

Twelve Step Writing Guide



Approved by the Group's of the Group Conscience Area of NA
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{This Guide contains the original 4ht step inventory guide and the living the program pamphlet

1} As you go along, or when you are having problems, or when you have completed the step, sit down with your sponsor. Do not get upset if your sponsor does not think you have completed the step. Your sponsor love you and wants you to do as well as you can. Become willing and surrender!

- A) First, write on what you expect from a sponsor.
- B) Write on your definition of surrender, {and how you apply into your life}
- C) Write on what you expect from N.A.
- D) Write what you are willing to do to become a member of N.A.
- E) Sit down and go over this with your sponsor.
- F) Get yourself a good dictionary before you start writing on the steps.

Step One

2} Writing on step one

- A) Take each word individually and write down your understanding of the word.
- B) Look up each word in the dictionary and write the dictionary definition of the word.
- C) Wait 24 hours and compare the two definitions. See if your interpretation differed from the dictionary.
- D) Write what you have learned from the process.
- E) Break down the step into the falling parts:
 - 1} We Admitted
 - 2} That We Were Powerless
 - 3} Over Our Addiction
 - 4} That Our Lives
 - 5} Had Become Unmanageable
- F) Write what each part means to you.

3} Writing the first step inventory.

- A) Just for today, (Every Day) write on events that that happen in your life and events that they recalled from the past.
- B) Write about the circumstances leading up to the event, the event itself, and consequences arising from the event, be good or bad.
- C) Write how you could not control the circumstances that brought the event

about, could not control the event itself, and could not control the consequences the event brought on, how it was unmanageable and you were powerless over it.

D) Continue to write your daily until the step is revealed.

E) Write how you work this step. Write at least 15 different examples of how this step works in your life.

F) Share everything with your sponsor.

G) If your sponsor feels you are ready him/she will move you on to step two.

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Step Two

1) Writing on Step Two:

- A) Take each word individually and write your understanding of it.
- B) Look up each word in the dictionary and write down the dictionary Definitions of each word.
- C) Wait 24 hours and then compare the two definitions and see if yours differed from the dictionary.
- D) Write what you have learned from this experience.
- E) Sit down and go over your writing with your sponsor before you proceed with your step writing.
- F) Write on the following step breakdown:
 - 1) We Came
 - 2) To Believe
 - 3) That A Power
 - 4) Greater Than Ourselves
 - 5) Could Restore Us to Sanity
- A) Write what each part means to you.
- B) Write your concept of insanity.
- C) Write your concept of sanity.
- D) Write what each part means to you now.
- E) Write your first experience with belief in a Greater Power and how that power helps you in your life today.
- F) Write your daily step inventories until the step is revealed.
- G) Write about what was revealed and relate it to your daily life.
- H) Share everything with your sponsor
- I) Write 10 examples of how you are being restored to sanity.
- J) If your sponsor thinks you are ready He/She will move you on to step Three.

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Step Three

1} Writing on Step Three:

A Take each word individually and write your understanding of it.

B) Look up each word in the dictionary and write down the dictionary Definitions of each word.

C) Wait 24 hours and then compare the two definitions and see if yours differed from the dictionary.

D) Write what you have learned from this experience.

E) Sit down and go over your writing with your sponsor before you proceed with your step writing.

F) Write on the following step breakdown:

1) We Made

2) A Decision

3) To Turn Our Will

4) and Our Lives

5) Over to the Care of God

6) As We Understood Him

F) Write five examples of how you turn your life and will over to the care of God.

G) Write what you believe faith means to you and how it affects your life.

H) Write what you feel will happen if you actually accept this step into your life.

I) Write your daily step inventory until the step is revealed to you

J) Write about what was revealed and relate it to your daily life.

