Why?

Because the attack started long before any words were spoken or physical contact was made.

So when did the attack start?

The attack started in their MIND!

How did it start in their mind?

The attack started when they got the thought in their head
That their partner *owed them* an explanation as to where they were going.

*Why is that **thought** an attack?*

Because that thought was born in fear.

How do we know?

Because insecurity and suspicion can **only** come from fearful thinking, not Love-based thinking.
(Check the F.A.C.T.S. of Love and fear in the previous lesson).

You might be thinking...

"But it was just a thought. How can you attack someone with a thought?"

Easily.

You do it everyday...*To the same person.*

Who?

YOU!
THAT'S WHO!

You attack **YOURSELF** when you think with fear.

And fear leads where?

Nowhere Loving. Nowhere healthy. That's for sure.

You may not **ACT** on every fearful thought you have,
But **PHYSICAL ACTION** is still **4 levels removed** from the thought level.

You would not condone (or tolerate) abusive behavior on your part by saying you could not help it.

So why should you tolerate abusive thinking?

YOU SHOULDN'T!

TRUTH PRINCIPLE

What You Do Comes From What You Think

Which means, if you want to change your actions, what should you change first?

YOUR MIND.

This lesson is about the 5 **LEVELS** of creation.

With the main critical question being:

"When does the attack (abuse) start?"

Here's the rundown once again

Using the Principles you've learned and the earlier scenario you were asked about.

THE 5 LEVELS OF CREATION

Scenario Version

1. The **Mind** creates **Thoughts**
 - a. *Thoughts are either coming from a Loving (healthy) place*
 - b. *Or they're coming from a fearful (toxic) place*
 - i. ***Where were their thoughts coming from? (In the scenario)***
 1. *Their thoughts were coming from a fearful (attacking) place*
 - ii. *They attacked themselves by thinking their partner "is up to no good"*
2. **Thoughts** create **feelings**
 - a. *Their fearful thoughts created fearful (suspicious and insecure) feelings*
 - i. ***Those feelings hurt them, NOT their partner***
3. **Feelings** create **energy (intent)**
 - a. *By focusing on and believing in those feelings, those fearful feelings made their energy toxic*
 - b. *They projected their own self-generated suspicions and insecure feelings onto their partner*
4. **Energy** creates **words (inner/outer dialogue)**
 - a. *First, they **told themselves** a story about their partner (that wasn't true)*
 - i. *Then they decided they would confront their partner about it*
 - b. ***Then they actually verbally confronted them about it***
 - c. *Then they issued a verbal threat:*
 - i. ***"I'm not letting you leave until you tell me where you're going"***
 1. ***This is where you have been taught to start noticing abuse***
 - a. *When it is directed outward, at someone else*
 2. ***This is 3 levels late in the game!***
 - a. *Like bullets fired from a gun, you can't take your words back*
 - b. *It never has to get this far*
 - i. *Simply take full responsibility for your thoughts and feelings*
5. **Words** create **Action** (physical level - what you do)
 - a. *Their first (abusive) action was to block the door*
 - b. *Their next (abusive) action was to grab their partner's arm when they tried to leave*
 - c. *You cannot take your actions back*
 - d. ***You can ALWAYS control your actions***
 - i. *There is no excuse for not controlling yourself - **This is 4 levels late in the game!***
 - ii. *If you don't take responsibility for your actions or control your actions it's simply because you didn't want to and weren't willing to*

Clear?

So, when did the attack start?

We're going to expose the **TRUTH** behind this **critical question** now,
And also see if we can create a different outcome to that scenario.

Using honest questions to create new possibilities.

Please follow along on the next page.

CLARITY QUESTIONS ON THE CRITICAL QUESTION

"When Did the Attack Start?"

Did the attack (on themselves) start when they thought they had a right to know where their partner was going?

Yes.

Did the attack start when they thought that they had the right to control or question their partner's movements?

Yes.

Did the attack start when they thought that what their partner was doing (without them) had anything at all to do with them?

Yes.

Could that be why they started to feel insecure and suspicious?

Yes.

Could that be why they projected that insecurity and suspicion onto their partner?

Yes.

Are their insecurities and suspicions 100% made up in their own mind (self-generated)?

Yes.

*Could they have seen the situation and their partner in another way?
A Loving way perhaps?*

Yes.

Could they have remembered the Truth - That Love is Freedom, and that they and their partner are both Free?

Yes.

Could they have remembered that they don't own their partner, and their presence is a gift?

Yes.

Would it be more likely that they would have felt Appreciation for their partner rather than insecurity and suspicion if they remembered that Truth?

Yes.

Could they have then extended that feeling of Appreciation to their partner in their heart, and fill the space with Loving energy, rather than confrontational fearful energy?

Yes.

Could they have then offered their partner Appreciation, safe travels and maybe even a hug instead of blocking the doorway and forcefully grabbing them?

Yes.

Make sense now?

Na'im Ansar Najieb

**Yes.
It does.**

You next question may be:

*"So, how is this lesson practical?
If attack starts in my mind, how can I stop myself from thinking fearful thoughts?"*

That's easy...

You can't.

But that's good news!

How?

Because you don't have to stop yourself from thinking fearful thoughts.

Fearful thoughts are going to spring up spontaneously and automatically for the rest of your life anyway.

You don't have to stop them.

Then what do I do about them??!

You simply do this with them (fearful thoughts):

- | | |
|----------------------------|---------------------------------|
| 1. Notice (recognize) them | 3. Take responsibility for them |
| 2. Observe them | 4. Release them |

Here's what you **DON'T DO** with fearful thoughts:

- | | |
|--------------------------------------|----------------------------------|
| • Don't act like you don't have them | • Don't let them control you |
| • Don't blame someone else for them | • Don't take them seriously |
| • Don't feel guilty for having them | • Don't make decisions from them |
| • Don't harbor them | • Don't speak from them |
| • Don't share them | • Don't act from them |

REMEMBER

Thoughts lead to feelings

Here's a Principle that will benefit you and all of your relationships for the rest of your life:

HEALTHY MINDSET PRINCIPLE
***Take FULL RESPONSIBILITY For Your
Current State of Emotional Affairs (Your Feelings)***

REMEMBER

No one has to know what you're thinking or feeling. It's not their business anyway.

You only reveal your thoughts and feelings in the last 2 levels of creation:

Level 4

YOUR WORDS

What you say verbally

And

Level 5

YOUR ACTION

What you do physically

So the practical application is simple:

FIRST STEP

Ask yourself if what you're thinking or feeling is coming from ANY of the 5 F.A.C.T.S. of fear:

- *Fear/force*
- *Attack/Abuse/Anger*
- *Conflict/Confusion*
- *Trauma/Triggers*
- *Separation/Shame/Suspicion*

You can cut to the chase very quickly by asking yourself this one question:

CRITICAL QUESTION TO ASK YOURSELF

"Do I Like How I Feel Right Now?"

If the answer is

"No, I do not like how I feel right now"

Rest assured, you are in a fearful state.

And then you move on to the second step:

STEP 2

**STOP!
JUST STOP!!**

Do not **speak** from that fearful state.

Do not **act** from that fearful state.

Do not make any decisions from that fearful state.

Recognize that your mind has been hijacked,

And BE STILL.

Sit with your feelings.

Be with them.

