

12-STEP WORKSHOP STUDY GUIDE



This study guide is one member's view of the 12 steps of Alcoholics Anonymous. Its purpose is to help utilize the Big Book of Alcoholics Anonymous.

It was assembled for the purpose of assisting A.A. members I sponsor, to study the Big Book and complete the Twelve Steps of Recovery. Through this process I pray the members will find their own way through the spiritual truths which are contained in the Big Book and achieve lasting sobriety and happiness.

Disclaimer:

"Publication of this work does not imply affiliation with, nor approval or endorsement from Alcoholics Anonymous World Services, Inc."

INTRODUCTION

This study starts at the beginning of the Big Book and continues through page 103.

It is arranged so you will study page by page, and paragraph by paragraph. In this you learn to use all the information and direction in the Big Book. The Big Book is designed to help you recover from the illness of alcoholism and deal with the living problems you will face in the future.

The Big Book is not a pocket novel you read once and then talk about. It is the "text book of life" for the alcoholic, and just like other text books, it must be studied to be learned.

You will require a pencil, scribbler, high-lighter, dictionary, and the Big Book of Alcoholics Anonymous.

This study is organized to assist you to work from the front cover of the Big Book (hard cover), through the forewords, then chapters, "The Doctor's Opinion," "Bill's Story" and "There is A Solution."

We then continue through the twelve steps which conclude on page 103.

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HISTORY AND INFORMATION

On the jacket of the Big Book (hard cover) it states, ***“This is the Fourth Edition of the Big Book, New and Revised. The basic text for Alcoholics Anonymous.”***

Using your dictionary, find the meanings of the words **basic** and **text**.

Read the information on the front and back jacket flaps, from the hard covered Big Book, if you have it.

When you finish, turn two pages and there you find the good news for the alcoholic, ***“This is the Story of How Many Thousands of Men and Women Have Recovered from Alcoholism.”***

Are you interested in being Recovered from alcoholism?

As you study, highlight or underline all information you think is important. Doing this will help you remember details.

Make a quick review of the contents. Study the “preface” for the edition you have. You will have an understanding of the sequence of the Big Book and some of the changes which have been made since the first publication.

Get your high-lighter and mark the parts you think are important. Do not be afraid to **underline in your Big Book** and have the important information highlighted for reference.

Read the **“FOREWARD TO THE FIRST EDITION”**

“We, of Alcoholics Anonymous, are more than one hundred men and women who have recovered from a seemingly hopeless state of mind and body.”

At times you may hear statements like “you cannot recover from alcoholism.”. Well, don’t believe this.

The main purpose of this book is to show you precisely how alcoholics have recovered.

Believe what you read in this book and don’t get caught up in the teachings of outside agencies. This is A.A.

“To show other alcoholics precisely how we have recovered is the main purpose of this book.”

Remember, this is the only book written with this purpose. As you study, you will find each of the “Twelve Steps” have a definite purpose, which if followed, will assure your recovery.

Read the **“FOREWORD TO THE SECOND EDITION”**

As you study this foreword, you will learn about our history, the rapid acceleration in the membership, the struggles which took place as this fellowship grew, how the traditions were finally introduced, and the way to carry this message so other alcoholics can receive the information and start the A.A. way of life. As you learn about how people from the outside helped us, you should then understand why everything was in place when you arrived and asked for help. You may even find it easier to accept the full A.A. program, and be more appreciative for what you have today.

Now study the **“FOREWARD TO THE THIRD EDITION”**

I often wonder if this fellowship would be here today if people like you and I had to go through the trials and problems Bill and Bob did in order to get A.A. going. Would you have stuck it out to the end? Are you already thinking this may be too much to do at this time as an excuse to quit?

Few members study the history of this fellowship. Stop now and go for coffee with someone who has been around for a few years. Share with them about the history you have just studied.

Now study the **“FOREWORD TO THE FOURTH EDITION”**

When you have finished this make notes about the growth and changes since the “Foreword to the Third Edition.”

GET GOING, DON’T JUST SIT THERE, IT’S COFFEE TIME.

THE DOCTOR'S OPINION

It is now time for more work.

"The Doctor's Opinion"

In this chapter you will learn about different types of alcoholics, the disease, and the mental make-up of the alcoholic. You may even find yourself in here.

Do a thorough study so you will understand the medical aspect of this disease, which is implicated throughout all the steps. Make notes or write in the column of our Big Book. The more you do the more you will remember. Don't short change yourself by being lazy, or getting information second-hand. Use the Big Book.

NOW OPEN THE BOOK AND STUDY **"THE DOCTOR'S OPINION"**

Did you notice in the letter the doctor states ***"This man and over one hundred others appear to have recovered?"*** All through this study you will read about being recovered.

Notice that it did not say cured or recovering. You read in the first forward that other alcoholics have ***"recovered from a seemingly hopeless state of mind and body."***

On the third page he then writes ***"They believe in themselves, and still more in the Power which pulls chronic alcoholics back from the gates of death."***

Can you or do you believe in this Power?

Study to the bottom of the sixth page for a full explanation of the medical aspects of this illness, alcoholism.

STOP – REVIEW ALL YOU HAVE JUST STUDIED.

Note the doctor states in the third paragraph ***"Frothy emotional appeal seldom suffices. The message which can interest and hold these alcoholic people must have depth and weight. In nearly all cases, their ideals must be grounded in a Power greater than themselves, if they are to re-create their lives."***

This is exactly what you will do as you study and do each step. You will grow and find a way to re-create your life so it does not have to include the consumption of alcohol.

Further on it states ***"Men and women drink essentially because they like the effect produced by alcohol."*** Read to the end of the paragraph on the next page.

Identify the "effect produced by alcohol" in your own life by listing several effects or positive feelings which you received and then searched for when you drank again. The effect will be what alcohol did FOR you, not what it did to you, or caused you to do.

Study the rest of this page. As you go through the study, the work "effect" will have a deeper meaning than you recognize today. Keep note as you identify the "effects" as you study.

At the top of the sixth page, the paragraph concludes ***"These men were not drinking to escape; they were drinking to overcome a craving beyond their mental control."***

Study this page again so you can fully understand that there are different types of alcoholics and they all have "one symptom" in common.

The doctor explains it as a ***"manifestation of an allergy."***

Do not be afraid to mark your book, record notes or write questions that come to mind. Keep this information, and as you work through this, the study should answer any questions you have.

Review it all again. Take your time. It is very important for you to get an understanding of the illness. This will help you break the “denial barrier” which will play a very large part in your recovery from the illness of alcoholism.

To this point you have reviewed and studied the Preface, the Forewords, and The Doctor’s Opinion. All this information is important so you will understand what Alcoholics Anonymous is, and how it affects your recovery.

**STOP! GO SOMEWHERE AND ENJOY A BREAK.
HAVE A CUP OF COFFEE – TAKE A WALK.**

As you do this study, you will find when you go back and review the material, you will always discover more information. At times you may wonder how you could have missed it. Well don’t worry, this is growth and I hope this experience continues for you in years to come.

REVIEW TIME:

Now take the time and read all you have studied and written. See if there is anything you missed. You may even find it will make more sense than the first time you studied it.

Your recovery is in doing the twelve steps. However, the Big Book has been written so you first get to know the history of A.A. and some information about this illness. Otherwise, all you would have is the twelve steps without a good basic understanding of what A.A. is or where it came from.

ANSWER THESE FEW QUESTIONS AND MAKE NOTES.

1. How do you really feel about this exercise so far?
2. Do you feel it is wasted time?
3. Did you make notes to yourself about the parts you doubt and want to question later?

There are three legacies to A.A:

- RECOVERY** -- the Twelve Steps to which this study relates.
- UNITY** -- the Twelve Traditions, and
- SERVICE** -- the maintenance of the whole A.A. program.

When you talk to other people about your recovery from alcoholism, be careful not to get “treatment program philosophy” confused with the A.A. program. They are different and you should be aware of this.

SHARE WHAT YOU HAVE LEARNED AND YOU WILL LEARN MORE.

BILL'S STORY

Bill's Story, the co-founder of our fellowship, as written by him when the Big Book was first published (Bill died in 1971). As you read this story, do not try to compare yourself to him, rather, seek to identify the similarities, such as the emotions, lack of control, desperation, depression, confusion, the wish to change, false hope, and final surrender, etc.

First, read the full chapter to get a good understanding of the type of person Bill was, what happened to him, and the hard work required to put A.A. in place. This story is only sixteen pages long.

STOP – AND READ THE FULL CHAPTER NOW!

Now that you have finished, get ready to study it. Get your pencil and high-lighter, and as you study, mark your book so you will be able to refer back to the highlights and the parts you found to be of the most interest to you.

As you read this chapter you will notice Bill writes in a very precise manner. His story explains what it was like, what had happened to him, and what he had to do in order to stay sober.

Make some notes about Bill's Story, such as his youth, dreams, education, and ambitions, his drive for success and the start of his drinking, failure to escape from drinking, meeting with Ebby, the friend who called on him, the broken promises to his wife, etc. See if you can identify with some of his actions, expressions or feelings, and the progression of the illness up to the point you have reached in your own alcoholism progression.

Do not rush to finish this chapter. It contains important information for your future understanding of this program.

STOP NOW AND STUDY THE CHAPTER.

There is much information in the Big Book before the steps. Studying this will help build a solid understanding of A.A. You will become aware of the illness, the purpose of A.A., and the results you can expect from the program if you work as the Big Book directs.

You will be better prepared and should be able to understand and accept the 12-step program, as it is. There will be no surprises – only good results for a long time, if you do what the program suggests.

Each one who studies Bill's Story gets deep insight into the man and the program of Alcoholics Anonymous. Some of the revelations are brought out on page 12.

On page 12 Bill explains, ***“It was only a matter of being willing to believe in a Power greater than myself. Nothing more is required of me to make my beginning.”***

4. Are you willing to try this?

The next paragraph explains his experience with the acceptance of a God which is personal in his life and then how a new world came into view for him.

5. Read this paragraph again and think about how you feel.

6. Do you think this is a spiritual experience?

The last paragraph on page 12 explains his acceptance of God, and then the loss of his brief experience and the reason why.

7. Can you identify or has this every happened to you?

The second paragraph on page 13 explains Bill's surrender.

The rest of the page explains Ebby's second visit to Bill and what was discussed and the direction Bill received.

Page 14 he talks about the result.

In the second paragraph he explains his experience.

The next two paragraphs explain how the doctor understood the spiritual experience, and Bill's immediate unselfish thoughts for other people like himself.

The last paragraph on page 14 Bill explains how the alcoholic must perfect and enlarge his Spiritual life.

In his story you will find explanation for statements made in the first part of Chapter 5 "How It Works," which will come later.

Page 15, in the first full paragraph he explains the start of his 12-step work and the results of this type of action.

The last half of this page and page 16 describes some of the results, both good and bad, which happened to some of the first people involved with the program.

WHEN YOU HAVE FINISHED STUDYING, ANSWER THESE QUESTIONS:

8. What was the main message which stuck with Bill about his own drinking?
9. What impressed Bill most about Ebby's message?
10. What did the doctor say to encourage Bill?
11. What was Bill's experience in the hospital?
12. Could you identify with the feelings in this story?
13. How did Bill maintain his sobriety?

Some members start the program by going directly to the steps in chapter 5. By doing this, they miss the foundation and history of the fellowship. Later on, many find it hard to continue with the step program. They tend to struggle until they learn the history and get a better understanding about the society to which they belong.

The history described in the "**Three Forewords, The Doctor's Opinion**" and "**Bill's Story**" will give you a good start.

Now you have finished "**Bill's Story**." Why don't you just sit back with a cup of coffee, read the story again and enjoy it?

Make it a regular part of your sobriety to read Bill's Story occasionally. If you do this, it will take on new meanings as you grow in this spiritual program and gain a better understanding and knowledge of Alcoholics Anonymous.

As you appreciate the gift of sobriety, and as you experience this new way of life, you will be able to see, feel, and believe as Bill did.

Bill received the following statement in a letter from a lady who reviewed the first manuscript prior to the printing of the Big Book. He used this statement in many of his talks:

Alcoholics Anonymous is not, after all, a personal success story. Rather it is instead a story of our colossal human failure, now converted into that happiest kind of usefulness by that Divine alchemy, the living Grace of God." And like him, you can use it, to humble yourself when you get the big "I" feeling by thinking you have done this all by yourself."

THERE IS A SOLUTION

“We, of Alcoholics Anonymous, know thousands of men and women who were once just as hopeless as Bill. Nearly all have recovered. They have solved their drinking problem.” (The opening statement on page 17)

Throughout this study you will read again and again about the recovered alcoholic. In time you will be able to claim the same. But first, there are certain things you must do. This chapter explains the solution to your alcoholism problem.

In this chapter you will find ample information to underline. Every paragraph contains a wealth of information for you to study.

CLOSE THIS STUDY MANUAL NOW AND READ THE FULL CHAPTER.

Well now you have finished reading the full chapter – you did read it didn't you, or did you cheat yourself and take a shortcut? Okay, so you read it. All you have to do now is study it.

On page 17 you find out why the friendliness and fellowship exist amongst us, and the common solution is explained.

Page 18 explains the illness as seen by the outsider and the damage it does.

The last two paragraphs tell you how to approach a new person and the proper attitude to have when you do. Remember these points when you go on a call.

Study all page 19 and to the end of the second full paragraph on page 20. Here again you read about the “recovered” alcoholic. Notice how many times the word “recovered” is used.

Page 20, paragraph 1. ***“Doubtless you are curious to discover.....”***

The next paragraph is the answer: ***“It is the purpose of this book to answer such questions specifically.”*** In other words, you should be using this book as a text book and we will be shown how to get sober and stay sober.

The bottom two paragraphs of page 20 that finish on page 21 have the descriptions of the Moderate drinker, the Hard drinker, and the Alcoholic. A.A. understands that not all people who drink moderately or heavily are alcoholic.

“The Real Alcoholic” Here Bill describes the craving and lack of control that the alcoholic develops. This repeats ideas presented in **“The Doctor’s Opinion.”**

The last paragraph on page 21 finishes on page 22, gives a rough explanation of an alcoholic and the way they think.

8. Did this description fit you?

Study pages 22 and 23. The ***baffling feature*** of alcoholism is explained, along with this disease and the hopelessness.

Read through to the end of the first paragraph on page 25.

Get a good understanding of what you read so you can understand what is required in the steps which will follow.

Notice the second paragraph on page 24 is in italics. We note that these are used sparingly and only when Bill wished to emphasize a point.

STOP! – GO BACK TO PAGE 17 IN THE BIG BOOK.

Review what you studied up to page 25, take your time. There is a lot of information and explanations for you to absorb. I don't think you would want to miss this.

You have finished the review, start studying from **“THERE IS A SOLUTION”** on page 25.

This paragraph explains your tool kit, which is made up of spiritual tools. The paragraph promises that with these tools you will be able to do things for yourself which you could never do before.

9. Do you understand or believe this promise?

In paragraph 2 ***“The great fact is just this, and nothing less.....”***

Note – this is **the solution** and this is what the solution has done. We have changed our entire outlook.

The last paragraph explains two alternatives alcoholics have:

- a) *To go on to the bitter end, blotting out the consciousness of your intolerable situation the best you can.*
- b) *The other choice is to accept spiritual help. You do this if you honestly want to, and are willing to make the effort.*

Finish studying to the end of the chapter.

The story which starts on page 26 is about the man, Roland, who had seen Dr. Carl Jung and then talked to Ebby, whom in turn, carried the message to Bill. If it was not for this man, you and I would not have A.A. today. It may just be worth reading again.

On page 27 in the third paragraph Dr. Jung tells Roland what is required for him to recover.

“To me these occurrences are phenomena.....” This is a description of a spiritual awakening by Dr. Jung. Remember, change is the name of the game.

You have finished studying this chapter, and discovered that the solution is “CHANGE.”

