



Step Work Guide

This is simply an example of what to expect to use with a sponsor.

Step One: “We admitted we were powerless over alcohol—that our lives had become unmanageable”.

12&12: Why all this insistence that every A.A. must hit bottom first? The answer is that few people will sincerely try to practice the A.A. program unless they have hit bottom. For practicing A.A.'s remaining eleven Steps means the adoption of attitudes and actions that almost no alcoholic who is still drinking can dream of taking. Who wishes to be rigorously honest and tolerant? Who wants to confess his faults to another and make restitution for harm done? Who cares anything about a Higher Power, let alone meditation & prayer? Who wants to sacrifice time and energy in trying to carry A.A.'s message to the next sufferer? No, the average alcoholic, self-centered in the extreme, doesn't care for this prospect—unless he has to do these things in order to stay alive himself.

Pg. xxviii: All these, and many others, have one symptom in common: they cannot start drinking without developing the phenomenon of craving. This phenomenon, as we have suggested, may be the manifestation of an allergy which differentiates these people, and sets them apart as a distinct entity. It has never been, by any treatment with which we are familiar, permanently eradicated. The only relief we have to suggest is abstinence.

Step One Instructions: Call your sponsor everyday, Commit to never drinking & drugging for life “one day at a time” “Just getting to midnight”.

1. Read the Doctor's Opinion and write two pages on how this particular chapter relates to your drinking & drug use.
2. Read the Bills Story and write two pages on how this particular chapter relates to your drinking & drug use.
3. List all examples of powerless on paper
 - a. The dictionary defines powerless as being without the power to do something or prevent something from happening.
 - b. “There is the obsession that somehow, someday, they will beat the game.” (Big Book, Page 23)
 - c. Examples:
 - i. Once I take the 1st drug, I cannot stop and the craving happens
 - ii. My family's reaction when I make amends for all the hurt I've caused
 - iii. The court's decision on my upcoming case.
4. List all examples of unmanageability on paper
 - a. Definition of unmanageable - not manageable : difficult or impossible to control or manage unmanageable hair an almost unmanageable amount of data
 - b. Examples:
 - i. Serious health issues
 - ii. Complete chaos with my family
 - iii. Arrested over 30 times

Step Two: “We came to believe that a Power greater than ourselves could restore us to sanity.”

Step Two in the Alcoholics Anonymous Big Book emphasizes the belief that a higher power can restore individuals to sanity. It encourages members to recognize that they require help beyond their own capabilities to manage their addiction. This step serves as a transition from admitting powerlessness in Step One to beginning to trust in a spiritual solution for recovery.

Page 47: “Do I now believe, or am I even willing to believe, that there is a Power Greater than myself? As soon as a man can say that he does believe, or is willing to believe, we emphatically assure him that he is on his way. It has been repeatedly proven among us that upon this simple cornerstone a wonderfully effective spiritual structure can be built.

Step 2: Embrace Fellowship

Incorporate the following elements to enhance your journey:

- Meetings
- Sponsor
- Home Group
- Service
- Support Network
- Working with Others

By integrating these aspects into all 12 steps, you can achieve a profound psychic transformation.

Step Two Instructions:

1. Continue to call your sponsor everyday.
2. Go to a meeting a day.
3. Have the willingness to work in a great recovery program.
4. Start memorizing the third step prayer

Third Step Prayer to Memorize

"God, I offer myself to Thee—
To build with me and to do with me as Thou wilt.
Relieve me of the bondage of self,
That I may better do Thy will.
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!"

Step Three:
**“Made A Decision to turn your will and lives over to the care of God
as we understood him”**

Step 3 in the context of Alcoholics Anonymous (AA) refers to the decision to turn one's will and life over to the care of a higher power, as understood by the individual. This step is part of the 12-step program utilized by AA and is a significant point in the recovery process.

In the AA Big Book, Step 3 emphasizes the importance of surrendering control and trusting a higher power to guide one's actions and decisions. It encourages individuals to let go of their old ways of thinking and to embrace a new way of life. The concept is often about faith, humility, and the recognition that personal efforts alone may not suffice in overcoming addiction.

Step 3: Make a Decision

- Gods will can be spoken by and through the “Group Of Drunks”
- Stating the third prayer with a sponsor. Giving your life over to the care of god as we understood him.

“God, I offer myself to Thee—to build with me and to do with me as Thou wilt. Relieve me of the bondage of self, that I may better do Thy will. 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.” “Alcoholics Anonymous,” pages 63-64.