But DO NOT, under any circumstances

Project your fearful feelings onto anyone else or make someone else responsible for them!

Na'im Ansar Najieb

They are **YOUR FEELINGS**.
Not anyone else's.

YOU DID IT TO YOURSELF!

And trying to control an outcome, or control someone's behavior because of
How you made yourself feel...
IS ABUSIVE.

So...

**STOP
JUST STOP**

Stop abusing yourself with stories of emotional victimhood.

You are not a victim, and no one can hurt your feelings.
It's all an inside job.

For more on that, turn to the next page for a special lesson on reframing
ABUSE AND VICTIMHOOD.

Ready?

Take a deep breath...

...

...

...

...

...

...

And turn the page.

LESSON #1

ABUSE AND VICTIMHOOD

Reframing And Refusing

YOU ARE NOT A VICTIM!!!

Nowhere in this course will you or anyone else **EVER** be referred to as a victim.

Why?

Because you are NOT a victim. And you have not been “victimized” by anyone.

Why do we take this position on victimhood?

TWO REASONS:

- 1) **Because it's True - You are not a victim**
- 2) **Because a victim-mindset is not helpful to the healing process you are experiencing**

TRUTH PRINCIPLE

*Abuse and Victimhood are Mindsets
They are NOT Identities*

Just as abuse is a mindset, victimhood and being identified as a victim is a mindset.

It is a mindset that does not empower you at all.

It weakens you.

It is a mindset born in **fear**.

Unfortunately, many coaches and courses on abuse will refer to you as a “victim of abuse”,
Which is harmful to your psyche (mind).

Why?

Because they are unconsciously instilling and maintaining a false victim identity in you,
Which is counterproductive to your healing.

You may be thinking...

“What about everything I’ve been through?! All the abuse I didn’t ask for?! How can you say I wasn’t victimized?!!!”

Easily.

"YOU ARE NOT A VICTIM!"

You may have been directly violated (abused), but that doesn't make you anyone's victim.

What is a victim?

A victim is someone who is powerless and at the mercy of another's will.

Do you feel powerful thinking of yourself in that way?

What happened happened.

Nothing and no one can change that.

But what can you change?

You can change your mind about it.

You can change your mind about being a victim of it.

TRUTH PRINCIPLE

*Your Circumstances Are NOT Your Conclusion
You Are NOT Your Past*

Everyday you wake up is a new day.

A fresh start, another chance to make a different choice.

A different choice about how you choose to see yourself.

Are you a victim or A Powerful Creator?

Are you broken or Healed and Whole?

Are you afraid and fearful, or Free and Fulfilled?

REMEMBER

You Can Choose Once Again!

You have a chance right now, to start over.

To heal all the toxicity in your current relationships, and vaccinate your new ones from becoming infected by it.

We're going to give you all the tools you need to do just that.

Ready for the final act?

Don't stop now!

Please Continue.

PART III

SOLUTIONS

TOXIC RELATIONSHIP SOLUTIONS

PURIFICATION

In this final part you will learn solutions for how to *actively heal toxic relationships*.

As well as how to prevent your current relationships from becoming toxic.

What lessons will you learn?

- Standards and Boundaries
 - *Knowing the difference*
- Setting Clear Standards for Yourself
- Setting Clear Boundaries for Your Relationships
- Clearly Communicating Your Boundaries
 - *Loving Correction*
- Enforcing Boundaries
- How to Enforce Your Boundaries
- Taking Full Responsibility
- Self-Empowerment Mantra
 - *Using the 5 Levels of Creation*
- HEALTHY COMMUNICATION 101
 - Holding Space
 - Telling the Truth
 - APPRECIATION EXERCISE

You have some exciting lessons coming up!

Ready to learn?

Let's begin.

LESSON #10

STANDARDS + BOUNDARIES

There's A Difference

In order to heal your relationships, you must have standards and boundaries in place.

“Aren't they the same thing?”

You may ask.

No. They are not exactly the same.

You've probably heard this said in some way:

“You have to set healthy boundaries in your relationship”

This is true.

And, there is something that comes before that.

What comes first?

Standards.

Personal standards.

Which leads us to this question:

What is the difference between “standards” and “boundaries”?

Quite simply:

STANDARDS	BOUNDARIES
Standards are personal	Boundaries are interpersonal (social)
Standards are about how you treat yourself	Boundaries are about how you allow others to treat you
Your standards have to do with your relationship with yourself	Your boundaries have to do with your relationships with others
Standards are the rules by which you conduct yourself	Boundaries are the rules by which you conduct yourself in relationships
Only you can violate your standards You cannot violate someone's standards	Others can violate your boundaries You can violate other's boundaries

Clear?

Let's build a model to make this even more clear.

How about a "business model"?

EXAMPLE

Let's use a retail store business.

The business has 2 sets of rules.

1) Internal rules = Standards

- a) Company policy, employee code of conduct, and guidelines for the staff
 - i) Work shifts
 - ii) Pay scale
 - iii) Benefits
 - iv) Etc.

And

2) Operational rules = Boundaries

- a) Code of conduct for the customers
 - i) Hour of operation
 - ii) Prices of products
 - iii) Return policy
 - iv) Penalties for fraud, theft, etc.

Your standards are like your personal private policy.

They don't have to do with anyone else.

When you go to eat out, you aren't concerned with the chef's salary - only that the food is good.

And the restaurant owner is not concerned with how much money you make at work - only that you pay your bill.

Because there are repercussions for walking out without paying (boundaries).

So what are some examples of standards and boundaries?

Check out the Clarity Chart on the next page.

CLARITY CHART EXAMPLES

For Personal Standards and Relationship Boundaries

PERSONAL STANDARDS (Private) Personal Policy	RELATIONSHIP BOUNDARIES (Relationship) Code of Conduct
PHYSICAL <i>Standards and Boundaries</i>	
<i>I will not abuse my body</i>	<i>I will not allow anyone to abuse my body (physically attack me)</i>
<i>I will attend to my personal hygiene every day</i>	<i>I will not remain in the presence of someone who has bad hygiene</i>
EMOTIONAL/MENTAL/VERBAL <i>Standards and Boundaries</i>	
<i>I will take full responsibility for my feelings at all times</i>	<i>I will not allow anyone to project their fear-based feelings onto me</i>
<i>I will not engage in negative self-talk</i> <i>I will appreciate myself as often as I can remember to</i>	<i>I will not stand for verbal attack or abuse from anyone</i> <i>I choose to receive only appreciation, not attack or judgment</i>
FINANCIAL <i>Standards and Boundaries</i>	
<i>I will take full responsibility for my finances at all times</i> <i>I will not voluntarily give money when I really don't want to</i>	<i>I will not allow anyone to guilt trip me into giving money when I don't want to give it</i>
<i>I will not make myself financially dependent or become a financial strain to anyone</i>	<i>I will not allow any other adult to become financially dependent on me</i>

Clear?

Getting there.

Now that you have some examples of what healthy standards and boundaries look like,
Let's create/write down some of yours.

ACTIVITY TIME!!!

LESSON #11

SETTING CLEAR STANDARDS AND BOUNDARIES

Grab a Pen! Fill it in!

It's time to make this lesson practical.

What you do here will be the launchpad and foundation
For creating healthier relationships and clearer communication with people in your life.

You are becoming clear about what your personal standards are,
And about what your relationship boundaries are.