K) Share everything with your sponsor

2} If your sponsor feels you are ready for the fourth Step He/She will give you a fourth step guide to continue your journey

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AN APPROACH TO THE FOURTH STEP INVENTORY

THE TWELVE STEPS OF NARCOTICS

ANONYMOUS

Fellowship Approved 1983

1. We admitted that we were powerless over our addiction, that our lives had become unmanageable.
2. We came to believe that a Power greater than ourselves could restore us to sanity.
3. We made a decision to turn our will and our lives over to the care of God *as we understood him*.
4. We made a searching and fearless moral inventory of ourselves.
5. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. We were entirely ready to have God remove all these defects of character.
7. We humbly asked Him to remove our shortcomings.
8. We made a list of all persons we had harmed, and became willing to make amends to them all.
9. We made direct amends to such people wherever possible, except when to do so would injure them or others.
10. We continued to take personal inventory and when we were wrong promptly admitted it.
11. We 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 a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.

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World Services

AN APPROACH TO THE FOURTH STEP INVENTORY

The purpose of a searching and fearless moral inventory is to sort through the confusion and the contradiction of our lives so that we can find out who we really are. We are starting a new way of life and need to be rid of the burdens and traps which have controlled us and prevented growth.

As we approach this step, most of us are afraid that there's a monster inside of us that, if released, will destroy us. This fear can cause us to put off our inventory or may even prevent us from taking this crucial step at all. We need to remember that fear is lack of faith; and now that we have found a loving, personal god to turn to we no longer need to be afraid.

We have been experts at self-deception and rationalization; by writing our inventory we can overcome these obstacles. A thorough written inventory will unlock parts of our subconscious which remain hidden when we simply think about or talk about who we are. Once it's all down on paper it's much easier to see, and much harder to deny our true nature. Self-honesty is one of the keys to our new way of life.

The only way to get clean is to stop using and the only way to take an inventory is to sit down and do it. Many specific inventory methods have been used successfully by our members. This inventory method has worked for some of us and can work for you if you'll follow through. Remember, you cannot write a bad inventory - only a better one, and you can write too little - but never too much.

INSTRUCTIONS

1. You will need a pad of lined paper or a theme book, a pen, and a good dictionary.
2. Sit at a table or desk to write, make sure you have plenty of room and that you will not be unnecessarily interrupted.
3. In going through this guide look up the definition of any words that you do not know the meaning of.

4. When you are actually writing, leave a wide margin so that you can add or comment later.
5. Try to write down what comes to you first and don't edit your inventory.
6. Don't worry about spelling or neatness | your inventory should be readable but it doesn't have to be a work of art.
7. Do not erase or obliterate anything you write. Strike out "wrong" words or errors with a single line that can be read through.
8. If something "pops" into your head when you are working on something else write it down or make a note on a separate sheet so that you can return to it later. Then get back to what you were doing before.
9. You are writing your inventory for you. At this point, the fifth step does not exist. Write down everything, even the things that you are unwilling to share. You can always take out something later, but by writing it down at least you will have a chance to see it more clearly
10. Write until you have nothing left to write. Your inventory will probably take more than one sitting to write. Try to stop at the end of a section and start again as soon as possible.

I. Begin your inventory by taking the first three steps in writing; what do they mean to you and how do you work them.

- a). Admit your powerlessness in writing and discuss how your life is unmanageable.
- b). Write about the "Power greater than yourself" that you have come to believe in, and what you hope this power can do for you.
- c). Write about your decision to turn your will and your life over to the care of God, and make that commitment in writing.

II. RESENTMENT is the way most of us have reacted to the past. It is the reliving of past experiences again and again in our lives. The more often you have relived an event or gotten into "should have" and "if only" then the more significant that event probably is.

- a). Write about each incident in your life which you have had to relive in your mind at some later date. This includes both "good" and "bad" experiences.
- b). ~~Write~~ *Write about past actions* that you would change if you had the opportunity.
- c). Write about any events in your life which you feel caused a change in you.

d). Write a dictionary definition and at least three sentences on each of the following feelings as they applied to people, places things, and ideas.

self-pity
pride
contempt
hatred
jealousy
envy
dishonesty

greed
lust
intolerance
apathy
inertia
selfishness

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III. ANGER is the way most of us have reacted to the present.

It is our reaction to and denial of reality.