Two Wills:

God's Will = Happy, Joyous, and Free

Self-Will = Leads to Jails, Institutions, and Death

Understanding God's Will:

1. Avoid the first drink.
2. Take the next right step.
3. Help others.
4. Complete the remaining steps.

Step Four:

“Made a searching and fearless moral inventory of ourselves”

The purpose of Step Four in Alcoholics Anonymous (AA) is to conduct a "searching and fearless moral inventory" of oneself. This step encourages individuals to reflect deeply on their actions, behaviors, and the impacts they have had on themselves and others. This introspective process is crucial for acknowledging past wrongs, recognizing patterns of behavior, and laying the groundwork for healing and growth. By examining these moral aspects honestly, individuals can better understand their personal struggles with addiction and prepare for the subsequent steps in the recovery process, particularly in making amends and seeking personal change as outlined in later steps of the program.

The line "resentment is the number one offender" from the AA Big Book emphasizes that holding onto resentment can lead to a relapse and further difficulties in recovery. It suggests that unresolved resentments can obstruct emotional healing and create barriers to sobriety, making it crucial for individuals in recovery to address and overcome these feelings. This concept highlights the importance of self-reflection and moral inventory in Steps Four and Five, where individuals are encouraged to confront their resentments to achieve a healthier emotional state and maintain sobriety.

I'm resentful at	The cause	Affects my_	Defects of
Fred	Punching me in the nose.	Self-esteem Personal relations	Pride, self-pity, self-centeredness, dishonesty
The Spectators	They were gloating over my humiliating defeat by Fred.	Self-esteem	Pride, self-pity, self-centeredness, dishonesty
Self	I was so puny I couldn't fight better (I should have done training so I could fight back.)	Self-esteem	Pride, self-pity self-centeredness, sloth, impatience

The fourth column will focus on your role in this resentment. By examining your part in the situation, an alcoholic can truly recognize their responsibility for every circumstance they have faced.

The goal of this step is to identify and confront personal character defects, patterns of behavior, and past actions that may have contributed to alcoholism and other life challenges. It encourages individuals to reflect honestly on their thoughts, feelings, and behaviors, fostering self-awareness and accountability. This step is crucial for personal growth and prepares individuals for the subsequent steps in the recovery process.

Step 5:
“Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.”

Addiction is often rooted in a person’s negative thinking. Mistakes and failures in their lives can contribute to a negative view of themselves. The theory behind Steps 4 and 5 of the 12-Step Process of Recovery is that a person can’t truly find lasting recovery without bringing all their mistakes, missteps and moral failures to the forefront of their own mind in Step 4 before sharing them in Step 5 with a sponsor and god.

Fifth Step Prayer

Higher Power,
My inventory has shown me who I am,
Yet I ask for Your help
In admitting my wrongs to another person and to You
Assure me, & be with me, in this Step,
For without this step I cannot progress in my recovery
With Your help, I can do this.
Amen

The goal of the AA (Alcoholics Anonymous) 5th Step is to take a deep and honest look at oneself by admitting to God, oneself, and another person the exact nature of one's wrongs. This step is crucial for several reasons:

Self-Reflection: It encourages thorough self-examination, allowing individuals to confront their past behaviors and patterns.

Accountability: Sharing these admissions with another person fosters accountability and helps reduce feelings of isolation.

Spiritual Growth: The 5th Step emphasizes the importance of a Higher Power in the recovery process, promoting spiritual connection and support.

Emotional Release: By expressing feelings of guilt, shame, or regret, individuals can begin to let go of those burdens and find relief.

Foundation for Change: Completing this step lays the groundwork for further personal growth and transformation, allowing individuals to move forward in their recovery journey.

Steps Six:

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

Step Six in Alcoholics Anonymous focuses on becoming "entirely ready to have God remove all these defects of character." This step signifies a willingness to let go of character flaws and embrace spiritual growth, paving the way for recovery. We must put the newfound faith from Step Three into action by examining the 194 character defects that can affect an alcoholic. The top five defects are resentment, self-centeredness, intolerance, dishonesty, and a lack of humility. Ultimately, this step encourages individuals to acknowledge their shortcomings and seek God's willingness to make necessary changes, as it's where the rubber hits the road.

To reflect on Step Six, consider these questions:

- What are my character defects?
- How have these defects affected me or others?
- Can I admit to these defects?
- How have they fueled my addiction?
- How can I be more humble about them?

