

# A TWELVE STEP WORKBOOK

*Al Kohallek Goes Stepping*

[www.12stepworkbook.org](http://www.12stepworkbook.org)

## BOOK ONE

This Workbook And Its Contents Are  
Not For Sale

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## THE TWELVE STEPS OF ALCOHOLIC ANONYMOUS

## THE TWELVE TRADITIONS OF ALCOHOLIC ANONYMOUS

The following Twelve Steps and Twelve Traditions are reprinted in the original series, unaltered and un-separated.

1. We admitted we were powerless over alcohol that our lives had become unmanageable.
  2. Came to believe that a Power Greater than ourselves could restore us to sanity.
  3. Made a decision to turn our will and our lives over to the care of God as we understood Him.
  4. Made a searching and fearless moral inventory of ourselves.
  5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
  6. Were entirely ready to have God remove all these defects of character.
  7. Humbly asked Him to remove our shortcomings.
  8. Made a list of all persons we had harmed, and became willing to make amends to them all.
  9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
  10. Continued to take personal inventory and when we were wrong promptly admitted it.
  11. Sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
  12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to alcoholics, and to practice these principles in all our affairs.
1. Our common welfare should come first; personal recovery depends on A.A. unity.
  2. For our group purpose there is but one ultimate authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
  3. The only requirement for A.A. membership is a desire to stop drinking.
  4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole.
  5. Each group has but one primary purpose – to carry its message to the alcoholic who still suffers.
  6. An A.A. group ought never endorse, finance, or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.
  7. Every A.A. group ought to be fully self-supporting, declining outside contributions.
  8. Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
  9. A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
  10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy.
  11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
  12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

*The Twelve Steps, Twelve Traditions and brief excerpts are reprinted with permission of Alcoholics Anonymous World Services, Inc. Permission to reprint and adapt the Twelve Steps, Twelve Traditions and brief excerpts does not mean that A.A. has reviewed or approved the contents of this publication, nor that A.A. agrees with the views expressed*

*herein. A.A. is a program of recovery from alcoholism only – use of the Steps and Traditions in connection with programs and activities which are patterned after A.A., but which address other problems, or in any other non-A.A. context, does not imply otherwise*

**Day One** - Alcoholics Anonymous: **Preface and all of the Forewords** (Auto cassette reading time 24 minutes)

**Day One** - Twelve Steps and Twelve Traditions: **Foreword** (Auto cassette reading time 7 minutes)

**Day One** – Workbook One: **Pages 1 - 5**

## *A Twelve Step Workbook - Al Kohallek Goes Stepping*

*CAUTION: THIS COULD BE HAZARDOUS TO YOUR OLD WAY OF LIFE.  
USE THIS WORKBOOK, OR ANY OF ITS CONTENTS, AT YOUR OWN RISK.*

Doing what's suggested in this workbook may cause you to let go of some parts of your personal "reality." It could cause you to be less limited. You may stop blaming other people, places, and things. You may stop being a user and become an owner of your own stuff. You may find yourself giving up some of your

old resentments, pains and fears. You could even find yourself with a new understanding and/or awakening. Maybe you will find your Self. Neither this workbook nor any of its contents are for sale. They are for sharing. Pass it on freely to those you love and those you

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### WHAT IS IT – HOW IT WORKS – WHAT'S IN FOR ME

#### OUR MISSION

Our primary purpose in this workbook is to offer additional tools, which could enable you to *practice these principles in all your affairs*. We will introduce you to this set of useful tools; however, tools are worthless unless we learn how to use them and then use them. Well that's what this little workbook is about. Our main focus will be learning new ways to expand our application of the program. To help you awaken to the powerful spiritual principles embodied in the Twelve Steps (Recovery), Twelve Traditions (Unity) and Twelve Concepts for World Service (Service). The main focus of Book One will be on the Twelve Steps. *Awakening* we believe is the correct word because it does happen as the result of applying the spiritual principles. We want to dispel the illusion that we are to impose an understanding by applying the principles found in our program. When in fact we use information and understanding to help chip away all that is not our God- created self to help us open up and realize our Spiritual Gifts, which is our true nature.

#### POWER

##### *1<sup>st</sup> Spiritual Gift*

"Lack of power, that was our dilemma. We had to find a Power by which we could live, and it had to be a *Power greater than ourselves*. Obviously. But where and how were we to find this Power? Well, that's exactly what this book is about. Its main object is to enable you to find a Power greater than yourself which will solve your problem." (Alcoholics Anonymous page 45 reprinted with permission) The main object of this workbook is to be in concert with that. Working the first eleven Steps will assure us of having a personality change, a shift in our perception sufficient to cause a spiritual awakening. Step Twelve opens with: "***Having had a spiritual awakening as the result of these steps...***" This spiritual awakening, this Gift, is the first of our three primary goals of this workbook.

#### LOVE

##### *2<sup>nd</sup> Spiritual Gift*

One of the most common human needs is love. The second part of Step Twelve is; "***...we tried to carry this message.***" This is sharing; this is Love. We give but little when we give of our possessions, it is when we give of ourselves that we truly give. In the act of giving, "passing it on", what we have received, we realize that giving and receiving are the same? In fact, the only way we can become a Master Receiver is to share with others everything we want for ourselves. We can love because our deepest nature is love. The messenger is the message.

#### HEART'S DESIRE

##### *3<sup>rd</sup> Spiritual Gift*

Awakening to the individual self we were created to be with purpose and meaning, in other words, to consciously live our Heart's Desire, God's Will for each individual. The third part of Step Twelve is: "***...and to practice these principles in all our affairs.***" The only way we can fully realize who we are is to share what we currently are as the result of this process. When we are God-centered even for a moment we will have all the power and wisdom we need. In that moment we will be told, shown what to do, say, think and feel in a way we can currently hear, understand and follow.

# *A Twelve Step Workbook - Al Kohallek Goes Stepping*

## An Eye (I) Witness Account

### **WHO IS AL KOHALLEK?**

Al Kohallek (Alcoholic) his wife, Allienon (Al Anon) and Al's sponsor Lou-is Pazeniton (Lou is passing it on) are the main characters in our examples. We will tell part of their journey through this process, this way of life. Their names have been changed to protect the guilty and the innocent. This couple and Lou-is represent only three of some fifteen (15) million people using a Twelve-Step Program for a solution of a wide range of human dis-ease. The General Service Office of Alcoholics Anonymous was reporting a little over two (2) million active in AA. This means that some thirteen (13) million around the world were using this way of life for something other than alcoholism. We do not believe that these thirteen (13) million are using this way of life because they admire alcoholics, nor would they choose to become an alcoholic as a great way to a spiritual path, or awakening. It would be safe to say that the majority of those who find their way to the program had tried a number of pathways first. Al and Allienon, like most others were driven to seek help from their pain, frustration, despair, and emptiness caused by repeated failures. By the Grace of God, they heard about the program working for others and they chose to join us. They have found that, *"It works, it really does."*

### **AL SHOWS UP**

When we first meet Al, he has problems. Lots of problems! He found a description of himself on almost every page of the Big Book. Page 52 really nailed him: "We were having trouble with personal relationships, we couldn't control our emotional natures, we were a prey to misery and depression, we couldn't make a living, we had a feeling of uselessness, we were full of fear, we were unhappy, we couldn't seem to be of real help to other people. (The reverse of this bedevilment's showed up in the Promises on pages 83-84). When we saw others solve their problems by a simple reliance upon the Spirit of the Universe, we had to stop doubting the power of God. Our ideas did not work. But the God idea did." (Reprinted with permission.)

### **AS YOU CHOOSE**

Once there was a very wise man that lived in a small village. There also lived a guy who was very jealous of the wise man, and he was hell bent on showing him up. One day this guy took a group of witnesses to confront the wise man. This guy had a small bird in his closed fist. He said to the wise man, "If you are so wise, tell me this: Is the bird I have in my hand dead or alive?" The wise man knew if he answered that the bird was alive, this guy would squeeze it to death, and if he answered that it was dead, he would open his hand and let it fly

away. The wise man replied, "It is as you choose." And so it is with this way of life, this program.

### **GOING BEYOND THE ENTRY LEVEL**

There are endless levels that are available to each of us in this program. It is based on spiritual principles, which are ever expanding. Our power lies in our decisions and our willingness to follow through with whatever action we are directed to carry out. We believe that all humans in or out of the program settle for far too little. We pray that each of us continue to choose to grow, to awaken to Higher Levels. The following are five general levels that Al and Allienon passed through on their journey in the program.

**L**evel One. When Al first came to the program he had been in a living hell. He was experiencing a lot of fear and pain; so, Al was grateful that at least some of his destructive behavior, hurting others and himself had stopped or decreased. He started going to meetings and got a sponsor. He was reading the Big Book and was in good standing for his first thirty, sixty, and then ninety days. His hopes were soaring.

**L**evel Two. Al began to realize that others as well as himself were expecting more of him than just not doing something harmful, useless, or bad. Al's sponsor suggested to him that he might return to his primary problem if he did not start working on his Steps. Al applied the Steps to his primary problem, and it worked. He had a spiritual awakening that caused him to realize that his recovery came to him by the grace of God through this program.

**After this Level Two both Al and Allienon have found some of the extended work in the Book Of Inventories useful.**

**L**evel Three. Al and Allienon loved each other very much. But there was a problem. Now that Al had joined the program and worked the Steps on his primary problem, they seemed to be growing apart instead of closer. Allienon had been working her own Twelve-Step Program for some time and had grown a great deal. But she was no longer willing to settle for so little. Al talked to his sponsor about this. His sponsor suggested that it was time that he applied the program to his relationship with Allienon. Al went back to Step One and applied the first nine Steps to his relationship as he had done for his primary dis-ease. He directed all of his responses to the questions toward his relationship in place of his primary dis-ease. It worked; it really did. Not only was he closer to Allienon, but he was more

committed to their relationship than ever before. In addition, he now had a better understanding of the program and a much better conscious contact with his Higher Power. Allienon and Al are more deeply in love now than ever before.

**L**evel Four. Allienon and Al are both very active in their respective programs; both enjoy the fellowship and have gained a lot of new friends. Their relationship with each other is still going great, but there is a lot of built up pressure in other areas; finance, their careers, other family relationships, and dealing with other people outside of the program. These areas, he could safely say, left a lot to be desired.

For the first time, the last part of Step Twelve was driven home “and to practice these principles in all our affairs.” It is so easy to fool ourselves into believing that we are indeed practicing these principles in every area and at every level, but we fall far short of the mark. In fact, far too many get stuck on level one or two. By working the process of this program both Allienon and Al have learned how to apply these principles to any area of their life if they choose to. They always start back at Step One for the area to be worked on and proceed through the Steps in order. They are learning how to apply the Twelve Traditions to any type of relationship.

**L**evel Five. Most of Al’s prayer life had been more human-centered than God-centered. That is, he beseeched God to enrich his life here on earth for himself and his loved ones. He asks God to remove suffering, to provide them with wealth, success and comfort. His prayer life today is God-centered. Level Five takes him to a whole new way of life. His primary motive at this point is to seek God’s Will and prays for the power, love and wisdom to carry it out. Al is learning to practice spiritual discernment, prayer, meditation, and ways of devotion. He has come to understand that a life centered in a God-realization is the central purpose of life. Al has lost much of his self-centeredness.

Al does not know of anyone who consistently lives on this level, but he knows many do get to this level from time to time. Some seem to be at this level more often than not. Al experiences his human conditions drawing him back to a lower level, but he has learned to choose once again and to place it in God’s hands. Al identifies with page 164 of the Big Book; “We realize we know only a little. God will constantly disclose more to you and to us. Ask Him in your morning meditation what you can do each day for the man who is still sick. The answers will come, if your own house is in order. But obviously you cannot transmit something you haven’t got. See to it that your relationship with Him is right, and great events will come to pass for you and countless others. This is the Great Fact for us.”

There are three principal attributes at this level. These attributes, Three Spiritual Gifts, are the theme of this workbook and a fundamental theme of life. These Three Spiritual Gifts are:

1. The Awakening to the Presence of our Higher Power and to be in conscious union with this Presence.
2. The Awakening to the Love that we are, that all of us are.
3. The Awakening to the individual Self we were created to be, with purpose, and meaning. In other words, to consciously live Our Heart’s Desire, God’s Will.

We believe that these Three Spiritual Gifts are our true nature, and we shall never be whole until these have been fully realized. As we continue through this workbook, we will have much more to say of these Gifts, the why and how to get to them. This workbook is dedicated to that end.

#### A SIMPLE BUT DIFFICULT SPIRITUAL JOURNEY HOME

Step One starts us off on a healing path by helping us realize that at least one area in our life leaves a lot to be desired and that we are truly without the power or ability to manage this area alone and unaided. Step Two reminds us that there is a Power Greater than ourselves that could and would help us. In Step Three we decide to turn to our Higher Power for that help. Step Four helps us identify and inventory our personal “reality,” habits of thoughts and feelings. In Step Five we openly share these findings, and some of our secrets with another human and our Higher Power for the first time! As a result, we get a whole new perspective. In Step Six we find out just how ready we are to have God remove the defective patterns, and we give these a “make fun of” name that helps in the process of taking the power back that we gave them. In Step Seven we humbly ask God to remove the useless, harmful, or too limited parts of these patterns. Step Eight becomes our plan of action to clear up and begin the healing of our banged up relationships. In Step Nine we take the action to clear our side of the street. (After these first nine parts of the healing journey, many of the Promises are coming true. The Three Spiritual Gifts are becoming a living reality.) Step Ten has given us an Early Warning Signal System that will make it much quicker and easier to get out and to stay out of the old ruts. Step Eleven helps us practice consistent conscious union with our Creator’s Will for us and the fact that His Power is always Present when we turn to Him. Step Twelve represents The Three Spiritual Gifts realized as a way of awakening, sharing, and living - limited only by our choice. This process helps awaken us at a place where we have always been, Our Father’s House. Welcome Home!

# A Twelve Step Workbook - Al Kohallek Goes Stepping

## USEFUL INFORMATION

TEXTBOOKS	The two basic books we will be using are: <u>Alcoholics Anonymous</u> (The Big Book) and <u>Twelve Steps And Twelve Traditions</u> – Alcoholics Anonymous World Services, Inc. New York, NY. These two books are vital to our growth and understanding this way of life. Make no mistake this program is a way of life. There is an old saying; “If you don’t have the money to buy these books steal them before you get too honest. After you start living the program you can make an amends. Both of these books are available on audiotape.
ONLINE	Big Book is <u>Online</u> – <a href="http://www.aainsa.org">http://www.aainsa.org</a>
REFERENCE	We offer a textbook reference for each of the Steps from both textbooks. It is not mandatory that you read each of these references but it would be wise and useful. It will greatly expand your understanding of the Steps if you do.
READING ASSIGNMENTS	<b>Day Two</b> - Alcoholics Anonymous: <b><i>The Doctor’s Opinion</i></b> (Auto cassette reading time 15 minutes) <b>Day Two</b> – Workbook One: <b><i>Pages 6 - 8</i></b>
MUST BE PRESENT	This workbook cannot help those who are active in their addictions. We don’t know of any program, which can help these people. Perhaps it is as simple as this: When the time comes to face the healing process these people avoid the process via their addiction. Common sense tells us we need to totally abstain while working on this healing process. The mind that made us sick cannot make us well in its present state nor under the influence of the addiction. We need something higher than us, different than us, other than us, that can and will do for us what we cannot do for ourselves. This is a mind training and Spiritual Awakening Program, so it is important to be consciously present.
YOUR CHOICE	Many of us choose to live in darkness with our eyes closed, our ears stuffed, our fists tightly closed grasping nothing. We had a closed mind focused on self, our emotions fed with yesterday’s self-centered fears. We abused our physical bodies and used others selfishly as objects. We looked to people, places and things for our worth, meaning and purpose. We went for spiritual junk food because we were so hungry. We tried to control others and ourselves with guilt and punishment. All of that was living apart from our Three Spiritual Gifts.
CHOOSE ONCE AGAIN	If we are willing to open our eyes, unplug our ears, open our hands to both receiving and giving, letting our emotions flow in loving energy, and be open channels, we will receive everything we need to awaken. We will find the way and the power to “seek God, clean house, and help others.” We do not change the Divine Laws when we plant corn instead of wheat, but we do exercise our power of choice. We can choose, but it is God who creates. So, we choose and leave the results to our Higher Power.
LET’S SET THE RECORD STRIGHT	We have failed many times, but we are not failures. We have been foolish, but we are not fools. We have done many bad things, but we are not evil. We have been punished and made to feel guilty and have done the same to others, but now we seek correction for others and ourselves. We have withheld and withdrawn our love and our Spiritual Gifts, and this caused us to believe that others, even God were doing the same to us.
THE DRUG: GUILT AND PUNISHMENT	The drug of choice for so many otherwise loving, good people is guilt and punishment. It is suggested that we set aside all guilt and punishment for others and ourselves. Guilt and punishment is much like alcohol and other drugs, they give us the illusion that we have done something about the problem; however, we may have a temporary fix at best

when in truth nothing has changed at the root of our problems, our personal “reality.” We will repeat the same problems until there is real healing. We are asked to seek correction not guilt and punishment. Remember this; we cannot have an open mind or a new or higher understanding when we are judging. Judging is a form of projecting our old personal “reality,” not REALITY.

#### FEARLESS AND THOROUGH

We’re sure you have heard something like this: “If I had known I was going to be around this long, I would have paid heed to the statement from Chapter Five of the Big Book, page 58, ...“we beg of you to be fearless and thorough from the start. Some of us tried to hold on to our old ideas and the results was nil until we let go absolutely.” (Re-printed with permission). If our problem is not healed at the level of conditions and causes (our personal “reality”), then we are likely to exchange one problem for another or go back to our old problem. More important, we will miss a way of life that can be so fulfilling.

Our program is so powerful but we cannot know this until we experience its results in our daily living. Those of us who have experienced the abundance of life in all areas may say something like this, “If I had it to do over, I would ask more of God, more of the program, and more of myself sooner.”

#### ME AND MY SHADOW

What most of us see is our own little reflection in that limiting mirror of our personal “reality,” hearing the hum of our little voice as that “reality.” This image we see and the sounds we hear are so familiar, so habitual that we often think and feel that “this” is REALITY. At best it is but a shadow of our Higher Self.

#### A REMINDER

When I can’t make a conscious contact with my Higher Power, one of the things I find helpful is this: I remind myself that the food I ate today is being changed into flesh and bones, thoughts and energy and all kinds of things. If I had all the money in the world and every kind of resource, including the best brain, I could not reproduce what is going on in the least of us. Yet we have the illusion that we are without recourse to heal our dilemma. If we will do the best we can to chip away everything that is not related to our Three Spiritual Gifts, we will be given all that we need for the moment.

#### WATCH OUT FOR TERMITES

Watch out for the termites, the little day-in day-out stuff. This is a real present danger. These little guys undermine the foundation of every relationship. Termites destroy more property than all the fires, floods, wind, and hail, and so it is with relationships. With the “big” problems we are forced to do something about these or run away. With the little stuff we don’t have to do anything about it, or it is not important enough. In one-way or another, we often stuff these. One termite doesn’t matter, but when they build up in numbers, watch out. It is best to deal with all problems ASAP.

#### GIFT OF DENIAL

Denial can be a special gift of grace. Denial does not asked us to address anything until we have the tools. When we have the tools, it breaks down. When that happens, the denial turns to dishonesty, if we try to avoid it. Then, it demands our attention.

#### SIMPLE BUT NOT EASY

Everything is so very simple after we have awakened to it and lived it. It is not easy but it is simple. Trying to force something to be simple before the awakening can be a problem. Everything is simple when it is simple but not until then.