The following pages are for you to fill-in/discuss/think about for yourself.

Simply answer the prompt question, and fill in as many answers as you can think of.

Feel free to return to these pages, and add more as you are inspired to.

WORKBOOK NOTE

If you were wondering if you needed a separate notebook to take notes,
You don't.

This Coursebook is a WORKBOOK & a Notebook.

In the back of this Workbook

**There are blank pages for you to take notes
And blank Clarity Chart Templates for you to use as well.**

Everything you need is provided.

Check it out.

ACTIVITY TIME!!!
PENS OUT!

MY STANDARDS AND BOUNDARIES

PERSONAL STANDARDS

My Personal Policy (for me)

RELATIONSHIP BOUNDARIES

Code of Conduct (with others)

FINANCES?

What are my standards and boundaries around finances?

PROMPT QUESTION

How do I choose to take responsibility for my finances?

EXAMPLE

*I will take full responsibility for my finances.
I will not become a financial burden to anyone.*

PROMPT QUESTION

What am I NOT OK WITH financially in relationships?

EXAMPLE

*I am not ok with lending money to people.
I will either give money freely, or not at all.
If I choose to give, it will be an amount
I am totally ok with not receiving back*

MY STANDARDS AND BOUNDARIES

PERSONAL STANDARDS

My Personal (for me)

RELATIONSHIP BOUNDARIES

Code of Conduct (with others)

EMOTIONAL - MENTAL - VERBAL?

What are my standards and boundaries around emotional, mental and verbal interactions?

PROMPT QUESTIONS

*How do I choose to take responsibility for my emotions?
How do I choose to take responsibility for my thoughts?
How do I choose to talk to myself?*

PROMPT QUESTIONS

*What kind of expression or treatment am I
NOT OK WITH in a relationship?
Emotional, mental or verbal expressions and treatment?*

EXAMPLE

*I will take full responsibility for my feelings,
my thoughts and my words*

EXAMPLE

*I am not ok with someone guilt-tripping me, being deceptive or
manipulative, or verbally attacking me - ever*

MY STANDARDS AND BOUNDARIES

PERSONAL STANDARDS

My Personal Policy (for me)

RELATIONSHIP BOUNDARIES

Code of Conduct (with others)

PHYSICAL SPACE AND PRIVACY?

What are my standards and boundaries around my physical space and privacy?

PROMPT QUESTIONS

*How do I choose to take care of my physical space?
What information, things, and parts of my life are public?
Which parts are private?*

PROMPT QUESTIONS

*What rules do I have about how others treat my physical space (home, vehicle, workplace)?
What things/aspects about our relationship are public?
What things/aspects are private?*

EXAMPLES

*I will make up my bed every morning
I will not go to bed with dishes in the sink
I will not post pictures of myself when I visit the nude beach*

EXAMPLES

*When guests visit my home, they must remove their shoes
If they use something, they must put it back where they found it
I don't want to share the passcode to my phone/computer*

MY STANDARDS AND BOUNDARIES

PERSONAL STANDARDS

My Personal Policy (for me)

RELATIONSHIP BOUNDARIES

Code of Conduct (with others)

MY PHYSICAL BODY, HEALTH & SAFETY

What are my standards and boundaries around my physical body, health and safety?

PROMPT QUESTIONS

*How do I choose to take care of my physical body?
How do I choose to take care of my health (diet, exercise)?
How do I choose to keep myself safe?*

PROMPT QUESTIONS

*What physical treatment am I NOT OK WITH?
What situations, circumstances and behaviors do I
NOT FEEL SAFE around?*

EXAMPLES

*I will work out 4 days a week
I will drink a gallon of water a day
I will not text and drive*

EXAMPLES

*I will not accept physical attack or abuse in any form
I do not feel safe when someone drinks heavily and forgets
what happened - what they did or said*

MY STANDARDS AND BOUNDARIES

PERSONAL STANDARDS

My Personal Policy (for me)

RELATIONSHIP BOUNDARIES

Code of Conduct (with others)

DIGITAL (CYBER) SPACE

Digital Devices, Internet, Social Media

What are my standards and boundaries around devices and digital interfacing?

PROMPT QUESTIONS

*What kind of relationship do I want to have with my devices (phone, computer, tablet, etc.)?
How do I want to engage in the digital realm?*

PROMPT QUESTIONS

*What kind of digital interaction am I NOT OK WITH?
What am I NOT COMFORTABLE WITH regarding devices, and cyberspace?*

EXAMPLES

*I will not touch a device an hour before bed
and an hour after waking up
I will check social media only when I have something to post
I will memorize phone numbers for my emergency contacts
and the people I call most frequently*

EXAMPLES

*I am not ok with having my location tracked
I will not allow anyone to control who I can and cannot connect
with via phone, social media or in person
I am not ok being posted on anyone's social media
without my informed consent*

MY STANDARDS AND BOUNDARIES

PERSONAL STANDARDS

My Personal Policy (for me)

RELATIONSHIP BOUNDARIES

Code of Conduct (with others)

GENERAL STANDARDS AND BOUNDARIES

What are my general standards and boundaries?

PROMPT QUESTION

What are my general standards?

PROMPT QUESTION

What are my general boundaries?

EXAMPLE

I will not pressure myself and make things ok either way

EXAMPLE

I will not allow anyone to cut me off when I'm speaking

Again, revisit this activity.

You are a new and different person every day.
Add and change things as you grow, evolve and learn about yourself.

Now let's talk about the hard stuff...

What do you do when someone crosses your boundaries?

What happens when someone violates your boundaries?

It's time to learn how to communicate your boundaries clearly.

Ready to discuss it?

Let's go!

LESSON #12

COMMUNICATING BOUNDARIES

Loving Correction

How do you clearly communicate your boundaries in relationships?

Before we can talk about communicating boundaries, you have to have boundaries to communicate.

Which is why the last activity is **very very important**.

If you didn't do it,

Please go back and finish before you continue.

What happens if you don't have clear boundaries defined?

You will learn in a very painful way when someone crosses them, that you should have set boundaries there.

Which is why it's important to set them first.

And let's be real...

People are going to cross your boundaries.

Period.

Whether they are aware they are crossing your boundaries or not.

Why?

Because that's what people do.

That's why.

You do it too.

So how do you communicate your boundaries clearly?

We're going to teach you a method called **"Loving Correction"**.

Why "Loving" Correction?

Because of this Principle:

LOVING CORRECTION PRINCIPLE

Do Not Take It Personally When Someone Crosses Your Boundaries

Use It As A Teaching-Learning Moment

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What does this mean?

It means, boundaries are going to get crossed eventually (on both sides).
Either because you didn't know what your boundary was until it was violated,
Or because the other person was simply unaware of your established boundaries.

So there's no need to take it personally...

*Unless someone is intentionally crossing your clearly defined and discussed boundaries,
Which would make them a jerk.
And being in a relationship with a jerk is a direct attack on yourself.*

Don't do that to yourself.

So, what is Loving Correction?

LOVING CORRECTION DEFINITION
***Loving Correction Is Communicating Your Boundary To Someone
Without Attacking Them***

How do you Lovingly Correct someone?

The key lies in Clarity.