That change is in a spiritual awakening which you get through doing the 12 steps.

You deserve a pat on the back, so just give yourself a pat by reading full this chapter again.

Review any notes you have made and notice what you highlighted in the book.

After all that hard work, why don't you just shut the book. Go have a coffee and tell your sponsor what you have done and be grateful. Let them know you have not quit yet.

“KEEP AN OPEN MIND”

STEP ONE

WE ADMITTED WE WERE POWERLESS OVER ALCOHOL, THAT OUR LIVES HAD BECOME UNMANAGEABLE.

This is the one step which must be done completely and without any reservation if you expect to change and receive the benefits of contented sobriety in your future.

What is meant by the following statements?

“Admit that you were powerless over alcohol”

“Admit that your life had become unmanageable”

This may sound like admitting you were weak willed and had no control over your life. Rather hard to swallow and very disturbing to think you may have reached this point.

Just why should any sensible person want to this Step? You thought you were able to handle your alcohol; how can you now admit you were powerless!

Had life really become unmanageable, or was it just bad breaks? This can't go on forever, it never does. Besides, you know other folks who have had similar things happen to them. Why do I have to do this step?

These thoughts and questions have gone through people's minds a thousand times. Those who decide all is okay, just continue on. However, those who give it serious thought and decided to take this step and continued with the rest of the program usually get sober and stay sober. They go on to experience a way of life they had only dreamed about. They never thought it would be possible for them.

Take an honest look at your past. Do you want life to continue as it has been, or would you like a change? This is a serious question. It is about your life, and only you can make this decision. It's your choice.

If you are serious about giving this program a try, then you are ready to start. However, if you feel you do not have an alcohol problem and this will be an exercise in futility not worth your while, stop now and good luck in your future.

If you have decided to go ahead with the program, then open the book to chapter three, **“MORE ABOUT ALCOHOLISM”** on page 30.

This chapter is about making the decision to change your lifestyle.

READ THIS FULL CHAPTER BEFORE GOING ANY FURTHER IN THIS STUDY.

Now study the first paragraph.

This explains the reason why we balk at looking at ourselves and it puts the finger right on the problem.

It states, **“The persistence of this illusion is astonishing.”** (Illusion in this context means “untruth”)

Make a note on how you feel about what you have just studied?

Study the second paragraph.

This explains what you have to do before you can even hope to start. **“We learned that we had to fully concede to our innermost selves that we were alcoholic.” This is the first step in recovery.**

1. Can you admit this to your innermost self?

Study the third paragraph.

This will probably help set your mind at ease as to what the definition of an alcoholic is. **“We alcoholics are men and women who have lost the ability to control our drinking.”** Think this statement over carefully.

2. Have you ever planned not to drink or thought about controlling how much you were going to drink before you went to a party? If so, why would you do this?
3. Did you always have full control of your drinking?
4. Have you ever continued to drink when you should have been somewhere else or doing something else?

6. Have you ever had a “blackout?” (You didn’t black out – there is no number 5!)
7. Do the above questions describe your drinking behaviors?

Do not fool yourself with your answers, only you know the truth.

Read the third paragraph again.

Now read the last paragraph on page 30. It ends on page 31.

This Makes a very frank statement, “We are like men who have lost their legs; they never grow new ones. Neither does there appear to be any kind of treatment which will make alcoholics of our kind like other men.”

Now study the first full paragraph on page 31.

8. When did you first think that you could be alcoholic?

Remember, if a person shows signs they are unable to control their drinking, then change and have control over the amount they drink, our hats should be off to them.

The third paragraph on page 31 explains some of the many methods used by alcoholics to prove they could control their drinking.

9. Have you ever tried any of these?
10. How early in your drinking career was the first time you tried? What did you try?

The last paragraph on the page.

This tells how you can diagnose yourself if you still think you are in control of your intake.

11. Have you ever tried to prove you could handle alcohol or changed your drinking habits and places? If so, why did you do this?

Now study the second paragraph on page 32.

12. Why do you think so few want to stop while there is still time to do so?

Study the story starting on page 32 and ends on top of page 33.

Review this story very carefully.

He knew he had a problem and made a decision to stop drinking until he had become successful in business. Then he started to drink again and was out of control in a short period of time. From what you have studied to this point, write out the reason this happened to him.

13. Have you ever felt if you quit for a period of time you could regain control of your drinking?
14. What two or three things was this man missing during his sobriety which may help him stay sober when he retired?

The second paragraph on page 33 contains some critical facts.

If you are planning to stop drinking, there MUST be no reservation of any kind, nor lurking notion that someday you will be immune to alcohol. “once an alcoholic, always an alcoholic” is a serious statement. Many people fool themselves with this, and it appears to the outside world, the alcoholic is the only person who gets well so they can get sick again.

The next paragraph, about young people, issues a warning.

15. Did this warning cause you any problem? If so, what?

Study the last paragraph on page 33.

This explains, that to be affected, the amount you drink or the length of time you have drank may vary with different people and also between men and women. This removes the myth that you have to drink large quantities for a long time to be an alcoholic.

Study this full paragraph again.

16. Write out your opinion of this paragraph and state if you believe it or not.

17. Write out your feelings about these two paragraphs. So you agree or not? Make your notes and keep them. Put true feelings down. (Now that you have finished arguing with the pencil, carry on)
18. Describe the **baffling feature** of alcoholism?
19. Do you fit in this description? (Give this answer serious though, it will determine how you will approach the rest of the program.)

When ready, study the last paragraph on page 34, over to the end of the second paragraph on page 35.

This will help you determine for yourself if you require this recovery program.

Next is a story about Jim. Study this story and highlight the points of importance. It ends in the top two lines on page 37. This story explained the **mental state which precedes a relapse**, and the example with Jim is the result of not enlarging his spiritual life.

20. Why is it called a relapse in the Big Book and not a slip?

Read Jim's story again. Note the mental twists: how alcoholics fool themselves, how they justify, and how they blank out the past experiences so they can try **just one more time**, regardless of the insane reason or the excuses.

Study the first three paragraphs on page 37. Make notes about what you have studied.

21. Do you identify with any part of these three paragraphs?
22. Do you recall ever experiencing this "**curious mental phenomenon**" discussed in the second paragraph?
23. Did you ever spent much time trying to figure out what the consequences of drinking would be prior to starting?
24. Was your drinking deliberate or casual? What is the difference between "**deliberate**" and "**casual**?"

Read from the start of page 37 to the end of the jaywalker story, which ends with the second last paragraph on page 38 ("**It's strong language – but isn't it true?**")

Now study this story again. Can you find anything in there, which might by chance, apply to such a fine person as yourself?

Read the next few paragraphs which will take you to "**Let us take another illustration,**" on page 39. Self-knowledge is not enough! Please, do not be one of those who fail to get this program because you think you have all this self-knowledge and do not require anything else. (**Remember what Bill said about self-knowledge in his story.**)

Next study the story about Fred. This story ends on page 43. Review it with care and use your note paper.

25. What does "self-knowledge" do for you?

Finish studying to the end of the chapter.

Underline all the information you feel is important and make notes of the points with which you do not agree. Keep these notes and see if they are answered by the time you finish Step Twelve.

26. Like Fred, had you ever fooled yourself when it came to planning or not planning to take a drink?
27. Did you use some of the same excuses he did?

Note the WARNING in the last paragraph on page 43, then refer back to "**The Doctor's Opinion**" for more detail. There were several stories you just read which demonstrate this statement.

28. Why would there be no mental defense? (Look up the answer if you can't remember what the doctor said.)
29. What was the Doctor's feeling about help from a Higher Power?

If you have completed Step One, as suggested in this study, then you have a good understanding of what it is about.

30. Can you now fully concede to your innermost self and be comfortable with Step One?
31. Do you feel you were powerless over alcohol and that your life had become unmanageable?

STOP! Get a coffee, relax, and read this chapter again. Underline anything you may have overlooked.

As a point of interest I am including a paragraph from page 199 of the book *“Pass It On.”*
This outline’s Bill’s sources and the intention of the first three steps.

“Bill’s first three steps were culled from his reading of James, the teachings of Sam Shoemaker, and those of the Oxford Group.

- *The first step had to do with calamity and disaster;*
- *The second step was an admission of defeat – that one could not go on living on the strength of one’s own resources;*
- *The third step was an appeal to a Higher Power for help.”*

“FIRST THINGS FIRST”

STEP TWO

CAME TO BELIEVE THAT A POWER GREATER THAN OURSELVES COULD RETURN US TO SANITY

The chapter, "**WE AGNOSTICS**" starting on page 44, will give you a good understanding of the type of "faith" required to achieve and stay sober and be able to check the similarities with the faith you had in the past. Agnostic means "without knowledge of God."

This chapter will require a lot of concentration and study.

Before you start the study, write out what this Step means to you now, and how you understand and apply it in your life today. Keep this for later comparison.

The first paragraph on page 44 explains the drinking experience of the alcoholic and states it is an illness, and suggests "**only a spiritual experience will conquer this type of illness.**"

This program is spiritual recovery, not medical recovery.

Read and study the next two paragraphs.

- There is a choice: ***alcoholic death or a spiritual-based life.***
- These are not easy alternatives to choose between.

It is your choice!

Not only atheists or agnostics have trouble here. Many who were raised in religious or spiritual homes and became alcoholics might also fight the principal concept of this step.

It will be your attitude which helps or hinders your progress. Turn to "Spiritual Experience" at the back of the book and read it. Does the statement by Herbert Spencer fit you at this time?

Throughout this program you will find Spirituality in the Steps. Some members confuse Spiritual Programs with Religious Programs. The following may help you see the difference between the two:

SPIRITUAL PROGRAM:	One in which you choose and determine your own concept of a Higher Power or God, in whom you can believe. It is personally chosen, accepted and felt. It is not a written program; it is a believing program.
RELIGIOUS PROGRAM:	One in which you are told who and what God is in accordance with the religious concept and teachings of the church belief. This is determined for you by the faith and the teachings of a particular religion.

Study from the bottom of page 44 through to the second paragraph on page 45.

Many people have wished for a lot of different things, hoped for change and used all the will power they could. These were their human resources and therefore not sufficient.

1. Did you ever experience this?

The main objective of the Big Book is to allow you to find a Power greater than yourself which will help you solve your problem. A tall order, but worthwhile pursuing.

Carry on reading, lay aside any prejudice and biases you may have and try to keep an open mind. Your future depends on this.

Study the second paragraph on page 46.

The promise states "***as soon as you are able to lay aside your prejudice and express even a willingness to believe in a Power greater than yourself, you start to get results.***"

You may not be able to define this Power, but it is there.

Study the last paragraph on page 46.

Get an understanding of the simplicity of the last three paragraphs on this page. Make notes. They will come in handy later.

2. Do you believe the promises you have just read?

Read all page 47 now!

In the first paragraph is an understanding and a definition of “**spiritual growth.**” It explains what happens as long as you will keep an open mind about spirituality and spiritual growth.

Write out points to remember for future reference. If you have a problem with this, write out what the problem is before you continue further with the study of this chapter.

You choose your own concept of God, regardless of what others think. When you do this, you start to put in a solid foundation on which to build strength, hope and direction.

3. What is required to start spiritual growth?

Study the second paragraph on page 47.

It asks an important question. What is your true answer to this question?

Note the promise: ***“It has been repeatedly proven among us that upon this simple cornerstone a wonderfully effective spiritual structure can be built.”***

Remember, this spiritual structure is you and your future. It’s your life – so treat it good.

Meditate and find the meanings in this paragraph and see if you can get comfortable with them.

Now study the last paragraph on this page.

You can start at the level of understanding you now have. You do not have to wait until you become knowledgeable. This will come as you grow spiritually in understanding and will continue for the rest of your life if you want it to.

Carefully study from the last line on page 47 to the end of the second paragraph on page 49, stopping at “*Rather vain of us, wasn’t it?*” Write out any thoughts you had on this, paragraph by paragraph where you agreed, and if you disagree, write the reasons why.

4. Have you ever been handicapped by obstinacy, sensitiveness, or unreasoning prejudice? (use your dictionary, it helps)

Study to the end of the first paragraph on page 51.

This outlines some arguments used to justify our understandings and our thoughts prior to A.A. Then it tells of actions and feelings after accepting “a Power greater than yourself.”

5. Do you believe what you just read?

Study from where you left off, to the end of the second paragraph on page 53, ending with “We don’t know.” All the superstitions, traditions, and fixed ideas of people in the early years before science may seem stupid to you today.

6. Were you ever this narrow minded, when it came to knowing about alcoholism and spirituality?
7. Many doubted the full Power of God before A.A. Do you?

Study the second paragraph on page 53.

8. After what you have read, and knowing how you feel now, what is your choice going to be?
Write it out now.

Now study to the end of the first full paragraph on page 55.

This should give you an understanding about the kink of “faith” you have had throughout your life, though you may have thought differently. Study this carefully and make notes.

When you complete this and are comfortable with it, then study the rest of the chapter.

9. Had you been fooling yourself about faith?
10. Can you accept this faith, which is deep within yourself, is the fundamental idea of God?
11. Have you ever called out for “help” when there was no human being around to help you?
12. Why would you call for “help” if you had no faith?
13. Was it because you felt within yourself there was something there which could help you?

Help will come if you ask for it. A Power will be disclosed and you will have the strength to do things you always wanted to do. This chapter should help you come to believe that a Power greater than yourself could restore you to sanity.

STOP! Before you go any further, read this chapter one more time.

The basic information in this chapter will help you understand the spiritual concepts in the rest of the program. Define your own understanding of the word “sanity” as you now understand it after studying this chapter. Do not use the dictionary to define it.

14. Has your definition changed from your previous definition?

All this Step asks of you is to come to believe that a Power greater than yourself can restore you to sanity.

This may be the common sense thing to do, because so far, you have admitted you were powerless over alcohol, had lost control when it came to drinking, and some areas of your life had reached a point where they were unmanageable. You wanted help to get on with the business of living, so you joined A.A. This may be the sane thing to do. It has worked for other people who are alcoholic, and it will work for you – **if you want it.**

15. From your own life experiences and with what you have read so far, do you now have a better understanding why some of the things you tried had not worked as you had wished?

16. Are you now willing to try a new way with a Power greater than yourself?

Every person requires proper nourishment if they expect to be healthy and stay that way. The following gives an idea of how to obtain the three essential types of health.

Spiritual Health: You receive this nourishment through an acceptance of a Power greater than yourself. Then you exercise this by communication with God through prayer and meditation, and by participating in discussions and trying to do His Will. Think positive.

Mental Health: The nourishment required for good mental health is proper rest, mental stimulation, companionship, and friendship. This comes through reading, communication, and doing things together.

Physical Health: Proper types of nourishment and exercise are required to give us physical strength and a healthy body.

Many of us found all three areas were undernourished when we arrived in A.A. By getting involved and staying involved in the program by going to meetings, practicing the Steps, and becoming part of the fellowship, we were able to exercise and improve all areas of our health.

The Steps will start you on the road to recovery and give you the proper exercises to maintain a fit spiritual condition so that you may experience a whole and useful life.

HOW IT WORKS

“HOW IT WORKS” starts on page 58. Read through to page 60. Stop at “We claim spiritual progress rather than spiritual perfection.”

By doing a careful study, you will understand the Steps are vital guides in your own spiritual progress towards recovery. You claim *spiritual progress* rather than *spiritual perfection*.

Earlier in this series you read about people who were at several different stages of alcoholism. With some, their brains and body have not been as damaged as others have been. This being a fact, it is easier to understand what is meant in the first and following paragraphs of **“How It Works.”**

Start again and study the first paragraph of this chapter.

“Rarely have we seen a person fail who has thoroughly followed our path.”

If a person does not have mental deterioration, it is easier to thoroughly follow the path in the 12 Steps. It would be rare to see a person fail in this recovery program if they have all their mental abilities and were willing and able to accept the program.