- a). Write about the things that make you angry, irritate you, or make you feel uncomfortable. What are your "buttons" and how do they get "pushed?" Are there any key words, phrases, actions, or situations which are sure to "set you off?" The following is a list of some of the things that we often react to with anger. Some of these will apply to you and some will not. Use this list as a starting point and to get you thinking in terms of anger.

being criticized
being contradicted
being ignored
being kidded
practical jokes
being laughed at
being gossiped about or talked about
being called names (stupid, fat, skinny, asshole, bitch, whore, bastard, etc.)
being touched
being stood too close to
being praised

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IV. FEAR is the way we have reacted to the future. It is our response to the unknown, a fantasy in reverse. Write at least three sentences on each of your fears -past and present (especially those you think are irrational or those which you think no longer bother you). The following is a list of fears.- Some of these will apply to you and some will not. Use this list as a starting point and to get you thinking in terms of fear.

people
insanity
punishment
authority
acceptance
self-assessment
insecurity
snakes
the dark
cancer
starvation
impotence
marriage
being disliked
responsibility
past crimes
ego deflation
public speaking
suffocating
water
pride

principles
death
institutions
rejection
failure
honesty
accidents
spiders
heights
heart attack
hospitals
misconduct
discipline
moral codes
hurting others
justice
inferiority
claustrophobia
sarcasm
mistakes

God
police
jails
asylums
success
religion
animals
insects
disease
obesity
drugs
sex
rape
gambling
stealing
pain
obsessions
attack
other races
desire

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V. SEX is an area in which most of us have had problems. One of our old timers sometimes refers to us as "lovers in distress" and this is certainly true. Most of us carry a burden of false shame and false guilt because we have tried to live up to an unrealistic or false moral code.

- a). Write about your "perfect" relationship (casual affair, lover, or spouse) and how your actual relationships have lived up to and fallen short of this ideal.
- b). Write about your sexual fantasies whether or not you have acted them out,
- c). Write at least three sentences about each of the following sex related acts or desires that apply to you or that you have strong feelings about. Use this list as a starting point and add any others you can think of.

adultery

rape

sadism

incest

masochism

pornography

prostitution

molestation

voyeurism

homosexuality

animal sex

teasing

inter-racial sex

masturbation

sex "aids

indecent exposure

sexual jealousy

abortion

oral sex

group sex

fetishes

drug abuse as a sex act

sex relations or acts which you feel are abnormal or unnatural

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VI. ASSETS must also be considered if we are to get an accurate and complete picture of ourselves. This is very difficult for most of us because it is hard for us to accept that we have good qualities. We each have a combination of assets and liabilities and through this program we try to eliminate the negative and accentuate the positive.

a). Write about each event in your life when you did something good without expecting anything in return.

b). Write at least three sentences on each of the following assets of character. Use this list as a starting point and add any other assets that come to mind.

being clean
open-mindedness
God awareness
Self-acceptance
honesty w/others
serenity
faith
positive action
self-supporting

sense of humor
willingness
friendship
self-honesty
forgiveness
courage
acceptance
caring
sharing

love
humility
modesty
patience
simplicity
trust
generosity
promptness
gratitude

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VII. Answer the following QUESTIONS in writing.

1. How do you see yourself? What is your self-image?
 2. What do you want to be when you grow up?
 3. What do you want out of life?
 4. What things have you done for acceptance that you really didn't want to do?
 5. What things did you do while you were using that you find yourself unable to do today?
 6. What can you do today that you couldn't do before?
 7. What are your fantasies and dreams (other than sex)?
 8. What is your definition of freedom?
 9. Have you intentionally left anything out of your inventory?
 10. Are there any events written in your inventory which never actually happened?
-
11. Is there anything else you can think of that specifically helps to make you you?
 12. What fears and problems have occurred in the process of writing this inventory?
 13. What is your definition of surrender?
 14. How do boredom, isolation, and loneliness affect you and how do you deal with them?

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Anyone who has some time in the program and who has worked these steps will tell us that the Fourth Step was a turning point in their lives. Ultimately we find out that we are just human, with the same fears, longings and troubles as everyone else. One of the greatest benefits of the program is discovering that we need never be alone again. Others have felt as we feel. Others have failed where we failed. They are here now in strength of the Fellowship, ready and eager to help us.