And understanding the difference between someone crossing your boundaries intentionally, and unintentionally

IMPORTANT NOTE ON HOW BOUNDARIES GET CROSSED

The majority of the time, people will cross your boundaries in an unintentional and subtle way.
Meaning, they did not mean it maliciously, but it will still have an abusive effect on your relationship.

Remember the lesson on obvious and subtle abuse in Part I?

This is what Loving Correction is for.

Making people aware of subtle (unintentional) violations of your boundaries.

The examples we will give will focus on subtle abuse, and subtle violations of your boundaries.

REMEMBER THIS

Allowing someone to continuously violate your boundaries (even subtly) is a form of abuse against yourself.

You may ask:

"What about if someone violates my boundaries intentionally? By being obviously abusive/directly attacking me?"

If someone directly attacks or abuses you, it's time to enforce your boundary by

NOT PUTTING UP WITH THAT BEHAVIOR ANYMORE.

We will cover more on that later.

Right now, let's look at some examples of boundaries being crossed, and Loving Correction approaches to it..

Take a look at the EXAMPLE CLARITY CHART on the next page.

LOVING CORRECTION CLARITY CHART

YOUR (RESOURCES) BOUNDARY	A POSSIBLE VIOLATION
When someone borrows your vehicle, they must replace the gas they used or give you gas money to replace it yourself	Someone uses your car and brings it back with an empty tank and they don't mention it to you. You find out when you get in your car to go somewhere

LOVING CORRECTION

Tell them clearly and outright:

"When I let you use my car, please bring it back with a full tank.

If you don't fill the tank, leave gas money in the glove compartment or send the money to my account digitally."

(You can relay this message via phone call, text, or in person - just do it AS SOON AS POSSIBLE)

YOUR (FINANCIAL) BOUNDARY	A POSSIBLE VIOLATION
You are running a business and you have established prices for your goods and services	Someone you know asks you for a discount or a freebie because they know you. You don't want to give it to them

LOVING CORRECTION

Let them know in your own words:

"I'm running a business. That's the price."

If they don't want to pay full price, treat them like you would treat any other non-paying customer.
And don't do business with them if it becomes an issue.

ADVICE ON DISCOUNTS TO LOVED ONES

If you choose to give someone you know a discount or freebie, here is how you can communicate your generosity to them in a more effective way:

- 1) Charge them full price
- 2) Receive their money for the goods or services
- 3) Give them the goods or services
- 4) Give them a full or partial refund of their money on the spot
- 5) Then tell them: "That's a gift from me to you"

That process has a stronger effect on the psyche than just giving someone something "for free"/at a discount.

Try it

LOVING CORRECTION CLARITY CHART

YOUR (SPACE) BOUNDARY	A POSSIBLE VIOLATION
You want your clean space to be clean(ed) after Other people use it	<i>Someone leaves a mess, dirt, trash, in your space And they don't clean it up</i>

LOVING CORRECTION

Let them know how to treat your space if they want to be invited back to use it:

*"When you use something, put it back.
When you make a mess, clean it up.
Don't leave dishes in the sink."*

Make your message specific to your space and your boundaries.
Provide them with clear corrections, not complaints.

YOUR (TIME) BOUNDARY	A POSSIBLE VIOLATION
You strive to be early or on time to your appointments, and would like those you are meeting with to do the same	<i>Someone constantly comes late to your appointments or they don't come at all. They don't inform you that they'll be late or absent</i>

LOVING CORRECTION

Tell them in your own words:

*"I value my time and I value our time together.
If something changes, and you know you're going to be late or not able to make it, please let me know as soon as possible.
I will do the same if something changes on my end.
I will not continue to wait for you past _____ time."*

You can set your own rules around how much time you're willing to wait for someone.
Just let them know. And if the time you're willing to wait changes, let them know the change.

YOUR (PRIVACY) BOUNDARY	A POSSIBLE VIOLATION
Confidential information and private conversations Stay private	<i>Someone shares your private information without your consent</i>

LOVING CORRECTION

Let them know your boundary in your own words:
"Don't share what I tell you in confidence with anyone. It's between us"

You may want to consider NOT sharing personal information with someone who won't respect your privacy

LOVING CORRECTION CLARITY CHART

YOUR (HOLDING SPACE) BOUNDARY	VIOLATION
<p>You don't want to be complained to, emotionally dumped on or vented to without your consent.</p> <p>You want to be asked to hold compassionate space for someone who wants to vent or talk about things that are emotionally heavy</p>	<p>Frequent Emotional Drive-bys</p> <p><i>Your conversations/interactions with a particular person usually turn into a venting session or a therapy session. They expect you to listen to their problems and give them your full attention, which drains you</i></p>

Explain your boundary and teach them how to ask you to hold space for them in your own words:

*"When you vent and complain to me, I don't always want to hear it.
I don't always have the energetic capital or capacity to hold space for you, and it affects me negatively.
I would appreciate it from now on, if you want me to listen and hold space for you, that you ask me first.
You can just say:
"Hey, I got something on my mind I want to talk about, are you willing to listen?"
Clear?"*

YOUR (SOCIAL) BOUNDARY	A POSSIBLE VIOLATION
<p>When you socialize with people, You give your full attention and you would like their full attention</p>	<p>You are with someone who is constantly distracted and not fully present with you. They scroll through their phone and hardly engage you</p>

LOVING CORRECTION

You can easily tell them:

*"Excuse me. I would appreciate it if I could have your full attention when we are together.
If you're preoccupied right now, I would prefer we connect in person when you are totally free."*

You can also dismiss yourself from that scenario if you no longer want to be there.

YOUR (HOME/WORK) BOUNDARY	A POSSIBLE VIOLATION
<p>You want visitors to announce themselves before they show up to your home or workplace</p>	<p>Someone shows up unannounced to your home or workplace expecting an audience with you</p>

Explain your boundary to them and tell them how to engage with you at home or at work:

*"Do not show up unannounced to my home or workplace.
Contact me ahead of time so we can set something up.
I won't answer the door or welcome you if you show up unannounced."*

Clear?

MORE NOTES ON LOVING CORRECTION

It's important when you are providing Loving Correction for someone when they violate your boundary
That you provide them with a **clear correction** for their violation, not just a **complaint**.

EXAMPLE

Saying:

"You're always leaving dishes in the sink!"

Is different than saying:

"Please do not leave dishes in the sink. When you use a dish, wash it."

One is a complaint, the other is a Loving Correction and instruction.

Was that clear?

Let's get even more clear around this idea of Loving correction.

QUESTION

Who is the Loving Correction for?

It is for the other person, sure.

But it's first for you.

It's a way of **Loving yourself first**,

By clearly communicating your boundaries to others without attacking them.

In this way,

Whoever you are communicating with is aware of your boundaries.

And they can choose to respect your boundaries by "correcting" themselves when relating to you in a certain way.

You may ask:

"What if someone doesn't respect my boundaries?"

What if they don't want to "correct" themselves around me?

What do I do?"

These are great questions.

That brings us to our last lesson...

ENFORCING BOUNDARIES.

Ready?

Here we go!

LESSON #13

ENFORCING BOUNDARIES

It's Your Job

***"How do I protect myself from being taken advantage of?
What do I do when my boundaries aren't being respected?"***

Let's ask this question:

Whose responsibility is it to enforce your boundaries?

Someone else's?

No.

It's yours.

Your boundaries, your responsibility.

Just like a country protecting its borders,
It is your responsibility to ensure your boundaries (borders) are protected.