#### SAME BEGINNING AND ENDING

We took a look at every important relationship in our life: lover, friends, business, etc. They all seem to begin and end the same way. All began like this: “If I believe that you believe in me, we have a deal.” The beginning of the end is like this: “I no longer believe that you believe I am special.” Who’s the Source? Not God.

USEFUL  
CORNLY SAYINGS

The following lists are some of the corny sayings that have been around a long time:

1. If you don't want to slip, stay away from slippery places.
2. He who lies down with puppies will get up with fleas.
3. "One cannot teach an old dog new tricks." The good news is this: We're not old dogs, nor are our program a bag of tricks.
4. If "ifs" and "buts" were candy and nuts, we would all have a merry Christmas.
5. The mind that made us sick will not make us well alone and unaided.
6. It is not the passing of time that changes things but what takes place during the passing of time.
7. Trading one addiction for another is like changing seats on a sinking ship.
8. To say I am an alcoholic and a drug addict is like saying I am from San Antonio and also from Texas.
9. *There is a stage one may go through in the program; they talk in a bumper sticker dialog and oversimplify.*
10. What we need is more backbone and fewer wishbones.

KEEP AN  
OPEN-MIND

Many of us are so fearful of change that we resist anything that is the least bit different from our own personal "reality." Anything new or unfamiliar will seem out of place until we have experienced it. "There is a principle which is a bar against all information, which is proof against all arguments and which cannot fail to keep a man in everlasting ignorance –that principle is contempt prior to investigation." (Herbert Spencer) Re-printed with permission.

SPIRITUAL  
PRINCIPLES  
EXPAND WITH USE

"A.A.'s Twelve Steps are a group of principles, spiritual in their nature, if practiced as a way of life can expel . . . ." (Twelve Steps and Twelve Traditions). Something spiritual will expand with its use. Material and ego things deteriorate with use.

WHO'S JOB  
IS IT?

What we can do is our responsibility. How do we know if we can or cannot? We try. Everything else is God's responsibility.

JUST ONE  
TIME

The more active we are in the program, the sooner our denial breaks down. No matter how honest we were with our first set of Steps, we were able to see only a little. More will be revealed. Each time we do the Steps the better we get at it, so return to the Well as needed.

PRACTICE  
THESE  
PRINCIPLES

"To practice these principles in all our affairs" as our Step Twelve implies, we will be dealing with a lot of different areas in our lives. Something with many parts makes that something complex, but it does not have to be complicated. This Step work will help us identify many of our parts, not as apart from the whole, but included in our whole being. To over-simplify is to be under the illusion, as many of us are, that all we need to do is stop drinking (or stop something) and all would be well.

WINNERS  
LOSERS

We hear in meetings "stick with the winners," who are these winners? The winners are those who are living the solution. Who are the losers? The losers are those that are still getting ready for the program (practicing their illness). So we could say that winners and losers are the same person at different points in the process. A very sad fact is that most of those losers never make the cut. Since you are here, I would suggest that you stay and forgo any additional sick prep work.

CHANGING

Many of us could only see our own little reflection in that limited mirror of our personal "reality", hearing only the hum of our own little voice as that "reality." If we are tired of seeing our own little reflection and hearing the hum of our little voice, then where do we go from here? *Our little personal "reality" must change.* But how? That is what this workbook is all about

**Day Three - Alcoholics Anonymous: Bill's Story** (Auto cassette reading time 31 minutes) - **Workbook One - None**

# *A Twelve Step Workbook - Al Kohallek Goes Stepping*

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### ALWAYS START AT STEP ONE

If we had previous success working our Twelve-Step Program, we realize it's time to reapply the program to another area of our life. One is tempted to jump over the first three Steps and start on another inventory. If we jump over the first three Steps, there is a strong likelihood that we will not have near the success with the rest of the program. We strongly suggest that when one has made a decision to work this process on a "new" area, always start at Step One. It is important that we come to the realization that we are unable with our present understanding, alone and unaided, to truly experience any real change. We need to realize that we are powerless and we cannot manage our life very well with our present mindset. The mind that made us sick or limited cannot make us whole or well (Step One). We must have something other than us, higher than us, different than us

if we are going to have any real long-term change (Step Two). And if we are going to be open-minded and open to a new understanding, we must be willing to let go, surrender our old personal "reality" to make room for the new (Step Three.)

Al: Once I have admitted that I am powerless and that I cannot manage my life, then why do it again?

Lou-is: Our mind plays tricks on us. This is a good example where we worked the Steps on one area, and then we generalize that experience to cover all areas of our life. It would be like we had experienced some success at our job and then think that we should automatically be successful in every area of our life. A person new in the program will often experience a lot of highs and lows, directly or indirectly, due to generalizing.

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**Day Four** - Alcoholics Anonymous: *There Is A Solution* (Auto cassette reading time 24 minutes)  
**Day Four** – *Workbook One: Pages 9 - 10*

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### INCREASE THE PAIN

We have set up the First Step in a way that will help increase the pain of holding on to that which we need to have changed, healed, or transformed. The questions will contrast back and forth: What will it cost us if we do not change? What may we gain if we do experience change?

Al: I don't want nor need any more pain.

Lou-is: Then get busy.

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### SIX ESSENTIAL CHARACTERISTICS

In general, there are six essential characteristics of alcoholism, and other addictions. Being aware of these can help us understand a little better what path our problems take. These may be helpful in raising our "bottom." In other words, they help our denial break down, if we are

ready. These characteristics apply to most problem areas not just the chemical addictions, but sick, harmful, addictive relationships and many others. We are asked to respond to the Six Essential Characteristics as part of the First Step, in the area we are seeking healing, and change.

**SIX ESSENTIAL CHARACTERISTICS OF ALCOHOLISM, AND OTHER ADDICTIONS**

The following is to be used as part of our First Step. The idea is to help raise our “bottom”, in other words to help break down our denial. We want to increase our awareness of the dynamics of our problem and to increase the pain of holding on to it. Skip 1. Allergy, if the area you are working on is an area other than a form of chemical addiction.

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1. ALLERGY - The phenomena of physical craving that kicks in with the first drink of alcohol, slice of cake, pill or any drug, etc. This craving is limited to those with a chemical addiction. STATE YOUR TRIGGER FOOD OR DRUG.

2. PROGRESSIVE - Tolerance: takes more to get the job done. With non-substance addictions it takes more money, sex, work, etc. STATE HOW YOU EXPERIENCE THIS PROGRESSION.

3. SELF-DELUSION - Starts with denial, then repression, and then mind games, rationalizing, then comes the conscious lying. The rationalizing and consciously lying really do a job on our trust, self-esteem, respect and self-respect. At all cost we must keep our addictive behavior going. STATE YOUR EXPERIENCE WITH SELF-DELUSION.

4. DISTORTION OF ATTENTION - Preoccupied with the object of our addiction or attachment. We cannot think of anything else but stuff connected with the addiction or the person or thing we are attached to. The distortion becomes our ULTIMATE CONCERN. Another word for it is “idolatry.” The addiction becomes our god. GIVE AN EXAMPLE OF THIS TYPE OF THINKING AND FEELING

5. LOSS OF WILLPOWER - Each time our willpower fails, with our best intentions, we feel even more hopeless, useless, and worthless. The greatest damage to self-esteem comes from repeated failures at trying to change addictive behavior. It really hurts when we try our best to stop and cannot. GIVE AN EXAMPLE OF THE LOSS OF YOUR WILLPOWER.

6. WITHDRAWAL - "They are restless, irritable and discontented, unless they can again experience the sense of ease and comfort that comes at once by taking a few drinks" or a few bites, etc. Our addiction becomes part of our automatic nervous system the more we repeat the behavior. We have in some cases enlisted billions of our body and brain cells. THE ADDICTION BECOMES OUR "REALITY". Our mind says; "Play it again, Sam." When the body/mind is deprived of something it has become accustomed to, it responds with danger signals, as if something is wrong. Then we have the backlash or rebound. STATE YOUR WITHDRAWAL REBOUNDED EXPERIENCE.

Fill in the problem area you are currently working on.	
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STEP ONE - (HONESTY)

**WE ADMITTED WE WERE POWERLESS OVER ALCOHOL - THAT OUR LIVES HAD BECOME UNMAN-AGEABLE.**

*Day Five* - Twelve Steps and Twelve Traditions: **Step One** (Auto cassette reading time 7 minutes)  
*Day Five – Workbook One: Pages 11 - 12*

We admitted we were powerless over our limited personal “reality” - that our lives had become unmanageable. For most of us this personal “reality” has a lot of limiting, useless, even harmful habits of thoughts and feelings. These often give us the illusion that our Higher Power is not always present, that we cannot experience the fullness of love, and that we really don’t have any real individual purpose or meaning.

This program is designed to remove obstructions and create an environment where the natural healing, wholeness, and awakening can take place. The principles that cause the healing are found in the process of doing and living these suggestions. Action is the magic word.

This process of healing begins the same way in any area of our life to which we may choose to apply it. It begins with the realization that we are powerless to change,

alone and unaided. The mind set that made us sick will not, cannot make us well. We must want a change in our life, not just need it, or we will not go to any length to get it. Many of us that have been around the program for some time and at the first sign of a problem, we want to jump into an inventory. We are suggesting that anytime we realize we are falling short of the way of life we really want to live in any area, we start at Step One and take the first nine Steps in order. A dentist had a sign in his office, “Only floss those teeth you want to keep”. We are saying: only practice this program in the areas of your life that you want to be joyous, happy and free in.

It is suggested that you **keep your response to the questions or statements on one important area at a time, for example your drinking problem.** Write that important area in the box at the top of each page to remind yourself of that area. Questions for Step One:

1. List those things you want changed. Choose one.

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2. What pain or fear do you associate with changing this area?


3. What pleasure are you getting out of not changing?


4. What will it cost you if this does not change?


5. What are the benefits you could gain by having this changed?


Fill in the problem area  
you are currently working on.

6. How has this problem area placed your important relationships in jeopardy? (Example)

--

7. Have you lost self-respect and/or reputation due to this problem?

--

8. Has this problem made your home life unhappy?

--

9. Has this problem caused any type of illness? (Example)

--

10. Do you turn to the type of person that enables you to practice this problem or to lower companions that enable you?

--

11. What part of this problem does your loved ones, friends, family or business associates object to the most?

--

12. What type of abuse has happened to you and/or others due to this problem? (Example)

--

13. List examples of what you have done in the past to fix, control or change this area in your life?

--

14. What are the feelings, emotions, and conditions you have tried to alter or control with this problem?

--

15. At this time ask yourself, "If this is such an important area in my life, why haven't I changed?"

--

16. Am I now willing to do whatever it takes to have this changed, healed, or transformed?

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17. If your answer to number 16 is YES write out the First Step: I admit I am powerless over (whatever you are working the Steps on), that my life in this area is unmanageable. I cannot, with my unaided will and present understanding, consistently manage this problem area.


Fill in the problem area  
you are currently working on.

**STEP TWO (HOPE)**

**CAME TO BELIEVE THAT A POWER GREATER THAN OURSELVES COULD RESTORE US TO SANITY.**

**Day Six** - Twelve Steps and Twelve Traditions: **Step Two** (Auto cassette reading time 17 minutes)

**Day Six – Workbook One: Pages 13 - 14**

Step One shows us our problem - we are powerless over our little personal “reality”. That is, we are without the ability to change our habits of thoughts and feelings alone and unaided. When we fall back into one of our ruts, habits, we are unable to consistently manage our thoughts, feelings, or actions.

Step Two tells us what the solution is. We need to find, to awaken to a Power Greater than our-

selves. So how do we do this, how do we get from Step One, the problem, to Step Two, the Solution? Well that’s what our other ten Steps, the fellowship, and the rest of our program can do for us, if we are willing.

Step Two is the result of the process found by living and practicing this Program. The following two suggestions will help us get a feel for what's to come.

a). Would it be possible for you to recall the times when you experienced that a Power Greater than yourself did for you what you could not do for yourself? Write out as many of these

experiences as you can and be precise. If you cannot recall an experience related to the area you are presently working on. Any experience with your invisible means of support will do.


b). List as many ways as you can of anything that you are grateful for, from the least important to the most important. We want to begin to build a new habit of gratitude in our everyday life. We

are suggesting that you keep this running list of “I am grateful for:” at least 40 days.

I AM GRATEFUL FOR:




Fill in the problem area  
you are currently working on.

### STEP THREE (FAITH)

#### MADE A DECISION TO TURN OUR WILL AND LIVES OVER TO THE CARE OF GOD, AS WE UNDERSTOOD HIM.

*Day Nine* - Alcoholics Anonymous: **Pages 58 through the bottom of page 63** (Auto cassette reading time 12 minutes)

*Day Nine* - Twelve Steps and Twelve Traditions: **Step Three** (Auto cassette reading time 14 minutes)

*Day Nine – Workbook One: Page 15*

Making a decision may run to the extremes, from a total commitment to a meaningless gesture. Even if we are totally committed to change but we have the same old personal “reality,” then nothing has really changed yet. This means that we are likely to fall back into one of our old ruts, habits. If we say to ourselves, “I’m going to do this thing come hell or high water,” and fail to live up to our promise, which is very likely because our old habits are still running on automatic, we will even feel worse about ourselves.

**This, by the way, is one of the main characteristics of addictions (p11), the loss of willpower.** Each time our willpower fails, with our best intentions, we feel even more hopeless, useless, powerless, and worthless. The greatest damage to our self-esteem comes from repeated failures at trying to change addictive, habitual behavior alone and unaided. It does not hurt much until

we really try our best to stop, to change and cannot. This really **trying alone and unaided with the same old personal “reality,” is one of the main causes of our hitting our personal bottom.** It gets us ready for this Program and for sure a Higher Power.

“There is only one key, and it is called willingness. Once unlocked by willingness, the door opens almost of itself. Looking through it, we shall see a pathway with an inscription. It reads: This is the way to a faith that works.” (Twelve Steps and Twelve Traditions, Step Three reprinted with permission)

There were ten black birds on a wire. One decided to fly. How many were left? Ten. One decided but none flew. That was a meaningless gesture.

1. State what it means to you when you make an important decision.

2. State what is this “will” and “life” you are asked to turn over.

3. State what it means to you “to the care of God.”

4. State what it means to you “as you understood Him.”

What we believe is “good” is more likely to limit us than the “bad”. With the “bad” we are more likely to toughen up to it, get use to it, or get away from it. With the “good” we are likely to settle for too little. While you are directly working on these Steps, we ask that you be willing to turn everything over to Your Higher Power, everything you even think or feel you know or don’t

know, everything. The purpose in this is an open mind and a hope for a new understanding. Otherwise, we can see only our little reflection in that limited mirror of our personal “reality,” hearing only the hum of our little voice as that limited “reality.” In other words, we will be working out of our past instead of the present in the Presence.

## INTRODUCTION TO STEP FOUR

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**Day Ten** - Twelve Steps and Twelve Traditions: **Step Four** (Auto cassette reading time 25 minutes)

**Day Ten** – *Workbook One: Pages 16 - 18*

### AN OVERVIEW

Each action you will be asked to take is part of a process to help you realize consciously, your personal “reality” through which most of your life experiences are filtered. This part of the process, Step Four, is but one part but a very important one. If we do not awaken to our little personal “reality” and take responsibility for our beliefs, habits of thoughts and feelings, we will most likely continue to experience our life on automatic.

### INDIVIDUALS AND “REALITY”

It is important to identify the individuals which we shared our life with in both loving and harmful ways. “Selfishness-self-centeredness! That, we think, is the root of our troubles. Driven by a hundred forms of fear, self-delusion, self-seeking, and self-pity, we step on the toes of our fellows and they retaliate.” (P62 Alcoholic Anonymous – reprinted with permission). Of course we have a lot to do to heal our past relationships. However it is even more vital to have our habits of thoughts and feeling, our rules/patterns, in other words our personal “reality” healed, changed or transformed. When this is done it is not only for the past but more importantly for the present and the future.

### PLAN OF ACTION

Action is the magic word, but you may say; “You are asking us to do a lot of work and it does not seem like magic.” If you do as good a job as you can, we can assure you a great deal of freedom and wisdom will come into your experience. Just follow the Format For A Step Inventory (p19).

### PERSONAL “REALITY”

The way we are using the word pattern is often called by many other names: Habits of thoughts and feelings – Inner Rules – Our personal “reality” - Our personal filter system - etc. Whatever one chooses to call these patterns it is important to know that these patterns determine most of our life experiences by the way we react to them. These patterns are always present, however we are not always conscious of them.

### WHAT ABOUT RULES AND PATTERNS WORKSHEET

The purpose of this simple exercise (Rules/Patterns Worksheet) is to help you identify more of your patterns or the inner rules you live by, conscious or not. Once you do you have the right to choose once again to continue to use these habits or build new ones. Very often our conscious mind says yes to something we really want but something does or does not happen which keeps us from that wanted person, place or thing. It is very likely that we have some long forgotten rule/pattern we made up or went along with that is saying no to us. These rules/patterns will continue to run on automatic until we call them into question. One helpful thing you may try to overcome this is: When you say; “I really want this or to stop that” and you do not get this or stop that, it means that you have a contrary belief, rule/pattern that’s winning. The next time your conscious mind tells you one thing and you are experiencing another, try saying this; “I must have a contrary rule/pattern telling me no, so let me see it.” When it comes to our consciousness you may choose to make a new decision about that rule/pattern and then turn it over to your Higher Power and affirm what you do want.

### WE’VE GOT QUESTIONS

This workbook is filled with questions. The purpose of these questions is to get our personal “reality” to surface. This personal “reality” is made up of our habits of thoughts and feelings. There cannot be any long-term changes of conditions and causes without going to their source. In doing an inventory we want as complete and useful a list, report, record,

## INTRODUCTION TO STEP FOUR

A NEW WAY  
OF LIFE

evaluation, survey of our abilities, assets, and resources that make up our personal “reality” as we can come up with. If we want something other than another quick “fix”, we must go to the root of the problem - our consciousness at the habit level. This is the home of our personal “reality.” Since it is so important that we understand these basic principles, we will repeat them from time to time. Since our true healing will come by grace, we want to position ourselves in the very best place to receive it.

We are working to build a new way of living by which we may live to its fullest. To do this, we must let go of our old, useless, harmful and limiting belief systems that are getting in the way of our realizing a Higher Power, a Higher Power that can and will do for us what we cannot do for ourselves. Finding the right questions and responding to them as honestly as we can, with as much courage as we can muster at the moment, will help us awaken to a Power Greater than ourselves. The problem is this; if our personal “reality” is not changed, then nothing has really changed. We sooner or later fall back in the some old “rut”.

WHAT’ A  
DEFECT?

Our defects, our shortcomings are no more nor less than our habits of thoughts and feelings, our belief systems, our rules/patterns, in other words our personal “reality” which no longer works or which is harmful or too limiting.

A DRY  
HORSE THIEF

Why go to so much trouble? There are people who have been around the program for years and have never done much of an inventory, if any. They have never taken the time to get to the conditions and causes. They may be “dry” but their habits of thoughts and feelings, their personal “reality” has not changed. It is very unlikely that these people will be joyous, happy and free. If nothing has changed, then nothing has changed. There is an old saying, “If you sober up a drunken horse thief, you’ve got a sober horse thief.”