This Fourth Step can be a wonderful adventure, reviewing our past performance and our present behavior to see what we want to keep and what we want to be rid of. No one forcing us to give up our misery. This step has the reputation of being difficult. In reality, it's quite simple.

As recovering addicts, we now have the right to reach for levels of greater comfort and we can reach them by getting a handle on what we've been doing wrong. If we want to feel good, we have to stop doing the things that make us feel bad. **We are not going to be perfect. If we were perfect, we would not be human. The important thing is that we do our best. We use the tools available to us and we develop the ability to survive our emotions. We do not want to lose any of what we have gained; we want to continue in the program. It is our experience that no matter how searching and thorough, no inventory is of any lasting effect unless it is promptly, followed by an equally thorough Fifth Step.**

JUSTFOR TODAY

Tell yourself —

JUST FOR TODAY my thoughts will be on my recovery, living and enjoying life without the use of drugs.

JUST FOR TODAY I will have faith in someone who believes in me and wants to help me in my recovery.

JUST FOR TODAY I will have a program. I will try to follow it to the best of my ability.

JUST FOR TODAY I will try to get a better perspective on my life

JUST FOR TODAY I will be unafraid, my thoughts will be on my new associations, people who are not using and who have found a new way of life. So long as I follow that way, I have nothing to fear.

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STEP FIVE

“We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.”

1)

A. Take each word individually and write down your understanding of the word.

B. Look up each word in a good dictionary and write down the dictionary definition of the word.

C. Wait 24 hours, and compare the two definitions. See how yours differed from the dictionary.

D. Write what you have learnt.

E. Break the step down to the following parts:

1. We admitted
2. To God, to ourselves, and to another human being
3. The exact nature
4. of our wrongs

F. Write what each part means to you.

2) Go through your step four with a fine tooth comb. The idea is to look at it as if you are studying a subject (you). It is like looking in from the outside. Take each piece of writing individually, read it, think about it, write it again with no justification or rationalization. Look at your motives and actions, ask yourself “where does this stem from, what is it based in?” i.e. what happened, how you felt, and what you wanted to achieve by your actions. The exact nature of the wrong is the motivator.

Search out feelings of fear, rejection, low self esteem and low self worth, observe the by-products of rebellion, anger etc. all based in total self-centeredness

It is by studying our inventory that we are able to find out why we do what we do. It is when we understand our actions that we can deal with them constructively. Only by admitting our wrong behavior can we open the door which will change us for the better.

3) Go over everything with your sponsor. If you don’t understand, or are confused, ring your sponsor for guidance.

4) Your sponsor will give you direction and discuss any area he/she feels need more writing or discussion on.

5) Write 10 examples how you admitted to God.

- 6)** Write 5 examples how you admitted to ourselves.
- 7)** What was the exact nature of your wrongs? What patterns have you become aware of over the years? Write 10 examples
- 8)** Write 5 examples how you admitted to another human being.
- 9)** After admitting the exact nature of our wrongs discuss with your sponsor how you feel.
- 10)** You are now ready for a six step.

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Step Six

“We were entirely ready to have God remove all these defects of character”

1)

- A.** Take each word individually and write down your understanding of the word.
- B.** Look up each word in a good dictionary and write down the dictionary definition of the word.
- C.** Wait 24 hours, and compare the two definitions. See how yours differed from the dictionary.
- D.** Write what you have learned.
- E.** Break the step down to the following parts:

- 5. We were
- 6. entirely ready
- 7. To have God
- 8. Remove all
- 9. these defects
- 10. of character

F. Write what each part means to you.

2)

Write your definition of willingness, and examples of how you apply it in your life.

3)

Write daily inventory on events where your defeats controlled your life. Examine the part you play in the defeat; remember that you are powerless over other people; do not blame others for the way you feel or behave; and free yourself of rationalization and justification.

Focus on the way you feel, i.e. fear (of humiliation, rejection, not getting your own way, betrayal, violence etc.) or hurt. Recognize the total self centeredness. Examine the by-product of these emotions, using the list of defects from the “Step Four” guide, to recognize how you are affected.

The point of this step is to become aware of how our defects control us, usually hurting ourselves most of all. When we can recognize our patterns, we usually become sick of our behavior. Then we “become entirely ready to have God remove all these defects of character”.