And who must enforce their protection?

You.

*So why are we only talking about violating your **boundaries**?
Why aren't we covering violating your **standards**?*

Because there's only one person in the world who can violate your standards.

That's you.

Which means you would be violating yourself.

When it comes to violating your boundaries,
Anyone can do that.

And here's the twist...

If you don't enforce your boundaries, the result still comes back to you violating yourself.

How?

Because if you don't check (correct) someone who oversteps your boundaries,
What do you think will happen?

They will cross your boundaries again.

And again.

And again!

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Unless and until you do something about it.

So it becomes another case of...

You using the relationship (and other person) to violate yourself.

DON'T DO THAT!

Let's repeat what not to do so we don't forget:

WHAT NOT TO DO

Don't Use Relationships and Other People to Violate Yourself

To better understand the importance of enforcing boundaries,
Let's take a step back and ask this question:

QUESTION

Why do you even have boundaries in place?

THE PURPOSE OF BOUNDARIES

***Your Boundaries Serve Your Peace of Mind and Represent A Standard of Self Respect
In Your Relationships With Other People***

QUESTION

Why do you enforce your boundaries?

PURPOSE OF ENFORCING BOUNDARIES

***Enforcing Your Boundaries is an Act of PROTECTING and RESPECTING YOURSELF
When Someone Violates Your Boundaries***

And again,

Who is responsible for protecting and enforcing your boundaries?

You are!

Here's an important reality for you to take note of:

THE REALITY OF ENFORCING BOUNDARIES

***It May Not Always Be Emotionally Comfortable To Enforce Your Boundaries
But It Is Absolutely Necessary***

Why is that?

Because you may not always feel emotionally comfortable
Communicating and enforcing your boundaries with people.

Discomfort aside...It is still necessary.

Why?

Because it is ***unloving and abusive to yourself*** and to your relationships to allow someone to continue
To cross your boundaries unchecked.

Why? What happens?

Resentment will begin to fester and spread in your mind and leak out into your relationship.

Don't forget, resentment is a poison.

And the more you keep it bottled up in you, the more it will contaminate other areas of your relationship.

Then, one of two things will eventually happen when you hold onto resentment...

Either it will bubble up to the surface in the form of an emotional explosion (*emotional blow-up/tantrum/argument*).

Or the infection will eat at you internally and cause an implosion (*emotional and nervous breakdown*).

Either way, it is extremely toxic for you, and for your relationship.

IMPORTANT PRINCIPLE OF BOUNDARIES

***Your Relationship Boundaries for Other People Do NOT Create An Obligation for Them
To Comply or Respect Your Boundaries***

Here's a question you might have:

"Everyone is free right?

So people don't really HAVE to respect my boundaries, even if I make them very clear.

In the case that they don't want to respect it, what do I do?"

*Here's what you **DON'T** do...*

Don't use that person or relationship to abuse and violate yourself.

You may ask...

"How can I use a person or a relationship to abuse or violate myself?"

Very easily...

Let's say, for example you have the following boundary in your home:

EXAMPLE (HOME) BOUNDARY

"Please remove your shoes before entering this space."

BOUNDARY VIOLATION

Let's say one of your guests is well aware of this boundary,
And yet they still choose to keep their shoes on as they walk around in your space.

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"What do I do? Loving correction, right?"

You did that. Let's try again:

LOVING CORRECTION

You stop them, and ask them again to remove their shoes.

And what do they do?

**They STILL don't remove their shoes.
And they tell you that THEY WON'T!**

"So what do I do???"

Here's what you **DON'T DO**:

You don't stand idly by and let them walk through your space with their shoes on.

You have that boundary in place for a reason right?

It was put in place as a way to respect and appreciate your space. Your space is an extension of you.

So what are you doing by standing by and NOT enforcing that boundary?

You are using that person to abuse and violate your space, and thereby violate yourself.

What message do you think you are sending them, by your lack of action (enforcement)?

You are sending a very clear message that says the following:

THE MESSAGE YOU SEND BY NOT ENFORCING YOUR BOUNDARIES

***"IT'S OK TO VIOLATE AND ABUSE ME AND MY SPACE!
Although I have clear boundaries in place, I don't really mean what I say.
My boundaries are like piles of sawdust.
All you have to do is blow on them and they will crumble.
And I will concede to whatever it is you had in mind for my space."***

So again you ask...

"What do I do in this situation??!!!"

You know what you have to do!
You have to enforce your boundaries!

It's your space right!?

Bottom-line it for them!

ENFORCE YOUR BOUNDARY

Tell them to take their shoes off or leave!

Period.

Now you ask:

*"What if I'm in a situation where I don't have control over the space/environment?
What do I do if someone violates my boundaries then?"*

GOOD QUESTION!

Let's use another example:

EXAMPLE BOUNDARY

You don't choose to engage in arguments with anyone

BOUNDARY VIOLATION

Someone you're talking to gets annoyed and begins escalating your conversation into an argument

LOVING CORRECTION

You lovingly correct them and tell them your boundary around arguing

They continue to become more verbally and emotionally hostile, trying to bait you into arguing with them.

You ask:

*"What do I do? I can't control them.
I can't MAKE them shut up. I can't 'enforce' them into having a calm conversation.
They don't 'have' tone it down or stop trying to push me to argue with them.
They're free to express themselves however they want, right???"*

All of that is very true:

No.

You cannot control them in any way.

No.

You cannot make them do what you want them to do.

No.

You cannot make them say what you want them to say.

So what can you do?

You may not be able to 'enforce' your will on them...

You can enforce the end of that conversation/encounter though.

How?

A conversation/encounter requires your participation.

SOLUTIONS AND ENFORCING YOUR BOUNDARY

- You can end the call if you're on the phone
- You can choose to move away from them if you are speaking in person
- You can stay put and remain absolutely silent
 - *Giving them and their tired tirade no energy and no attention whatsoever*

OR

You can use their blatant disregard of boundaries as a way to violate and disrespect yourself.

Shrug

What's it gonna be???

Does it make sense now?

Does it make sense how YOU can use a relationship or person to abuse you by NOT enforcing your boundaries?

We hope so.

That is a very important lesson to learn.

Because once again, you are not a victim of any relationship or any other people.

REMEMBER

You Are NOT A Victim of ANYBODY

You Always Have the Power to Change Your Mind and Your Circumstances

How?

By taking Full Responsibility for every aspect of your experience.

You're going to start taking responsibility by doing an activity that will bring this lesson home for you.

ACTIVITY TIME!!!!

Enforcing Your Boundaries

It's time to get out your pen!

On the following pages are some Clarity Charts for you to fill in.

What are these Charts bring Clarity to?

These Clarity Charts will help you think about and articulate some solutions to the following question:

How will you enforce your boundaries when someone (anyone) chooses not to respect them?

ENFORCING MY BOUNDARIES

MY BOUNDARY

HOW I ENFORCE IT

BOUNDARIES & ENFORCEMENT

What are my specific boundaries, and what do I do when they are violated

SPECIFIC BOUNDARY

Behavior I won't tolerate

BOUNDARY ENFORCEMENT

What will I do or say when my boundary is crossed?

