How to make a Great Apology

A good apology is VERY simple.

It is a simple admission of having done something hurtful or wrong. It is simply YOU taking responsibility for what YOU did.*
(*An apology should not have anything to do with what the other person did. Its only about YOUR words, behaviors, inactions, etc. The receiver's part in it (and they may have things to apologize for too) is not relevant now).

It must be sincere and honest. It takes humility.

A very helpful add on is to express empathy, e.g. I know how this made you feel… (and explain this well and accurately)(don't be too wordy).

A little honest praise for how the other acted is also wonderful to hear.

What will ruin an otherwise great apology:

Negative add-ons.
Such as:

> JUSTIFICATIONS
>
> RATIONALIZING, EXPLAINING
>
> "but you also contributed to this thing I did!"
>
> I wasn't feeling well. I had a lot on my plate… (excuses)
>
> I did it because <u>you</u> did _____ (it was really *your* fault, after all…)