4)

Make a list of your character defects and your willingness to allow God to remove them.

5)

How do we allow God to remove defects of character? 10 examples

5)

Go over everything with your sponsor. If you don't understand, or are confused, ring your sponsor for guidance.

*Possibly include: Superiority/inferiority

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STEP SEVEN

“We humbly asked Him to remove our shortcomings”

1)

A. Look at each word and write down your understanding of the word.
B. Look up each word in a good dictionary and write down the dictionary definition of the word.

C. Wait 24 hours, and compare the two definitions. See how yours differed from the dictionary.

D. Write what you have learnt.

E. Break the step down to the following parts:

1) We humbly (how do we get humble?)

2) Asked Him

3) To remove

4) Our shortcomings

F. Write what each part means to you.

G. Write 10 examples on humility in your daily life and how you practice faith.

H. Write 10 examples of how you approach God with your problems i.e. handing it over with humility.

I. Read Steps 6 & 7 from the Basic Text and The Grey Book.

J. Write daily inventory on how you reacted on shortcomings which happened in your daily affairs. Focus on the process i.e. circumstances leading up to; the shortcoming; how you felt; how you reacted...

The idea is to recognize that we are powerless over other people, situations and the way we feel (defects). But we do have a choice today in how we react. In Step 6 we became sick and tired of hurting ourselves and others by acting out on addiction; we became aware of certain patterns of behavior. Insanity is repeating the same mistakes, expecting different results. If we can accept that we are not powerful enough to change on pure will power alone, then we recognize that only God is powerful enough to help us change. This is a humbling experience for people with egos as large as ours! *“We humbly asked Him to remove our shortcomings”* We hand it over.

K. Write 10 examples how you have turned your shortcoming over to the care of God.

L. Write what you have learned.

M. Go over everything with your sponsor.

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STEP EIGHT

"We made a list of all persons we had harmed, and became willing to make amends to them all".

1)

A. Look each word individually and write down your understanding of the word.

B. Look up each word in a good dictionary and write down the dictionary definition of the word.

C. Wait 24 hours, and compare the two definitions. See how yours differed from the dictionary.

D. Write what you have learnt.

E. Break the step down to the following parts:

1) We made a list

2) Of all persons

3) We had harmed

4) And became willing

5) To make amends To them all

F. Write what each part means to you.

G. How do you reach the point of willingness for Step 8?

H. How will you prepare yourself spiritually for the list?

I. Write on the difference between intentional and unintentional harm.

J. Write how you affected them and your relationships.

K. Write a list of all persons you have harmed, beginning with yourself. Write your reasons for having that person on the list i.e. what harm have you done them and was it intentional or unintentional. Also consider the consequences of your actions in their life. Don't justify or rationalize your way out of including anyone! In other words: Their name; action; effect on them; effect on you.

L. Did you leave anyone off the list intentional or unintentional?

M. Go over everything with your sponsor.

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STEP NINE

“We made direct amends to such people wherever possible, except when to do so would injure them or others”.

1)

- A. Look at each word individually and write down your understanding of the each word.
- B. Look up each word in a good dictionary and write down the dictionary definition of the word.
- C. Wait 24 hours, and compare the two definitions. See how yours differed from the dictionary.
- D. Write what you have learnt.
- E. Break the step down to the following parts:

- 6) We made
- 7) direct amends
- 8) to such people wherever possible
- 9) except when to do so
- 10) would injure them or others

F. Write what each part means to you.

G. Go through the list. Write “Why” you feel prepared to work step nine.

H. Decide which amends will be direct and which will be indirect. The thing to consider is what effect a direct amends will have on them. We do not have the right to cause them more harm in our attempt to gain relief from our guilt, shame or remorse. An indirect amend may be more appropriate.

I. **BEFORE** making any amends; go over everything with your sponsor. If you are unsure; ask your Sponsor for help.

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STEP TEN

“We continued to take personal inventory, and when we were wrong promptly admitted it.”