*Someone reaches out to me ONLY when they need something
Like when they're in trouble and need help
Or they need money from me
I don't hear from them any other time*

*I will tell them:
"My number is not 911 and I am not your angel investor.
If you're ONLY going to contact me when you need something,
Don't bother contacting me at all"*

ENFORCING MY BOUNDARIES

MY BOUNDARY

HOW I ENFORCE IT

BOUNDARIES & ENFORCEMENT

What are my specific boundaries, and what do I do when they are violated

SPECIFIC BOUNDARY

Behavior I won't tolerate

BOUNDARY ENFORCEMENT

What do I do or say when my boundary is crossed?

ENFORCING MY BOUNDARIES

MY BOUNDARY

HOW I ENFORCE IT

BOUNDARIES & ENFORCEMENT

What are my specific boundaries, and what do I do when they are violated

SPECIFIC BOUNDARY

Behavior I won't tolerate

BOUNDARY ENFORCEMENT

What do I do or say when my boundary is crossed?

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Finished?

How did it go?

Be sure to think about enforcing your boundaries often.
And whenever you come up with more ways of enforcing them, return to this lesson
And add to the templates.

Let's shift gears now, and refocus on self-correction, and taking responsibility

In the next section, we are going to revisit a lesson you are familiar with,
And use it as a tool for Self-Empowerment.

Which lesson is that?

The 5 Levels of Creation.

Get ready to learn how to use the 5 Levels of Creation as a tool to fortify you in any situation.

Ready?

Turn the page.

LESSON #14

TAKING FULL RESPONSIBILITY

Self- Empowerment

The key to healthy relationships is simple.

KEY TO HEALTHY RELATIONSHIPS

Take Full Responsibility for Every Level of Your Experience

- 1. You Are Responsible for Your Thoughts*
- 2. You Are Responsible for Your Feelings*
- 3. You Are Responsible for Your Energy (Intentions)*
- 4. You Are Responsible for Your Words*
- 5. You Are Responsible for Your Actions*

The 5 Levels of Creation

We're going to show you how to use that lesson as a *Self-Empowerment Mantra* to take full responsibility for
ALL 5 LEVELS OF YOUR EXPERIENCE.

**Use the following Chart as a 5-Step Mantra to help you remember the Truth about yourself
As a Powerful Creator, and to empower yourself in any situation.**

[Self-Empowerment Mantra on the next page]

SELF-EMPOWERMENT MANTRA

Based on The 5 Levels of Creation

***How to Take Responsibility for Every Level of Your Life
And Relationship Experience***

5 LEVELS	SELF-EMPOWERMENT MANTRA
1) <u>Mental</u> Thought	<i>"I have the Power of Decision I can change my mind and my thoughts at any time I can choose to think with Love over fear"</i>
2) <u>Emotional</u> Feelings	<i>"I have the Power to change how I feel I am NOT my feelings and they do not control me They flow THROUGH me. I observe them and I release them"</i>
3) <u>Energetic</u> Intent	<i>"I have the Power to change my focus I will not project my fearful energy or intentions onto anyone"</i>
4) <u>Verbal</u> Self-Talk/Talk	<i>"I have the Power to speak Love or fear to myself I have the Power to speak appreciation to others or be silent"</i>
5) <u>Physical</u> Actions Deeds	<i>"I have the Power to control my body No thought, feeling, intention or word can 'MAKE' me do anything I'm not willing to do"</i>

Review Often

Now that you're empowered and fortified in the Truth about yourself,
Let's extend that power into your communication and relationships with others.

We are going to equip you with more tools than you need to heal any toxic relationship,
And open the doors to an oasis of healthy Loving relationships.

The following lessons are a crash course in *Healthy Communication 101*.

Are you ready to experience closeness and connection on a whole new level?

If so...

Please proceed.

HEALTHY COMMUNICATION 101

LEARNING THE TOOLS

Grab A Partner

**From this point on, you will need an *Activity Partner.
Please find one.**

What is an “Activity Partner”?

“ACTIVITY PARTNER” OR “PARTNER”

***Your “Activity Partner(s)” is ANYONE Who Is Willing To Join With You
In Learning the Lessons Covered In This Course***

They DO NOT Have to be Someone You Are in a Romantic Relationship With

NOTE ON “PARTNER(S)

***From now on, when you see the word “Partner”, We are referring to your chosen “Activity Partner” .
You are not limited to one Partner, and Your Partner(s) can change.***

To purify and heal any toxic relationship, you and your partner must learn how to effectively and clearly **Communicate**.

In order to do that, you need some tools.

We’re going to equip you with 3 incredible tools.

Are you ready to receive the first one?

Turn the page.

COMMUNICATION TOOL #1 **HOLDING SPACE**

Creating A Loving Clearing

YOU WILL NEED A PARTNER FOR THIS

In order to have healthy communication, there are some important skills you must both develop.

The first skill you will learn is called:

"Holding Space", otherwise known as "Creating a Loving Clearing" for someone.

This is a skill you absolutely must learn how to use if you want to have healthy communication
And connection with your chosen Partner.

So what does it mean to hold space for someone?

It means to be the presence of empathy and compassion for someone during their most vulnerable moments.

Just like preparing a room (physical space) for someone to rest in,

Holding space does the same thing on an emotional level.

It is the decision to create an emotional safe zone for them to be vulnerable in.

What is the Purpose of Holding Space for someone?

The purpose is to allow healing to occur in whatever way it needs to for them, and for you both.
And healing can **ONLY** occur when the emotional environment is safe.

What does holding space for my Partner look like?

It could look like anything...

It may be listening silently while they express something that is on their heart.

It may be giving them physical space when they want to be alone.

It may be just holding them.

It's not important what happens when you're holding space.
What's important is that you are doing the healing work together.

HOLDING SPACE

***Holding Space Is About A Heart-Space (Emotional Space)
Not A Head-Space (Mental Space)***

Not A Location (Physical Space)

Let's discuss the two most important things required of you and your Partner when it comes
To "holding space" for each other.

What are these two important things?

1. Mindset

- a. *Your mindset when holding space*
- b. *Your mindset when having space held for you*

2. Responsibilities

- a. *Your responsibilities when holding space*
- b. *Your responsibilities when having space held for you*

MINDSET For Holding Space

What should be your mindset when you are holding space for your Partner?

Your mindset should be open and loving.

Here are some thoughts that should be going through your mind
When you are holding space for your Partner

YOUR MINDSET WHEN HOLDING SPACE *Say This To Your Partner (Aloud or Silently)*

"I'm here for you"
"I support you"
"I hear you"
"I care about you"
"I relate to you"
"We're on the same team"
"You're Innocent"
"I am here to help"

"I want what's best for you"
"We are the same"
"I will not attack you"
"You're safe"
"I appreciate you"
"I Trust you"
"You haven't done anything wrong"
"Whatever you share or don't share is ok with me"

These are the thoughts you should be thinking.
You do not necessarily have to say them out loud, unless it is helpful to do so.

What if I am the one requesting my Partner to hold space for me?

What should my mindset be?

If you are asking your Partner to hold space for you
And they agree, your mindset should also be open.

You should allow whatever feelings inside of you to come up,
And remember that you are supported and loved no matter what.

What should your mindset be when you are on the receiving end?

When someone is Holding Space for you?