“Those who do not recover are people who cannot or will not completely give themselves to this simple program, usually men and women who are constitutionally incapable of being honest with themselves. There are such unfortunates.”

Because of the damage which some people have due to drinking, they find it more difficult to accept and understand what is required of them. It seems they cannot or will not completely accept this program (As stated in Bill’s Story on page 16). They seem incapable of being able to do it and experience great difficulties. They seem to be totally or constitutionally incapable of being honest with themselves. This reminds us that some people are more unfortunate than others when it comes to the amount of damage we have done to ourselves.

“They are not at fault; they seem to have been born that way. They are naturally incapable of grasping and developing a manner of living which demands rigorous honesty. Their chances are less than average.”

These people are not at fault and we should be prepared to recognize this. They may have been born like this. They have a very serious problem and find difficulty in being able to grasp or develop any sort of a plan or manner of living which requires them to be honest and then put it to work for themselves. As a result of this condition it appears their chances are less than average for recovery.

“There are those, too, who suffer from grave emotional and mental disorders, but many of them do recover if they have the capacity to be honest.”

Some people who come to A.A. have serious emotional and mental disorders. They may be receiving outside help. Because A.A. is not in the mental health field, the best we can do is encourage them to seriously try our way of life. Many of these people do recover if they have the mental capability to be honest with self. This is a spiritual program with many miracles, so don’t give up on them. (Described in The Doctor’s Opinion)

“Our stories disclose in a general way what we used to be like, what happened, and what we are like now. If you want what we have and are willing to go to any length to get it – then you are ready to take certain steps.”

Bill’s story and others on pages 26, 32, 35, 39, and 55 tell what it used to be like, what happened and what it was like when they wrote the stories.

When you tell a newcomer your story, you do it in a general way so you cover feelings, thoughts, and the hopelessness, along with some of the actions, thus enabling anyone who is alcoholic to identify.

Remember, everyone may not identify with your type of drinking or drinking behavior.

Speak of the rewards of sobriety. If newcomers want the rewards of sobriety described and are willing to go to any length to get it, then they are ready for the rest of the Steps. If you have decided you do not want what is offered, or if you are not willing to put forth the effort to do the Steps, then this program will be most difficult for you.

The next paragraph tells us some people have balked at some of these Steps.

Some of resort to our old ways, the seemingly easier, softer way and continue to decide what is good for you. But this will not work, you have to be as fearless and thorough as you can be from the very start if you want any success.

“Remember, you are dealing with alcohol.”

“Alcoholism is a cunning, baffling, and powerful problem, with which you will need help. You are attempting to recover from a seemingly hopeless state of mind and body.” You cannot conquer it alone, you need the help you discovered in Step One and Two, which is “God as you understand Him.”

The “**cunning feature**” was described in “**The Doctor’s Opinion,**” the “**baffling feature**” was in “**More About Alcoholism,**” and the “**powerful feature**” was described in “**We Agnostics.**”

“Here are the steps we took, which are suggested as a program of recovery.”

This means the first members of A.A., who helped write this book, outlined the Steps they took in order to recover. They don’t say they just read them.

The entire 12 Steps is the suggested program of recovery.

It does not say you take your choice and do the ones you want to do and leave the rest, in fact it did state “half measures avail you nothing.”

Following the 12 Steps, is a description of how most react.

Many look at this work and say I cannot do it. It is good to know that many members who have gone before you have felt the same, but they stuck with it and they recovered.

One hang-up for some new members is they feel they have to do everything perfect in A.A. Some are shy about asking how to do things. No person has ever come into this fellowship and done the program perfect, nor is there anyone doing this program perfectly today. We all work for the spiritual progress. No one claims spiritual perfection.

Do the Steps to the best of your ability and be willing to grow along spiritual lines. You are not a saint and probably will not be for a while yet, so each day just be the best you can.

STEP THREE

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

In Step One you **admitted you became powerless over alcohol, and your life had become unmanageable**, then you decided to do something about it to try and improve your future.

The Step Two function was to **come to believe that a Power greater than yourself could restore you to sanity**. This should give you the hope and understanding that you will be able to function better in your everyday life from now on.

Remember, it was an admission of defeat – you could not go on living on the strength of your own resources. **Self-honesty, admittance, acceptance and faith were the underlying principles in the first two steps.**

If you have been able, in Step One, to admit you had an alcohol problem and your life had become unmanageable, and if you were able to honestly believe that **“self”** was in need of help, and if you have started to believe a **“Power greater than yourself”** can help you, as discussed in Step Two, then you are ready to do Step Three, which is an appeal to a Higher Power for help.

There are several parts to Step Three, have your dictionary handy before you start.

What is meant by **“made a decision?”**

This has two parts. To decide and to act. It is your own determination about what you will do, what action you will take. It is about 2% deciding and 98% action. You make a decision to turn **your will** and **your life** over to the care of God, as you understand Him.

What is **“your WILL”** in this case? Could **your WILL** be your own convictions, your determination to do things your way, your willpower, and thus, your choices? Could it also be your desires and pleasures?

What is **“your LIFE”** in this case? Could this be your very existence as an individual? Your total being. Your thoughts, actions and spirit, your past, present and future?

Look in your dictionary for the definitions of **DECISION** and **WILL**.

Now this may all seem a bit much for your, but before you stop or refuse to do this, answer these few questions.

1. What Power is in charge of your existence right now?
2. What Power just made your heart beat?
3. Is this Power greater than yourself?

Maybe it won't be such a hard decision or bad idea when you realize some Power greater than yourself has, and will continue to give you life without any thought or effort on your part.

All this Step asks is for you to recognize and make a conscious decision to rely on this Power for a better life. You have to rely on it to stay alive, so why not just consciously team up and work together to develop a better way of life for your future.

If you are willing and you can accept this concept of a Power greater than yourself, you will remove some of the biases and roadblocks which may slow you down in gaining the understanding and acceptance of Step Three.

This step asks you to **“make a decision to turn your will and your live over to the care of God as you understand Him.”**

This causes some people a problem. They get this mixed up with religion. Then fear and denial take over. They may argue that this is not what they were taught as a child in Sunday School. Try not to get into this debate yourself, as most of it is caused by guilt and fear and does little to help you recover. Remember, you read and discussed this in Step Two.

Step Three starts on page 60, with the paragraph *“Our description of the alcoholic, the chapter to the agnostic, and our personal adventures before and after make clear three pertinent ideas.”*

**STOP NOW AND READ ALL OF STEP THREE FROM PAGE 60
TO THE LAST FULL PARAGRAPH ON PAGE 63.**

Now you are ready to start the study of Step Three.

This refers to: Chapter Three – *“More about Alcoholism”*

Chapter Four – *“We Agnostics”*

And **the six stories you studied up this point in the Big Book.**

After studying Bill’s story and others on pages 26, 32, 35, 39, and 55 the three pertinent ideas, listed as (a), (b), and (c), would make sense to you.

Read the three pertinent ideas again. Look in the dictionary for the word “pertinent.”

Study the last two paragraphs on page 60 ending on page 61.

The questions in the first paragraph are, “Just what is meant by that and what do we do?” Study to the end of the last paragraph on page 60 for these answers.

4. Can you identify with the actor?
5. Have you ever tried to have things your own way?

Read that paragraph again.

Study the second paragraph on page 61 which starts with the question “What usually happens?”

6. Did you answer all the questions in this paragraph?
7. Did you identify?

Before going further, read those two paragraphs again, just for the fun of it! These two paragraphs describe, in a general way how others see alcoholics actions, though the alcoholic may not recognize it. Underline what you found of interest.

Study the last paragraph at the bottom of page 61 over to where it ends on 62. Answer the question at the end.

Study the next two paragraphs on page 62, stopping at *“We had to have God’s help.”*

You may have just read about yourself. Note the many forms of been negative, such as self-centered, selfish, self-delusion, self-pity. Use your dictionary to get an understanding of some of these words, then answer the following questions.

8. Have you ever made decisions based on self which later put you in a position to be hurt? If so, write out some examples you remember, they may be used later in Step Four.

It is important you reduce your self-centeredness. But you just can’t wish it away or use willpower on it.

Carefully study the last paragraph on page 62 to find out how to reduce this self-centeredness.

This is the how and why of it all. In other words, this is how you do it and why you do it. Remember, your read at the start of the study that this book will show you precisely what to do. Notice the two things you have to do in order to be rid of self-centeredness. Write these out and remember them.

Look in your dictionary, find the definition of **“keystone.”**

You are building a new and triumphant arch through which you pass to freedom. So never try to be the **“keystone”** in this archway. Leave that position for **“God as you understand him,”** then your archway will become larger and stronger day by day.

Review this paragraph and the suggestion in this paragraph. This is one of the very important actions you will face and take in these Steps. It will give you freedom and provide you with the opportunity to change your way of thinking and living.

This explains the results and promises you can expect to receive if you have sincerely taken the position described in the last paragraph on page 62.

When you have done this, you will be on good spiritual footing and you should begin to lose your fear of the future. You are reborn into a new way of life.

If the statement **“reborn”** bothers you because it sounds like a religious quote, compare it to the paragraph in **“The Doctor’s Opinion”** where he stated, **“In nearly all cases, their ideals must be grounded in a power greater than themselves, if they are to re-create their lives.”**

9. Is there a difference between these two statements, reborn and re-create, or is the word “re-create” a medical term and the word “reborn” a spiritual term for the same thing?

Read the second paragraph on page 63 which starts, “We were now at Step Three.”

Up to this point you have gained understanding and have been preparing for this action, so now it is time to do the step.

Prayer will help you to receive what you have worked for to this point by removing “self” and finding a new direction in life. Let us review this prayer.

God I offer myself to Thee – to build with me and do with me as thou wilt.”

10. Can you accept this as surrender, and now seriously as for help to build your future?

Relieve me of the bondage of self, that I may better do Thy will.”

11. Have you become a slave unto “self” and would you like to receive help to try and find a way to do things better?

“Take away my difficulties, that victory over them may bear witness to those I would help of Thy Power, Thy Love, and Thy Way of life. May I do Thy will always.”

12. Are you admitting you have had problems and difficulties in life when you run the show yourself?
13. Are you saying you could do a better job of helping yourself and others if you had some assistance and direction on how to do that?
14. Are you now aware of your your own “will” may have been a bit if a handicap?

Repeat this prayer or put it in your own words. It is a good starter for each new day and helps you get “self” out of the way so you can grow spiritually.

If you have trouble understanding what your will was or is, just turn back to page 61 and study the second paragraph.

15. What can you identify with, in this paragraph?
16. Do you want to keep those characteristics or would you prefer the promises in the first paragraph on page 63?

The promises in the first paragraph on page 63 will come as a result of the prayer mentioned above, and the characteristics mentioned on page 61, should be replaced. However, this all depends upon your willingness to live with your decision this step.

Watch how this prayer reveals things that may not have been apparent before. We made a decision and became open to having someone greater than yourself in our life. **We ask for relief from bondage of SELF – not from alcohol.** Remember, we read **“Selfishness/Self-Centeredness was the root of our problem.”**

Read the last full paragraph on page 63.

This explains you can use any words you want, so long as you **express the idea and voice it without any reservation.** You can take this with a minister or a family member, it is up to you, but it should be said aloud.

Step Three is an admission that you could not go on living on the strength of our own resources or convictions. Step Three, when completed in a sincere manner, should start releasing you from your past, if you have turned it all over to a **“Power greater than yourself.”** You will be set free with Gods help and the remaining Steps. To remain free, there is more to do.

The first three Steps demanded your admittance, acceptance, faith, and decision. These can be called the “arm chair” Steps. You have only made a decision to this point, and for this to become vital you must take action and that is in the next steps.

STOP! Go have a cup of coffee, take a break.

Now that you have had a break, relax and take the time to review all you have done since starting this study program. Make notes about any changes in your thoughts or attitude.

In the early part of sobriety, there seems to be no way of removing or controlling any sudden urge, wish, temptation, or thought about having a drink. This was explained in the “Doctor’s Opinion.”

The only control you will have is the “choice or decision” to take a drink or not take a drink. This, of course, comes after you have had the thought, urge, wish, or temptation about it.

Whenever you have to make this choice or decision, you should use the help of a Higher Power than yourself to overcome this sudden urge, with thought, or temptation. With God’s help, and if you are willing, you will always be able to make the right choice or decision and remain sober.

Do not get all worried or scared just because the thought of a drink has popped into your mind. You never know what type of a thought you will have, until you have it. It does not mean you are going to drink, it just means you now have the opportunity to once again make a decision and strengthen your commitment to sobriety and a better way of life. It will also give you the opportunity to check and see what may have caused this type of thinking to start when it did.

**Keep your sobriety through faith in you Higher Power,
not through fear of alcohol.**

REMEMBER:

Bill’s first three steps were called from his reading of James, the teachings of Sam Shoemaker, and those of the Oxford group.

- **The first step had to do with calamity and disaster;**
- **The second step was an admission of defeat – that one could not go on living on the strength of one’s own resources.**
- **The third step was an appeal to a Higher Power for help.**

How many principles and how many prayers have you identified to this point?

How many promises have you found so far?

STEP FOUR

“MADE A SEARCHING AND FEARLESS MORAL INVENTORY OF OURSELVES”

The tools for this Step are: Honesty, and Open Mind, Willingness, Time, The Big Book, and a Pencil and Paper. In order for you to get to Step Four, you have studied the Big Book from the front cover to page 63 and have completed the first three Steps. By doing so you now have an understanding of:

- The History of the Fellowship
- Who Bill Wilson, the cofounder of A.A. was
- The Medical Opinion and definition of alcoholism
- The Solution to your problem
- Step One – (Chapter 3)
- Step Two – (Chapter four)
- How this program works, and
- Step Three

Once you have completed studying and doing the first three Steps, you will be well into the “first phase” of recovery, which is **“SPIRITUAL.”**

Give yourself a break and get all you deserve from this program. Remember, it is your life, so only the best will be good enough.

“THERE IS A PRINCIPLE WHICH IS A BAR AGAINST ALL INFORMATION, WHICH IS PROOF AGAINST ALL ARGUMENTS AND WHICH CANNOT FAIL TO KEEP MAN IN EVERLASTING IGNORANCE. THAT PRINCIPLE IS – CONTEMPT PRIOR TO INVESTIGATION.”

(Just included this in case you were thinking of balking, see appendix 2, Spiritual Experiences in the back of your book.)

This is a SPIRITUAL PROGRAM, therefore it is meant to help you, not harm you.

Always remember, the A.A. program and the 12 Steps were written by alcoholics who loved and understood you.

The most difficult part about any step in this program is your concept before trying to do it, or what you think the results may be before you do it, plus the many confusing stories other members may tell you about the program.

Try to ignore negative stories. Work your own program to the best of your own ability, but work it!

The only story in which you need to be interested is your own.

You have promised yourself in the beginning you would go to any lengths to get this program. Well, this is only another Step to help you pass through that archway to freedom and gain sobriety.

Step Four does not ask you to write your life story, nor write out a drinking history.

This step shows you how to make a searching and fearless moral inventory of yourself. By doing a moral inventory, it will help you search out the flaws in your make-up which caused you to do things which may have been immoral or wrong.

You will find out why you had problems and where they started.

Have fun and do what the Big Book suggests you do.

THE FOLLOWING ARE SOME DEFINITIONS WHICH MAY HELP IN THIS STEP.

SELF-ESTEEM:	Belief in yourself. Self-honor.
SECURITY:	Feeling secure or safe, protected, freedom. Has good friends and family. Job security.
SELFISH:	Too much concern about yourself and little or no interest or concern about other people.
SELF-SEEKING:	Seeking only or mainly to further your own interest.
SEARCHING:	Looking for, investigate.
FEARLESS – MORAL:	Let’s examine these two words as from Bill’s mind. Bill wrote from the businessman’s viewpoint. So for Bill, “FEARLESS” meant without regret or emotion. “MORAL” would have meant truth.