If your character defect is "anger," here's a way to address it:

1. Identify:

Admit that you frequently get angry, especially when things feel difficult or unjust.

2. Analyze:

Notice how your anger shows up in your words, what you do, and even what you think.

3. Impact:

Think about the bad effects your anger has on your relationships, your job, and how you feel overall.

Think and make a list of all of the defects of character that have cropped up in your life. After making this list you are ready to start step seven.

Step Seven:

“Humbly asked Him to remove our shortcomings”

Step 7 of Alcoholics Anonymous (AA) encourages individuals to practice humility by asking a higher power to remove their shortcomings and replace imperfections with spiritual practices. This step emphasizes accepting flaws and the need for personal change. Humility involves modesty, a lack of pride, and a humble view of one's importance. AA suggests that people with addiction may lack humility, making it harder to admit mistakes or see the need for change.

Step 7 can deepen self-understanding and connections with others. It's the final step in a recovery phase that began with Step 4, aiming to acknowledge and address personal flaws contributing to problematic alcohol use. Individuals humble themselves, recognizing their imperfections, and ask a higher power to remove these shortcomings, using the list of character defects developed in Step 6.

With your list of character defects that you developed in Step 6 you are now ready to do the following. Let us the defect of anger for example.

1. Definition of each defect
 - a. a strong feeling of annoyance, displeasure, or hostility.
2. A paragraph on what it used to be like:
 - a. I was extremely angry with my mom for how she treated me early in my life. I felt a deep resentment towards her because of some of the choices she made when I was younger. I often wondered why she acted the way she did, and the lack of answers only fueled my anger and made it harder to forgive her.
3. A paragraph on what it is like now:
 - a. I still struggle with anger, and when situations that trigger it arise, I often find myself dwelling on them more than I should. I can get stuck replaying the event in my mind, which only makes the anger stronger. However, I am now making a conscious effort to turn to my higher power for support in these moments.
4. A paragraph on what to do when this defect crops up in the future
 - a. First, admit that you frequently get angry, especially when things feel difficult or unjust. Second, analyze how your anger manifests in your words, actions, and thoughts. Third, consider the negative effects your anger has on your relationships, job, and overall well-being. Talk to my sponsor and pray for advice. Always implement the high power into all these defects.

Step Eight

“Made a list of all persons we had harmed and became willing to make amends to them all.”

Step 8 in AA involves creating a list of everyone you've harmed, becoming ready to apologize, honestly acknowledging how your drinking affected them, and taking responsibility.

Remember your progress, and seek support from your sponsor and AA group if needed. Step 4 provides a helpful list of those you've harmed, which can be used to develop Step 8 as a plan to address past damage and change your life. Involve God in this step. Add anyone missing from your list to Step 8. Step 8 is about strategizing amends, while Step 9 is about taking action.

Step Eight			
Amends List			
Name of people I have harmed:	What I did that was harmful	Where was I at fault	Are you ready to make amends?

Create columns: person harmed, harm done, and possibly amends.

Divide your list: amends now, partial amends, amends later, amends that may never be made.

PRAY FOR THE WILLINGNESS TO CARRY OUT STEP 9.

Step Nine

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

We tell them that this program requires us thoroughly to examine our past, and wherever we have harmed anyone, we are required to make amends. “tell him that we will never get over our drinking until we have done our utmost to straighten out our past.” {p77}

If there are any debts, then we offer directly to pay any debts, or state our intention to pay as best we can. “He... sent a small amount of money. He told her what he would try to do in the future.” {p79}

When making amends, ask what harms you've done and if they recall others. Wait for their response and ask forgiveness for those too. Don't just apologize.

Amends are actions showing a new life in recovery, aligning values and actions, unlike apologies, which are just words.

In addiction, actions and intentions don't match. In recovery, they align, like returning something stolen. A good question to ask is “What can I do to make this right?”

1. Pray before each amends. Invite god into all of these.
2. Talk to your sponsor before making each one
3. They rarely go as you think they will go in your head
4. Thoroughly explore what this step signifies for your recovery and reflect on your recovery journey thus far.
5. Have a face to face conversation when possible.
 - a. Go over what wrongs you may have done to them
 - b. Don't leave out any details. Go over even the ones you don't want to. The more thorough and detailed you are, the better.
6. When a face to face conversation isn't feasible a message

Template for amends. This short version provides a good example.