MINDSET WHEN RECEIVING SPACE BEING HELD FOR YOU

Say This to Yourself

"I am loved"

"I am safe"

"I am supported"

"I am cared for"

"I am appreciated"

"We're on the same team"

"We are the same"

"Whatever I share or don't share is ok"

"I will not be attacked"

"I am open"

"I can take my time"

"I am Innocent"

"I am fully heard"

"Whatever comes up is ok"

"I Trust my Partner"

"I haven't done anything wrong"

Now let's talk about...

RESPONSIBILITIES

For Holding Space

What is holding space NOT?

Holding space is not meant to be used as an ongoing therapy session about the same issues.

It's meant to be an opportunity for you as Partners to heal through your communication blocks together.

This means there are specific responsibilities you both must understand and commit to before you even request
Or choose to hold space for one another.

What are the responsibilities?

There are 2 sets of responsibilities for the 2 roles that are played.

So who are the players?

GIVER AND RECEIVER

Responsibilities

1. You have responsibilities in the role of holding space/creating the clearing for your Partner
 - a. We will call this role: *"The Giver"*
2. You have responsibilities in the role of the receiving your Partner holding space/creating a clearing for you
 - a. We will call this role: *"The Receiver"*

First let's cover:

THE RESPONSIBILITIES OF THE GIVER

"It's Not About You"

Your responsibility as the Giver is to be the **NURTURER** in that moment/session.

What does that mean?

That means you have an important decision to make before you say:

"Yes, I will hold space/create a clearing for you"

What decision do you have to make?

You have to make a decision to embrace ALL of the Responsibilities of being the Giver while holding space
For your Partner.

What are those responsibilities?

RESPONSIBILITIES OF THE GIVER

- I will maintain a positive, loving, nurturing energy towards my Partner
 - I will make this moment *all about them* and what's on their heart, not about me
 - *I am here only to witness them and provide comfort if requested*
 - I will not take anything my Partner says personally
 - I will not take anything that comes up for my Partner personally
 - I will not make their moment of vulnerability about me
 - I will not try to fix them
 - I will not allow them to use this moment to attack me or our relationship
 - I will not allow them to use this moment to attack themselves
 - I will reassure them that I am here for them
 - I will be patient with them
 - I will not try to rush them or force anything out of them
 - I will not be attached to a specific form of outcome from this session
 - I will let them know if I no longer feel I have the capacity to hold space for them in any moment
 - I will judge nothing that occurs
 - I will expect nothing in return for doing this
 - I will respect my Partner and their boundaries at all times
-

Those are your responsibilities as the Giver.
Meaning, if you are going to hold space for your Partner.

[Bookmark this page!]

REMEMBER YOUR FREEDOM!

If it feels like too much at any time to hold space...

DO NOT HOLD SPACE FOR THEM AT THE TIME

Simple.

It takes an energetic commitment to make a moment **ENTIRELY** about someone else.

And it is understandable if you
Simply don't have it in you at the time.

Or you simply don't want to.

Don't write the check if you feel
Your emotional bank account is depleted.

You will only hurt yourself and resent your Partner.

*And resentment causes separation (fear),
Not communication (Love/joining).*

REMEMBER YOUR PURPOSE!

*Your Purpose for doing this is healing exercise is to create
A deeper connection with your Partner*

*Therefore,
If something you're doing (even talking or "holding space")
And you feel disconnected while you're doing it...*

**STOP DOING IT!
JUST STOP!**

You will do more harm than healing when you do what you don't want to do.
Always be Sincere, and remember your Freedom and your Partner's Freedom at all times.

Now, it's time to look at your responsibilities as the Receiver.

RESPONSIBILITIES OF THE RECEIVER

- I will take total responsibility for what I am feeling at this moment
- I will allow whatever is coming up for me in this moment to be healed and released
- I will share what's on my heart without censoring myself
- I will not make what I'm feeling or going through about my Partner
- I will allow myself to be vulnerable
- I will remember that there is nothing wrong with me for having an emotional experience
- I will not attack my Partner for any reason
- I will not attack myself for any reason
- I will be patient with myself
- I will not rush myself
- I will not be attached to a specific form of outcome from this session
- I will allow myself to stop sharing at any time and know that it is ok
- I will not judge myself
- I will thank my Partner for being there for me at this time
 - *I will express appreciation because they do not owe me their time or energy*
 - *I will not waste their time or mine*
- I will allow whatever block coming up to be fully released
 - *I do not intend to talk or vent about the same things over and over again*
- I will respect my Partner & their boundaries at all times

You should read these aloud to each other before deciding to hold space.

The responsibilities of the Giver and the Receiver can be summed up as follows:

RESPONSIBILITIES SUMMARY

The Giver is responsible to devote the present moment ENTIRELY to the Receiver

The Receiver is responsible TO DO THEIR VERY BEST

To heal (release their blocks) in that moment

Now let's talk about....

THE IMPORTANCE OF PRACTICING HOLDING SPACE

Mutually and Consensually

Holding space for one another is a powerful tool for practicing healthy communication and openness.

It requires Trust and acceptance of yourself and your Partner.

It is an exercise in mindfulness and appreciation.

Appreciation and mindfulness about the time and energy that your Partner is sharing with you.

Everyone has held space for someone at some point.

Sometimes multiple times a day.

The problem is,

Most people will demand your time and energy nonconsensually.

And they are usually unaware of the emotional and energetic strain the exchange is placing on you.

Those are not fair exchanges,
And you will end up energetically drained.

We call those kinds of exchanges
"Emotional drive-bys",
And those kinds of people
"Energy vampires".

How do you know if you're dealing with an energy vampire?

Here are some signs you're dealing with an energy vampire...

IDENTIFYING ENERGY VAMPIRES

What Are Their Character Traits?

- Energy vampires complain complain complain
- Energy vampires dump their problems and drama on you without consent or warning
- Energy vampires make the interaction all about them
- Energy vampires expect you to be their sounding board
- Energy vampires talk about the same issues, the same people, and the same problems over and over again
- Energy vampires are pretty consistent energy vampires
 - *They behave this way with many people in their lives, not just you*

So how do you make sure YOU don't behave as an energy vampire?

Here's how...

MAKE A REQUEST TO HOLD SPACE FOR YOU

"Will You Create A Clearing for Me In This Moment?"

First things first...

*What does it ultimately mean when you request
For your Partner to hold space for you?*

REQUESTING TO HOLD SPACE

*Asking Your Partner's CONSENT to Offer Their Time and Energy
To Make the Moment ENTIRELY About You*

When do you request your Partner to hold space for you?

- When you feel you have something on your heart to share
- When a block comes up and you want your Partner's help in releasing it
- When you want your Partner's emotional support and undivided attention

*"How do I know what to say, ask or share
When I am requesting my Partner to hold space?"*

There are a couple questions you can ask yourself that
Will help you communicate what's truly on your heart.

Ask yourself these questions when opening up
And expressing yourself to your Partner.

THE HEART OF THE MATTER

*What Would I Say to You if I Knew
I Wouldn't be Attacked for Saying it?*

*What Would I Ask You if I Knew
I Wouldn't be Attacked for Asking it?*

EXAMPLE OF REQUESTING YOUR PARTNER TO HOLD SPACE FOR YOU

*"I have something I want to share with you,
And I would like for you to listen.
Will you hold space for me in this moment?"*

REMEMBER YOUR RESPONSIBILITY TO YOUR PARTNER!

If they say:

"Yes, I will hold space for you..."