FACT-FINDING  
FACT-FACING  
PROCESS

“Though our decision [Step Three] was a vital and crucial step, it could have little permanent effect unless at once followed by a strenuous effort to face, and to be rid of, the things in ourselves which had been blocking us. Our liquor was but a symptom. ***So we had to get down to causes and conditions...*** A business, which takes no regular inventory, usually goes broke. Taking a commercial inventory is a fact-finding and a fact-facing process. It is an effort to discover the truth about the stock-in-trade. One object is to disclose damaged or un-salable goods, to get rid of them promptly and without regret. If the owner of the business is to be successful, he cannot fool himself about values.” (Page 64 Alcoholics Anonymous)

EARNING OR  
GRACE

Some of us have an old belief that if I really work at this program I will earn a place in a “secret order.” We were grossly misled. We ***cannot*** earn the Three Spiritual Gifts; these were given to us when each of us was created. However we do have a part, and that is to be as open and receptive as we can be for this grace. This would include uncovering, owning, and having a willingness to let go of everything that is not part of these Three Spiritual Gifts. Our personal “reality” runs on automatic, twenty-four hours a day, so we need to be committed to this process - otherwise we will continue to be a victim of our own habits of thoughts and feelings.

WHAT ARE  
THESE  
PRINCIPLES?

The idea that the principles are embodied in the simple words that somehow got assigned to each Step over the years is another case of over-simplifying. I believe that they do have a lot of meaning; in fact they are included in this workbook at the heading of each Step. As we begin to work Each Step, we begin to understand the principles, which are embodied in the process. That is, each one of the Steps is part of the whole and is not intended to be a stand-alone. It is clear that alone none of the Steps would be as effective.

## REALITY

We do not change or adjust Reality, but we can be part of the solution, which removes obstructions and unwanted conditions from our little limited personal “reality”. What we can do is co-create an environment where the natural healing can take place. Where our personal “reality” becomes a little more Real.

## BOOK OF INVENTORIES

### BOOK TWO CONTENTS

More Choices Of Inventories  
12 And 12 Inventory (AA Book)  
The Twelve Traditions Inventory  
Finding And Claiming Our Third Spiritual Gift  
Sex And Love Addiction Inventory

Growth Questionnaire  
Finding The Core Of Perfectionism  
Promises’ Inventory  
Motivational Chart - A Guidance System

## THE BOOK OF INVENTORIES

This companion book contains a number of additional inventories plus some extra stuff we hope will be useful. The reason we decided to put these in a separate workbook was to help with the flow of the process. Having too many choices of inventories without clarifying the purpose of each one did cause some problems. We are suggesting that you work through the first book then explore the second book.

## MORE CHOICES OF INVENTORIES

*The following is a brief statement about the additional inventories that you may pick and choose from if you elect to expand your Step Four Inventory Format. Each one of these inventories has a specific purpose. They can be used as a standalone or in concert with the Step Four Inventory Format. A brief summary of these inventories, More Choices Of Inventories and the inventories.*

**Twelve Steps and Twelve Traditions Inventory** – (Right out of the chapter on Step Four in the book Twelve Steps and Twelve Traditions) – This is a great inventory for the person who has never done a Fourth Step before. It goes right to some of the primary instincts stuff; sex, security, and society.

**Twelve Traditions Inventory** – The questions in this Inventory have been built around the Twelve Traditions of Alcoholics Anonymous. Most of us just don’t know how to have a loving, useful and productive relationship with other humans. This Inventory can be a very useful tool.

**Finding And Claiming Your Hearts Desire** (The Third Spiritual Gift) – The purpose of this Inventory is to help you identify your Hearts Desire, which we believe is God’s Will for the individual you were created to be, with purpose and meaning. It will also guide you in writing your mission statement.

**Sex and Love Addiction Inventory** – There is an outside chance that you have had or are having some problems in this area. The questions are to help bring these issues into focus so you may own them and then make a new decision about these problems and seek a better solution.

**The Growth Questionnaire** – Do you sometimes feel you have not grown very much? Try this inventory if you have been in the Program a year or more. You are in for a big surprise.

**Finding The Core Of Perfectionism** – This will uncover a big part of the root cause of your unfair judgment of yourself and others and from where much of your impatience springs.

**The Promises’ Inventory** - How many of these 125 promises have you experienced? Check yourself out from time to time.

**Motivational Chart – A Guidance System** - This little exercise will help you see when you are on your path and when you dropped off.

## FORMAT FOR A STEP FOUR INVENTORY

### Step Four (Courage) Made a searching and fearless moral inventory of ourselves.

*Day Eleven* - Alcoholics Anonymous: *Bottom of page 63 through page 71* (Auto cassette reading time 15 minutes)

*Day Eleven* – Workbook One: *Pages 19 – 20*

- A BEFORE THOUGHT We believe that it is very important that we work the Steps in order; each Step opens the door to the next. It is very common when we start having problems in a different area to go directly to Step Four. If you have not completed the first three Steps we suggest that you do before you begin your Step Four. ***Please read all the suggested information before you start your inventory. It is a lot of information but it could save you a lot of time later.***
- COMMITMENT We strongly suggest that you make a commitment to work on your Steps for at least one hour each day until you have completed this process.
- STAY FOCUSED Try to keep your responses focused on the area or relationship you are currently working on. If possible, keep your responses short, simple and to the point.
- FORMAT Step Four Inventory Format – Our goal is to be “. . . fearless and thorough from the very start.” It may be used as a stand-alone or in concert with one or more of the other inventories included in THE BOOK OF INVENTORIES, which is a companion to this workbook. Just follow the Basic Step Four Inventory Format. This Format may be used as a general inventory that is used to cover your life in general instead of focusing on one area of your life or you may choose to focus on one area.
- USING THE LIST BOXES The following is an outline for using the eight List Boxes; this is the first step in our Step Four Inventory Format. Familiarize yourself with all of the enclosed Step Four information before you start your response. For additional space each of the List Boxes have a Supplement List for your response on the following page of those List Boxes.
- ACTION (1) Start with the Assets List Boxes p21
- Choose the items you have either complied with or violated.
  - Note your frequency choices by marking one of the columns: **(R)** Rarely – **(S)** Sometimes – **(O)** Often – **(I)** Intense or very Important.
  - If your Intense or most Important Assets are not included in the List Boxes add them to the list.
- ACTION (2) At the bottom of the Assets List Boxes p21 – Assets Supplement List p22
- In the left-hand column write the (I) Intense or very Important ASSET.
  - In the right-column write HOW IT WAS EXPRESSED AND/OR VIOLATED.
  - For additional space use the Supplement List or the facing page.
- ACTION (3) Next do the Resentment List Boxes p23 Follow the same format as you did for the top of the Assets List Boxes. In the lower half write out at least three of your worst resentments. **Then do the rest of your resentments using the same format.** (If you need addition space use the Resentment Supplement List p24 or the facing page or a separate sheet.)
- In column one write the name of person, place or thing.
  - In column two write the cause: what was or was not done - take away or not given.
  - In column three write which of your important assets were violated.
  - In column four write what your part was. (See p27 My Part)
  - In column five write what was affected. (See p27 Affects My)
- ACTION (4) **In principle you are to follow the same procedure for each of the List Boxes.**
- Note your frequency choices by marking one of the columns: **(R)** Rarely – **(S)** Sometimes – **(O)** Often – **(I)** Intense or very Important.
  - Take the suggested action at the bottom of each List Boxes.

WHAT ABOUT  
RULES AND  
PATTERNS

What Rules/Patterns Do You Live By? – This little exercise will help uncover the rules/patterns, which control most of our life experiences, from our childhood to our current rules/patterns. For thought starters draw from all the List Boxes those items that you marked (I) Intense/very Important. Asked yourself question about the three basic instincts; social, security and sex as they relate to different types of relationships like: family, friends, lovers, money, property, prestige, power, school, work, authorities, etc. In other words anything that will encourage our rules/patterns to come to our consciousness.

ACTION (5)

**GROWING UP RULES** - Using the form RULES/PATTERNS WORKSHEET p38 - In (2) column two write the rule you grew up with for each of your most (I) Intense/very Important areas. If this rule is useless, harmful, or too limiting and you no longer want it controlling your life experiences mark an (X) in (1) column one.

ACTION (6)

**CURRENT RULES** - Using the form RULES/PATTERNS WORKSHEET p38 – In (4) column four write the rule you currently have for each of your most (I) Intense/very Important areas. If this rule is useless, harmful, or too limiting and you no longer want it mark an (X) in (3) column three.

ACTION (7)

**DESIRED RULES** - Using the form RULES/PATTERNS WORKSHEET p38 - If you think it's time to change one of these rules write your desired replacement rule in (5) column five.

ACTION (8)

**RULES/PATTERNS LIST BOXES** p40 a few common rules and patterns.  
a. Follow much the same format as the other List Boxes.  
b. With one big exception; after this assign each one of your really (I) Intense/very Important with a “make fun of” name. We will learn how to use these “make fun of” names to discredit our unwanted habits and unwelcome guest. Taking away some of the power we have given them and turning over to our Higher Power to be changed, healed or transformed.

USING THE  
STEP EIGHT  
WORKSHEET  
Page 41

This form is to help generate information for your Step Eight while doing Step Four. As you go about doing your inventory you will most likely remember those you will need to make amends to and perhaps forgive. This is a big time saver, as it will cut down on your review time. As we ask ourselves questions about our experiences and beliefs we begin to get some new insight how we have harmed others and ourselves, as well as those whom we cannot or will not forgive. This worksheet is for noting those people, places and things as you go about doing your inventory, our own name should head up both of these lists. By using this Step Eight Worksheet p41 you will have come a long way toward making your Eighth Step list. Whenever we harm someone or ourselves, there has been a violation of one or more of the Three Spiritual Gifts: **1.** Presence of our Higher Power, **2.** Love, **3.** The Individual created Self.

ACTION (9)

a. In the first column note which of these Three Spiritual Gifts were violated by writing in the corresponding number(s).  
b. In the second column put the name of the person or institution you harmed.  
c. In the third column write what you did or did not do to cause the harm.  
d. **FORGIVENESS** – list which of these Three Spiritual Gifts were violated by writing in the corresponding number(s), in the SG column.  
e. In the following column place the name of those you are unable or unwilling to forgive.

LAST MINUTE  
REVIEW  
ACTION (10)

Review the inventory work you have done to this point. This should help you discover additional questions. Perhaps a few more assets, resentments, fears, harms, need for forgiveness, love and understanding, etc. If so add these and respond to them.

UPDATE  
ACTION (11)

After finishing your Fourth Step and preparing for your Fifth Step by reviewing your work up to that point, you may have new insights about an item's frequency, intensity or very importance, if so come back to the List Boxes and make your changes in rating: **(R)** - **(S)** – **(O)** and **(I)** columns, plus any additional items.

Fill in the problem area  
you are currently working on.

### ASSET LIST BOXES

**Day Twelve** – Workbook One: **Pages 21 - 22**

ACTION (1) Format For A Step Four Inventory – page 19

Asset: A useful or valuable quality, person, or thing, something that contributes to one's well being, realized. Note your choices by marking the columns: **(R)** Rarely - **(S)** Sometimes - **(O)** Often - **(I)** Intense/very Important.

R	S	O	I	#	ASSETS (THREE SPIRITUAL GIFTS)										
				1	The awakening to the Presence of our Higher Power.										
				2	The awakening to the Love that we are, that all of us are.										
				3	Awaken to the individual Self we were created to be, with purpose, meaning.										
R	S	O	I	#	ASSETS			R	S	O	I	#	ASSETS		
				4	Abundance							34	Independent		
				5	Acceptance							35	Inner-directed		
				6	Ambition							36	Intelligent/Wise		
				7	Beautiful/Handsome							37	Interested/Concerned		
				8	Career/Work							38	Intuitive		
				9	Committed/Dedicated							39	Joyful/Happy		
				10	Communication							40	Kindness		
				11	Compassion							41	Listener		
				12	Conviction							42	Love/Caring/Sharing		
				13	Curiosity							43	Loyalty		
				14	Courage							44	Marriage		
				15	Continuing education							45	Openness		
				16	Creative/Inventive							46	Play/Leisure time		
				17	Drive							47	Patient		
				18	Even tempered							48	Perseverance		
				19	Faith/Devotion/Spiritual							49	Power/Title/Money		
				20	Family							50	Preparedness		
				21	Focus							51	Productive		
				22	Forgiving							52	Resilience		
				23	Friends							53	Risk taking		
				24	Generous							54	School/Learning		
				25	God-consciousness							55	Sex		
				26	Good companion							56	Supportive		
				27	Good income							57	Take charge		
				28	Good parent							58	Teachable		
				29	Good worker							59	Toughness		
				30	Health							60	Trust		
				31	Higher Purpose							61	Understanding		
				32	Honesty							62	Unselfish		
				33	Humor							63	Willingness		

ACTION (2) Format For A Step Four Inventory – page 19 (For additional space use the Asset Supplement List p22)

ASSET	HOW WAS IT EXPRESSED AND/OR VIOLATED



Fill in the problem area  
you are currently working on.

### MY RESENTMENT LIST BOXES

**Day Thirteen – Workbook One: Pages 23 - 24**

ACTION (3) Format For A Step Four Inventory – page 19

When we re-feel this violation our re-feeling qualifies it as resentment. All resentments are directly or indirectly caused by a violation of our assets. Note your choices by marking the columns: **(R)** Rarely - **(S)** Sometimes - **(O)** Often - **(I)** Intense or very Important

R	S	O	I	#	RESENTMENTS	R	S	O	I	#	RESENTMENTS
				1	Abandonment					21	Infidelity
				2	Addiction					22	Insensitivity
				3	Alcoholism					23	Insults
				4	Backbiters					24	Jealousy
				5	Being used					25	Judgmental
				6	Condemnation					26	Pride
				7	Condescending					27	Perfectionism
				8	Controlling					28	Projecting my guilt
				9	Depredation					29	Manipulation
				10	Dishonesty					30	Negativity
				11	Disloyalty					31	Rejection
				12	Disrespectful					32	Self-centeredness
				13	Driven					33	Selfishness
				14	Envy					34	Self-righteousness
				15	Fear					35	Slight
				16	H-A-L-T					36	Toxic thinking
				17	Isolation					37	Too much thinking - no action
				18	Illusions					38	User
				19	Inconsiderate					39	What others are
				20	Indifference					40	What others have

ACTION (3) Format For A Step Four Inventory – page 19 -- (For addition space use the Resentment Supplement List p24)

Write out at least three of your worse resentments. ***Then do the rest of your resentments using the same format.***

- In column one write the name of person, place or thing.
- In column two write the cause – what was or was not done -- take away or not given.
- In column three write which of your important assets were violated.
- In column four write what your part was. (See p27 My Part)
- In column five write what was affected. (See p27 Affects My)

Resentful At:	The Cause Of My Resentment	Asset p21 Violated	My Part P27	Affects My P27

Fill in the problem area  
you are currently working on.

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RESENTMENT SUPPLEMENT LIST

Write out **the rest of your resentments using the same format.**

- a. In column one write the name of person, place or thing.
- b. In column two write the cause – what was or was not done -- take away or not given.
- c. In column three write which of your important assets were violated.
- d. In column four write what your part was. (See p27 My Part)
- e. In column five write what was affected. (See p27 Affects My)

Resentful At:	The Cause Of My Resentment	Asset p21 Violated	My Part P27	Affects My P27

Fill in the problem area you are currently working on.

**FORGIVENESS LIST BOXES**  
**Day Fourteen – Workbook One: Pages 25 - 26**

**The willingness to forgive is the key to all healing in all types of relationships.** The key to an open mind is the willingness to forgive. The key to self-forgiveness is the willingness to forgive others. The key to our spiritual growth and awakening is the willingness to forgive. We may not be able to forgive for one “reason” or another but we can be willing even if our only motive is selfish, like “I just don’t want to feel this way or I’m tired of being negative and resentful.”

The ability to realize the importance of forgiveness is often dismissed with little or no thought. One possible reason may be as simple as not knowing how to forgive. Often we are just unable to forgive or let go. More often it is from the core belief that when someone does something “wrong”, even if that someone is ourselves, they

must be found guilty and punished. Yet when we are wrong most would love to be forgiven quickly. Not only that, we don’t want to see our “crime” made into a capital crime. If I want this kind of forgiveness, I must be willing to extend it to others.

A naive person both forgives and forgets; a stupid person nether forgives or forgets; a wise person forgives but does not forget. The wise person can use this experience of love to share even more than ever.

Remember this: What I can do is my responsibility; all else is God’s responsibility. So all I can do at any given time is to be willing; that’s enough. Let our Higher Power do the rest.

ACTION (4) Format For A Step Four Inventory – page 19

Note your choices by marking the columns: **(R)** Rarely - **(S)** Sometimes - **(O)** Often - **(I)** Intense/very Important.

R	S	O	I	#	WHY I AM WILLING	R	S	O	I	#	WHY I AM UNWILLING OR UNABLE
				1	I have a lot more to gain					14	Alone is better than hurt
				2	I want the problem corrected					15	I can’t let go
				3	I want this relationship					16	I don’t know how to forgive
				4	I want to be forgiven					17	Fear being taken advantage of
				5	I want to be free					18	I seek revenge
				6	I want to build a trust					19	I stuffed it
				7	I want to experience peace					20	I suffered and they went free
				8	I’m willing to let God do for me					21	I want to punish them
				9	I’ll forgive but I won’t forget					22	I’m no fool
				10	I’m tired of being fearful					23	I’m scared to
				11	I’m tired of being negative					24	I’m withholding/withdrawing
				12	I’m tired of being resentful					25	Shows that I approve of ( )
				13	It is the loving thing to do					26	Some like to hurt others
										27	They didn’t forgive me
										28	They don’t deserve it
										29	They really did hurt me
										30	They will do “it” again
										31	They will go unpunished

- ACTION: a. Write in column one what you are having the most problem forgiving.  
 b. Write in column two what you are willing and able to do and what you are not.  
 c. For additional space use the Forgiveness Supplement List p26.

WHO OR WHAT	WHAT’S GOING ON WITH THIS FORGIVENESS



Fill in the problem area  
you are currently working on.

**MY PART LIST BOXES**  
**Day Fifteen – Workbook One: Pages 27 - 28**

*“It is a spiritual axiom that every time we are disturbed, no matter what the cause, there is something wrong with us.” (12 and 12 Alcoholics Anonymous reprinted with permission) My Part comes directly from my personal “reality”, (rules, patterns, habits of thoughts and feelings, belief systems). ACTION (4) Format For A Step Four Inventory – page 19*

Note your choices by marking the columns: **(R)** Rarely - **(S)** Sometimes - **(O)** Often - **(I)** Intense/very Important

R	S	O	I	#	MY PART	R	S	O	I	#	MY PART	R	S	O	I	#	MY PART
				1	Anger					9	Lust					17	Saving face
				2	Broken word					10	Negativity					18	Self-pity
				3	Delusion					11	Perfectionism					19	Self-seeking
				4	Fear					12	Playing God					20	Selfishness
				5	Gluttony					13	Poor decision					21	Sloth
				6	Greed					14	Pride					22	Stubborn
				7	Guilt					15	Procrastinate					23	Withdraw
				8	Insecurity					16	Revenge					24	Withhold
MY PART					WHAT I DID OR DID NOT DO AS MY PART. (INTENSE OR VERY IMPORTANT)												

**AFFECTS MY LIST BOXES**

ACTION (4) Format For A Step Four Inventory – page 19

Our instincts like all of our Creator’s Gifts can be used for our fulfillment or our destruction, our choice.