DICTIONARY: Look in your own and use it.

ENOUGH OF THIS, LETS GET STARTED.

This calls for action on your part. Open the Big Book to page 63.

Start reading from the last two lines over to the end of the third paragraph on page 64, which ends at “manifestations.:

These three paragraphs explain:

- what an inventory is,
- what you are about to do,
- and the reason and purpose for doing it.
-

You read – **“our liquor was but a symptom”** of the problem, so you have to search for the **“causes and conditions”** which had underlined your failures in life. These again may be **“Selfishness and Self-Centeredness.”**. This step will be a **“fact finding – fact facing” process.**

The second paragraph on page 64 describes what an inventory is all about.

Follow the directions in the Big Book and make a “searching and fearless moral inventory,” remember, it does not ask you to write your drinking history or life story.

The Step Four process starts with the third paragraph on page 64.

You are to take an honest moral inventory by first searching out the flaws in your make-up which caused failure in certain areas of your life.

There are four areas of your life on which the Big Book asks you to do an inventory.

These are identified in the Big Book as: - Manifestation of “Self”;
- Resentment;
- Fear,
- Sex

You will work through each area, one at a time, before moving onto the next.

THE FIRST TASK IS TO DEAL WITH MAFESTATIONS OF “SELF”:

First, you will review the various ways in which “self” has been manifested and then consider the common outcomes which caused you problems.

To do this review of “self,” turn back to page 62 and review the second paragraph. Note all the different forms of “self” you will consider. Self-delusion, self-seeking, self-pity, self-centeredness, selfish, self-will. Now, look back in the dictionary for other forms of “self” which you will review.

Develop a good working understanding of these displays or exhibitions of “self.”

Take notice that many of the definitions of “self” are positive, and many are negative you will work towards the positive and try to eliminate the negative as you practice the program.

As you review your dictionary, list the positive definition of self, and then list the negative definition of self across from it. As an example:

POSITIVE

Selfish

NEGATIVE

Selfless

Dig into your past and identify where and how these different forms of “self” may have caused you problems. STOP now and do the above exercise before going on with this study.

There are several areas where “self” should be reviewed, such as:

Money: unpaid debts, fraud, cheating on taxes, theft, etc.

Criminal Offenses: theft, shoplifting, rolling someone, etc.

Divorce: fulfilling your end of the agreement, alimony, etc.

Business Relationships: Fairness and honesty with your partner and others you dealt with.

Domestic Problems: at home, in other homes, family breakups, infidelity, arguments, etc.

Consider these in your inventory, as you may have to deal with them later in Step Nine.

Review each of the above areas with the questions about your **Self-delusion, Self-seeking, Self-pity, Self-centeredness, Selfishness and Self-will**, plus the other forms of Self.

When you have finished reviewing and have identified the areas in which the different forms of “self” affected you or others in the past, then you are off to a good start and ready for the next task in this Step.

With the next three tasks, review the list on “self” to see if and where these may fit into your inventory as you go along.

Remember, you made the decision in Step Three to turn your will and life over to God as you understand Him, **so all you are doing now is making a written inventory of what you have turned over.**

THE NEXT TASK IS TO DEAL WITH RESENTMENT.

Read the fourth paragraph on page 64, starting with “**Resentment is the number one offender,**” and read down to “**we ask ourselves why we were angry**” ---STOP--- don’t read any further, study these few lines again, review what they say? Resentment means to re-feel old feelings.

“You have been not only been mentally and physically sick, you have also been spiritually sick.”

This paragraph outlines the sequence of your recovery. It indicates first is the **SPIRITUAL**; then the **MENTAL**; and third is **PHYSICAL** recovery. Always remember this order of recovery.

Spiritual You should have developed a God conscience by doing the first three steps. And possess a new outlook on live and stopped depending on self for everything.

Mental You have started to develop rational thinking. Tell yourself the truth even though you may not believe it, but deep down you know it as the truth. You start to feel sure about yourself. Start sharing. Stop denying the facts. Get good positive mental health.

Physical You test these feelings, they are tangible, you will realize the “football in the stomach” feeling is not slowly disappearing, and you began to feel alive and good about yourself.

Notice how the Big Book deals with resentments by referring to ANGER – Anger is the seed of resentment. **This was done so you understand what you are looking for.** You have experienced anger more times than resentment. To understand what caused a resentment, you have to first find out the cause of the anger.

Anger is a warning that something is wrong. Every person will experience the emotion of feeling of anger. How you handle it is what will make all the difference. This is what this part of Step Four is all about.

Remember, anger always came before resentment, but each anger does not become a resentment. There is a sequence or growth of this emotion which starts with (1) **anger** and, if unchecked will become a (2) **resentment**, and then if left will become (3) **hate**, which can lead to (4) **murder**. If this emotion is directed inward toward self, it can lead to suicide. Each of these stages takes many forms, such as, self-justified anger, blaming others, and denial.

The Big Book asks you to fist make a list of all the **people, institutions, or principles** with whom you have been angry.

The following is an example/partial list of people with whom you may have experienced anger during your life. There will be others you will think of who are not on this list, add them on.

People with whom you may have been angry.

teachers	brother(s)	mailmen
dentist	bus drivers	friends
receptionists	clergy	telephone operators
clerks	aunts	spouse
doctors	taxi drivers	waitresses
bartenders	employers	co-workers
nurses	uncles	lawyers
grandparents	in-laws	father
bankers	cousins	ushers
sister(s)	bosses	partner
salesmen	police	mother
peers	neighbors	

Plus, any others you can come up with.

The following is only a partial list of Institutions with which you may have been angry.

jails	schools	courts
churches	government	welfare
marriage	A.A.	add any others you think of

The third list to make are the Principles which have upset you or made you angry. A few that may help you start are:

the golden rule	ten commandments	love
religion	responsibility	trust
equality	fairness	family tradition
family secrets		

No go back to the first list, the people with whom you have been angry. You will start writing what is required for this part of step four.

On page 64, the book states **ASK YOURSELF WHY YOU WERE ANGRY?**

(Note: At this time read this guide down to the star line ***** on the next page to get the idea of how to do this.)

You start with one name. Write out what it was that made you angry at the person, **at that time**. There may be many times you were angry at the same person, if so, write down each time you can recall. Do this with each name, and write the reason in your worksheet.

No matter how stupid or small the reason may seem at this time, write out why you got angry at the time it happened.

At this point in the inventory you are only trying to identify the subject of your past anger, and the reason you got angry at that time.

Below is part of the “spreadsheet heading” you will use to help you do the step in an orderly manner. If you use a scribbler, open it so both pages can be used. Put the following header on the left-hand page and leave the right side open for the second part which follows later.

<u>NAME</u>	<u>CAUSE OF MY ANGER</u>	<u>AFFECTS MY</u>
-------------	--------------------------	-------------------

This following example is all that is required to get started with this Step at this time.

I started with Teachers; Mr. Smith/add all other teachers and then go on to the next group. As an example I went to mother.

<u>NAME</u>	<u>CAUSE OF MY ANGER</u>	<u>AFFECTS MY</u>
-------------	--------------------------	-------------------

Teachers		
Smith:	- yelled at me, embarrassed me - had pets in class - told me I was stupid	

Mother	- grounded me, cut off my allowance - blamed me, not my fault - don't like my friends	
--------	---	--

The key is to “think” and “write the things” which made you feel or get angry at the time of each incident. This part of the inventory takes time and thought. Take the time required, be searching and fearless – get all the anger you can recall for each name you wrote down, then move to the next name. Feeling the emotion of anger is as important as getting angry and sowing it. (If you want, you can start with the people who are not too close to you, like your old school teachers, etc. and work to the ones who are closest, like your immediate family. This will help set a pattern and make it simpler when you start dealing with family.)

Do not go any further in this guide until you have completed this part of the inventory on the people, institutions, and principles with whom you may have been angry.

Do not at this time fill in the area under “Affects My”.

Now you know what to do -- **GET STARTED** now and do it.

Now you have finished listing all the anger you felt against each person, institution and principle you wrote down. **YOU HAVE MADE A GOOD START! SOTP NOW AND HAVE A BREAK.**

When you return, carry on as if nothing happened. Have fun.

Well, time now for more reading.....you stopped at page 64 in the last few lines at the bottom of the page. Start from **“we ask ourselves why we were angry,”** and study to the start of the example on the next page.

Notice there are five question for you to answer.

- Was it your:
- 1. Self-esteem**
 - 2. security**
 - 3. ambitions**
 - 4. personal relations**
 - 5. sex relations, which had been – interfered with, threatened, or hurt?**

These five questions are very important – they are the triggers of your anger. Whenever one, or more, are interfered with by somebody or something, you will always experience the emotion or feeling of anger. By understanding these **five triggers** you will learn how to control your reactions to them in the future.

Spend time on this and you will learn a lot about yourself by doing a close review with these questions.

The following is a suggested way to do this:

“I found the best way to answer these questions and the ones later on, was to role play. I would use my imagination and talk to an imaginary person who has the identical problem and was the same age as me when this situation occurred.

This imaginary person would tell me the situation, then would ask me the questions. I would then answer them from the knowledge I have today, not from what I understood and knew at the time of the incident.

I found 20/20 hindsight was useful and could be used in a constructive manner. I could remove myself from the situation and give a sound, clear, and objective answer to each question. You may have to practice this a bit, but most of us have talked to ourselves in the past, so this should not be too hard.”

Others who have used this method found they were able to be objective and it was less emotional. We like giving advice, so here is your chance. Advise yourself, and grow from your own knowledge.

The following chart is a “mock-up” of answers to these five questions or triggers. They have been numbered only to save space in this guide. Header “A” joins onto header “B” which is a few pages forward in this guide.

(Header “A”)

<u>NAME</u>	<u>CAUSE OF MY ANGER</u>	<u>AFFECTS MY</u>
Teachers:		
Smith	- yelled at me, embarrassed me	1,2
	- had pets in class	1,2,4
	- told me I was stupid	1,2,3,4
	(go all the way through the list to -)	
Mother	- grounded me	1,2,4
	- cut off my allowance	1,2,3,4
	- blamed me, not my fault	1,2

Go back to the list you started, fill in the area on the right-hand column of your chart under "EFFECTS MY."

NOW GET TO WORK. Complete your own charts

Do not go any further in this guide until you have completed the above charts.

Now you have finished having your fun with this part of this easy exercise, why not just try these few questions:

1. Can you now see how you had been controlled by these feelings of anger?
2. Did you realize this was happening to you before?
3. Was it easier to blame others because you thought they had made you angry?

It is important to recognize these "five triggers of anger" and how they affected your reactions in the past and may be still affecting you. The next time you feel angry, quickly review the "five triggers of anger" to see which one or ones were effected. You can learn to handle this emotion. You know what causes it, so now you can start to control it.

Remember, you don't have to be a hothead, unless you choose to be. Only you can do something about it. Stop blaming others. **Remember that NO ONE can make you angry UNLESS you allow them to do it. By building your own self-esteem, realistic ambitions, security, and personal as well as sexual relationships with God's help and you will be able to face and handle situation that used to baffle you and make you angry.**

Now that you understand what triggers anger, it has now become your choice as to how you will react. From how on you can determine the type of emotional sobriety you will have in the future.

At the bottom of page 65 it reads, "We went back through our lives. Nothing counted but thoroughness and honesty." If you have been thorough and honest, you have done a lot of work. Once you have completed this little part, it is time for more study.

Open the Big Book to page 65, start studying from where you left off and stop on page 66 at the end of the third paragraph which ends with – "but for alcoholics these things are poison."

STOP! – study this very carefully again.

This explains what happened and your reactions in the past. With your new outlook on life, you should now understand why you did the things you did and reacted the way you did. At that time, it seemed like the natural thing to do, but now you will be able to correct these problems – **IF YOU WANT TO.**

This is your inventory, so to get a good understanding of why you should do each part of it, notice, in the first paragraph it was stated,

"The first thing apparent was that this world and its people were often quite wrong."

Now study the last paragraph on page 66.

It stated ***"We began to see that the world and its people really dominated us."***

4. Can you see the difference and agree with these two statements?
5. How many promises did you find on page 66 and 67?

Study to the bottom of the second paragraph on page 67, which ends, "view of each and every one."

By reviewing this paragraph, you will learn how to handle your feelings toward a person who has wronged you.

STOP – TIME FOR A COFFEE BREAK

For the next part of the inventory you will need to concentrate and work steady for a couple hours, so make sure you have the proper amount of time and when ready, with a fresh cup of coffee and a good attitude, get started.

With the Big Book in hand, opened at page 67, and the "lists" you have completed to this point, you are now ready and willing to have an honest look at yourself and sincerely review your past.

Read the third paragraph on page 67, which starts, "Referring to our lists again".

Always remember, God did not make junk, you were not bad. You may have been mixed up and reacted in a strange manner which at times, even you did not understand. We have all made mistakes in the past, this is your chance to understand them and be able to remove the burdens it has caused you.

This is your own inventory, so disregard any other person involved. This exercise may cause you some pain in recalling the past. Just remember you are looking for your own problems, not the other persons, regardless of whom they may be. NOW YOU WILL REVEAL THESE REASONS TO YOURSELF.

NOTICE THE FIVE QUESTIONS WHICH ARE ASKED IN THE BIG BOOK.

- **Where had I been** - **SELFISH?**
- **DISHONEST?**
- **SELF-SEEKING?**
- **FRIGHTENED?**
- **Where was I** - **to BLAME?**

Use the following header "B" for the above questions and attach it to Header "A" containing Name: Cause: Effects My: (Make sure you put it on the right-hand page of your scribbler so you can follow through and not have to turn the page.)

(Header B) **WHERE HAD I BEEN --**

SELFISH, DISHONEST, SELF-SEEKING, FRIGHTENED?

WHERE WAS I TO BLAME?

Remember it may be easier if you role play these questions as you did with the first part. The answers will be easier to write out if you do. A lot of time in our early childhood we were blamed, this does not mean we were to blame.

This is a **searching and fearless moral inventory**, don't cheat you by being lazy or thinking this is not important today. A lot of it is at the root of your problems.

Remember, it is **yesterdays** you are dealing with at this time. But it will affect each tomorrow, if left unchecked.

NOTHING TO THIS, RIGHT! SO GET STARTED ON IT NOW. Don't' go any further in this study until you have done the above exercise.

You have reviewed many people, institutions, and principles which you have been angry at in the past. You may even have resented or hated some of them. Now you know why, and what caused you to feel the way you did. You also know how and where you fit in.

This may have been a little difficult to do, but be assured it was worth it. Remember you have turned your **"Will and Life"** over to **"God as you understand Him"** in Step Three, so all you were really doing was making an inventory or list of what you had turned over.

6. Was any of it worth holding onto or is it best to get rid of it?

Well I imagine you have found out a lot about your own past feelings and reactions, and with an honest attitude you have identified where you were to blame or fit into these.

Sit back and relax, take the Big Book, open it to page 63 and start from the last two lies and read through to the end of the third paragraph on page 67, and stop.

I know you have done your very best and never had any thought of cheating yourself or of blaming someone else for your problems when you filled in the charts. Am I right about this?

When someone "triggers the emotion of anger" in the future, you do not have to be just a "puppet on a string" controlled by them. You will learn how to take control of your own emotions and begin to gain some of the freedom mentioned in Step Three. **Remember, anyone or anything that can make and keep you angry, is smarter, bigger, and more powerful than you because it has taken control over your mind. It has you under its control. You do not have to be a puppet on a string, controlled by someone or something else, unless you want it that way.** You now have the choice.

YOU ARE OFF TO A GOOD START --- CONGRATULATIONS!

The Resentment Inventory

“we made a list...”