1)

A. Take each word individually and write down your understanding of the word.

B. Look up each word in a good dictionary and write down the dictionary definition of the word.

C. Wait 24 hours, and compare the two definitions. See how yours differed from the dictionary.

D. Write what you have learned.

E. Break the step down to the following parts:

- 1) We continued
- 2) To take
- 3) Personal inventory
- 4) And when we were wrong
- 5).promptly admitted it.

F. Write what each part means to you.

2) Write your definition of “wrong”.

3) Write on “how” you admit something.

2) Use the “Living the program” I.P. every evening for 30 days, focusing on relationships, inner reactions and how you deal with those inner reactions.

4) Go over everything with your sponsor. If you don’t understand, or are confused, ring your sponsor for guidance.

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STEP ELEVEN

“We sought through prayer and meditation to improve our conscious contact with God as we understand Him, praying only for knowledge of His Will for us and the power to carry that out.”

1)

- A.** Take each word individually and write down your understanding of the each word.
- B.** Look up each word in a good dictionary and write down the dictionary definition of the word.
- C.** Wait 24 hours, and compare the two definitions. See how yours differed from the dictionary.
- D.** Write what you have learned.
- E.** Break the step down to the following parts:
 - 1) We sought through prayer and meditation
 - 2) To improve our conscious contact
 - 3) With God as we understand Him
 - 4) Praying only for knowledge
 - 5) Of His Will for us
 - 6) And the power to carry that out.

1) How do I achieve God awareness?

2) Take an inventory of how many times a day you stop everything that you are doing.

3) Take an inventory of how many times a day you use the word "God" and in what content.

4) What is the eleventh step Prayer and when do you use it in daily life?

5) Take a daily inventory on the amount of time that you feel at peace within God consciousness.

6) How do you know when you experience God consciousness?

7) Go over everything with your sponsor. If you don't understand, or are confused, ring your sponsor for guidance.

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STEP TWELVE

“Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.”

1)

A. Take each word individually and write down your understanding of the word.

B. Look up each word in a good dictionary and write down the dictionary definition of the word.

C. Wait 24 hours, and compare the two definitions. See how yours differed from the dictionary.

D. Write what you have learnt.

E. Break the step down to the following parts:

1) Having had a spiritual awakening

2) As a result of these steps

3) We tried

4) To carry this message

5) To Addicts

6) And practice these principles

7) In all our affairs

F. Write what each part means to you.

2) How have the previous 11 steps led us to a spiritual awakening?

3) What is the message?

4) How do we carry the message?

5) Who do we carry the message to?

6) What principles do we practice?

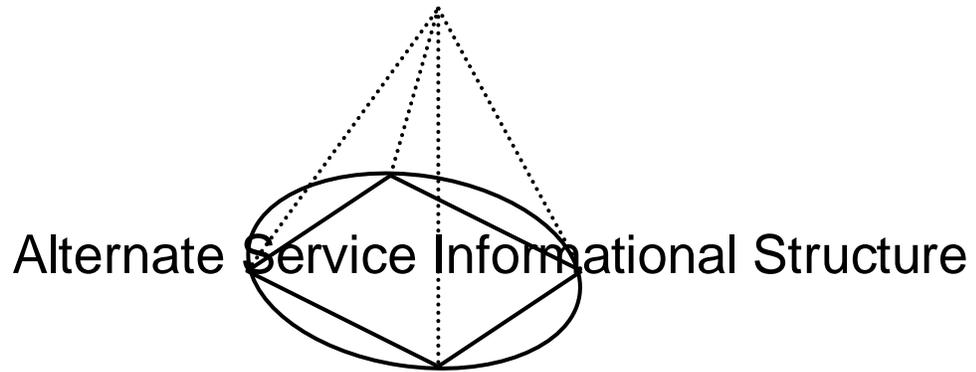
7) How do we practice these principles in all our affairs?

8) Go over everything with your sponsor. If you don't understand, or are confused, ring your sponsor for guidance.

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Together We Can ♦♦♦♦
Just for Today ♦♦♦♦
More Will Be Revealed ♦♦



Web-Page
Nahelp.org
or
www.anonymi.info
Web-Page
England

www.freerecovery.org.uk

More Will Be Revealed ◆◆◆