That does not mean you can use this as an opportunity to:

- *Attack them*
- *Try to change them*
- *Complain about them*
- *Guilt trip them*
- *Close down to them*
- *Or make it about them*

Your emotional issues are your own.
They have nothing to do with your Partner.

They are being gracious by gifting you their time, energy, undivided attention and empathy.

You are not entitled to any of those things from them.

The least you can do is offer them your willingness to make an effort to release and get over
Whatever is troubling you.

Do not assume that just because they are in a relationship with you that they owe you their time and energy.

**They don't.
They just don't.**

And you don't owe anyone your time and energy either.

Now let's practice.

PRACTICE REQUESTING

Every Time

Here's a good practice you can do to remind yourselves of your responsibilities while holding space.

PARTNER 1

*I'm feeling disconnected and separate from you right now.
Are you willing to create a clearing for me in this moment?*

PARTNER 2

*Are you willing to take responsibility for how you feel in this moment
And do your best to release any disconnected and separate feelings?*

PARTNER 1

Yes I am

PARTNER 2

[Smiles]

*Yes, I will create a clearing for you...
I'm here for you.*

Got it?

The next tool we're going to give you is very powerful.

Why?

Because it's all about telling the Truth - ***And the Truth is Powerful.***

The Truth you tell is really a confession - to your Partner.
And confession is cathartic (purifying).

What will I be confessing?

You will confess the Truth about your past abusive behavior.

Why is it important to do this with a Partner?

Because they will also confess the Truth to you about their abusive behavior.
And in doing so you will both realize this Powerful Truth

THE TRUTH

You Are Not Alone In Experiencing the Effects of Your Thoughts

Turn the page.

COMMUNICATION TOOL #2

TELLING THE TRUTH ABOUT MY ABUSE

If you learned anything while taking this course, it is that you have participated in abusive behavior.
That's a fact.

*Whether you directly abused yourself...
Whether you abused someone else...
Or whether you used someone or a relationship with someone to abuse yourself...*

YOU HAVE BEEN ABUSIVE.

Now it's time to tell the truth about that.

Get your Partner, and get ready to hold space for each other.

You are both about to do an exercise called:

"Telling The Truth About My Abuse"

What is this exercise?

It's exactly what it sounds like.

You will take turns telling the truth about **YOUR** abusive behavior.

"My abusive behavior in regards to what?"
You may ask.

Here's what we're talking about:

- Your abusive behavior towards yourself
- Your abusive behavior towards others
- Using others to abuse you by allowing them to constantly cross your boundaries

BEFORE YOUR BEGIN

Ask for Consent

Ask your Partner to hold space for you. You can ask:

"Will you hold space for me while I answer these questions?"

Wait for consent, and proceed when it's granted.

When you are finished answering the questions, switch roles and hold space for your Partner
While you ask them the same questions.

Use the following questions as a guide for this Truth Telling session.

TELLING THE TRUTH ABOUT MY ABUSE

Answer Each Question Honestly

- 1. How have I abused myself?*
- 2. How have I abused my relationships? (Any relationship or relationships will do)*
- 3. How have I used a relationship to abuse myself?*

Please answer honestly and fully.

These questions are meant to be easy to answer.

They are meant to empower you!

The Truth is Powerful.

Remember your Innocence and reclaim your Power.

In the next lesson,

We're going to bring everything together with the most Powerful Tool yet.

What's that?

APPRECIATION.

APPRECIATION

APPRECIATION.

How would you like to be Appreciated just for Being who you are?

How would you like to feel closer and more connected to someone in less time than it takes to preheat your oven?

Would you like to learn how to do this at any time, with anyone, for free?

If you are...

Let's bring it home!

Turn the page.

COMMUNICATION TOOL #3

APPRECIATION EXERCISE

Three Simple Questions

PURPOSE OF THIS EXERCISE

The purpose of this exercise is to remind yourself and your chosen activity partner
Of the appreciation you have for each other.

Starting with yourself first.

By doing this healing exercise together you are saving yourselves *Years* of future pain,
Trauma, frustration, trauma and separation.

In doing the Appreciation Exercise, you must practice "Compassionate Listening".

What is Compassionate Listening?

It is similar to holding space.

COMPASSIONATE LISTENING

The listener silently receives what the other is saying in Love and respect.

No judgment, no editing, no commentary.

Just receive what the other person is saying.

Let them express themselves and their appreciation without your judgment.

INSTRUCTIONS

2 Ways of Doing it - There is No 'Wrong' Way

1. ALTERNATE EACH QUESTION

- *Partner 1 asks Partner 2 one question, and Partner 2 answers*
- *Partner 2 asks Partner 1 the same question, and Partner 1 answers*
 - *Until all questions are asked and answered*

2. ASK ALL - SWITCH

- *Partner 1 asks Partner 2 all 3 questions, one at a time, and Partner 2 answers all 3 questions*
- *Partner 2 then asks Partner 1 all 3 questions, one at a time until Partner 1 answers all 3*

Most importantly, answer each other sincerely.

Here are the three questions to ask each other:

APPRECIATION EXERCISE QUESTIONS

Aim for 1-3 answers for each question

- 1. What is something you appreciate about yourself?*
- 2. What is something you appreciate about me?*
- 3. What is something you appreciate about our relationship?*

That's it!

You have now received the basic foundational tools for Healthy communication and connection.

*If you USE these tools consistently,
You will see that they work.
And any lingering toxicity will be healed.*

You will find peace in your life, and the communication and connection in your relationships will blossom.

That's the Truth.



CONGRATULATIONS!

This concludes your LOVE 101 Course on

HEALING
TOXIC RELATIONSHIPS 101
A Course In Recognizing and Purifying Toxic Relationship

Thank you for taking the time to receive these lessons.

ABOUT THE AUTHOR

Na'Im Najieb

My name is Na'Im Ansar Najieb.

I am here only to be Truly Helpful.

To know me is to know my name.

Na'Im means **Blessings**

Ansar means **Helpful**

Najieb means **Excellence**

*My goal is to **Bless** the world by being **Helpful** in an **Excellent** way.*

That is who I am.

*Supporting you in your practice of nurturing healthy relationships
Is one of the ways I live up to my name to be Truly Helpful.*

Thank you for reading!

CONTACT INFORMATION

For the Author, the Team and Relationship Support

Na'Im and his team consults and conducts hands-on workshops

And seminars on:

How to Create and Maintain Healthy Relationships

We believe that **Trust, Love and Communication (TLC)** are at the root of
ALL HEALTHY RELATIONSHIPS.

We specialize in ***rapid and systematic healing*** of troubled relationships.
As well as ***maintaining and improving*** Healthy Relationships.

We offer practical tools and training for all people
No matter the type of relationship.

Do You Need Help With:

Improving your Family relationship dynamics?

Strained business and workplace relations?

Healing Heartbreak and Healthy Romantic Relationships?

Having Fulfilling Friendships and a Great Social Life?

Networking and Connecting with People Easily?

Team Building for Your Group or Company?

Improving Your Relationship with Yourself?

We Can Help!

To Inquire about Booking, Private Clarity Sessions, Workshops, Appearances, Events,
Relationship Tools, Publications and more:

Contact the Author!
Naim@NaimNajieb.com

Visit the Author!
NaimNajieb.com

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CLARITY CHART

TEMPLATE

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