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Good-Byes (Termination)

Good-Byes smooth the way for moving on. The skills necessary to say a complete goodbye are very useful to learn. **Goodnights**, to friends and family who will see each other in the morning are mini-good-byes. So they are a good way to practice.

Every complete good-bye has a number of parts:

1. **Acknowledge** that you are parting.
2. **Say if you expect to meet again**, i.e. goodbye forever or for now, or uncertain.
3. **Mention** the good experiences you shared (highlights only)
4. **Mention** the bad experiences you share (highlights only)
5. **Wrap up loose ends**
6. **Acknowledge any unfinished business** that remains and will continue unresolved
7. Mention what impact the relationship has had on you including any changes in you from knowing this person
8. Mention what you will take with you and treasure
9. **Tactfully express your feelings** about the relationship as you part

Good-byes are NOT the time to:

1. Pretend it is not happening
2. Pretend it is temporary when you know it is for a long time and maybe forever
3. Try and resolve something that you have not been able to resolve before
4. Unload lots of negative feelings, especially one you never mentioned before

Before and After a good-bye:

1. Use your **journal before the final meeting** to increase your satisfaction in your good-byes
2. Practice recognizing and managing the feelings you have e.g. loss and /or relief
3. Journal afterwards about how it went: what went well, what went badly.

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