R	S	O	I	#	SOCIAL INSTINCTS	R	S	O	I	#	SECURITY INSTINCTS	R	S	O	I	#	SEX INSTINCTS
				1	Able to relate					12	Ambitions					23	Abnormal
				2	Acceptance					13	Emotional					24	Abuse
				3	Ambitions					14	Financial					25	Acceptable
				4	Belonging					15	Home					26	God given
				5	Fame					16	Job					27	Hidden
				6	Forgiveness					17	Material					28	Jealousy
				7	Love					18	Power					29	Loving Union
				8	Productive					19	Safety					30	Masturbation
				9	Relationships					20	Spiritual					31	Needy
				10	Respected					21	Trust					32	Normal
				11	Self-esteem					22	Worth					33	Relief
																34	Safe
																35	Unacceptable
																36	Withholding

For additional space use the Supplement List on p28

WHICH INSTINCT	HOW DID THIS INSTINCT COME INTO PLAY (INTENSE OR VERY IMPORTANT)

<i>Fill in the problem area you are currently working on.</i>	
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**MY PART SUPPLEMENT LIST**

- a. Write in the left-hand column one of your (I) Intense/very Important My Part words.  
 b. Write in the right-hand column what you did or did not do as your part.

MY PART	WHAT I DID OR DID NOT DO AS MY PART. (INTENSE OR VERY IMPORTANT)

**AFFECTS MY SUPPLEMENT LIST**

- a. Write in the left-hand column one of your (I) Intense/very Important instinct.  
 b. Write in the right-hand column how this instinct came into play.

WHICH INSTINCT	HOW DID THIS INSTINCT COME INTO PLAY (INTENSE OR VERY IMPORTANT)

Fill in the problem area you are currently working on.	
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**MY FEAR LIST BOXES**  
**Day Sixteen – Workbook One: Pages 29 - 30**

Fear gains much of its “power” by our trying to avoid looking at it, feeling it, or running away from it. When we turn and face our fears their nature will change into one of two things:

1. This fear is a real problem that calls for a solution or acceptance.
2. This fear is an illusion that we made up.

ACTION (4) Format For A Step Four Inventory – page 19

Note your choices by marking the columns: **(R)** Rarely - **(S)** Sometimes - **(O)** Often - **(I)** Intense/very Important.

R	S	O	I	#	COMMON FEARS	R	S	O	I	#	COMMON FEARS
				1	11 <sup>TH</sup> hour of my life					17	I won't get what I want
				2	Abandonment					18	I'll be paid back
				3	Accidents					19	Incapable to love or be loved
				4	Any form of lack					20	Loss of a loved one
				5	Authorities - God					21	Loss of a relationship
				6	Being alone					22	Never enough
				7	Being taken advantage of					23	No loving God-conscious
				8	Can't have children					24	No one to share with
				9	Can't meet my financial needs					25	Not liked or loved
				10	Certain types of people					26	Poor health
				11	Change					27	Projecting my anger
				12	Disapproval					28	Rejection
				13	Failure					29	Success
				14	Fear of being a fool					30	Stuck, can't really change
				15	Fearful of having children					31	Unable to realize my purpose
				16	Have no real value					32	Weird imagination

ACTION (4) Format For A Step Four Inventory – page 19

ACTION: 1. In column one list write the name of the person, place or thing you fear the most, that most intense fear. 2. In column two write the cause: what was or was not done – taken away or not given. 3. Is this Fear Rational (R) or Irrational (I) mark one of the right hand Columns. For additional space use the Fear Supplement List on p30

FEARFUL OF:	THE CAUSE OF THIS FEAR	R	I



Fill in the problem area you are currently working on.

## HOW I HARMED OTHERS LIST BOXES

*Day Seventeen – Workbook One: Pages 31 - 32*

ACTION (4) Format For A Step Four Inventory – page 19

Note your choices by marking the columns: **(R)** Rarely - **(S)** Sometimes - **(O)** Often - **(I)** Intense/very Important.

R	S	O	I	#	WHAT I DID OR DID NOT DO	R	S	O	I	#	WHAT I DID OR DID NOT DO
				1	Withholding					15	Lied
				2	Withdrawing					16	Manipulated
				3	Betrayed my loved one					17	Put other down
				4	Blamed					18	Shut down
				5	Changed addictions					19	Snooped
				6	Criticized					20	Talk one way, act another
				7	Distrusted					21	Took what was not mine
				8	Empty promises					22	Was a no show
				9	Enabled someone					23	Was controlling
				10	Gossiped					24	Was dishonest
				11	Got “even”					25	Was jealous
				12	I’m a user					26	Would not forgive
				13	Irresponsible					27	Was in denial
				14	Lack of communication						

ACTION: Review your Assets p21 – Resentments p23 – Forgiveness p25 – Step Eight Worksheet p36

- a. In column one list write the name of the person, place or thing you harmed the most.
- b. In column two write the cause: what was or was not done – taken away or not given.
- c. In column three write My Part and column four Affect My (see these List Boxes p28)

I HARMED:	WHAT I DID OR DID NOT DO TO CAUSE THE HARM:	My Part	Affects My

## HOW I HARMED MYSELF LIST BOXES

ACTION (4) Format For A Step Four Inventory – page 19

S	O	I	#	WHAT I DID OR DID NOT DO	R	S	O	I	#	WHAT I DID OR DID NOT DO
			1	I bankrupted myself financially					11	I hurt myself spiritually
			2	I compromised myself					12	I lied to myself
			3	I could not trust myself					13	I made myself ill
			4	I cut myself off from love					14	I punished myself
			5	I denied God’s Presence					15	I withheld/withdrew
			6	I denied my individual purpose					16	I would not ask for help
			7	I hurt myself emotionally					17	I would not forgive myself
			8	I hurt myself mentally					18	Lost of respect of others/myself
			9	I hurt myself physically					19	I was in denial
			10	I hurt myself socially						

Use the Supplement page or the facing page or a separate sheet of paper as you run out of space.

I HARMED:	WHAT I DID OR DID NOT DO TO CAUSE THE HARM:	My Part	Affects My
Myself			



## EXPANDED INVENTORY WORKSHEET FOR STEP FOUR - HOW TO USE IT

*Days Eighteen, Nineteen, and Twenty – Workbook One: Pages 33 - 37*

**THE WHY** INVENTORY WORKSHEET – HOW TO USE IT - This is a detailed guideline on how to use the Inventory Worksheet. It will walk you through this useful form with an example for each box. This Worksheet is such an important tool to our process. It allows us to experience how different parts of our experience fit together all on the same page. There is a great deal of information that will be generated on this one form which will give us a more complete picture as to what happened in an important life experience.

**ACTION** Review the inventory work you have done to this point. This should help you recall your absolutely worst resentment for the first use of this worksheet. Fill in all the boxes on the Inventory Worksheet as they pertain to that resentment. Now follow this format with all of your major resentments, at least three. If the information generated by the above action does not list each of your worst fears, your most valuable Asset, your worst harms done to others or yourself, and/or the absence of Forgiveness, take another Inventory Worksheet for each of these until all are covered.

**ABOUT THE W/S FORM** This INVENTORY WORKSHEET form, can be used as a stand-alone following THE FORMAT FOR A STEP FOUR INVENTORY or in concert with the other inventories,(see MORE CHOICES OF INVENTORIES in THE BOOK OF INVENTORIES). You may choose to use this Inventory Worksheet as is and run off as many copies as needed or you may want to use a blank sheet or set it up on your computer. In any case we suggest that you follow the same outline in this form and keeping everything on one page.

**COLUMN (A)** **Write out your question or statement.** All inventories begin with a direct or implied question. The question in the following example is the first question in the Traditions Inventory in THE BOOK OF INVENTORIES

**COLUMN (B)** **Write your response to that question or statement.** Having both the question or statement and your response to that question at the top of the page will help you stay focused.

**Generate Your Own Questions** Instead of using one of the enclosed inventories you may choose to ask yourself simple questions such as: Who or what are my most intense resentments? Who or what do I fear the most? How have I really harmed others and/or myself. What are my greatest or important assets that are being expressed or violated? Just what is my part and how has this affected me. If you focus all of your questions in one area of your life you will find that you will get responses which will be much more useful.

(A) A QUESTION OR STATEMENT:	<i><b>List examples where your selfish or self-centeredness got in the way of unity, love or “our common welfare.”</b></i>
(B) RESPONSE:	<i><b>My wife did not love me as I felt she “should” so I found a mistress, she understood me and was a good drinking partner. One day I was a little drunk and I took my mistress by the office, and Brown told my wife and my boss. Everyone knows Brown is after my wife and job.</b></i>

**COLUMN (C)** **I AM RESENTFUL AT:** In this column write the name of the person, institution: business, church, law officers, medical, IRS, governmental, etc., or a principle: code, rule, commandment, ideal, doctrine, tenet, dogma, etc., that you feel resentful toward, living or dead. (see Resentment List Boxes p23 Book One. Resentment comes from a root word, which means to re–feel. Anger is not a resentment unless we continue to dwell on it.

**COLUMN (D)** **WHAT WAS THE CAUSE OF THIS RESENTMENT?** Write what was or was not done, taken away or not given.

## EXPANDED INVENTORY WORKSHEET FOR STEP FOUR - HOW TO USE IT

<b>(C) I AM RESENTFUL AT:</b>	<b>(D) WHAT WAS THE CAUSE OF THIS RESENTMENT?</b>
<i>Mr. Brown</i>	<i>His attention to my wife – Told my wife of my mistress – He’s after my job.</i>

**COLUMN (E)**                    **ASSET(S):** Write your asset in this column. An Asset is a useful or valuable quality, person, or thing, anything you value. Something that contributes to your well-being, realized in yourself or others, see Asset List Boxes p21 Book One as a thought starter.

**COLUMN (F)**                    **HOW WAS THIS ASSET EXPRESSED OR VIOLATED?** Write how you express the experience of fulfillment or how you experienced the violation of this asset. Assets and resentments go hand and glove. When you have a problem identifying your assets look at what you resent and you will find one of your assets has been violated. When you cannot identify your resentments ask yourself who has violated one of your important assets.

<b>(E) ASSET (S):</b>	<b>(F) HOW WAS THIS ASSET EXPRESSED – OR -- VIOLATED?</b>
<i>Love – Trust -- Security</i>	<i>My wife no longer believes I love her – No one seems to trust me any longer – His telling my boss about my drinking too much may cost my job.</i>

**COLUMN (G)**                    **RECEIVING AND GIVING LOVE:** Write how you did or did not receive and/or give the love you are, (Second Spiritual Gift). Are you looking to someone other than God or your Higher Self to fulfill this love?

**COLUMN (H)**                    **VALUED AS THE INDIVIDUAL I AM:** Write how you did or did not have your purpose, worth, or meaning valued or respected. Are you looking to someone other than God or your Higher Self to fulfill this?

<b>(G) RECEIVING AND GIVING LOVE:</b>	<b>(H) VALUED AS THE INDIVIDUAL I AM:</b>
<i>I didn’t feel like my wife loved me any more and I wanted and needed love so much I started looking around – I must have someone to love and I must be loved.</i>	<i>No one seems to respect me. I know I am of more value than I have been demonstrating – My life has to mean something and some purpose or I can’t make it.</i>

**CHANGED THE “CRIME”**                    One of the reasons we are unable to let go of the past is that we have stuffed the way we felt at the time of the “crime.” Most often we had intense feelings when the cause of the resentment took place. Most likely our thoughts, feelings and understanding has changed. We want to note how it was and how it is today.

**COLUMN (I)**                    **WHAT WAS MY PART AT THE TIME?** Write out what you remember about your part in the resentment you are responding to above, when you first got resentful or hurt, (My Part List Boxes, p27)

**COLUMN (J)**                    **HOW WAS I AFFECTED AT THE TIME?** Write out what you remember about how you felt and which aspect of which instinctive need was affected at the time you first got resentful or hurt, (see Affects My List Boxes p27- Book One)

**COLUMN (K)**                    **HOW DO I SEE MY PART TODAY?** Write out the way you see your part today. Has it changed?

**COLUMN (L)**                    **HOW AM I AFFECTED TODAY?** Write out the way you are still affected today. Has this changed?

EXPANDED INVENTORY WORKSHEET FOR STEP FOUR - HOW TO USE IT

(I) WHAT WAS MY PART AT THE TIME? <i>I shouldn't have gone by the office drunk with my mistress – then Brown couldn't have told my wife or my boss anything</i>	(J) HOW WAS I AFFECTED AT THE TIME? <i>I was really under a lot of presser at home, at work and with my mistress. It was a very stressful time and I had to drink more.</i>
(K) HOW DO I SEE MY PART TODAY? <i>I was so self-centered, lustful and disloyal to my wife and my job and I drank too much</i>	(L) HOW AM I AFFECTED TODAY? <i>It was a turning point. I was caught and my denial came down.</i>

- COLUMN (M)            **I AM FEARFUL OF:** Write the name of the person, place or thing you are fearful of.
- COLUMN (N)            **WHAT WAS THE CAUSE OF THE FEAR?** Write out what was or was not done, taken away or not given.
- COLUMN (O)            **(R) RATIONAL (I) IRRATIONAL:** Check which column fits your present understanding. By rational we mean that we have a real problem calling for a solution or acceptance. An irrational fear is one based on our illusions or an old outdated habit of thought or feeling. (See Fear List Boxes p29 Book One)

(M) I AM FEARFUL OF:	(N) WHAT WAS THE CAUSE OF THIS FEAR?	(O)	
		R	I
<i>Brown and my wife and job loss</i>	<i>That my wife will leave me That Brown will get my wife and my job I will be broke and alone if I don't change</i>	X  X	  X

- COLUMN (P)            **I HARMED:** Write the name of the one you harmed.
- COLUMN (Q)            **WHAT I DID OR DID NOT DO TO CAUSE THE HARM:** Write what you did or did not do to cause the harm.
- COLUMN (R)            **HOW DID I HARM MYSELF?** This is the one person we always harm in one-way or another. Write how you did harm yourself. (see Harm List Boxes p31 Book One).

(P) I HARMED:	(Q) WHAT I DID OR DID NOT DO TO CAUSE THE HARM:	(R) HOW DID I HARM MYSELF?
<i>My wife – Brown and my mistress</i>	<i>I was unfaithful to my wife, I used my mistress and I burned Brown.</i>	<i>I was so into self I separated myself from love</i>

- COLUMN (S)            **AM I WILLING AND ABLE TO FORGIVE THIS PERSON?** Write out your answer. All inventories begin with a direct or implied question.
- COLUMN (T)            **AM I WILLING AND ABLE TO FORGIVE MYSELF?** Write your answer. Most of the time it is easier to forgive someone else than us. If all fails try this: I am willing just for this one instant to forgive everyone including myself completely but I am unable. What we can do is our responsibility - everything else is up to our Higher Power, even forgiveness. (See Forgiveness List Boxes p25 Book One)

(S) AM I WILLING AND ABLE TO FORGIVE THIS PERSON?	(T) AM I WILLING AND ABLE TO FORGIVE MYSELF?
<i>Yes – I am willing and able</i>	<i>Yes – I am willing but not able</i>

<i>Fill in the problem area you are currently working on.</i>	
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(A) A QUESTION OR STATEMENT:	
(B) RESPONSE:	

(C) I AM RESENTFUL AT:	(D) WHAT WAS THE CAUSE OF THIS RESENTMENT?

(E) ASSET(S):	(F) HOW WAS THIS ASSET EXPRESSED – OR -- VIOLATED?

(G) RECEIVING AND GIVING LOVE:	(H) VALUED AS THE INDIVIDUAL I AM:

(I) WHAT WAS MY PART AT THE TIME?	(J) HOW WAS I AFFECTED AT THE TIME?

(K) HOW DO I SEE MY PART TODAY?	(L) HOW AM I AFFECTED TODAY?

(M) I AM FEARFUL OF:	(N) WHAT WAS THE CAUSE OF THIS FEAR?		(O)
		R	I

(P) I HARMED:	(Q) WHAT I DID OR DID NOT DO TO CAUSE THE HARM:	(R) HOW DID I HARM MYSELF?

(S) AM I WILLING AND ABLE TO FORGIVE THIS PERSON?	(T) AM I WILLING AND ABLE TO FORGIVE MYSELF?

Fill in the problem area you are currently working on.	
--	--

(A) A QUESTION OR STATEMENT:	
(B) RESPONSE:	

(C) I AM RESENTFUL AT:	(D) WHAT WAS THE CAUSE OF THIS RESENTMENT?

(E) ASSET(S):	(F) HOW WAS THIS ASSET EXPRESSED – OR -- VIOLATED?

(G) RECEIVING AND GIVING LOVE:	(H) VALUED AS THE INDIVIDUAL I AM:

(I) WHAT WAS MY PART AT THE TIME?	(J) HOW WAS I AFFECTED AT THE TIME?

(K) HOW DO I SEE MY PART TODAY?	(L) HOW AM I AFFECTED TODAY?

(M) I AM FEARFUL OF:	(N) WHAT WAS THE CAUSE OF THIS FEAR?	(O)	
		R	I

(P) I HARMED:	(Q) WHAT I DID OR DID NOT DO TO CAUSE THE HARM:	(R) HOW DID I HARM MYSELF?

(S) AM I WILLING AND ABLE TO FORGIVE THIS PERSON?	(T) AM I WILLING AND ABLE TO FORGIVE MYSELF?



Fill in the problem area  
you are currently working on.

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RULES/PATTERNS WORKSHEET SUPPLEMENT LIST

Date \_\_\_/\_\_\_/\_\_\_

My Growing up rule for:	My Current rule for:	My Desired rule for:

My Growing up rule for:	My Current rule for:	My Desired rule for:

My Growing up rule for:	My Current rule for:	My Desired rule for:

My Growing up rule for:	My Current rule for:	My Desired rule for:

My Growing up rule for:	My Current rule for:	My Desired rule for:

My Growing up rule for:	My Current rule for:	My Desired rule for:

Fill in the problem area  
you are currently working on.

## RULES/PATTERNS LIST BOXES

*Day Twenty-two – Workbook One: Page 40*

The following rules/patterns are common to most of us. The first three, the Three Spiritual Gifts are primary patterns and they are not subject to any real change. We came equipped with these three Spiritual Gifts even though we are not fully awakened to them. After you identify your patterns by marking the columns you

choose, go back over them and give a “make fun of” name. This name can be useful in discrediting the old rules/patterns and building new ones. This process will be used in some of the remaining Steps. ***These patterns are suggestions only, if you cannot find a pattern in the following that serve your needs, make up your own list.***

ACTION (8) Format For A Step Four Inventory – page 20

Note your choices by marking the columns: **(R)** Rarely - **(S)** Sometimes - **(O)** Often - **(I)** Intense/very Important.

“Make fun of” name	R	S	O	I	#	These rules/patterns are being violated or complied with. Violated and complied with are just two sides to the same rule/pattern.
					1	Awakening to the Presence of our Higher Power.
					2	Awakening to the Love that we are.
					3	Awakening to the individual we were created, with purpose, meaning.
					4	At some level I know I am of more worth or value than I can prove.
					5	I look to other people, places and things to determine my: worth, meaning, purpose, happiness, sadness, fulfillment, etc.
					6	I compromise myself to get what I need or want, then resent it.
					7	I have been in denial.
					8	I practice the “law” of lack, never enough of anything (love, money, time, etc.).
					9	I am quick to forgive. I seek correction. I realize that guilt and punishment are an illusion, like a drug, a quick fix.
					10	I “know” that all must be controlled with guilt and punishment, even myself.
					11	I project my experience and beliefs, and call it reality.
					12	At some level I know I am far more loving than I am able to give or receive.
					13	The beginning of a relationship (love, friends, business, etc.) is like this: I believe you believe in me, that I am special. The beginning of the end of this relationship is when I no longer believe you believe in me.
					14	I resist change. I am likely to procrastinate.
					15	I blame the past, project the negative stuff on the future, and fear the present.
					16	I experience fear in most areas of my life including success and love.
					17	I have to earn everything I get or know the “right” people or get lucky.
					18	I have hurt others, but the harm was done without malice.
					19	I judge by such high standards that all must fail. I am driven by perfectionism.
					20	I change roles within the same pattern, thinking I have changed: i.e., one time a victim, the next time the aggressor; or I am a user the next time I am being used.
					21	I make “deals” and promises, but I don’t keep them.
					22	What I can have I don’t want, and what I want I can’t have.
					23	I lack the ability to form a true relationship with another human being.
					24	I feel like I don’t belong. I feel an emptiness that no one or no thing can fill.
					25	I keep attracting the same kind of sick relationships (love, business, friends, etc.)
					26	I just cannot find the willingness to do whatever “it” takes.
					27	I’m doing just great, and then I fall back into an old rut. I am having a rebound.
					28	I am too negative, fearful and angry so I withhold and withdraw.
					29	I have a lot of problems with jealousy.
					30	
					31	
					32	



## STEP FIVE - (INTEGRITY)

### ADMITTED TO GOD, TO OURSELVES AND TO ANOTHER HUMAN BEING THE EXACT NATURE OF OUR WRONGS.

*Day Twenty-three* - Alcoholics Anonymous: **Pages 72 through 75** (Auto cassette reading time 5 minutes)

*Day Twenty-three* - Twelve Steps and Twelve Traditions: **Step Five** (Auto cassette reading time 15 minutes)

*Day Twenty-three* - Workbook One: **Page 42 - 43**

Al Kohallek had promised himself that he would never tell anyone his secrets; so, when he got to the Fifth Step he balked. He thought he could find an easier, softer way. But he could not.