Column 1

I Am Resentful Of:

(The names of People, Institutions, or Principles with whom I'm angry)

1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____
 7. _____
 8. _____
 9. _____
 10. _____
- etc.**

Column 2

The Cause:

(Why I am angry)

“HOW IT WORKS”

Please read from the bottom of page 63 through page 65 before beginning...

When finished following those suggestions, read through the second paragraph on page 67...

When finished following those suggestions, read the next two paragraphs on page 67.

Column 3

Affects My:

- * **Self-esteem?**
*What role am I playing?
Who do I think I am?*
- * **Financial Security?**
*How is my money threatened?
(Look at money as security)*
- * **Emotional Security?**
What do I think I need to be emotionally secure?
- * **Ambitions?**
What do I want from this person? What am I trying to get? What is my hidden agenda?
- * **Personal Relations?**
How does this affect my relations with those I resent... with others?
- * **Sex Relations?**
How are my sex relations hurt or threatened? Look at my sexual ambitions/fears.

Column 4

My Mistakes:

- My Mistakes:**
(The Nature of My Wrongs)
1. **Where have I been:**
 - **Selfish?**
It's mine, you can't have it!
 - **Dishonest?**
 - **Self-Seeking?**
It's yours, and I want it!
 - **Frightened?**
 2. **Where was I to Blame?**
 3. **In each case:**
 - a. “Putting out of our minds the wrongs others had done, we resolutely looked for our own mistake.”
 - b. “When we saw our faults we listed them.”
 - c. “We admitted our wrongs honestly and were willing to set these matters straight.”

“We went back through our lives. Nothing counted but thoroughness and honesty.”

***FEAR?**

**Relates to Pride, Anger, Envy, Gluttony, Lust, Sloth & Greed*

d. **“The inventory was ours, NOT the other man’s.”**

The Resentment Inventory

“we made a list...”

Column 1

I Am Resentful Of:

Column 2

The Cause:

Column 3

Affects My:

Column 4

My Mistakes:



STEP FOUR – PART ONE: SELF

YOUR NEXT TASK: REVIEW AND UNDERSTAND YOUR FEARS.

Take the Big Book and read from the last paragraph on page 67 to the end of the first full paragraph on page 68.

This asks you to make a list of all the fears you have had or felt, and review them.

Using your dictionary, define the word “fear” and identify it’s many forms and characteristics.

There are two types of fear: **Realistic and Unrealistic.**

Realistic fears are identified easily, they are things like fire, injury, earthquakes, car accidents about to happen, with these fears you know you could get hurt.

Unrealistic fears are in your mind, based on many of your past experiences and assumptions according to how your self-esteem, ambitions, security, or relationships were at that time. Imagination and fantasy play a big part in this type of fear.

The following is a partial list of some fears you may have experienced. You should be able to add more to it.

FEAR OF:

- | | | |
|---------------------|--------------------------|------------------------|
| - being left alone | - the dark | - failure |
| - rejection | - interviews | - teachers |
| - crowds | - businessmen | - criticism |
| - not understanding | - bosses | - being known |
| - fast drivers | - spouse | - in-laws |
| - tomorrow | - the unknown | - being found out |
| - children | - animals, birds | - success |
| - strangers | - institutions | - not being understood |
| - not fitting in | - death | - acceptance |
| - your emotions | - saying the wrong thing | - silence |

There will be other experiences, feelings, and thoughts which caused you to have fear, add them to the list. Many of these experiences, feelings, and thoughts can and have restricted your spiritual growth.

A statement you often hear is “**Fear replaces faith and Faith replaces fear.**” You will see how this has been true in your life s you complete this task on fear.

It is important to write out all your fears so you can deal with each one separately.

STOP AND MAKE YOUR FULL LISTS NOW.

Before you go on, review the list you completed on “anger” and note where you had felt or experienced fear. Continue then with what you have just done to complete this list on fears.

When you have all your fears written out, and brought the fears from the first list (angers) over to this one, re-read the first two paragraphs on fear, pages 67 and 68.

Define the words: Self-reliance and failed.

Now that you have listed all the fears you can recall, ask yourself the following two questions after each fear you have listed and write out your answer.

- **Why did I have this fear or form of fear?**
- **Was it because my self-reliance failed me?**

Once you have completed the above task, read and study the remaining two paragraphs on page 68, which ends with the promise, “**At once, we commenced to outgrow fear.**”

Did you notice the promises at the end of each paragraph you just read, and what you have to do to receive them? There are many promises in the Big Book. You should be able to find each one as you study. Are you keeping a list?

The Fear Inventory

Column 1

My Fears:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
7. _____
8. _____

"HOW IT WORKS"

Please read from the bottom of page 57 (last paragraph) to the last paragraph on page 68.

Follow these suggestions.

Column 2

Why do I have them?

(You may pick up some fears from your resentment inventory.)

(Be alert for fears where there are no apparent resentments...List them!)

Column 3

How do they affect my life?

Column 4

What's the Solution?

Note: When dealing with fears that have no apparent resentment attached to them, many of us have found it useful to write a 4 column (similar to the Resentment Inventory), asking ourselves the same set of questions, e.g. –

“Where have I been selfish, dishonest, self-seeking, etc.?”

The Fear Inventory

Column 1

My Fears:

Column 2

**Why do I
have them?**

Column 3

**How do they
affect my life?**

Column 4

**What's the
Solution?**

THIS PART REVIEWS YOUR SEXUAL ATTITUDE AND BEHAVIOR

Time now for more fearless searching. Carefully study from the last paragraph on page 68 to the end of the first paragraph on page 69, stopping at, ***“what can we do about them?”***

Notice, there are many opinions, ideas, and values placed on this area of your life, which may have been caused through some ignorance and misunderstanding. This was made clear in what you have just read, so read it again. Try to understand what it means. Do not get into controversy or argument over this. The problem is yours.

This exercise will help you work out and understand what has happened in the past, so you can develop a plan of action to handle any sex problems which you will face in the future. To do this, study the second and third paragraphs on page 69, stopping at ***“be despised or loathed.”***

There are Eleven Questions. Write the answers as honestly as you are capable of doing.

- Write the questions listed below in one long header by joining line 1,2, and 3 across the top of two or more scribbler pages, starting on the left-hand page.
- Then answer all the questions for each of the real or imagined occurrences, actions, or situations in which you were or are involved in.

WHERE HAD I BEEN

1. ACTION SELFISH DISHONEST INCONSIDERATE WHO DID I HURT?

WHERE DID I UNJUSTIFIABLY AROUSE

2. JEALOUSY SUSPICION BITTERNESS WHERE WAS I AT FAULT?

WHAT SHOULD I

3. HAVE DONE INSTEAD?

WAS MY ACTIONS

SELFISH OR NOT?

In this area of life most people experience problems, guilt, confusion, and distorted values, but would not or could not admit them honestly to their innermost self or others.

You will discover where your value system, morals, and ethics have been developed and learn how to change them if they are causing you problems today.

Answer each action etc., in sequence. Role play these answers like you did with the first list.

Take your time and do a thorough review of each occurrence, action, or situation which you write down.

Don't short change yourself, go back through your life, be thorough and honest from the very start.

The book states, ***“We all have sex problems. He'd hardly be human if we didn't.”***

NOW COMPLETE THE WORK ON THE ABOVE CHARTS AND LEARN MORE ABOUT YOURSELF.

“SEARCH AND YOU WILL FIND’

When you have completed the work, study to the end of page 69. Study and review these last two paragraphs in detail.

1. Define and write out your own ideal.

Our sex powers are God Given. Note the four good points and the warnings. Meditate on these so you get a sane understanding attitude of this part of your life, past and present.

There is a lot of willingness required on your part if you want to change.

Heed the meditation and prayers and the qualified answer in the last paragraph on page 69.

“We as God what we should do about each specific matter.” (Notice, the right answer will come, if you want it.)

On page 70 in paragraph 2 – we pray for four principles:

***“We earnestly pray - for the right ideal,
- for guidance in each questionable situation
- for sanity, and
- for strength to do the right thing.”***

Finish reading pages 70 and 71.

Meditate on what you have just read and review your chart.

Now study what it tells you about this step on pages 70 and 71.

It starts in the third full paragraph on page 70.

A few questions about all parts of Step Four.

2. Did you do the best you could at the time?
3. Did you remain as honest as you could?
4. Did you leave out anything intentionally?
5. Did you find out you were mainly just mixed up?
6. Do you have a better understanding of yourself now?
7. Do you now understand why you did things which may have caused confusion in the past?
8. Do you want to add anything from your past to what you have already written before you carry on the the rest of the program?
9. Did you have a lot of fun doing this step or did you think it would have been easier to be a quitter?
10. Do you find that this moral inventory has helped you to better understand some of the immoral activities and thoughts from your past?
11. You are really not such a bad person after all, are you?
12. Well, now you have completed step Four. It wasn't so bad was it?
13. Time sure goes fast when you are having fun. Right?

Bill summarizes our process in the last two paragraphs of this chapter on pages 70 and 71.

DO NOT THROW YOUR STEP FOUR AWAY OR DESTROY IT YET.

Once you have finished this FOURTH STEP inventory you will have:

- * Identified the exact nature of your wrongs for STEP FIVE.
- * Identified the defects of character for STEP SIX.
- * Identified what you want God to remove in STEP SEVEN.
- * The list of most people you have harmed, for STEP EIGHT.
- * An inventory which you can review to classify the type of amend, the reason, and the person to whom you will make it, for STEP NINE.

KEEP YOUR STEP FOUR UNTIL STEP NINE IS COMPLETED.

“KNOW THY SELF”

How many promises did you find in the Big Book on this step? Underline them.

What are the principles in this step?

The Sex/Conduct Inventory

*"In this way we tried to shape a sane and sound ideal for our future sex life.
We asked God... The right answer will come, if we want it."*

Column 1

**Review of my own conduct
over the years past:**

Where was I:

- Selfish?
- Dishonest?
- Inconsiderate?

**Where did I
unjustifiably arouse:**

- Jealousy?
- Suspicion?
- Bitterness?

THE RELATIONSHIPS
(We got this all down
on paper.)

- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____

Column 2

Whom did I hurt?

"We must be willing to
make amends where
we have done harm,
provided we do not
bring about still more
harm in so doing."

"HOW IT WORKS"

***Read from the last
paragraph, page 68
through the third
paragraph on page 70.***

Follow these suggestions!

Column 3

What should I have done instead?

"We asked God to
mold our ideals and
help us live up to
them."

"We remembered
always that our sex
powers were God-
given and therefore
good, neither to be
used lightly or
selfishly nor to be
despised and
loathed."

Column 4

The Solution:

"We asked God ...in
meditation...we ask
God what we should
do about each specific
matter."

"God alone can judge
our sex situation..."

"If we are sorry for
what we have done,
and have an honest
desire to let God take
us to better things,
we believe we will be
forgiven."

The Sex/Conduct Inventory

*"In this way we tried to shape a sane and sound ideal for our future sex life.
We asked God... The right answer will come, if we want it."*

Column 1

My Fears:

Column 2

**Why do I
have them?**

Column 3

**How do they
affect my life?**

Column 4

**What's the
Solution?**

STEP FIVE

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

Chapter 6, “**INTO ACTION**” is the starting point of Step Five, which ends with the second full paragraph on page 75.

Before you start to read these pages, write out the reasons you think this Step should be done, what hang-ups you have with it, and if you think it is really necessary.

Now study the first paragraph on page 72.

This is just a quick review of the last two Steps, and what you will do in step five. What are the obstacles in our path? Looking at your fourth step, you discovered that your defects are what stood between yourself and God.

After reading to the end of page 72.

1. Do you agree with what you just read, or did you feel your own self appraisal was good enough?

Notice the reason for doing this Step, on page 72, and the explanation on page 73 in the first paragraph. Keeping things to yourself is what has caused problems in the past, so why not just do the Step and get on with the business of living.

If you refuse to do this Step, you may find yourself turning to easier, softer ways, and not staying sober.

Now finish studying to the end of the first paragraph on page 73.

Some people have felt they were able to do the rest of the program and skip this vital Step, later they find themselves in a dangerous position in their sobriety. They were still carrying around their past, and this interfered with the future – just like it always had.

Step Five is an extension of step Four. You have identified the problems and now it is time for you to discuss them with someone else. Don't make a big deal out of it, just do it!

The exercise of identifying your fears, egoism, and honesty may have made you feel humble, but it was all within yourself and therefore good to understand and start to deal with.

Now is the time to get “self” out of the way, and show all your fearlessness, humility, and honesty in an open and sincere way.

Start the preparation to tell someone ALL your story by studying the second paragraph on 73.

2. Was this like you? Did you lead a double life?
3. Did you suffer from lack of a decent reputation?

Now study the third paragraph on page 73.

4. Did your sprees cause you some shame?
5. Did you do things you hoped no one observed?
6. Did you try to blot out bad memories?
7. Were you under fear and tension at times?
8. Did this cause you to drink when things got too bad?

Okay, now study the last paragraph on page 73.

9. Did you always tell your doctor the truth?

Read from the last line on page 73 to the end of the paragraph on page 74. This starts out with, “***We must be entirely honest with somebody if we expect to live long and happily in this world.***” This is just another good reason for doing the step.

Honesty brings happiness and trust – but just the opposite – if you are dishonest. This paragraph explains how you select the person with whom you do Step Five. Today there are plenty of people with whom you can do a step five, when this was written there were only one hundred members of A.A. and few outsiders knew about A.A.

If it is to be a “man of the cloth,” most ministers will be quick to understand what you are trying to do. Part of their job is dealing with other people's moral issues and giving spiritual guidance.

Now read the second paragraph on page 74.

This explains how to select someone who is not a minister to hear your Fifth Step.

There is a warning if you choose to have a member of your family hear your Step Five. Remember the rule: **“You don’t save your skin at the expense of someone else.”** Don’t forget, you are trying to change your ways, not theirs.

Study the last paragraph on page 74.

This paragraph explains what you should do if you are in an area where there is no person available to hear you. There are very few areas where this would apply today. It was a concern when the book was written. It also outlines the type of person you should seek out for this part of the program.

Read the second paragraph on page 75.

Before you do this Step with another human being, you may first want to discuss the importance of this Step with them if they are not familiar with its purpose and reason.

Step Five has three parts. So first, review your Step Four and make a list of the “Exact Nature of Your Wrongs.”

What is meant by the Exact Nature of Your Wrongs?

The exact nature can also be stated as the “character, disposition or personality” of the wrong. This may help you better understand what is meant by the exact nature of the wrongs.

In Step Four you made a **MORAL** Inventory of yourself, not an **IMMORAL** inventory. You dealt mainly with your feelings and thoughts at the time of each incident, which may have led to some physical, verbal or emotional reaction at that time. You have experienced all these feelings, emotions, thoughts and internal reactions which will be the base of your discussion in Step Five about **“the exact nature”** of the wrong. These are the “causes and conditions” you worked on in Step Four.

Look at the headings on the charts for Resentment and Sex.

These will outline **some of the “exact natures of the wrongs.”** Example: Selfishness, self-centeredness, dishonesty, and gossip or stories which may have caused bitterness, jealousy, or suspicion. There is also fear, self-seeking, and an inconsideration, plus examples of the way you were living and the lack of respect for self and others. Most of your wrong actions were due to some of the above.

Remember, it is your inside you are trying to clean up, you are not trying to put a shine on your outside. Be searching and fearless, you have God on your side now.

So, when ready, you will “admit the exact nature of the wrongs,” in three different stages.

First: You will admit to God –

Tell God what you discovered in Step Four, tell Him all about you. He already knows so don’t be shy. When you are finished, ask for the strength, courage, and willingness to complete the rest of this Step and program.

**GOD, GRANT ME the
SERENITY TO ACCEPT the things I cannot change,
COURAGE TO CHANGE the things I can, and
WISDOM TO KNOW the difference.**

Second: You will admit to yourself –

Yes, you have written it all out, and thought it all through, so now sit in a quiet place and concede to your innermost self, everything which you have discovered and disclosed in the Fourth Step Inventory. The weaknesses you have are a part of you, they will be turned into strengths with God’s help, by humbling yourself.