Al: I've already talked to my Higher Power about my "secrets" and I see no reason to tell anyone else. It came to me that if I tell someone everything, that person could blackmail me into doing his or her will. Shall I move on to Step Six?

Lou-is: Admitting to our Higher Power and to ourselves everything is two-thirds of this Step and I may add the easier part. But it will not get the job done. We are most likely to go from one extreme of guilt and remorse to the other extreme of rationalizing our part away. Here are some of the reasons for taking this vital Step:

1. Most of us have always dreamed of having someone to love and accept us just the way we are. Only by sharing with another human being everything can we hope to experience this love and acceptance to the max.
2. The Big Book states; **if we skip this vital step, we may not overcome drinking. And there is very little chance of our being restored to sanity.**
3. Some of us gain that feeling of belonging.
4. We are very likely to experience a God - consciousness or a spiritual awakening.
5. Our "secrets" take a great deal of energy to support. Letting go of them will release the energy we are using to hold them back.
6. By the way, I've never heard of anyone being blackmailed after doing their Fifth Step, but I have heard of a lot of people experiencing freedom and a peace of mind for the first time.

#### PREP WORK

Lou-is: I have some prep work for the Step Five:

1. Review all of your responses to the questions and/or statement up to this point. This includes your written responses, your List Boxes, and the Step Eight Worksheet.

2. Be ever so mindful of your patterns (experiences that you repeat.) Even if it was with different people, places, things or forms. These patterns (habits of thoughts and feelings) are one of, if not the most important parts of this process. These patterns make up your personal "reality," and are the key to long-term recovery, and personal growth.
3. These patterns will play a vital part of Steps Six and Ten
4. As we go through our review, we continue our preliminary work on Step Eight. As we are preparing we may uncover additional harms done and/or people we are unable to forgive. Add these to your Step Eight Worksheet.

Al: Who's going to listen to my Fifth Step?

Lou-is: It is very important that you find the right person to confide in. We believe that it is best if you can share with a person who has finished his or her own Fifth Step. If this person is living the Program he/she will have a better understanding of what it is you are trying to do. However, you may not be able to find someone you could trust in your present group. You may have to go outside of our Program. Many of us do our first time Fifth Step with a non-Program person. The main thing is that you feel that you can trust this person. This should enable you to be as honest as you can at the time.

We would caution you about taking this Step with someone too close to you or one that you have an ax to grind. Someone could be hurt if you are really honest. It would be wise to question your own motives.

Ask this person to help you identify your patterns. Show this person a copy of your pattern list. They may have additions to your list or ask you to clarify the pattern. You may find you have a lot in common; on the other hand you may not even come close. Remember it is your inventory, your patterns, which means in the end you are the one who will gain or fail to gain from those patterns directly.

<i>Fill in the problem area you are currently working on.</i>	
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Lou-is suggested that Al makes a list of the possible people that he could or would take this vital step with. Al listed those people that he thought would most benefit him by taking his Fifth Step with them. In the first column he put their names. In the second column he wrote

what he believed to be any benefits or advantages in doing it with that person. In the third column he wrote what he thought or felt could be any possible problems, and he listed his fears.

NAME	BENEFITS - ADVANTAGES	PROBLEMS - FEARS

Lou-is also suggested that Al set the date, a starting time, and the approximate amount of time to set aside to complete it, with the person he had chosen. Reminding him to be sure that each would be free to take all the time needed.

DATE	START TIME	UP TO TIME	PLACE	PERSON	PHONE #

Ask this person what the format will be used for taking the Fifth Step (what should Al expect). Write out any questions you may have or any part of the process you may want that person to clarify before you begin.


LAST MINUTE REVIEW	Review the inventory work you have done to this point. This should help you discover additional questions. Perhaps a few more assets, resentments, fears, harms, need for forgiveness, love and understanding, etc. If so add these and respond to them.
UPGRADE	After finishing your Fourth Step and preparing for your Fifth Step by reviewing your work up to that point, you may have new insights about an item's frequency, intensity or importance, if so come back to the List Boxes and make your changes in rating: <b>(R)</b> - <b>(S)</b> - <b>(O)</b> and <b>(I)</b> columns, plus any additional items. Do this before you begin your Fifth Step. These two additional actions will help you with your prep work for the following Steps.

Al trusted Lou-is, so he decided to take his Fifth Step with him. Also, Lou-is already knew a lot about him. Al did what was suggested. He pocketed his pride and went to it, illuminating every twist of character, every dark cranny of the past. Once he had taken this Step, withholding nothing, he was delighted. He had his first spiritual experience. He felt for the first time that another human accepted him just as he was. He felt a new freedom.

Some of those things Al had kept hidden for so many years lost their power over him. For the moment Al felt like a free man, but Lou-is reminded him there was a lot of work yet to be done. A few days after Al had taken his Fifth Step, he was working with a newcomer and found himself sharing one of his secrets in order to help the newcomer. He told us later what a wonderful thing it was to be able to help another with sharing his experience of a secret he was sure he would take to the grave.

**STEP SIX - (WILLINGNESS)**  
**WERE ENTIRELY READY TO HAVE GOD REMOVE ALL THESE DEFECTS OF CHARACTER.**

*Day Twenty-five* - Alcoholics Anonymous: **Page 76** (Auto cassette reading time 1 minute)

*Day Twenty-five* - Twelve Steps and Twelve Traditions: **Step Six** (Auto cassette reading time 13 minutes)

*Day Twenty-five* – *Workbook One: Pages 44 - 45*

The key to this Step is in the wording. Were entirely ready to have God remove all these defects of character. First of all, we really want something when we are entirely ready. This really wanting something is often the beginning of healing. Second, it is God that is to remove all, not us alone and unaided. Third, the wording tells us which of our defects are to be removed, at this time, these, meaning that we have identified them.

Al: The rest of the Steps will be a piece of cake after taking my Fifth Step.

Lou-is: I want to remind you not to take any of the Steps too lightly. Each Step is an important part of the process. In case you have forgotten our minds will play tricks on us. For example, with this Step our conscious mind tells us, “Of course, I want all of these defects removed.” Knowing now just how harmful, useless, or painful these defects are, I will just let them go. Two problems with that well intended statement. First, generalizing will not get it done. Second, we are not the ones to remove these defects, alone and unaided.

Lou-is: Once again, I am reminding you; just because something is simple does not make it easy. Now that you found some of your patterns, “these defects”, it will be useful for you to follow the following suggestions: (A)

1. That you take each one of “these defects” and ask yourself am I really ready to have God remove this?
2. If your answer is yes move on to the next defects (patterns).
3. If not go back to Step One just for that defect and run over the First Step Questions to help increase the pain of holding on to that defect.
4. If that is not enough to convince you, try this: We know that our problems, as with everything in this life, is progressive. Our problems will worsen if nothing really changes at the level of our habits (personal “reality”, patterns). With the passing of time we will get “better” at our defects. Another way to increase the pain of holding on to this defect is by extending it into the future.
5. What will it be like if this does not change in another year or five, ten, or twenty years?
6. Have you had enough or are you thirsty for more?

7. If you are now ready, continue this process until you have gone over each and every one of your defects.

Lou-is: Going over each defect in such detail will help us in a number of ways:

- (B)
- a. It will help us with our owning each of our defects, our defects center in our own mind.
  - b. We will be reminded just how powerless we are to remove these defects alone and unaided.
  - c. At the same time by doing something constructive about these defects we will experience a new level of hope.
  - d. It will help us see that some of our listed defects are just different parts of the same pattern. This will help us combine them, which is part of the next suggestion.

If you have followed this suggested process, you have gone over and over your uncovered defects, combining them into the smallest number of patterns. If you have not done that, please do so now.

Al: Yes, I have gone over them until I am even sick of them. I hope God is not too busy to remove them quickly.

Lou-is: You sound like one of us, “Do it quickly, at least by Friday so I can have a great weekend”. I find that I still have all the defects I had when I came in the Program. Those defects I have, experienced some healing by God’s Grace, have become assets, tools, and Early Warning Signals. Those defects do not come about as often, they don’t last long and they are not very intense. This is a sure sign of growth, and awakening.

Al: Do you expect me to be inspired after hearing that?

Lou-is: We are building a new way of life and we feel it’s so very important to understand it is a long-term process. It’s not another quick fix. We did not get here overnight but by practicing limited, sick and sometimes insane patterns, habits for many years. One important thing to remember, if we do the best job we can with this Program we will experience a way of life that is far beyond anything we could have dreamed of.



**STEP SEVEN - (HUMILITY)**  
**HUMBLY ASKED HIM TO REMOVE OUR SHORTCOMINGS.**

*Day Twenty-six* - Alcoholics Anonymous: **Page 76** (Auto cassette reading time 1 minute)

*Day Twenty-six* - Twelve Steps and Twelve Traditions: **Step Seven** (Auto cassette reading time 14 minutes)

*Day Twenty-six* – Workbook One: **Pages 46 - 47**

We have come a long way by the time we get to this very important Step. We have realized in the process of doing the first six Steps that:

1. We are truly lacking the power, the ability to really change. We are reminded that quick fixes are no longer enough.
2. We have by this time come to understand that we cannot consistently manage this problem we have been focusing on much less our total life.
3. We were able in most cases, to recall a time when something other than us, Higher than us, different than us did for us what we could not do for ourselves.
4. By listing those people, places and things that we are grateful for, we realized that we had far more than we thought. That list keeps growing as we add to it.
5. We begin to see how powerful our decisions and our willingness can be.
6. We begin to experience just how important it is that we set aside our old way of thinking and feeling so we can have a chance for a new understanding.
7. By experiencing the above listed things, it is easy to see/feel the importance of turning everything over to the kind of loving Higher Power, which we know has already helped us at some point in our life. We do have an invisible means of support.
8. We experience by now some of the benefits of staying focused on what is before us, one question or statement in one area, and our response to that area.
9. By responding as honestly as we could to the questions and statements, we have begun to realize how we have been running on automatic, habits of thoughts and feelings, and our little personal “reality” most of our lives.
10. We have identified some of our common patterns and we are starting to put them in their place by dishonoring and discrediting, by making fun of them.
11. We have been open with our Higher Power, another human and ourselves about what we have awakened to so far.
12. Most of us have had great relief and a feeling of acceptance and of love. Some have had a new God-consciousness.
13. We took a closer look at our defects, habits of thoughts and feelings, our personal “reality,” and we are now sure that we want our Higher Power to remove these.

Al: I did not like the idea of having to write so much when I began this process or of committing to working on it everyday. As I got into working it as part of the healing process, I saw it differently. I realized at some point that I was not playing a game, nor was I looking for a quick fix any longer. My life and the quality of my life were in question. Maybe an hour a day was after all a good investment to bring about healing and awakening to my spiritual gifts.

Lou-is: I find it interesting that I would spend every waking moment for days on just one resentment or fear. I was a lot like you, Al, when it came time to work on the healing process in the beginning, I resisted the suggestion that I should spend at least an hour a day on the solution. Is that insane or what?

Al: What is the difference between defects and shortcomings?

Lou-is: I heard that Bill W. was asked the same question and he replied that there was no real difference. He just didn't want to repeat the same word. However, sometimes our words have a hidden meaning that we are unaware of. By the time I got to my Fifth Step I felt very defective. Taking my Fifth Step with an understanding person and following it up with working on my Sixth Step, I knew that I was defective, but I became really ready to have God correct and remove these defects. I was now aware of these defects. Just wanting to trust that a loving God could and would remove my defective beliefs, habits, my little personal “reality,” gave me a new hope! The love I was being shown allowed me to believe that it was not my being defective as my coming up short.

Al: As I reflected on my past wrongs, I thought: I have done a lot of harm to others and myself. It was not my intention at the time to harm anyone, but I did. When these harms were taking place, as I see now, I was reacting to my “then reality”. Because I received so much love, forgiveness, and acceptance when I took my Fifth Step, I began to feel that it was more like a shortcoming, coming up short. The root word for sin means missing the mark, and that is the way I have come to believe a loving God views us. I am so grateful I had the experiences and the willingness to share them.

Fill in the problem area  
you are currently working on.

Lou-is: When I realized God, as I understood Him, was/is my only true Source, I was humbled at that moment, opened up and teachable. When we are aware of the fact that it is our Higher Power, and not ourselves,

alone and unaided, who is to remove our shortcomings, our decision to follow through becomes easier. If you are now ready and willing to be healed of these shortcomings, the following suggestions will prove useful.

**We are suggesting that you submit each of your shortcomings (patterns), to a form of the Serenity Prayer.**

There is some part of our shortcomings (defects, patterns, and personal “reality”) we may have to accept.

Example: We would be wise to accept the fact that we cannot change others, nor what was done or not done to us.

( A ). What is it about this pattern, shortcoming that I must accept?

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Most of the time there is at least some part of a pattern we can change, which may be mental, physical, emotional, social, or spiritual.

Example: We may not be able to stop one of our shortcomings that come into our consciousness, but we can stop dwelling on it for one moment at a time.

( B ). What is it about this pattern, shortcoming that I can change?

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Peace comes to us by grace. Most of us love the times when we experience even a few moments of it. When we are at peace everything seems to be in harmony, and there is the absence of conflict. Perhaps serenity is far more valuable in this human condition. Everything around us can be falling apart, but if we have the grace of serenity, we just know at some deeper level all is going to work out.

Example: If we are going to be open to change and healing, then we need the wisdom to know what we could change and what we need to accept. Sometimes we can be so sure we will be able to change and we cannot. At times we assure ourselves that we have accepted something, and we find that we have not even come close to acceptance.

We are suggesting that you ask for serenity as it may relate to each pattern.

We are suggesting that you ask for courage and wisdom as they relate to each pattern.

( C ). Ask God for the Serenity, Courage, and Wisdom to know the difference.


Fill in the problem area  
you are currently working on.

**STEP EIGHT - (BROTHERLY LOVE) (WILLINGNESS TO FORGIVE)  
MADE A LIST OF ALL PERSONS WE HAD HARMED, AND BECOME WILLING TO MAKE AMENDS TO  
THEM ALL.**

**Day Twenty-seven** - Alcoholics Anonymous: **Pages 76 through 84** (Auto cassette reading time 15 minutes)

**Day Twenty-seven** - Twelve Steps and Twelve Traditions: **Step Five** (Auto cassette reading time 11 minutes)

**Day Twenty-seven** – *Workbook One: Pages 48 - 49*

Lou-is: Step Eight is another one of our Steps that in principle is so very simple. It is the preparation for an all-important action, Step Nine. Like most things we will do a much better job if we are prepared to do so.

Al: So far every time you have made a point of just how simple something is going to be, you “suggest” a lot of additional work. I already have my list (Step Eight Worksheet).

Lou-is: The Step Eight Worksheet you filled in as you worked through your first Seven Steps is indeed a very good start on this Step. I remembered some additional harms done while focusing on Steps Five, Six, and Seven, when I was working on my patterns. Once I accepted the fact I had been driven by my habit patterns, names of others I had harmed by expressing the same pattern.

Al: What you call a very good start; most people in the Program call it a very good finish.

Lou-is: You’re right, but most of us settle for too little, for far too long. If we do the best we can on the current Step, it makes the next Step easier, and better. I remind you, these are Steps not an escalator. We cannot stop on Step One and ride to the top.

We suggest you make your list of those we had harmed in three (3) groups: First is the list of those we harmed, and we are ready, willing and able to make these amends. The second list is made up of those we harmed and are willing to make our amends to but unable to at this time. The third group is the people we harmed but are unwilling to make amends to them. Also we have included a format to help us with our forgiveness. Have you ever noticed a lot of those we harmed were those whom we had not forgiven?

Now we are ready for your Step Eight Worksheet. It should have the names of those you harmed and the harm done.

[ 1 ] This first group is for those you are ready, willing, and able to make amends to now. On a separate sheet of paper use the following format. We suggest that you go over your plan of action with your sponsor or someone

who has done some of their amends after you finished writing each group, before you set out on your Step Nine adventures.

Name of the one you harmed.

What you did or did not do to cause the harm.

How will you go about making this amend? Write down your plan of action for each amends.

[ 2 ] This group consists of those you are willing to make amends to but unable to for some reason at this time. After you finished writing this list share your thoughts and feelings about these amends with the person that is helping you work this Step. Ask yourself; are my reasons valid or am I just fooling myself out of fear or some

other form of resistance? For example, you may owe a great deal of money and you don’t have it. You can at least talk to these people and come up with some plan of action. In other words do all you can to upgrade this group-to-group one.

Name of the one you harmed.

Fill in the problem area you are currently working on.

What you did or did not do to cause the harm.

State why you are unable to make this amend now. Seek out someone to help you.

[ 3 ] In this group are the ones you are resisting or saying "no never". Our Higher Power could help if asked. We shall never be free holding on to the past. Pray for the willingness to take care of these amends. Put these people on a prayer "hit list." Pray for this person five times

a day (upon awakening, mid morning, noon, mid afternoon and before you go to sleep), for two weeks or whatever time it takes for you to experience that you have let it go.

Name of the one you harmed.

What you did or did not do to cause the harm.

State the form of the resistance and/or why you are unwilling or unable to make this amend.

FORGIVENESS is the key to all happy and loving relationships with God, others, and us. Sometimes the hurt seems to be too much for us to forgive. In this case willingness to forgive is the key. However, we may be unable or unwilling to forgive (check out the Forgiveness List Boxes). For those whom we have a difficult time forgiving it is suggested that you pray for the willingness to forgive. Put these people on a prayer "hit list." Pray for this person five times a day (upon awakening, mid morning, noon, mid afternoon and before you go to sleep), for two weeks or whatever time it takes for you to experience that you have forgiven.

Perhaps the most difficult is the forgiving of ourselves. There are a number of reasons for this, one being the fact that we have too much inside information, which includes an abundance of our falling short. We hear a lot of talk about this program and life in general being a process, going from limited to less limited ad infinitum. However, most of us believe some day we will graduate, once we get "it" right or when we earn "it." Instead of seeing each experience as a stepping-stone, we often view it as stumbling block, a cause for disappointment and this calls for guilt and punishment. The beatings will continue until we become perfect. We would be far ahead of the game if we would be willing to forgive quickly and seek correction, leaving the results to our Higher Power.

One of the most common problems with forgiveness is the forgiveness of those we have had long-term relationships with. We believe the primary reason is our changing the "crime" as the years roll by. We have forgotten what we were upset about when the "crimes" happen and we read in today's understanding. The following format

will help you let go of the past. God can and will do for us what we cannot do for ourselves, if we trust Him.

On a separate sheet write out the following:

1. Name of the one who harmed you.
2. What did they do or not do to harm you?
3. How did you react at the time the harm was done?
4. How did you feel and/or think at the time the harm was done?
5. What about now? How do you feel and/or think about the harm done?
6. How do you react when you think of, hear of, or see the one that harmed you?
7. Go to the right hand column of the Forgiveness List Boxes. Which of those items stand out?
8. Are you now willing to forgive so you can be free?
9. Now ask your Higher Power to bring about this forgiveness at all levels, even for this one moment. You can always take it back if you don't care for the freedom. It is important to seek the healing for the way you thought and felt at the time of the "crime" as well as the present.
10. As a rule it is useful to follow up after the forgiveness with a visit or a call to make sure the wall is down, unless it would cause the other person harm. When the thought of this person comes to mind, bless them and turn again to your Higher Power.

Fill in the problem area  
you are currently working on.

**STEP NINE - (LOVE IN ACTION) (JUSTICE - MAKING IT RIGHT)  
MADE DIRECT AMENDS TO SUCH PEOPLE WHEREVER POSSIBLE, EXCEPT WHEN TO DO SO WOULD  
INJURE THEM OR OTHERS.**

**Day Twenty-eight** - Twelve Steps and Twelve Traditions: *Step Nine* (Auto cassette reading time 6 minutes)

**Day Twenty-eight** – *Workbook One: Page 50*

"Good judgment, a careful sense of timing, courage, and prudence - these are the qualities we shall need when we take Step Nine." (12 and 12 Reprinted with permission)

This Step will go a long way to heal a relationship or end it. The main purpose is to let go of the past, to take walls down, to heal.

LIVING AMENDS - The best amends we can make for those we love and ourselves are living amends, by practicing these principles in all our affairs. Walk our talk. In Step Eight we wrote down some of the ways we were

willing to make amends. At the time we may have been too general. Now lets be a little more specific. On a separate sheet of paper make a list of specific things you are willing to do consistently as living amends.

INTO ACTION - After reviewing your Eighth Step Plan, make an appointment list. Make your amends in person, face-to-face, if possible, unless it could cause more harm. For example, if the person we need to make an amends to is an ex-lover, we need to question our motives. In addition, if this person has someone else in his life, your contact could cause more harm. Once again it is always wise to talk over your plan with your sponsor or another person that has some experience with making amends. At each stage of the process it would be wise to ask your Higher Power for the ability you need to be honest, willing and open-minded, loving, forgiving, wise or anything else that comes to mind.

**ACTION IS THE MAGIC WORD (An amends format)**

1. Make an appointment, asking for a few minutes of their time to clear something up. Try not to go into details at this time unless the person insists on doing so. This first contact is for the purpose of making an appointment. On a separate sheet of paper set up your appointment information, name – date – time – meeting place – phone number.
2. When you go for the appointment, you may say something like this; "I'm now in a Twelve-Step Program, which suggests that I clear up my past by making amends or I may not get well."
3. If this is/was a long term relationship, state the amends in general at first. This way the other person can fill in the thing they felt was the harm done.
4. You may choose to say something like this, "I was wrong and I deeply regret all the ways I have harmed you. I hope that I would do it differently now. I'm asking for your forgiveness, but you may be unable to forgive me. I can truly understand. I'm not sure I could if the shoe were on the other foot."

5. If they want to open up an area or be more specific, by all means do so. You are there to have the problem healed, to take walls down. So many times what you thought was the harm done and what they thought it was, are not even close.
6. On the other hand, you may choose to state the thing you regret straight out
7. If it's money to be repaid, make the best payback plan you can for now, one you can keep. Remember you are only giving back what was originally their stuff.
8. If it is a relationship problem, ask what you can do to make it right
9. Remember to take your Higher Power with you. Be willing to forgive both, them and yourself.
10. Most of the time if others see that we are sincere about this process, they are happy for us. However, there may be times when it does not go well. You are there to clear up your side of the street not theirs. So, get on with your life. Let our Higher Power do His Job, and we can go about doing our own.

A General rule: Make amends where the harm is done. Example: You have burned someone through gossip; make the amends to the one you gossiped with, and not the one you gossiped about.

Amends can be made to persons who have passed away. In your quiet time or meditation call this person into your presence. Talk to them the same as you would if they were face-to-face. Or, you may choose to write them a letter; saying all you need to say, then burn the letter. The most important thing is that you both be FREE to get on with life, their new life and your new life.

## CONTENTS

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### STEP TEN - (PERSEVERANCE)

#### CONTINUED TO TAKE PERSONAL INVENTORY AND WHEN WE WERE WRONG PROMPTLY ADMITTED IT.

*Day Twenty-nine* - Alcoholics Anonymous: *Middle of page 84 through 85* (Auto cassette reading time 3 minutes)

*Day Twenty-nine* - Twelve Steps and Twelve Traditions: *Step Ten* (Auto cassette reading time 14 minutes)

*Day Twenty-nine* – *Workbook One: Pages 51 - 52*

#### GROWTH STEPS

Steps Ten, Eleven, and Twelve are often called Growth Steps. We suggest that these three Growth Steps be used each day as a unit, as part of our way of life. These three Steps can help us stay focused in the present, in the Presence. At the beginning, during, and at the close of each day, we can invite our consciousness to focus on what we believe God's Will is for us. The spirit of these three Steps is vital to our awakening of our Three Spiritual Gifts, helping us walk our talk. Step Ten in our Big Book reminds us of this: "We have entered the world of the Spirit. Our next function is to grow in understanding and effectiveness. This is not an overnight matter. It should continue for our lifetime. Continue to watch for selfishness, dishonesty, resentment, and fear. When these crop up, we ask God at once to remove them. We discuss them with someone immediately and make amends quickly if we have harmed anyone. Then we resolutely turn our thoughts to someone we can help. Love and tolerance of others is our code." (Alcoholics Anonymous page 84, reprinted with permission)

Lou-is wants to impress on Al just how important these last three Steps are to our daily living, continued growth, and our staying awake after we awaken to the Three Spiritual Gifts, so he may repeat a few things.

#### HOW PROMPT CAN WE BE?

We have repeated through this workbook the importance of finding our habits of thoughts and feelings that are our personal "reality." All of our life experiences, real or illusion, are filtered and colored by our personal "reality," belief systems. If there are going to be any long-term changes, we must identify these beliefs before we can take responsibility for them. In other words, own them. When we do this, we have the right to make a new decision as to what to do with them. We cannot surrender them to our Higher Power if we don't have possession of them. It is a simple fact that we cannot give away something we don't have. This process will help us find and own our part, our personal "reality." To answer the question, "How prompt can we become in doing something constructive about our old ways?" The answer is, "Very prompt." In fact we can learn how to stay a step or two ahead.

#### SPIRITUAL AXIOM

"It is a spiritual axiom that every time we are disturbed, no matter what the cause, there is something wrong with us." (Twelve Steps and Twelve Traditions, Step Ten) So what is wrong with us? It is our little personal "reality", rules/patterns.

#### AS WE GO ABOUT OUR DAY

Most of our life experience runs on automatic until something disturbs "good" or "bad". This is a very important moment to our growth. We can choose at the moment, which way we will continue to feel, think and act or just react automatically. This sounds too simple, too easy. Simple, yes – easy, no.

#### "MAKE FUN OF" NAME

In Steps Four and Six you were asked to come up with a "make fun of" name for each of your most (I) intense or important rules/patterns. Here in the Tenth Step these can become a vital part of your growth in as you go about your day. As these old rules and patterns, our personal "reality", come into our conscious life we are to treat them as an unwanted guest.

## CONTENTS

### EARLY WARNING SIGNALS

1. As soon as you are disturbed asked yourself, “Does this feel familiar?” (Spend a little time learning these rules/patterns you have given “make fun of” names.)
2. If so, say to yourself, “Here’s ole (your “make fun of” for this guy). It’s not easy to have much respect or credibility for one we are making fun of.
3. Then state the new rule/pattern you want to build into a habit.

### WHEN AM I MOST LIKELY TO? (Pages 53 - 55)

The first two lists for working our Tenth Step can be very useful in building an Early Warning Signal System. Each of the questions starts out asking: When am I most likely to? These questions are designed as thought starters to help us produce our own personal lists of “When Am I Most Likely To”. Some experts say that as much as 98% of our conscious experiences are running on automatic, habits. It often feels like we are being controlled, or that we have lost control, because of our conscious experiences running on automatic. It feels as though we really don’t have any choices. If we are tired of this, and it is likely that we are, we would not have come this far; identifying these habits as part of the healing process is indeed a vital part.

Al: There is more than enough “When Am I Most Likely To” thought starters listed. Why do I need to make my own list?

Lou-is: For one thing you said from the outset that you were willing to do whatever it takes, right? We are trying to get to our little personal “reality,” and no one can do that for us. The thought starters listed are common with most of us but not always personal.

### SPIRITUAL ROAD MAPS (Page 56 - 57)

Next in the Tenth Step process, we will learn how to build An Early Warning Signal System Road Map. If we try following this exercise a few times, we could become a master mapmaker. It is better to practice this exercise as soon as we goof up. The idea is simple; we keep saying that we live most of our lives on automatic. Then, it follows that we take the same path as a rule. We want to map those pathways, the good ones and the bad ones. If we map our experiences out, we will soon see the danger coming a step or two ahead of time. This will allow us to stop or turn onto a new path. Practice, Practice, and Practice.

### DAILY JOURNAL (Pages 58 - 59)

If we will keep a Daily Journal for at least sixty (60) days, in just one important area of our lives, we will gain a much deeper understanding of that area and the way we relate to it. The human condition runs in cycles. Most people know about the physical cycle of twenty-eight (28) days, but some of us have found there are also, mental, emotional, social and spiritual cycles. None are the same number of days. Some days we are, for no reason we can put our finger on, feeling physically tired or energized – at times mentally sharp or dull - at times we have emotional highs and lows – at times we want to be with other people and other times we want to be alone – at times we experience a spiritual flow and other times we can not find God with a search warrant.

Al: Well, that explains a lot. Some days my thinking is clear and sharp; at other times I feel really stupid.

Lou-is: When we learn to identify our cycles, we can make better decisions and plans. Keeping a Daily Journal can help us track all kinds of cycles and patterns.

### PRIMARY PURPOSE

Building an Early Warning System is so important to this process it can not be overstated. It offers us a new freedom in our daily lives. Learning to use the “make fun of” name is a very useful tool and can be a lot of fun, if you want it to be.

Fill in the problem area you are currently working on.

**STEP TEN - (PERSEVERANCE)  
CONTINUED TO TAKE PERSONAL INVENTORY AND WHEN WE WERE WRONG PROMPTLY ADMITTED IT.**

**Day Thirty – Workbook One: Pages 53 – top part of 54**

The following is made up of two lists. The first list is negative SETUPS and the second list is constructive, useful, and positive. SETUPS are the ways that we are most likely to think, feel and/or react to our habits of thoughts and feelings, our personal “reality.” It is very likely that we will continue to repeat these, unless we change. If nothing changes then nothing changes. Identifying these SETUPS can help us create what we call an Early Warning Signal System. In other words, we can

learn to see it coming, promptly admit it, choose to make a new decision about it, and take whatever action or inaction called for long before that old stuff gets out of hand. These Early Warning Signal Systems could be compared to the signs on a freeway telling us when our turn off is coming up in time for us to change lanes if we need to. It is up to each of us to decide to change lanes and take the action. What we can do is our responsibility, and what we cannot do is our Higher Power’s Job.

Finish the statement WHEN AM I MOST LIKELY. Later make up your own lists of WHEN AM I MOST LIKELY.

1. When am I most likely to have a physical craving for problem stuff?

2. When am I most likely to be a victim or an aggressor?

3. When am I most likely to feel fearful/anxious/terrified?

4. When am I most likely to be too rigid?

5. When am I most likely to be stressed out/stressful?

6. When am I most likely to feel shame/guilt?

7. When am I most likely to feel hurt/angry/resentful?

8. When am I most likely to feel unsure/doubtful?

9. When am I most likely to feel abnormal or confused?

10. When am I most likely to have to control others?

11. When am I most likely to feel inadequate/stupid/incompetent?

Fill in the problem area  
you are currently working on.

12. When am I most likely to punish or make others feel guilty?

13. When am I most likely to feel sad or depressed?

14. When am I most likely to fear abandonment or rejection?

15. When am I most likely to put things off?

16. When am I most likely to withdraw or withhold?

17. When am I most likely to have obsessive thinking/feelings?

18. When am I most likely to be in conflict with others or myself?

19. When am I most likely to judge/criticize?

20. When am I most likely to be too sensitive or overreact to criticism?

**Day Thirty-one – Workbook One: Pages bottom of 54 – 55**

**CONSTRUCTIVE, USEFUL AND POSITIVE SETUPS**

It is no less important to identify our constructive, useful, and positive SETUPS. We want the good stuff to increase and being aware of their likelihood.

The following list is to act only as a thought starter. After you go through the following list please make up your own list of WHEN AM I MOST LIKELY.

1. When am I most likely to experience the presence of God/Higher Power?

2. When am I most likely to experience being loved/loving?

3. When am I most likely to be grateful?

4. When am I most likely to be trusting of others and myself?

5. When am I most likely to be able to make decisions and follow through?

Fill in the problem area  
you are currently working on.

6. When am I most likely to feel close/intimate toward others?

7. When am I most likely to feel safe/secure/stable?

8. When am I most likely to feel I have a purpose/meaning/mission in this life?

9. When am I most likely to feel wise/intelligent?

10. When am I most likely to be flexible?

11. When am I most likely to be playful/happy/joyous/free?

12. When am I most likely to feel constructive/positive?

13. When am I most likely to quickly forgive myself/others?

14. When am I most likely to be patient with myself/others?

15. When am I most likely to be honest with myself/others?

16. When am I most likely to feel worthwhile/useful?

17. When am I most likely to ask for what I need/want?

18. When am I most likely to make commitments and keep them?

19. When am I most likely to be spontaneous?

20. When am I most likely to feel like I belong?

21. When am I most likely to feel selfless?

Fill in the problem area  
you are currently working on.

**Day Thirty-two – Workbook One: Pages 56 - 57**

**A SPIRITUAL ROAD MAP -STEP TEN CONTINUED**  
An Early Warning Signal System - We can learn how to identify promptly, admit, and accept our part in many of our problems, before we have harmed others or ourselves. There is a simple solution. If we have been painstaking about working these first nine Steps we are now aware of some of our personal “reality,” that is, our habits of thoughts, feelings, actions, and reactions. With a little help from our When Am I Most Likely To lists, and the rest of the Steps, we should be able to see, know, or feel when these old habits are most likely to show up. These old pathways have become like ruts that we fall into repeatedly. To avoid these ruts, we must be consciously aware of them and choose to build new and more loving and useful ruts, habits, by God’s Grace.

In Step Six we had asked that you give these old habits, defects, ruts a dishonoring, discrediting, "make fun of" name. When one of these defects or ruts reappears, we treat it as an unwelcome guest. We interrupt its old pathways. We may say something like this: "Here comes old “make fun of name” which is too limiting or harmful or of no use or value to me now. Higher Power, I now

ask that You take "it" and let me do only Your Will. I now choose to turn from the problem to the solution accepting the answer."

**BUILDING A SPIRITUAL ROAD MAP**

This process of Building A Spiritual Road Map has to include our mental, physical, and emotional stuff, being the humans that we are. This also includes all the crossroads, stoplights, detours, washouts, dangerous intersections, warning signs, etc. When we run into problems, we can change directions if we choose. Our Program is a mind training and spiritual awakening process. The following will hopefully help you begin your Spiritual Road Map.

The exercise below is most effective just after we have fallen into one of our old ruts. So keep this handy for the next time it happens, or if you have an experience fresh enough you may choose to practice on now. Because we are dealing with habits, we will have a next time. Take one of your old defects that have caused you a lot of problems, one that you really want changed, healed or transformed, and respond to the following. **REMEMBER WE ARE GOING BACKWARDS.**

1. State the problem, defect and/or the harm done. (If it is one of your patterns state that or its “make fun of” name.)

2. Most of the time we get early warning signals before it’s too late. At what point had the problem gotten out of hand?

3. At what juncture could you have stopped the harmful flow - before passing the "line of no return?"

4. When did you get the thought/feelings, “don't say or do this?”

5. When was the last time you did, said, thought, felt this same pattern? The SAMENESS: time, place, person or type?

6. Any unrelated problems going on? Any changes good or bad: physical, mental, social, emotional, spiritual?

7. Any anniversaries, birthdays, special events near by?

8. Are you feeling any guilt or shame, about any area or anything, (not just this one problem area), at this time?

"We grow by our willingness to face and rectify errors and convert them into assets. The alcoholic's past thus becomes the principal asset of the family, and frequently it is almost the only one. Cling to the thought that, in

God's hands, the dark past is the greatest possession you have - the key to life and happiness for others. With it you can avert death and misery for them." (Page 124 Alcoholics Anonymous reprinted with permission).

Fill in the problem area  
you are currently working on.

#### STEP TEN – CONTINUED

##### A SPIRITUAL ROAD MAP (The Constructive Road)

It is just as important to identify our constructive, useful, positive and loving roads, as was the negative. Throughout this workbook we have focused on both the assets and the liabilities. As the old saying goes; “If it works don’t fix it.” We may add; if it does works seek to have it increased.

With a good Early Warning Signal System or Guidance System - We can learn how to identify promptly, admit, and accept our part in both the destructive and the constructive experiences. In the case of the constructive, useful or loving we can choose to do or not to do something to increase the chances of a more fulfilling experience. If we have been painstaking about working these first nine Steps we are now aware of some of our personal “reality,” that is, our habits of thoughts, feelings, actions, and reactions. With a little help from our When Am I Most Likely To - Constructive, Useful, and Positive lists, and the rest of the Steps, we should be able to see, know, or feel when these habits are most likely to show up. Just as with the old negative, useless roads these constructive, useful roads have become like a good kind of rut that we fall into repeatedly. We do not want to avoid or be too quick to jump out of these constructive, useful ruts. We want to be consciously aware of them and choose to build new and more loving and useful ruts, habits, by God’s Grace.

We had asked that you give the defective, habits, ruts a dishonoring, discrediting, "make fun of" name, now we ask that you give the constructive, useful habits a FUN, LOVING, JOYFUL or BELOVED name. When one of these reappears, we treat it as a beloved, welcome guest. We may say something like this: "Here comes my," beloved" name, which is loving or constructive or useful to me and/or others, I now choose to have it increased. My Higher Power, I now ask that You take "it" and let me do only Your Will. I now turn to the solution accepting the answer."

##### BUILDING A SPIRITUAL ROAD MAP

This process of Building A Spiritual Road Map has to include our spiritual, mental, physical, emotional and social. This also includes all the crossroads, stoplights, detours, washouts, dangerous intersections, warning signs, etc. When we run into problems, we can change directions if we choose. Our Program is a mind training and spiritual awakening process.

The exercise below is most effective just after we have entered into one of our constructive, useful, positive or loving experiences. Keep this format handy for the next time it happens. Because we are dealing with habits, we will have a next time. Take one of your good experiences, one that you really want to see increased and respond to the following. REMEMBER WE ARE GOING BACKWARDS.