Third: You will admit to another human being –

Go to the person you have chosen, tell them about the **“exact nature of your wrongs”** which you have reviewed in the first and second part of this Step. Open up all the dark secrets you have kept from other people, and may have even tried to hide from yourself. **You prove to God and your inner most self you are serious when you tell another person about the exact nature of your wrongs.**

It may have been easy to tell yourself and God, but the proof of your humility, honesty, and sincerity is when you tell another human being the truth about yourself, withholding nothing.

Now study the second paragraph on page 75. It starts at **“We pocket our pride and go to it,”** and ends with **“Spirit of the Universe.”**

Let’s just quickly review the first few lines of this paragraph.

“We pocket our pride and go at it, illuminating every twist of character, every dark cranny of the past.”

The statement, **“every twist of character, every dark cranny of the past”** does not mean we were emotionally, or mentally twisted people, so don’t go and start looking for the immoral actions of your past. Try and see the larger picture in this statement and look for the positive meaning, the causes and conditions. In Step Five it is the exact nature of our wrongs and most of them were outlined in your inventory headings.

There are six or seven promises in this part. You deserve each one. Write them out.

Remember in step Four it promised, **“we commence to outgrow fear.”**

Here it promises, **“our fears fall from us.”**

Spiritual beliefs will turn into spiritual experiences. You may experience a sense of euphoria, and feel like the drink problem has disappeared, you are on a brand new footing, the **“archway to freedom”** which was discussed in Step Three, will start growing larger and stronger.

When you have finished the step be ready for steps six and seven. It may have been appropriate to do them with the minister after you have completed Step Five or you may prefer to do them when you return home.

This will be your choice.

OKAY, it is time for you to do Step Five. Go get it done.

HAVE FUN!!!

STEP SIX

WERE ENTIRELY READY TO HAVE GOD REMOVE ALL THESE DEFECTS OF CHARACTER.

This is to be done immediately after step five. Note the last paragraph on page 75.

A 'Defect' is explained in the Thesaurus as: - blemish, fault, flaw, imperfection, weakness, frailty, etc.

Preparation for this Step starts in the last paragraph on page 75. Take the book, find a quiet place, and follow the outline.

First, thank God, from the bottom of your heart you know know Him better than before you did Step Five.

Turn to page 59 in the big Book and carefully read the first five Steps.

After reviewing each of the first five Steps ask yourself:

1. Have I omitted anything in these Steps?
2. Is my work on these Steps solid?
3. Have I put all I could remember in place so far?
4. Have I skimmed on information I revealed in these Steps?
5. Have I done the best I could and not cheated myself?

Remember, you are building ***an archway through which you will walk free.***

Make sure the foundation is solid.

If you are satisfied you have done the best you can, then you are ready for Step Six. This will take willingness.

6. Are you now ready and willing to let God remove all the objectionable things you have admitted?
7. Do you want Him to take them all, every one?

If you are hanging on to something, ask God to help you be willing to let go of it.

When you are willing to have God remove all your defects of character, and you feel at peace and are satisfied with this decision, then you have done Step SIX.

STEP SEVEN

HUMBLY ASKED GOD TO REMOVE THESE SHORTCOMINGS.

A **“Shortcoming”** is explained in the Thesaurus as: - failing, fault, foible, imperfection, weakness, defect.

You have just become ready, in Step Six, to have God remove all the things you admitted were objectionable to you which you found in Step Four and talked about during your Step Five.

Open the Big Book to page 76 and read the second paragraph.

This is similar to the prayer in Step Three, where you turn your will and life over to the care of God as you understand Him.

You do the same here, by asking God to take all of you. The good and the bad. Recognizing that you alone cannot remove all the obstacles which stand in your way of being useful to God and your fellow man. Ask God to remove these problems, so you can get on with a useful, good life with the strength to do His bidding or His will.

Do it and this completes Step Seven.

CONGRATULATIONS...

You asked to be of **“*usefulness to god and your fellow man.*”**
The remaining Steps will show you just how this is to be done.

Before you go any further, do a review of the first seven Steps.

Remember to use Step Seven in the future as problems you have identified in Step Four and discussed in Step Five crop up.

You do not have to work on them, you just ask God to remove them and then get on with the business of living the way you would think He would have you be.

“HE CAN, AND HE WILL”

SO

“LET GO – LET GOD”

STEP EIGHT

MADE A LIST OF THOSE WE HAD HARMED, AND BECAME WILLING TO MAKE AMENDS TO THEM ALL.

This Step begins with the third paragraph on page 76. Study this paragraph very carefully.

It may seem like a short explanation for such an important Step, so let's review this statement, piece by piece.

“Now we need more action. Without action we find that Faith without works is dead.”

This tells you to stay active. It is the only way to carry on with the faith you have built to this point. Faith alone is not enough, in fact, it is dead if you do not or will not continue to demonstrate it in some positive way.

“Let's look at Steps Eight and Nine...”

You may have questioned how and where you would demonstrate your faith, where will you do the work. Some of it will be done in Steps Eight and Nine as you reach out to others.

“We have a list of all persons we have harmed and to whom we are willing to make amends. We made it when we took inventory. We subjected ourselves to drastic self-appraisal.”

By keeping your Step Four, you have the list of the people to whom you owe an amends. You have worked from this list in Steps Five, Six, and Seven. From this you have done a very critical and drastic self-appraisal. You know the problems, and have accepted where you were at fault. You may find a few more people to put on the lists who were not in your Step Four. If so, then put them on your Step Eight list now.

“Now we go out to our fellows and repair the damage done in the past.”

This heading is the definition of an “amend.” Remember it states to repair the damage, it does not say to apologize! You have started on your way to a new life style. Having completed the first Seven steps, you should now understand the full importance of being willing to clean up the past, which you turned over to God, so you continue to experience spiritual growth and start to fit into your own community again.

We attempt to sweep away the debris which has accumulated out of your effort to live on self-will and run the show yourself.

You are willing to make the effort required to clean up and straighten out problems caused by living the way you had, propelled by self-will and wanting your own way. You will make a sincere attempt to do this. By having done Steps Four, Five, Six, and Seven you should have no fear doing this.

“If we do not have the will to do this, we ask until it comes. Remember it was agreed at the beginning we would go to any lengths for victory over alcohol.”

This Step may seem difficult; you may lack the willingness to do it. But what is stated in this part of this step is you “made a list of all the people you have harmed.” You should have most of this list from Step Four.

In the second part you “become willing to make the proper amends to those people”...if you are hesitant, then check in with God at this point and figure out what His Will for you would be. But remember, it is His Will for you, not your will for you.

To see if more people should be on the list, take another serious look at your past and seek out all areas in your life to see where you have caused harm to other people. You have asked for forgiveness for yourself and your past, why not start forgiving those which you have harmed.

What is meant by harm? In the twelve Steps and twelve Traditions, page 80, it states:

“To define the word ‘harm’ in a practical way, we might call it the result of instincts in collision, which cause physical, mental, emotional, or spiritual damage to people.”

(In the Thesaurus, harm as a verb or action word means to: Hurt, injure, damage, impair, mar, or spoil.)

Look for the mental, spiritual, physical, financial and emotional harm you may have caused. Avoid purposeful forgetting and search your conscience in a fearless and serious manner.

You may feel the harm you have caused others may not be too bad, but it could have also caused you great emotional harm which you may have forgotten, but which affected you in some way. It may have caused you to form some curious mental twists of your own, such as lying, cheating, blaming, not trusting and therefore getting caught up in all kinds of gossip.

This Step is as much for your own good as it is for the other person.

There are times in your past where selfishness, anger, lacking of forgiveness, being miserable, irresponsible, callous or cold, blaming others and wanting to have things your way without any consideration for the other person, could have caused harm to people, especially in the immediate family. Be willing to admit this (if it ever did happen to you) and add the names of those people on the list.

- **Honesty** is required to start the first part of this Step.
- **Willingness** comes after you have made the list of names so you will be able to do Step Nine.

NOW COMPLETE YOUR STEP EIGHT.

Steps Eight and Nine are the “**personal relation**” Steps. They are designed so you can fit back into the mainstream of society.

Willingness to do this Step is important and essential to your future if you wish for contented sobriety.

Now you have finished this Step, you have your Step Four list of names and the type of amends you are going to make, take a break and then you will be ready for Step Nine.

FAITH WITHOUT WORKS IS DEAD.

MY AMENDS LIST

A LIST OF ALL PEOPLE I HAVE HARMED:

Names:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Use back of page, if necessary.

See Page 76 – Third Paragraph: “We made it when we took inventory.”

Source:

- a) Resentment List, Column #1
- b) Sex Problems List, Column #2
- c) Fear List
- d) Redoubled Efforts at Page 8

“If we haven’t the will to do this, we ask until it comes. Remember, it was agreed at the beginning, we would go to any lengths for victory over alcohol.”

SEE PAGE 76 – THIRD PARAGRAPH, AND READ ON.....

STEP NINE

**MADE DIRECT AMENDS TO SUCH PEOPLE WHEREVER POSSIBLE,
EXCEPT WHEN TO DO SO WOULD INJURE THEM OR OTHERS.**

You have completed Step Four using the Big Book and this guide, plus you have just completed Step Eight, so you should now have the complete list of people you have harmed and to whom you are willing to make the amends.

Your public relations task is to go to your fellow man and repair the damage done in the past. You will be attempting to sweep away the debris which has accumulated out of your effort to live on self-will and run the show yourself. You have identified all of this in Step Four and Step Eight.

If you do not have the will to do this, then ask God and it will come, if you want it.

Remember you you agreed at the beginning you would go to any lengths for victory over alcohol.

You will require the following items to get prepared:

- THE BIG BOOK
- YOUR COMPLETED STEP FOUR AND STEP EIGHT
- PENCIL AND PAPER
- TIME AND WILLINGNESS

“Amends” in the Thesaurus is defined as: Atonement, compensation, payment, recompense, reparation, or restitution.

Turn to page 76 in the Big Book.

On this page are Steps Six, seven, Eight, and the start of Step Nine. Review Steps Six, Seven, and Eight.

Step Nine starts at the third paragraph, where it states: **“Now we go out to our fellows and repair the damage done in the past.”** and ends at the second paragraph on page 84.

STOP!! Sit down and read these pages from the Big Book now. From 76 to 84.

The main purpose for doing Step Nine is stated on page 77: **“OUR REAL PURPOSE IS TO FIT OURSELVES TO BE OF MAXIMUM SERVICE TO GOD AND THE PEOPLE ABOUT US.”**

Once you know the purpose for this Step it makes sense why you should be doing it. It is just an extension of the stop seven prayer. Good, now you have finished reading, you will review how to do the “grouping plan” for the Step Nine exercise.

The Big Book lists several groups of people to whom you should be willing to make the amends.

It is time now to get ready to **STUDY**, Step Nine.

First, just read this guide down to the underlined part on the next page to get an idea of the Step.

On page 76, in the Big Book the reason for Step Nine is explained, this will require a lot of “will” on your part. If you do not have the will, then ask until it comes. Prayer is essential as you embark on this unfamiliar exercise. Is making amends going to be a strange experience for you?

As stated in the book, you can have all the faith possible, yet it is nothing if you do not put it into action. **“Faith without works is dead.”** Your action now is to go to your fellow men and attempt to repair the damage from the past. Clear away the debris you may have left as you tried to run the show yourself. This is an exciting experience and you can do it.

The last paragraph on page 76 will explain some misgivings about how you may feel and gives direction on the approach you take.

Look up the word **“diffident”** in your dictionary.

Be sure you have your full lists from STEP FOUR and STEP EIGHT. Remember, you agreed to go to any lengths for victory over alcohol. This is just another Step towards victory.

From reading the first paragraph on page 77 you find your effort is twofold,

- a) you are trying to put our own life in order, but
- b) your real purpose in this Step is **to fit yourself to be of maximum service to God and the people about you.**

It is good to remember the **PURPOSE for doing this Step**, rather than just doing it. You are not a sheep which just follows the leader, so when you know the real reasons and purpose for doing something, you will then find it much easier to do.

In the second paragraph on page 77 you are advised to stay away from the strong spiritual approach if you are talking to someone who may be still smarting from a recent incident. Don't be seen or branded as a religious fanatic. Not the reason. A sincere demonstration of your goodwill is important.

The several groupings identified in this Step are:

- * ***The person or persons you hated;***
- * ***The people to whom you owe money;***
- * ***If you have committed a criminal offence;***
- * ***If divorced, and have not lived up to obligations;***
- * ***If you have or had domestic problems;***
- * ***Repairing damage in the home, due to drinking;***
- * ***Amends to the dead;***
- * ***Amends to those you will not be able to see.***

Good, now start the study of the Big Book from page 76 through to page 84, to where it reads, ***“this brought us to Step Ten.”***

As you study, these pages identify the groupings of people to whom you will make amends. The Big Book identifies these groups, and then outlines and explains the approach, the right action or attitude, the proper prayers and the results, if you follow the suggestions as laid out in the Big Book.

Identification of these groupings is outlined on the next few pages in this guide. Use the guide as you study Step Nine in the Big Book. I know you are just raring to get started, so let's get at it.

The person you hated or disliked.

Study the second paragraph on page 77. It explains two things:

- When and how to talk about your spiritual convictions, and
- How to deal with the person you hated

Review what to do about this. The question asked is how do you approach this person. Clear direction is given for the proper approach and frame of mind you should be in as you do the amends.

Study this carefully so you are prepared. Glance back to page 67, there is a statement, ***“We cannot be helpful to all people, but at least God will show us how to take a kindly and tolerant view of each and every one.”***

All the information and understanding you have from previous Steps will give you the power to do the rest of the program.

The last paragraph on page 77 and the first on page 78 explains the action, the reason and the attitude for making this type of amends, plus the result if done in the proper way.

The second paragraph on page 78 highlights the results of this type of approach. This is the experience of others who did it this way. Make sure you understand this section prior to making the amends with someone who you hated or really disliked. Be in the right frame of mind and be honest with yourself. It works.

The person to whom you owe money.

The next paragraph on page 78 explains how to approach this person. Study this paragraph and then make plans on how you are going to do it. The results should be about the same as what you have studied. Note the **REASON** for making this type of an amends is most important, sobriety is your goal, so do it. There may be someone you owe money to and they have forgotten, but have you. If something is bothering your conscience, then you probably have an amends to make.

Criminal Offense.

The last paragraph on page 78 states the explanation of the amends for this type of problem. The example of **“padding the expense account”** may not seem too serious, however, do not fool yourself and excuse the action by saying most people do it.

Divorced and Alimony.

On page 79, the first paragraph discusses a common problem of being divorced and not paying alimony.

Now study the second paragraph. Notice the general principles for guidance in doing this. If you have to do this amend then write out these principles.

There is also a prayer to use. Write it out, use it.

The next two paragraphs will discuss what to do if other people are involved.

On page 80, the first paragraph outlines several important principles to follow.

Do not overlook these. Read the example story on the rest of page 80.

How many principles have been mentioned on pages 79 and 80?

Domestic Troubles.

Starting at the bottom of page 80 and reading to the end of the second paragraph on page 82, is a discussion and an “action plan to be followed for domestic troubles at home. Study this carefully. Read and answer the questions.

Note the comments and explanations, then follow the plan of action which is outlined in the second paragraph on 81.

The second paragraph, on page 82, gives direction and requires you to put a lot of thought into this type of amends. Use the prayer which is mentioned.

Repairing the Home Life After Sobriety.

Starting on page 82 in the second full paragraph which starts “If we have no such complication, there is plenty we should do at home.”

Study over to the end of the second paragraph on page 83 which ends, **“would make a skeptic out of anyone.”**

Now you know and understand what is required of you.