1. State the constructive, useful, positive, or loving experience. (What is this pattern’s beloved name.)

2. Most of the time we get early useful signals before the experience happens. At what point did you see it coming?

3. At what juncture could you have increased the flow - before turning it off?"

4. When did you get the thought/feelings, “to say or do this or that to open up more to the experience?"

5. When was the last time you did, said, thought, felt this same pattern? The SAMENESS: time, place, person or type?

6. Any unrelated stuff going on? Any changes good or bad: physical, mental, social, emotional, spiritual?

7. Any anniversaries, birthdays, special events near by?

8. Are you feeling any great emotions about any area or anything, (not just this one experience), at this time?

## DAILY JOURNAL

*Day Thirty-three – Workbook One: Pages 58 - 59*

### WHAT'S IN A JOURNAL FOR US?

Some of us find it useful to keep a Daily Journal. If we are focused on one area at a time, as has been suggested, we will find the following useful. If we keep this journal on our Heart's Desire, that is what we want most in life, for sixty (60) days, many of your habits of thoughts and feelings will show up. We will be able to see what we really believe by what we are experiencing repeatedly. A short cut to a personal inventory is simply this; whatever we are experiencing is what we really believe, not what our conscious mind is telling us.

### MINIMAL TIME COMMITMENT

The reason for at least sixty days is this; we would have gone through more than a full cycle, mental, physical, and emotional. By going through a full cycle we will experience how different we react to some of the same conditions. For example, if we are physically on the down side we will not want to do anything too physical. When we are mentally high, we see and deal with mental ideas much easier. When we are emotionally down we may not deal with others very well. We may want to withdraw or be left alone.

### THREE MINDSETS

When most of us come into the Program, we have the mindset of a user. We were using people, places, and things to blame or explain why we were happy or successful, sad, or failing. As a user we view most everything as others using us or as us using others. One who has the mindset of ownership knows that he/she is responsible for the way they are experiencing life for the

most part. They expect and allow others to be responsible for the way they are experiencing life. The third mindset (Trust) is a willingness to trust our Higher Power to use us for His Will. But we must be willing to own our personal "reality," experiences and all of its content before we can really turn it over. As you can see whichever mindset we are in and which part of the life cycle we are presently in, has a lot to do with the way we are reacting. We cannot give away something we don't possess. Most of us go back and forth between the three mindsets. To save space you may choose to use these codes: MS (Mind Set) - O(Owner) - T(Trust) - U(User).

### OUR HEART'S DESIRE

We believe that our Heart's Desire is nothing less than the driving desire to be the Individual each of us was created to be. We also believe that we shall never be totally fulfilled trying to be something other than this. Our Heart's Desire is one of our spiritual gifts.

### DAILY JOURNAL FORM

At the top of a page, write out your Heart's Desire, something that you are willing to do whatever it takes to have or be. Then draw a line down the center of the page. On one side put the day/date – mindset – and what you did or did not do to contribute to your Heart's Desire. On the other side put the day/date – mindset – and what you did or did not do that was contrary to your Heart's Desire. As you begin to see some of your patterns put these on a separate page. These patterns can be added to your Early Warning Sign System.

My Heart' Desire Is: [Example]

to awaken to the Three Spiritual Gifts and consciously and consistently live them.

MS (Mind Set) = O (Owner) T (Trust) U (User)

DATE	MS	CONTRIBUTED TO	DATE	MS	CONTRARY TO
<b>6/15 2003</b>	<b>T</b>	<b><i>I extended love to Sam today silently when he lied</i></b>	<b>6/15 2003</b>	<b>U</b>	<b><i>I told the boss I was sick to get off early</i></b>
<b>6/16 2003</b>	<b>O</b>	<b><i>I didn't blame Allienon for my mistake</i></b>	<b>6/16 2003</b>	<b>U</b>	<b><i>I told Juan I had a flat tire so we could use his car.</i></b>
<b>6/17 2003</b>	<b>T</b>	<b><i>I consciously experienced the Presence today</i></b>	<b>6/17 2003</b>	<b>U</b>	<b><i>I was full of self-centered fear when the boss called</i></b>

MY HEART'S DESIRE IS:

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MS (Mind Set) - O (Owner) T (Trust) U (User)

DATE	MS	CONTRIBUTED TO	DATE	MS	CONTRARY TO

## STEP ELEVEN - (SPIRITUAL)

**SOUGHT THROUGH PRAYER AND MEDITATION TO IMPROVE OUR CONSCIOUS CONTACT WITH GOD, AS WE UNDERSTOOD HIM, PRAYING ONLY FOR KNOWLEDGE OF HIS WILL FOR US AND THE POWER TO CARRY THAT OUT.**

*Day Thirty-four* Alcoholics Anonymous: Bottom of *page 85 through 88* (Auto cassette reading time 6 minutes)

*Day Thirty-four* - Twelve Steps and Twelve Traditions: *Step Eleven* (Auto cassette reading time 20 minutes)

*Day Thirty-four* – Workbook One: *Pages 60 – 63*

### SEEKING

Step Eleven directs us to the most important part of our human condition; that is, to be our Real Self, the Individual we were each created as. In other words, His Will for us. We are to ask for the power to carry it out. As we had said before, we shall never be joyous, happy and free until this has been realized. Once we have realized where the power is, and what we want that power for, it becomes a much simpler and easier decision as to where to turn to. All of life is a process. This Step also suggests that we continue to seek through prayer and meditation to improve our conscious contact with this Higher Power.

Al: I don't know hardly anything about prayer and meditation, so how am I to go about this Step?

Lou-is: "If not members of religious bodies, we sometimes select and memorize a few set prayers, which emphasize the principles we have been discussing. There are also many helpful books. Suggestions about these may be obtained from one's priest, minister, or rabbi and from other members of your group. Make use of what they offer." (Page 87 of Alcoholics Anonymous reprinted with permission)

### WHAT ABOUT AFFIRMATIONS

Al: I saw your affirmation on page 63, I thought it was too long, and a little too goodie, goodie for me, if you know what I mean.

Lou-is: In the early years I thought affirmations were so phony. At some point I realized that these "good" things were what I wanted my mind to be filled with instead of the negative stuff. I would memorize a few affirmations at a time. Once these became a habit, I would find myself thinking and/or saying one of these affirmations instead of automatically responding with something negative.

There was a guy named Sam who met an old high school friend he had not seen in a number of years. He had heard that this friend had become very successful. Sam asked his friend how he had become so successful. The friend said that he had gone to finishing school. Sam asked him: What did you learn in finishing school? He replied: "I learned to say fantastic, instead of B.S."

### SIMPLE SUGGESTIONS

Al: How about some simple suggestions about prayer and meditation?

Lou-is: Here are five parts of a process for praying that has been useful to me:

1. I must believe/feel/know there is a Higher Power, a Power Greater than myself.
2. At some level I must believe/feel/know I have the right to ask for what I need/want/desire. I believe this Higher Power has placed the need/want/desire in my heart, mind and soul, but I understand what He passed on, as it has been filtered through my personal "reality." However, I feel sure He knows what He placed there and knows how to fulfill it, if I will let Him.
3. Next, I ask this Higher Power for what I need/want/desire. I must give this some thought before I ask, like "What is this for?" Always I add the disclaimer: If it is Your Will, please. If it is not Your Will, please, please don't give it to me.
4. I thank Him knowing it will be done.
5. I let it go and stay out of the way of the process.

CAN'T BELIEVE

Al: Sometimes I don't or can't believe there is a Higher Power who cared anything for me.  
Lou-is: Me too. There are times when I may have to spend more time on one or more of these five parts. For example: I may feel guilty about something and think our Higher Power is judging me, punishing me, or withholding from me something good I want. I may have to work on forgiveness or remember that **my Higher Power only corrects and does not punish.**

WHEN I LOVE  
SOMEONE I  
THINK A LOT  
ABOUT THEM

Lou-is: At some point I began to think of prayer and meditation something like this: If I truly love someone with all of my heart, mind, and soul (our Father) or if I knew of someone who had what I really wanted (our Father), I always find a way to communicate (pray). Once I awakened to the fact that there is a Power Greater than myself, that can and would do for me what I could not do for myself, I started to communicate with Him. My motive hasn't been all that pure, but when I ask with all of my heart and mind, I experience useful solutions. When it came to meditation, I approached it along the same lines: when I truly love someone (our Father) or know of someone who has what I really want (our Father), I just can't seem to get enough of them. I want to be near them, talk and listen to them, talk and listen to others about them. Prayer and meditation are spiritual principles, which means they are endless. The highest form of meditation is contemplation, that is, direct knowing. This is more likely to come when we are still mentally, emotionally, and spiritually.

Al: I don't know if I ever did truly love anyone. I have been so selfish. I have known special people who I admired and wanted to be like. At first, they intimidated me, but I did find a way to get to know them.

ONE SOURCE  
MANY  
CHANNELS

Al: I thought we were **not** to pray for our selfish ends. Are you saying that we are?

Lou-is: Asking our Higher Power for what we need at any given time is a way of including our Higher Power in every area of our life. Many of us, for one reason or another, believe/feel that there are some things we must do alone and unaided (as though our Higher Power cannot or will not help us with these "forbidden" areas). But on the contrary, we believe that we shall never experience true fulfillment being anything or anyone other than the individual He created us to be. In other words, in conscious union with our Higher Power's Will for each of us. Try this: turn your consciousness toward your Higher Power with each new beginning, i.e., when you awaken, when you start anything, or answer the phone; while driving, talking to a different person, etc. Just remind yourself with a sacred word or name like "Father" or "God." With each completion of anything, say thanks to your Higher Power.

SPIRITUAL  
LEVELS

**Spiritual Infant:** - In the beginning my cry for help was purely selfish. I was totally dependent with little or no choice. Unable to do anything of value for myself alone and unaided.

**Spiritual child:** wanting God to take care of me and to fulfill my every want and need. It was a time of forming, learning what would please our Father. A time filled with questions about Him and about the need for rules, guidance, structures, safety and belonging.

**Spiritual adolescent:** demanding that the universe be as I wanted it at the moment without being responsible, wanting to be a little creator, but couldn't. I was looking for a Higher Power everywhere except where He is most intimately found: at the center of our being.

**Spiritual adult:** I knew I was responsible for the decisions I made, but remembered our Father was/is the only real Source. By this time I had stopped being a user and became willing to be used by this Higher Power. I often persisted in seeking Him by my own efforts, demanding too much of my human condition. I had come to know a lot about God through study, prayer, meditation, and sharing with others. I experienced many manifestations of His Presence thinking that these effects were the same as God's Presence, the Cause.

For a few rare moments I have experienced being a **Spiritual elder:** sharing my life as an agent of our Father, knowing that I was totally dependent and resisting it not. At that time I knew a lot about God through study, prayer, meditation and manifestation in my life. I di-

rectly experienced a conscious contact with our Father through contemplative meditation. I experienced direct conscious union with our Father's Will for me. I no longer tried to get something out of Him; rather I humbly sought to receive God Himself. I believe everyone experiences these levels, but we are not conscious of what they are, and we call them endless names. **I have experienced all of these levels in the same day, maybe the same hour.**

AS YOU  
BELIEVE

Lou-is: I don't think so. I made up a lot of rules about when God would help me and when He would withhold and/or punish me. I don't think God goes along with my private rules. A very wise being once said something like: "It is done unto you as you believe." It is so important that we identify all of our personal "reality" (rules) we can, to seek more of God's Will for each of us, and the power to carry it out.

To receive God's help - He must have our consent. It is hard for us to give our consent when we are so full of self. Therefore, prayer and meditation are vital to our recovery, to our awakening. The way you turn toward a Higher Power at a given time - is the best way. Each time we seek to improve our conscious contact with our Higher Power, the better receivers and givers we become. We cannot make ourselves grateful any more than we can make ourselves love. These are gifts. However, we can constantly keep turning to the God of our understanding, if we choose to make a habit of it. By building a habit of this, we open ourselves to both receiving and giving consistently.

ALL HAVE  
A PURPOSE

Lou-is: Whoever created us as individuals must have a purpose for each of us, and this has to be His Will for each of us. If we can be in conscious union and harmony with His Will and His Purpose, we are most likely to experience our personal fulfillment. In that case, we would surely want to improve our understanding and experience in His Will and have the power to carry it out. There are many teachers who are waiting to share with you. "When the student is ready, the teacher appears. When the teacher is ready, the student appears." Seek them. Be as willing, honest, and open-minded as you can.

Our human condition fosters the illusion that we are separate from all others. Therefore, we need prayer and some form of meditation to bring us home to an experience of conscious union, to healing, to wholeness, to fulfillment.

**ACTION**

1. On a separate sheet of paper, write: (a.) What was/is your resistance to a Higher Power, religious, or a Spiritual way of life. (b.) The types of prayers and meditations you have used. (c.) How effective were they?
2. Sum up your present prayer and meditation practices.
3. Make a list of resources available to you that you could possibly seek out to improve your understanding and practice of prayer and meditation. One example: some of us have found starting our day with pages 86 through 88 of Alcoholics Anonymous for a month or two.
4. List those people who may be able to help you on your spiritual journey.

GOD'S  
INDIVIDUAL  
WILL FOR EACH

Finding our Heart's Desire, our purpose, our mission, God's individual Will for each of us, that spiritual flow, a Higher Power that can and will do for us what we cannot do for ourselves, is the focus of this workbook.

That spiritual flow - everyone has a special gift to give to others. If you listen to the wisdom of your heart, you will know what it is. The secret of happiness is to use your special gift. The secret to abundance is to give your special gift away.

Michelangelo took a rough piece of marble and chipped away everything that did not look like the vision of David he held in his mind. Let us hold in our mind that vision of God's Will for us, and chip away all that is not.

## LOU-IS PAZENITON SHARES SOME OF HIS EXPERIENCES THROUGH HIS AFFIRMATIONS

As I awaken this morning, I turn my consciousness toward Your Holy Presence Father, the Love that I am, and the Individual I was created as. I am filled with gratitude for what You have in mind for me today. I now visualize, and realize I am in conscious union with All Three Spiritual Gifts. These are my Heart's Desire, which are also Your Will for me, Father. I begin this day with a short review of yesterday and the willingness to have it corrected. I now choose to be non-judgmental. I am awakened in Your Light, in that Spiritual Flow, in Your Holy Consciousness, Presence and darkness disappears.

I know Your Voice is directing me very specifically, telling me what to do, say, think and feel in a way I can currently hear, understand and follow. I am given all I need to experience consciously Your Loving Will for me, Father. I am, we all are, created in Your Image and Likeness. I consciously practice these characteristics: higher purpose, focus, preparedness, conviction, faith, trust, perseverance, creativity, risk taking, curiosity, resilience, independence, commitment and courage.

I choose once again my life's goal to be consciously, and consistently that individual You created Father. I choose to be in direct conscious union with Your Divine Will, to be that Individual at all levels: Spiritual, mental, physical, emotional, and social. By Your Loving Grace, Father I am warm and loving, kind and understanding, wise and intelligent, enriched and empowered, forgiven and forgiving, healed and healing, loved and loving. I am totally committed to Your Will, Father and I am assured that You are using me, as You Will to my fullest. I practice all forms of love: Love of God (agape), friendship (philia), affection (storge), and being in love (eros).

I practice Patience; my love is passive, waiting to begin, not in a hurry, calm, and ready to do its work when the summons comes. Love understands and therefore waits.

I am Kind; my love is active. I enjoy merely doing kind things. Any kindness that I can share with any being let me do it now in a wise and loving way. I shall not defer it nor neglect it, for I shall not pass this way again.

I share my Generosity. I am Your son, Father, and a loving brother to all. I do bestow all my goods, my gifts, and my talents. I share freely with all of my heart, mind and soul, out of the abundance I am receiving, as I am directed. My sharing does enrich, enlighten, heal, awaken and transform those I share with.

I live in a conscious state of Humility as I have the gift of knowing that You, Father, are my/our only True Source. Each time I share, I put a seal upon my lips and go back into the shade again and say nothing about it. I wait for the next gift to receive and share. I am but a channel, an agent of Your Will, Father.

I express Courtesy, the love in little things, thoughtful things; with a gentle heart filled with Your loving Grace, Father, expressing love at all levels, with all beings, in conscious union with Your Will, Father.

I am Unselfish out of enlightened self-interest. By giving of myself I truly am a master receiver. I give but little when I give of my possessions. It is when I give of my Self/self that I truly give.

I have a Good Temper and a Good Sense of Humor. I envy no other, as I have no competition with that individual You created me to be, Father. I do not make capital out of faults, my own or any other. I quickly seek correction; better yet I am non-judgmental of the "sins" of the physical world and the "sins" of the disposition, so there is no need for forgiveness.

I realize the Innocence in others and myself - that Higher Self, and the Holy, Whole Presence. I encourage all to chip away all that is not our true, Higher Self. I co-create an atmosphere of love and wisdom wherever I am and whomever I am with. Our innocence is beyond the human condition, yet it is ever present.

I am truly Sincere in all I do, say, think, and feel. I search for the truth and a consciousness of Your Attributes, Father (Life, Love, Truth, Reality, Wisdom, Spirit, Consciousness, Soul, Intelligence, Omnipresence, Omnipotence, Omniscience), with a humble and unbiased heart, mind, and soul. I rejoice in what I find, and I freely pass it on. I bear all things, believe all things, hope all things, and endure all things, for love never fails.

"When I was a child, I spoke as a child, I understood as a child, I thought as a child; but when I became a man I put away childish things." Until then I could see only my little reflection in that limited mirror of my personal "reality," hearing only the hum of my little voice as this limited "reality." But now face-to-face with Your Holy Attributes, Father, I live, move and have my being in and through universal Principles. Just for this instant, I intuitively know even as I am known.

I now abide in Your Reality, Father, with faith, hope, and love as You will me to be, to do, to see this holy instant. With each new beginning, during and ending I seek conscious union with You, Father. I only need to say, "Father," silently, and that centers my consciousness. When centered for a moment, I experience the Presence, Love, and Purpose in that Spiritual Flow. In that moment I silently extend to others the spiritual gift(s), which will be the most fulfilling for that moment. This is my perfect gift(s), to give and to receive. I silently say, "Come and let me forgive you, heal you and love you, in and through our Father's Loving Grace, even for this instant, it is now done, it is complete. Thank You, Father."

**STEP TWELVE - HAVING HAD A SPIRITUAL AWAKENING AS THE RESULT OF THESE STEPS, WE TRIED TO CARRY THIS MESSAGE TO ALCOHOLICS, AND TO PRACTICE THESE PRINCIPLES IN ALL OUR AFFAIRS. (AWAKENING) (SERVICE) (PRACTICE)**

*Day Thirty-five* - Twelve Steps and Twelve Traditions: *Step Twelve* (Auto cassette reading time 39 minutes)

*Day Thirty-five* – Workbook One: *Pages 64 – 65 – Actions 1-2-3*

*Day Thirty-six* - Alcoholics Anonymous: *Working With Others* (Auto cassette reading time 29 minutes)

*Day Thirty-six* – Workbook One: *none*

PART ONE – THE FOLLOWING IS A ONETIME EXRCISE; WRITE A LITTLE ABOUT YOUR EXPERIENCE WITH THE THREE SPIRITUAL GIFTS, STEP TWELVE.

FIRST  
SPIRITUAL  
GIFT  
PRESENCE

Step Twelve opens with: *Having had a spiritual awakening* as the result of these steps. Working the first eleven Steps will assure a personality change, a shift in our perception sufficient to cause recovery, a spiritual awakening. Reread pages 569 - 570 of Alcoholics Anonymous. Our old mask (personality) has been removed, well some of it. We awaken at a place where we have always been, our Father's House. *The first Spiritual Gift is the awakening to the Presence of our Higher Power and to be in conscious union with this Presence.* “Lack of power, that was our dilemma. We had to find a power by which we could live, and it had to be a Power greater than ourselves. Obviously. But where and how were we to find this Power? Well, that’s exactly what this book is about. Its main object is to enable you to find a Power greater than yourself which will solve your problem.” (Alcoholics Anonymous page 45 reprinted with permission) The main object of this workbook is in concert with that mission. This spiritual awakening is the first of our three primary goals of this workbook.

ACTION (1)

If you have had a spiritual awakening, sum up what that experience has meant to you. Share this experience. On a separate sheet of paper or one of the facing pages write your response.

SECOND  
SPIRITUAL  
GIFT  
LOVE

*We tried to carry this message* - Practical experience shows that nothing will so much insure immunity from drinking as intensive work with other alcoholics. It works when other activities fail. This is our twelfth suggestion: Carry this message to other alcoholics! You can help when no one else can. You can secure their confidence when others fail. Remember they are very ill. Life will take on new meaning. To watch people recover, to see them help others, to watch loneliness vanish, to see a fellowship grow up about you, to have a host of friends - this is an experience you must not miss. Frequent contact with newcomers and with each other is the bright spot of our lives.” (Alcoholics Anonymous page 89, reprinted with permission)

THE MESSENGER  
IS THE  
MESSAGE

Whatever area we have applied the Steps to and whatever degree of healing we have experienced, we must “give it away in order to keep it”. We share our experience, strength, and hope with each other, so that we may enjoy living to the fullest.

IF YOU WANT  
LOVE PLANT  
LOVE SEED

The second spiritual gift is the awakening to the Love that we are; that all of us are. We were created in the image and likeness of our Creator, and we believe that this Creator is Love, and, therefore, so are we. The second part of Step Twelve is; “...we tried to carry this message.” This is sharing; this is love. We give but little when we give of our possessions; it is when we give of ourselves that we truly give. In the act of giving, passing on what we have received, we realize that giving and receiving are the same. In fact the only way we can become a master receiver is to share with others everything we want for ourselves. We can love because our deepest nature is love.

ACTION (2)

Write your response on a separate sheet of paper or one of the facing pages, to the following:

1. In which areas in your life have you had some degree of healing that you have passed on?
2. You give but little when you give of your possessions; it is when you give of yourself that you truly give. When and how have you given of yourself?
3. How did you think and feel after you shared with another?

THIRD  
SPIRITUAL  
GIFT  
MISSION

*...and to practice these principles in all our affairs* - What we consistently practice, we get good at (loving stuff or sick stuff). We get more love by loving - more forgiveness by forgiving, more understanding by understanding others. We do not have to agree with others, nor do we have to like them, but we need to love all others by wishing them well, by praying that each one realize the Three Spiritual Gifts. All spiritual principles grow and expand with use. PRACTICE giving away everything you want. If you want corn, plant corn seeds; if you want love, plant love seeds. Walk your talk, and the rewards will be beyond your belief. If we turn to do God's Will/Work, we are given the power to carry that out.

The Third Spiritual Gift is awakening to the individual Self we were created to be with purpose and meaning; in other words to consciously live our Heart's Desire, God's Will for each individual. The third part of Step Twelve is: "...and to practice these principles in all our affairs." The only way we can fully realize who we are is to share what we currently are as the result of this process. When we are God-centered even for a moment we will have all the power and wisdom we need for that moment. In that moment of awakening we will experience the Presence, the Love that we are, and the Individual we were created as. We will be told/shown what to do, say, think and feel in a way we can currently hear, understand and follow. The more we practice this way of life, the better we can get at it.

ACTION (3)

Write your response on a separate sheet of paper or one of the facing pages, to the following:

1. As an individual, how do you practice the Presence of your Higher Power?
2. As an individual, how do you practice sharing the love you are?
3. As an individual, how do you practice your purpose, value, mission or heart's desire?

**Day Thirty-seven** - Alcoholics Anonymous: *To The Wives* (Auto cassette reading time 35 minutes)

**Day Thirty-seven** – Workbook One: *Pages 65 – 67 – Actions 4,5,6*

PART TWO: A DAILY PRACTICE OF THE THREE SPIRITUAL GIFTS.

BUILDING A  
NEW PERSONAL  
"REALITY"

The following suggestions are to help build new habits. We cannot imagine a better set of conscious habits than the Three Spiritual Gifts. Our Program is a spiritual awakening and mind training process. Once awakened, we can learn how to stay awakened for a greater percentage of our time. We can learn how to be consistently aware of the Presence of our Higher Power, and how to express more of the love we are and, in doing so, we become more like our true self. At the same time, we can realize the individual we were created as with purpose and meaning.

SET YOUR OWN PACE. We suggest that you start off choosing one of the spiritual gifts to work on every day for a full forty (40) days. If you have focused on one of the Three Spiritual Gifts in the first nine Steps, then of course choosing that gift is likely to bear more fruit. If you will commit to this process for the next ninety days, thirty days for each Gift, you may very well begin a life long habit of these Three Spiritual Gifts.

SUGGESTIONS  
ACTION (4)

A suggestion for each of the forty-day practice periods.

1. Upon awakening each morning, turn your consciousness toward the Spiritual Gift you have chosen to focus on.
2. Choose one attribute, element or characteristic for this spiritual gift. The following are some thought starters for each of the Three Spiritual Gifts. Please feel free to make up your own list or add to these.
3. We will offer a detail example of this daily practice on page p67 & 68.

FIRST GIFT'S  
THOUGHT  
STARTERS

You may recall some of the main attributes of our Higher Power such as: Life, Love, Truth, Reality, Wisdom, Consciousness, Soul, Spirit, Intelligence, Omnipresence (Always Present), Omnipotence (All Power), Omniscience (All Knowing), Universal Principles, or Intuitive. Check out a few spiritual books, our two textbooks: Alcoholics Anonymous and Twelve Steps and Twelve Traditions plus The Book Of Inventories – Book Two for additional ideas.

SECOND GIFT'S  
THOUGHT  
STARTERS

Another suggestion is the nine common, everyday elements of love: patience, kindness, generosity, humility, courtesy, unselfishness, good temper/sense of humor, innocence, and sincerity. There are so many ways we can give of ourselves in and through our program. Just ask to be used by your Higher Power, Higher Principles, to be of service and it will come. As with the First Gift's thought Starters check out other sources.

THIRD GIFT'S  
THOUGHT  
STARTERS

THIRD SPIRITUAL GIFT'S THOUGHT STARTERS FOR LIVING PRINCIPLES

Characteristics of one hundred of the most accomplished people: Throughout history the most accomplished people had a number of common characteristics that you and I can share. All had a Higher Purpose, not always spiritual in nature but a cause bigger than they were. Living this Program and getting out of and beyond our little egos and awakening to the Three Spiritual Gifts is without a doubt a Higher Purpose. These winners were able to stay focused; we too can learn to focus. They prepared for what was in front of them. To work the Steps in order is to prepare us for the following Steps. They had conviction. Each time we see this Program in action we are more convinced that it works. All of them had faith in something beyond themselves; most of us have at least a little faith in something higher than we are. As with faith, all of them had trust in something other than themselves. They all had perseverance, and as most of us, we keep on keeping on. They were creative, as most sensitive people are. Most of us in the Program are sensitive. Whenever we are going to do anything new, we are risk takers, and so were they. These people had a lively curiosity, just as we do. They all bounced back after failing; they had resiliency. Most of us have gotten up one more time than we went down. They were all independent of other people, places, and things. Trusting God as our only true source allows us to be free of dependence on another human. Facing their fears took courage. It takes courage for us to face our fears and illusions. The last characteristic they possessed was commitment. This is so vital to any success in life. You will notice throughout the workbook it calls for total commitment to the process. Remember how important it is to be willing to forgive others and yourself.

ACTION (5)  
DAILY PRACTICE  
FOR GREATER  
BENEFITS

1. Until it becomes a habit of turning your consciousness toward the Presence of your Higher Power, set up a physical reminder upon awakening, that you can't help noticing.
2. Keep this workbook in a handy place.
3. Choose which attribute, element, or characteristic for this day's practice of the gift(s) you are working on for this forty-day period. Write these on a notepad and carry it with you as a reminder throughout the day.
4. MOTIVATORS - For best results set up a plan of action, which include all levels of consciousness daily:

MENTAL  
LEVEL

*For a better understanding of these motivators see the Motivational Chart – A Guidance System in Book Two*

MENTAL: "...for after all God gave us brains to use." (Page 86 Alcoholics Anonymous). We are going to be thinking all the time, unless we are in a coma, so why not choose what we want to think about. With a little practice we can do this. Throughout the day we remind ourselves to think of the spiritual gift of the day. The first thing we know we have a habit of thinking the thoughts we want. All action starts with some level of consciousness. When we are running on automatic (habit), that consciousness is likely to be the giving of our silently consent. Mental Motivators: thoughts that move us toward our Heart's Desire inspire us; show us we are on the right path. Those thoughts that turn us away from our Heart's Desire show us that we are off the path. If we choose, we can use this information to get back on the path.

PHYSICAL  
LEVEL

PHYSICAL: We live in a physical body and world. Physical Motivators: When we are taking care of our physical bodies and world we experience being on the path. When we are not taking care of the physical we get warning signals, which can motivate us to get back on the path if we choose. All of life is in motion; so we are going to be on the move. Why not act in concert with the spiritual gift of the day?

EMOTIONAL LEVEL  
 SOCIAL LEVEL  
 SPIRITUAL LEVEL

EMOTIONAL: These Three Spiritual Gifts, with all of their attributes, elements and characteristics are vital to the fulfillment of our lives because they are our true nature. By consciously, consistently practicing these gifts, we open ourselves up to that spiritual flow. The more impassioned we are about our living these gifts, the more effective this human condition will become. Emotion Motivators move us toward our Spiritual Gifts in a positive flow of Divine Energy and moves us away from what are not our Gifts through pain.

SOCIAL: We were created in such a way that we cannot live alone. Social Motivators: When we are joining with others in our common welfare in useful, constructive or joyful ways we are motivated toward the relationship. When we are withholding, withdrawing in to self, our relationships will fail and the pain of failure can motivate us to change.

SPIRITUAL: Seek through prayer and meditation to improve our conscious contact with the Three Spiritual Gifts. Daily seek to remove all our obstructions that block the spiritual flow of Divine energy, and we can co-create a loving environment where our Three Spiritual Gifts can take place. Spiritual Motivators: When we are in conscious union with our Spiritual Gifts, we intuitively know we are on the right path, and we are motivated to expansion. When we are in conflict with God's Will for us, we are filled with fear, anger, negative stuff, and the pain motivates us to turn once again to our Spiritual Source.

ACTION (6)

5. At the end of each day or the next morning make short reviews of your practice experience. Use the format for Step Ten Daily Journal pages 58 - 59. What contributed to and what was contrary to the practice of my spiritual gift(s) for the day.

**Day Thirty-eight** - Alcoholics Anonymous: *The Family After* (Auto cassette reading time 28 minutes)  
**Day Thirty-eight** – Workbook One: *none*

A DAILY PRACTICE EXAMPLE

The First Spiritual Gift: Awakening to the Presence of our Higher Power.  
 The Second Spiritual Gift: Awakening to the Love that we are; that all of us are.  
 The Third Spiritual Gift: Awakening to the individual Self, with purpose and meaning.

Al Kohallek's Example: Al chose The Second Spiritual Gift.

A Daily Practice Supplement is on page 68

1. Upon awakening each morning, turn your consciousness, toward the Love you are.  
 Al: ***When I awakened this morning I realized how important Love is to me.***

2. Choose one element of Love you can share with others today.  
 Al: ***Today I choose patience.***

3. Practice this element of love throughout this day, if possible at all levels.  
 Al: Mentally: ***I will make note of when I am patient and when I am not.***  
 Physically: ***I will patiently work on my project today.***  
 Emotionally: ***I am willing to patiently direct my emotional energy toward love.***  
 Socially: ***I am willing to be patient with all those I come in contact with today.***  
 Spiritually: ***I am willing to trust God for all the results so I can be patient.***

Al used Lou-is' Affirmation (Book Of Inventories) to meditate on. ***I practice patience; my love is passive, waiting to begin, not in a hurry, calm, and ready to do its work when the summons comes. Love understands and, therefore, waits.***

A DAILY INVENTORY

The next morning Al reviewed the day before as to how well he did with his daily practice. Others may do their inventory the same day while it's fresh in their mind. He used the Step Ten Daily Journal format, what contributed to and what was contrary to his Spiritual Gifts. By the time Al completed a full forty-days on each of the Three Spiritual Gifts he had a petty good idea what worked and didn't work for him.

**Day Thirty-nine** - Alcoholics Anonymous: *To Employers* (Auto cassette reading time 28 minutes)  
**Day Thirty-nine** – Workbook One: *Page 70*

A DAILY PRACTICE

Date \_\_\_ \_\_\_ / \_\_\_ \_\_\_ / \_\_\_ \_\_\_ \_\_\_ \_\_\_

1. Upon awakening this morning, I turn my consciousness, toward Your Presence Father, the Love I am, and the individual I was created as. I am filled with gratitude for what You have in mind for me today. Each day I will focus on one of the three Spiritual Gifts or some part of my Heart's Desire. This day I choose to focus on:

2. Each day I will choose one of God's main Attributes or one element of love or one of the characteristics of the most accomplished people to focus on. Today I choose:

3. I will practice this Attribute or element of love or characteristics throughout this day, at all levels:

Spiritually:

Mentally:

Physically:

Emotionally:

Socially:

NOW I KNOW  
HOW TO DO  
A 12 STEP  
CALL

I was trying to work with a paraplegic, and it was not going very well. Each morning I would go by his apartment to see how the night went, and I would stop by after work to check on him. He would not sober up no matter what I did. I tried out everything the 12 Step athletes suggested, but nothing worked. One day I had had it with him and I began to pray something like this: “Father I don’t have a clue what to do with him. You take him and do whatever You will. I now surrender him completely to You. Let Your will be done, not mine”.

I walked into his bedroom; he had a gun to his head about to shoot himself. I began to yell at him to go ahead and pull the trigger. I told him he was nothing but a blankie, blank user. He was using his mom, everyone else and me, that he was a useless cripple. (I had never called anyone that was handicapped a cripple. I knew how unfair that was.) I proceeded to say that we would all be better off without him. He started crying and handed me the gun and sobered.

I said to myself, now I know how to Twelve Step people. I need to be as mean and ugly as I can. The next time I got a guy that would not respond the way I thought he should, I was mean and ugly to him, and he hung up on me. I did find the key that day: **It was a total and complete surrender of both the other person and myself to our Father.**

WE BOTH  
RECEIVED  
A GIFT

A person that I could hardly stand asked me to help him with his Step work. This person feared that he could not stay sober with all the anger and negative stuff going on in his life. I had a lot of resistance about working with this person. But if I was sincere about walking my talk I knew then that I must have a go at it.

He began working the Steps as though his life depended on it. I believe it did. When I saw how hard he was working, I realized I had a feeling of warmth and loving compassion for that person. I prayed with all of my heart that he would get “it.” Ever since that moment I have never felt, no matter how “bad” I seem to do, say, think or feel that I was a total loss. I knew there was someone out there who would help me, forgive me, and love me. The reason is simple enough; I had extended forgiveness and love to one I did not feel deserved it.

NOW WHAT?

By now we have gained a lot of information, so what are we going to do with it? Head knowledge can be useful if we remember that’s all it is. It has been said that the longest distance to travel is between the head and the heart. However there is no long-term change until both the head knowledge and heart experience have been internalized as a new part of our personal “reality,” a new habit of thought and feeling. The short cut to our personal “reality” change is to walk our talk, to practice, practice, practice these principles in all our affairs.

BE QUICK  
TO FORGIVE

Can we share our Three Spiritual Gifts honestly, willingly, with an open-mind, and a willingness to forgive all? As we awaken each day let us choose to be as loving, wise and useful as we can by God’s loving Grace. When we fall short, let us be quick to forgive all. Remember; what we can do is our responsibility; what we cannot do is God’s.

IN CLOSING

“Our book is meant to be suggestive only. We realize we know only a little. God will constantly disclose more to you and to us. Ask Him in your morning meditation what you can do each day for the man who is still sick. The answers will come, if your own house is in order. But obviously you cannot transmit something you haven’t got. See to it that your relationship with Him is right, and great events will come to pass for you and countless others. This is the Great Fact for us.”

“Abandon yourself to God, as you understand God. Admit your faults to Him and to your fellows. Clear away the wreckage of your past. Give freely of what you find and join us. We shall be with you in the Fellowship of the Spirit, and you will meet some of us as you trudge the Road of Happy Destiny. May God bless you and keep you until then.” (Alcoholics Anonymous page 164 Reprinted with permission).

## How Do You Make An Old-Fashioned Twelve Step Call?

“Box 459”, Oct-Nov 1998

**With many treatment facilities closing their doors, more and more A.A.’s are seeking guidelines for making old-fashioned Twelfth Step calls.**

The 1998 Conference Literature Committee considered a pamphlet on making Twelfth Step calls that was compiled and in use by Area 25 (Kansas). Although Conference Committee members felt this effort was fine for local use, they emphasized the importance of the use of “How It Works” in the Big Book, as well as seeking guidance through sponsorship, the experience of older members and workshops.

One such workshop was held last spring by Answering Services Committee of the Elmira, New York) Area Intergroup. The area’s second Twelfth Step workshop developed its program along lines of G.S.O.’S service piece “Suggested Workshop Format”. Out of the workshop experience has come some suggested guidelines. Because they have proved so useful, the committee has shared them with G.S.O., as follows, in the hope that others will be helped too:

1. Return call ASAP. Call back immediately to listen, share and arrange a time and place to meet but not at a bar. If you are called to a bar, go there only to pick the person up and, preferably, to get him or her to a meeting.
2. Twelfth Step in pairs, with a same-sex member if possible. Twelve-Step calls can be intense, and there is safety in numbers. Besides, two heads are better than one. Be punctual and look your best.
3. Twelfth Step when the prospect is sober or fairly sober. Calls on intoxicated alcoholics seldom work because of blackouts. Wait for the end of a spree or a lucid interval when the prospect is still jittery.
4. During home calls, separate prospect from family if you can (suggest Al-Anon for family members). Too many people butting in to influence you about the “bad guy” can be disruptive. Learn from experienced A.A.s how to interact with family or significant others on the scene, and when it is wiser to leave than to stay.
5. Suggest detox/rehab if needed. If such is indicated, arrange with family or significant others, with prospect’s permission if possible. Should violence seem imminent, leave. If necessary, make the appropriate phone call.
6. Share how it was (your own drunkalog). Don’t moralize or lecture or brand prospects as “alcoholics”. That decision is theirs-even as to tossing out alcohol they have on hand. Detail your own symptoms, drinking habits and other personal experiences with alcohol.
7. Share your understanding of the disease of alcoholism. Let the person know that this disease is progressive and can end with insanity or early death. Describe the conditions of body, mind and spirit that accompany alcoholism.
8. Share exactly what happened to you. The prospect will probably want to know how long you have been in A.A. and how you got and stayed sober.
9. *Share your experience.* Share how A.A. has worked for you and helped you to regain your sanity while maintaining sobriety, how it has led to being willing to believe in a power greater than self. Use everyday language and avoid arousing prejudice against theological terms and conceptions.
10. *Share how it is now – your recovery program and spirituality.* Outline the A.A. program of action and emphasize that this isn’t the somber end of something (preferably drinking) but the start of a challenging, rewarding way of living based on spiritual principles.
11. *Leave a meeting schedule, A.A. pamphlets and your phone number, and make one follow-up visit or phone call.* Offer to return for further questions, and help with transportation to a meeting if possible. Mention Al-Anon meetings available to family members and significant others.
12. *Understand that success means YOU are still sober.* Practical experience show that nothing will so much insure immunity from drinking as intensive Twelfth Step work with other alcoholics.



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