Notice the do’s and do-not’s during the reconstruction period.

Just staying sober is not enough. You need action instead of words, a demonstration on a continuous basis. The type of meditation which you should practice is explained in the first paragraph on 83.

This Spiritual life is not a theory. You have to live it or it does not work.

Demonstration, not imitation, is required!

To Those Who Have Passed On.

The third paragraph, page 83, is for the person to whom you can’t fully make amends.

Maybe they are dead. It simply means, **if you can honestly say to yourself you would make the amend and right any wrongs if you could**, then this amend is made spiritually through God. There is no other way to make the amends to a person who passed on other than through God. Yet, so many members will hang onto this guilt and may even use it as an excuse not to move ahead in the program.

Those Who You Will “Not Be Seeing for a While.”

You just write an honest letter to them.

The last part of the paragraph tells how to act, feel and present yourself when you make an amends

Do what the Big Book suggests, and get on with life.

Now study to the end of the second paragraph on page 84, not the promises at the end of this Step. There are promises with each Step which call for action on your part. Notice these promises have one caveat, ***“They will always materialize if we work for them.”*** You just don’t get them; you must work for them.

Notice the 12 promises which you often hear read at meetings are just the promises for Step Nine alone.

ENOUGH FOR NOW, IT IS TIME FOR A COFFEE BREAK AGAIN!

COFFEE IS OVER – NOW IS THE TIME FOR MORE ACTION – AGAIN.

You have studied the several groups or categories into which Step Nine is divided, so now review your Fourth Step.

- Divide all the people to whom you owe amends, into the right groups.
(Read down to the bottom of this page before you start your groupings).

- Prepare your amend from the last column in the Fourth Step Guide, where you have answered the questions:
 - **Where was I at fault?**
 - **What should I have done instead?**
 - **Was I selfish or not?**

This full exercise will take some time, patience and common sense to complete. There are some amends you may not be able to make in the near future. Do not let this stop you from moving ahead with the rest.

Do what you can, the rest will fall into place as time goes on.

Remember, this is your public relations exercise, which will allow you to walk with your head up and look people in the eye when you meet them. The process of this step is to **“fit ourselves to be of maximum service to God and the people about us.”**

This part of the program is very important. It will help you step through the **“Archway to Freedom,”** and will cement the **“Keystone”** in place so you can start moving away from the fear of the past and experience the freedom of today and the excitement of the future.

When you complete this step, you can look the whole world in the eye and start to really live one day at a time with comfort and joy.

Well now get started dividing your amends into the right groupings.

.....

Now you have completed the groupings for your amends, all you have to do now is go out and start, and remember ***you should be sensible, tactful, considerate and humble without being servile or scraping. As God’s person you stand on your own feet; you don’t crawl before anyone.***

“THY WILL – NOT MINE, BE DONE”

STEP TEN

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

This Step starts at the second full paragraph on page 84, which states, *“This thought brings us to Step Ten,”* - and continues to the last full paragraph on page 85.

Study the first full paragraph written about Step Ten.

This suggests you continue to take a personal inventory and continue to set right any new mistakes as you go along. Remember, you are not perfect, so expect some problems to crop up from time to time in the future. It states you will continue to set right any new mistakes as you go along. You have dealt with the past, so now anything that happens is the new, even though it may seem to be identical to the past. Don't look back and condemn yourself, rather correct any new mistakes and grow.

If you have completed the first Eight Steps and as much of Ninth Step as possible and have done what has been asked of you to this point and you have started to clean up your past and have vigorously started a new way of life, you have entered the world of the Spirit with God as you understand Him.

Now all that is left is the future to work with at this time.

The function of this part of your spiritual growth is to *“grow in understanding and effectiveness.”*

Step Ten is not a continuation of the Fourth Step, which dealt with your past. Step Ten is a growth Step, and deals with today. It will enhance your Spiritual growth on a day to day basis.

Note the four-point checklist.

1. **Selfishness**
2. **Dishonesty**
3. **Fear**
4. **Resentment**

These must be monitored at all times. If and when they crop up, as God to remove them for you. Then turn your thoughts to someone you can help. If you have to talk to someone and make amends, do it, then get on with the business of living.

Your new code is *“Love and Tolerance of Others.”* Remember this code and use it.

You will find yourself “growing up” and slipping away from the childish ways of the past, where you used to hold grudges, sulk and make all kinds of excuses for what you were doing or had done and then use them as reasons to go out and get drunk.

Study the last paragraph on page 84 which ends on page 85, with *“keep in fit spiritual condition.”*

1. Have you become less argumentative than in the past? (If not you better look at step four).
2. Does this indicate you have quit fighting anything and everything, and trying to have it all your own way?

Things should have changed for you. The reason is, by this time sanity will have returned. You are seldom interested in alcohol and if tempted, you do not want it. Your new attitude towards alcohol was given to you. All you had to do was work sincerely on the Steps.

The drink problem will have been removed. This is a fact, as long as you keep working the program and keep yourself **in fit spiritual condition.** It is the same for the person who has to exercise to stay in fit physical condition.

Study the last paragraph on page 84 again, make some notes on it. There are a lot of promises here is you will do certain things. Write out those promises.

3. Review the Step again and explain what you have to do in order to react in the way outlined in the paragraph you just studied.

Study the next paragraph on page 85, it explains the difference between being recovered and cured. Do not let up on your spiritual program of action, always deep yourself spiritually fit. Don't rest on your laurels.

Alcoholism is always with you, you just arrested it, you didn't cure it.

Drinking can and will take over your life again if you do not maintain your spiritual condition.

You can only stay sober one day at a time. All you have is a ***“daily reprieve contingent on the maintenance of your spiritual condition.”***

Stay in **“fit spiritual condition.”** Do not be like the runner who practices every day, does what he has to do to stay in shape, then he decides to quit practicing and a few weeks later enters a race. He would find it pretty tough to run a good race when he is not in very good physical condition. The same applies to you in your spiritual program. Keep using prayer and meditation, keep doing God's will, - plus helping other alcoholics and you will be in fit spiritual condition. But slack off and you are in trouble.

This paragraph in the Big Book explained how you practice and stay in shape. It also explains why and how you use all your “will power.” When things are going well, it takes a lot of **“will power”** to pray and be thankful, so learn to use prayer all the time. The proper use of will is to try to align our will with God's will.

Study the last paragraph of this Step on page 85.

4. Have you carefully followed directions?
5. What is this **“sixth sense”** mentioned in this paragraph?

Review this full Step again, make notes or mark your book.

6. What are the four problems to watch for?
7. How do you get rid of them?
8. What is your code in this Step?
9. What is the miracle talked about in this Step?
10. What do you have to do to receive the promises in the tip paragraph on page 85?
11. If you are not cured, then what do you have?
12. How do you keep the “daily reprieve” from drinking?
13. What is the function or purpose of Step Ten?
14. What part of your life do you deal within this Step? Is it your past, your present or future?
15. Do you now feel you just want to get on with the business of living and start to enjoy life?
16. How many promises did you find in this Step?
17. How many prayers did you find in this Step?
18. What does “laurels” mean?

The principles you found in this Step will be one of your daily chores. Make it part of your life and things will happen beyond your wildest dreams.

This Step allows you to get out of your own way, and let God direct your life. I Works.

Remember, **God can only do for you, what you allow Him to do through you.**

“JUST FOR TODAY”

STEP ELEVEN

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.

Steps Ten, Eleven, and twelve deal with the present and the future. They will give direction for the maintenance of your sobriety, enrichment of your spiritual growth and personal enhancement. These steps are often referred to as the *“maintenance or growth Steps”* of the program.

Your sobriety is just like a new car. It will require regular scheduled long term maintenance if you expect it to operate in a proper and safe manner. The car comes equipped with a manual to tell you what to do, and when to do it. Your long term sobriety also requires maintenance, and the instructions are in the last Three Steps of this program.

Step Eleven suggests you seek to improve your conscious contact with God as you understand Him, through prayer and meditation. You are to pray only for knowledge of what God’s will for you, and when you feel you know, then for the power to carry it out.

Step Eleven starts with the last two lives on page 85 and ends at the end of the chapter on page 88.

STOP! Read Step Eleven now.

Good! Now you have read it, so go back and study it. Notice, Step Eleven starts at night!

The first paragraph explains why prayer is important and asks you not to be shy about this. Better men/women than yourself will use prayer constantly.

It guarantees prayer works – if you have the proper attitude and work at it. To do something well you must practice it. Prayer and meditation have to be practiced consistently until this is the natural thing to do.

This Step is broken into three definite time periods: Night, Morning and Daytime. Each period has directions to follow.

When you retire at night:

In the second paragraph on page 86 are the suggestions of how and what you do.

When you waken in the morning:

In the third paragraph on page 86 are suggestions of how and what you do.

What to do throughout the day:

Starting in the last paragraph on page 87 are suggestions of how and what you do.

What you do before you retire at night:

First review your day. Check if you had been resentful, selfish, dishonest or afraid.

Use these questions each night for topics of meditation:

1. Do I owe an apology to someone?
2. Have I kept something to myself when I should have discussed it with another person?
3. Was I as kind and loving as I could have been?
4. Did I do my best today?
5. Was I selfish today? Where?
6. Did I help someone else today?
7. Did I have good thoughts toward my fellow man?

Remember not to get into self-pity if everything did not go well. Don’t get worried or remorseful about yourself.

Once you have reviewed your day, ask God for forgiveness if you have been wrong in some areas and pray for His direction to help you correct any wrongs. You have the knowledge from the other Steps on how to do things, all that is required of you now is to do it.

There is nothing you can do about many of these things after you go to bed, so turn it over to God, and get some good sleep.

What you do when you wake up in the morning:

First, say your prayers. Then think about and consider your plan for the day.

“If your failing to plan, your planning to fail.”

Notice it tells you to say a prayer and ask for guidance on how you should “think” for the day.

8. What does it warn you to be aware of?

The result of this is your “thought life” will be on a much higher plane. Your will have positive thoughts, guidance and goals and this makes for the start of a good day.

What you do throughout the day:

Throughout the day, you may be faced with indecision. If this happens, ask God for inspiration, an intuitive thought, or even a decision, then relax, quit fighting and take it easy. This does not mean to go and lie down, it means quit worrying and carry on with your daily life.

On page 87, the top paragraph explains what will happen if you keep seeking help and practicing what you have learned so far.

In the second paragraph, you read about praying to get rid of selfishness, and when it is right to pray for yourself. Read this carefully and not what is important.

The last full paragraph on page 87, gives you some instruction on meditation.

Several key points are mentioned. It talks about the religious organizations which will be able to help you. It tells you to carry on in your church and seek prayers which will emphasize the principles you have been learning. Be quick to see where religious people are right and use what they have to offer.

Review all of page 87 again.

Make notes on the instructions/suggestions in the Big Book. All these will help you in the future if you can recall and use them on a daily basis. It helps save your strength and energy if you are not worrying about the things you cannot change.

With this Step you learn how to “**Plan Your Work and Work Your Plan**” one day at a time.

“**Plan your work and work your plan**” is a motto used by many of the most successful people. You can do the same with your day, plan it with God’s help and then work it the way you planned.

Many members spend too much time worrying and miss some good opportunities to be of use to God and their fellow man.

Study from the last paragraph on page 87 to the end of page 88.

This suggests how to handle you throughout the day if you are feeling agitated or doubtful.

It also contains many promises, if we follow the suggestion.

9. Write out what you have to do to have discipline in your life.
10. How does this help save your energy?
11. Have you been undisciplined in the past?
12. Do you think this plan will work for you?
13. Well, when are you going to start?
14. How many prayers did you find in this Step?
15. How many promises did you find in this Step?

Compile a checklist of what you will do in the morning, daytime and at night. Keep this handy for referral purposes. The more you practice this, the more it becomes a part of the way you think, act and live.

In the morning and evening ready Step Ten and Step Eleven. Do this until the principles and checklists become an unconscious working part of your mind. This is the self-discipline mentioned in the last paragraph in the chapter.

16. Could “spiritual self-discipline be a principal of Step Eleven? If so, explain it.

Another Step is done and you are now well into the maintenance, growth and discipline part of this program well.

Step Eleven could be compared to the use of a life jacket while boating. You wear it because it is meant to keep you afloat in case you capsize or ran into trouble. On a calm day you may see little use for it, so you leave it lay in the bottom of the boat. Next, as you are skimming across the calm water, you hit a reef you could not see because it was a few inches below the water line and immediately you are in trouble. The panic of trying to save the boat, and find the life jacket all while you are in the water may cost your life. And then you remember, I should have worn the jacket.

Step Eleven helps you keep your spiritual life jacket on at all times and keeps you prepared for whatever happens in your emotional or troubled waters of life. Don't get caught without it on emotionally calm or stormy days. It is a spiritual tool designed to save your life. Put it on every morning.

Now take a little time and write out how and what you feel about the last two Steps you have done.

Before going on to Step Twelve, it will be essential for you to do four things: These are important so please do the following:

- *First:** Write out what your personal **“spiritual awakenings or awareness”** have been as a result of doing the first eleven Steps. Try to get one example for each step.

- *Second:** Briefly write out **“this message”** you will try to carry to other alcoholics. This is the message received from the first Steps. What is it?

- *Third:** Make a list of all the **“principles”** you identified in the first eleven Steps. You should know them if you plan to do the next step.

- *Fourth:** Identify the different areas of life that you will be able to improve, enlarge or change in your future with what you have learned in this program.

“SEEK AND YOU WILL FIND”

STEP TWELVE

HAVING HAD A SPIRITUAL EXPERIENCE AS A RESULT OF THESE STEPS, WE TRIED TO CARRY THIS MESSAGE TO ALL ALCOHOLICS, AND TO PRACTICE THESE PRINCIPLES IN ALL OUR AFFAIRS.

Step Twelve and there is a full chapter devoted to it. You still require our Big Book, pencil and paper, plus all the notes you have made during the first eleven Steps.

Chapter 7, **“WORKING WITH OTHERS”** is a key to your sobriety. You will learn how to perform the service you have been preparing for through the first eleven Steps. You will soon have the great experience and pleasure of reaching out to another alcoholic and watching them recover as they follow the suggestions within the Steps of Alcoholics Anonymous.

Because of your experience and recovery through the twelve Steps and your belief in “God as you understand Him” you have been given a gift with which you will be able to offer this program of hope and sobriety to another alcoholic.

Step Twelve will show you what to do and how to do it. You will then be able to do a “Twelve Step call” on your own and feel good about it. The fear will be removed from this task.

Remember **“A.A. is a program for those alcoholics that want it, not necessarily for those who need it”**

So let's start to study and see how this is done.

First, read the full chapter, from page 89 through to page 103. Underline or mark what you feel is important in this Step. Make notes about it as you read. This will help. **NOW READ THE FULL CHAPTER.**

Well, you have finished reading, so now begin the study. No doubt you marked in a lot of interesting parts of this Step. It is instructive and interesting. Begin at page 89 again.

In the first paragraph is a promise you have read many times to this point, - working with other alcoholics and giving them this program will insure your recovery or immunity from drinking.

Remember, you are only the messenger, you are not the message. You ensure your own sobriety each time you reach out to another alcoholic and try to help him/her.

“Practical experience shows that nothing will so much insure immunity from drinking as intensive work with other alcoholics. It works when other activities fail.”

The Twelfth Step suggests:

“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.”

You have been given a gift. Do not forget this in the years to come. Many members have reached a point where they quit attending meetings. They have quit working with other alcoholics who could use and need their gift of recovery. Another lesson in this paragraph is the person you carry the message to is usually very ill.

This is not always another member sitting in the meeting. It is someone who is still out in the public and requires knowledge about where and what a meeting is. It is the new person.

Do not fool yourself and figure just because you go to meetings and speak, that you are doing the Twelfth Step as outlined in the paragraph. This can be a lazy way as it does not require any extra effort. Go find a new person to bring to a meeting. **That's what Bill and Dr. Bob done, and as a result, you are here today.**

The second paragraph tells you what you can expect to see and receive while you work this program.

The third paragraph cautions you in the approach and presentation you make.

Do you remember the proper approach to use with people we want to help which was mentioned on pages 18 and 19 and on the bottom of page 76 and top of page 77? If not, then look it up.

It also tells you to be cooperative with ministers and doctors. Don't be critical. To be helpful is your only aim.

Turn to page 90. Here you are told how to prepare for a call.

Note what to do if he/she does not wish to talk to you, or if he/she will talk to you. Preparation is very important. Study the proper procedure and use it when you can. You need this information because it outlines the procedure to follow before you meet them, and what to do when you first talk to them. It tells you what to talk about.

Read from the start of page 92 to the end of the second paragraph on page 93, which ends, ***“what your own convictions are.”***

Some good additional directions are outlined here. You may have to read “The Doctor’s Opinion” again to refresh your memory.

The second paragraph on page 92 tells what part of your own story to use at this time. He/she may feel they are not alcoholic, if this happens, you should recall what is outlined from the second last paragraph on page 20 to the end of the first full paragraph on page 21, just in case he/she asks about the different types of drinkers.

In the last paragraph on page 92, are instructions on which to focus. Remember page 30 and **“The Doctor’s Opinion.”**

The first half of page 93 instructs you on what to do if the person you are calling on asks you to explain how you got well.

This is the **“spiritual”** explanation you can give and if you refer to the last paragraph on page 25 it will help in this explanation.

When the prospect argues about religion, follow instructions in the last paragraph of page 93.

1. What three things must faith be accompanied by in order for it to be vital in a Twelve Step call?

Study page 94 and get the outline on how and what to tell him/her if they ask you how you got well. Take note of the directions outlined on this page. There are certain things you do and do not do.

It states, *“the more helpless he feels the better.”* **Don’t put the person down. It means you have good solid, honest information, and have presented it so the hopelessness of the illness of the alcoholism is explained and understood.** (The Doctor’s Opinion explained the obsession and allergy.)

At the bottom of page 94 you are instructed when to tell him about Alcoholics Anonymous, you have already told him about yourself so tell part of the A.A. story. Again, remember A.A. is for those who want it, not necessarily for those who need it.

Outline the points you feel are important from studying pages 93 and 94.

On page 95, in the first paragraph you are warned not to pressure the new person, and there is an explanation on the best way to do a Twelve Step call if you want it to be successful.

Write out the five simple rules to follow on a Twelve Step call. When you finish the list, glance back to the last paragraph on page 18. Compare this, with the list you just made.

The rest of the page outlines the importance of carrying the message and not the alcoholic and what to do at the conclusion of your first call if you are to see the person again. Make notes on these points.

On page 96, the first paragraph outlines what you are to do if the new person feels he/she does not want to carry on. It also gives you some ideas so you will not feel as if you failed.

Study the second paragraph on page 96 over to the end of the second full paragraph on page 97, which ends, “serious complications in a family,” for explanations of the best way to help the new person.

Note the caution warnings and the reasons why. They may sound harsh, yet, it is the best way. This is a very important part of sponsorship to remember.

The last full paragraph on page 97 was written prior to Al-Anon. I suggest you contact Al-Anon to assist the family.

Page 98 in the paragraph which carry over from page 97 explains two extremes you may run into. Beware of the person who tells you they require other things in order to get sober.

The next two paragraphs are solid warnings to you.

Be careful you do not give the impression to the newcomer that YOU are the answer. Beware of your own ego, let the newcomer know from the start you can help, but he should find a "Power Greater than Himself," as you did, in order to get well. (Always remember, **you are not that Power.**)

2. What is the only condition required for the new member to get well?

The first part of this Step: **"Having had a spiritual awakening as the result of these Steps."**

At the end of Step Eleven you were requested to outline the spiritual awakenings you had as a result of the first eleven Steps. You meditated on their spiritual aspect. This covers the first part of this Step.

The second part of this Step: **"we tried to carry this message to alcoholics,"**

At the end of Step Eleven you were requested to outline the message you have received and will want to pass on to the new person.

You have just studied and learned the process by which you do this.

3. What message will you try to carry to alcoholics?
4. What preparation is required?
5. How do you carry it?
6. What should you see as you twelve step and sponsor people?

The last part of the Step: **"and practice these principles in all our affairs."**

At the start of this study it was suggested you keep a list of all the principles you found as you went through the Steps. At the end of Step Eleven you were asked to review the first eleven Steps on page 59 and write out all the principles you have identified.

Take the list now and review it. All these principles are good.

7. Do you think you can practice all of them as they should be?
8. Are you willing to practice them all, even though you have been doing some as you went along through the Steps?

Study the last paragraph, page 98 from, **"Now, the domestic problem"**: - over to page 99.

If there was a domestic problem, the person you are working with should make reparation and explain the new principles by which he/she plans to live.

It is a new person's spiritual demonstration which will count, not the families. The same goes for yourself. (Remember, demonstration was discussed on page 77.)

Carefully study what is written in this paragraph at the top of page 99 and then read the instructions in the second paragraph. Tell the new person not to be afraid to attempt to repair any damage because if they don't do it they could end up drunk.

In the third paragraph on page 99 is advice is separated or divorced.

Study this paragraph carefully and if you are in this position, then you follow the basic principles laid out here.

The last paragraph on page 99, which ends on page 100, tells you not to be taken in by a sob story. The only thing required for sobriety to start is a good relationship with God.

Always be aware of the cunning ways of the alcoholic when acting as a sponsor or doing a Twelve Step call. Some of the stories you hear will be so sad, emotional, and convincing, you may be tempted to go along with them. You have to stick to what you have learned; do not let your own emotions get in the way.

Do not lose sight of what **“God’s Will”** would be for you at this time.

The next three paragraphs on page 100 are critical if you want to be a sponsor and yet stay neutral in your new person’s affairs.

- The first gives you guidance and guarantees for your own growth.
- The next two instruct you on what to do with the family.
- Do not be afraid to let the family know about Al-Anon.
- If your spouse is in Al-Anon and your home life is good, then use this as an example and encourage all to get involved.
- If there are children involved, then tell them about Alateen.

Some points to remember:

- * Never criticize other programs, or the family of the newcomer.
- * Set a good example, use all the principles you have learned.
- * Always ask for God’s help before you enter any discussion with the newcomer or their family.
- * Be patient, always remember your own struggles, let them grow at God’s speed, not yours.
- * Never give up on the person. Always keep your door open, even when you feel they don’t want help. If you have sown the seed of hope, prepare to wait for it to grow.
- * Only God will know when the seed will spring to life. Be available to watch this new and exciting growth take place.

Realize the seed may lay dormant for a few days or even a few years, and in the meantime you can work with others.

- * All you are asked to do is carry this A.A. message to the alcoholic, then leave it in God’s hands and stay ready to do His Will.

Start studying from the last paragraph on page 100 over to the second full paragraph on page 101 which ends with, ***“These attempts to do the impossible have always failed.”***

If you are spiritually fir, as an alcoholic, you can do all sorts of things which most people would think impossible for them to do. Read the first paragraph again, very carefully.

In the second paragraph on page 101 is the fact our members meet the conditions mentioned above on a daily basis, and nothing happens. It states, ***“An alcoholic who cannot meet them, still has an alcoholic mind; there is something the matter with his spiritual status.”*** Read the rest of this paragraph and the next one.

Your sobriety should be based on your faith in God, not on fear of alcohol. You can never be shielded from the presence of alcohol. That is okay because you don’t need it or want it.

The last two paragraphs on page 101 and end on page 102, outline an attitude for going to bars or places where there is liquor.

Study these carefully, then write out what you are to do when you go where liquor is served.

9. What is the proper attitude and what can you add to the occasion?
10. What should you do if you are not sure of yourself?

Remember, your goal is to stay sober with faith, not with fear.

11. Were you able to understand the rule in the first paragraph and the important qualification and questions mentioned in the second paragraph? Remember this for the future.

Study the next two paragraphs on page 102.

The first one gives very good advice, follow it and you will be okay as long as you are on solid spiritual ground.

The worst thing to do is try and make the world and your friends or associates fit into your way of life, and more so, if you are narrow minded toward the use of alcohol. You should now have gained the freedom and ability to fit into the community around you and be able to enjoy it. This will be a process which if sincerely undertaken one day at a time, will bring you a life truly beyond your wildest dreams! You now have a primary purpose which will bring much to you and many others you pass this wonderful program along to. Now is time for these actions, one day at a time!

GUIDELINES FOR THE STEP STUDY

APPENDIX: ONE

If this study is done by a group, the chairperson must be prepared by knowing and understanding the system of this study guide prior to the start of the Step Study. Their function will be to facilitate the meeting and do all the reading from the Big Book. The participants follow in their books and mark what they find interesting.

The chair should stick to the specific topic of the meeting and not allow talk about other parts of the program. Keeping the concentration on what you attempt to cover in each session is very important.

Open the meeting with the Serenity Prayer, but do not read “how it Works” or whatever you normally read. Do not read anything from the Big Book which is not covered in the study for each session.

The first task is to get the group interested and to understand there will be requirements such as: Big Book, pen/pencil, scribbler (notebook), and a highlighter to be brought to each meeting. The members should be encouraged to mark their Big Book with their highlighter.

Note: When members of the group have questions, have them write these out in their notebooks and see if they get answered during the full study. Do not be a know-it-all, and give the answers. As they do this series, they will find the answers themselves. It is very tempting to answer the questions but much more rewarding if they find it themselves. Allow them the privilege.

This series takes 12 to 14 weekly sessions, each sessions lasting about one and a half to two hours.

ALWAYS REMEMBER:

This is not a regular discussion meeting where the discussion goes in any direction it chooses. This is a study session and some of the participants may have to be made aware of this several times before they realize the difference.

Some other suggestions:

- The group should not be larger than 10 people
- Once the series has started, no one else should be allowed to start after the second meeting
- The same chairperson should do the whole series for overall continuity
- Do not use outside speakers or visitors in this series
- Each meeting will require about 1 ½ to 2 hours.

You may want to divide the second week into two weeks, as the two chapters can be a lot for a group to do in one week. This will also give you time in the meeting to read “Bill’s Story” and “There is a Solution.”

Starting in the second meeting, the first hour will be used by the participants to discuss what they have discovered and learned from the Big Book and study guide in the last session. The job of the chair person is to assure all the members partake in these discussions and exchanges. Be careful they do not get into stories about their past, always remember to keep the meeting focused on what has been studied in the last session.

If only one person is doing this, they can use the following as a time outline to complete the study.

WEEK ONE: Stay away from your own interpretation of the material in the Big Book.

Tell the group they are to develop their own interpretations and understanding from what they read, and anything you tell them about the program, which is not a direct quote from the Big Book, are your own interpretations and therefore it is biased. **Make this very clear to them.**

Read aloud, from the Big Book. Try to cover all the material which is outlined on pages 1 to 3 of this study guide. This will take you up to Bill’s Story. Be able to make some historical comments, from the Big Book, which will highlight the importance of the information presented.

At the end of the meeting, pass out a copy of the study material covered, pages 1 to 3.

Let them know the work involved in completing these few pages will require about six or more hours of homework prior to the next meeting.

WEEK TWO: I usually start the meeting with the Serenity Prayer. Then get comments from each member on what they have learned from the Big Book or guide. Limit the time to one hour so you will be able to read what is required from the Big Book at the end of the meeting. As they talk about points of interest they discovered, tell them to **mention the page number** so others can follow in their books.

Remember, this is a study series and not a regular meeting.

Once all have discussed what they found interesting and what they have underlined, this will be a good time to take a break for a few minutes.

Read "There is a Solution: and hand out the work assignment for the next session. (Note: This is where you may want to divide this part into two weeks, I sometimes feel it is the best way.)

"Bill's Story" will be ready by themselves as part of the homework, but if you choose it could be dealt with now and use the Solution for the third meeting. Pass out the homework on this chapter. (This meeting could take more than two hours due to the amount of reading required.)

If you choose to do just the one story then get them to read "Doctor Bob's Nightmare" after they read "Bill's Story".

WEEK THREE: Start the meeting and get the groups comments about the last session

As they talk about something of interest they discovered, tell them to mention the page so others can follow in their books. Take a short break. Read Chapter Three, which is Step 1, then pass out the homework.

WEEK FOUR: Use the same format as used for past sessions.

Then read Chapter Four, to cover Step 2. Then pass out the study material.

WEEK FIVE: **Note the below change for this meeting.**

Open the meeting as you have in the past. Now before the discussion, read "How It Works" and Step One and Two. Skip to the end of Step 12 and read the first full paragraph on page 60 which ends with "we claim spiritual progress rather than spiritual perfection."

Now have the group discuss the work of the last session. Then take a break.

Read Step 3 information from the Big Book. This starts on page 60 with the second full paragraph, ---

"Our description of the alcoholic, ----to the last full paragraph on page 63.

Pass out the homework for "How It Works" and "Step Three."

WEEK SIX: Open the meeting, but do not read "How It Works".

Have the group review and discuss the last session. Take a short break.

Explain that Step 4 has four parts, and this Step will be taken in three sessions, these parts are:

First Session	-Self and Resentment
Second	-Fear
Third	- Sex

Read Step 4 starting at the bottom of page 63 and read only to the end of the part on RESENTMENTS. Do not read into the fear part. Stop at **"we admitted our wrongs honestly and were willing to set these matters straight."**

Be prepared to explain how to do this part of the Step according to the Big Book.

Referring to the guide, show them how to use the work sheets. At the end of the meeting pass out the homework for this part only.

WEEK SEVEN: Open the meeting.

Have the group discussion on how they made out since the last session on “Self” and “Resentments”. Let the group know they do not have to reveal what they wrote out, but they can discuss the system or insight and knowledge they got from this part of the step.

When the discussion is finished, have short break.

Read all about FEAR from the Big Book, pass out the homework. This part of the homework does not take too long so let them know it gives them a chance to finish any work left from the last week.

This week the group should make plans to do the fifth step with someone. They will be ready in two weeks. You may have to help them find the person to do this with. They should do the Fifth Step the same week it is presented. Figure out the date you will be doing steps 5, 6, and 7 and let them know so arrangements can be made.

WEEK EIGHT: Open the meeting.

Have the discussion on the last session of “Fear”.

Take a short break. Read the section about SEX from the Big Book, explain how to use the work sheet and then pass out the homework.

WEEK NINE: Open the meeting.

Have a discussion on last session works. If time permits review the full Step Four.

Have the group give a quick overview of what they have learned so far. Is it as much as they expected to learn about themselves? Most should be finished with their Step 4. If not, just carry on with the program, do not wait for anyone who is not finished. Take a short break.

-Read Steps 5, 6, and 7 from the Big Book. Pass out the homework.

This is the week to do the Fifth Step.

WEEK TEN: Open the meeting.

Have group discussion on Steps 5, 6 and 7. Stress the importance of getting the Fifth Step completed soon for those who may not have completed it. Take a short break.

Carry on by reading Steps 8 and 9 from the Big Book. Pass out the homework.

WEEK ELEVEN: Open the meeting.

Have a group discussion on last sessions work. Take a short break.

Read step Ten and step Eleven from the Big Book. Pass out the homework.

WEEK TWELVE: Open the meeting, have a group discussion. Take a short break.

Read as much of Step Twelve as you can and then pass out the homework for Step Twelve.

WEEK THIRTEEN: This is the final session.

Open the meeting, have a group discussion on the last sessions work.

Then have a good general discussion about the whole study.

Encourage them to keep on until they complete the 12 Steps if they have not.

They may want to carry on studying the next four chapters which are a lot of fun to do.

I hope you have enjoyed this Step Study as much as I enjoyed putting it together.