Dear [Friend's Name],

I hope you're doing well. I'm writing as part of my recovery. I had a serious problem with drinking and drugs. I'm now sober and want to make amends.

First, thank you again...

I'm committed to honesty. I need to acknowledge my past and make amends. I value our friendship, even though I didn't deserve it. What I did wrong...

Is there anything else I've done that hurt you?

I want to make things right. What can I do to repair the damage and rebuild trust? I'm open to suggestions and want to earn back your friendship.

Thank you for considering my amends.

Step Ten

“Continue to take personal inventory, and when you are wrong, admit to it.”

In Alcoholics Anonymous (AA), Step 10 is one of the Twelve Steps, which offer guidance for people recovering from alcoholism. Step 10 promotes self-awareness, accountability, and growth in recovery. Daily reflection helps identify threats to sobriety, adjust behaviors, and prevent relapse. It fosters humility by highlighting areas for improvement.

Daily Inventory:

This step highlights the importance of regularly checking your actions, thoughts, and feelings throughout the day. It's like taking stock of your emotional state to see if you're feeling balanced. It helps you spot any potential issues early on.

Promptly Admitting Wrongdoing:

It's not about being perfect. Instead, it's about admitting when you haven't met your goals, made errors, or acted in hurtful or selfish ways. This means recognizing and owning up to your mistakes without making excuses.

Honesty and Self-Awareness:

Step 10 is about building honesty and self-awareness, which are vital for staying sober and growing spiritually. By being honest with yourself and others, you can spot patterns that might lead to addictive behaviors or slow down your recovery.

Ongoing Process:

Step 10 isn't a one-time thing. It's a continuous practice that should be part of your daily routine. It helps you build character and creates a strong base for living a sober life.

Focus on Progress, Not Perfection:

The aim isn't to be perfect, but to steadily improve your self-awareness and personal growth. Admitting mistakes and taking steps to correct them shows progress in your recovery journey. Here are some good questions to ask.

Questions to always ask yourself.....

Resentment & Fear:

What triggered my resentment/fear? Unmet needs?

How did it show in my behavior?

How can I release it (prayer, etc.)?

Did I take responsibility for my part?

Was the fear real, or projected?

Harm (Self & Others):

Did I gossip or speak negatively? Why?

Broken promises?

Any dishonesty, even small?

Improvements:

Express gratitude?

Could I have been more patient/compassionate?

Could I have used recovery tools better?

What did I learn? How to apply it?

How can I better communicate?

How to make amends tomorrow?

Create New

Spot Check Inventory

* = Required Field

*I'm resentful at:

Mr. Brown

Is this secure?

*The Cause:

His attention to my wife.
Told my wife of my mistress.
Brown may get my job at the

*Affects My:

☒ Fear

☐ Personal relationship

☒ Self-esteem

☒ Sex relations

☒ Security

☐ Pride

*My Part:

I probably should not have a mistress...

Save

Cancel

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."

Step 11 of AA focuses on connecting with a spiritual source or higher power to aid your recovery. This could mean strengthening your relationship with God or finding a purpose greater than yourself. Your higher power can be a spiritual figure or anything meaningful to you. PRAY LIKE YOUR LIFE DEPENDS ON IT. PRAY FOR OTHER PEOPLE. PRAY FOR PEACE. We pause when agitated now.

Choose a spiritual, meditative, or personally significant practice to incorporate into your life.

Concentrate on adding spirituality, faith, or meaning to your life. This might involve a higher power or focus on your higher self.

Explore your chosen practice in a relaxing, distraction-free environment.

Work on overcoming self-limiting beliefs that may be hindering your progress, allowing your higher power to guide you on your recovery journey.

Try to life like this prayer....Prayer of Saint Francis:

Lord, make me a channel of thy PEACE that where there is hatred, I may bring LOVE that where there is wrong, I may bring the spirit of FORGIVENESS that where there is discord, I may bring HARMONY that where there is error, I may bring TRUTH that where there is doubt, I may bring FAITH that where there is despair, I may bring HOPE that where there are shadows, I may bring LIGHT that where there is sadness, I may bring JOY. Lord, grant that I may seek rather to COMFORT than to be comforted to UNDERSTAND than to be understood — to LOVE than to be loved. For it is by SELF-FORGETTING that one finds. It is by FORGIVING that one is forgiven. It is by dying that one awakens to ETERNAL LIFE.

The worksheet below outlines how to start and end your day. It guides you through 11 steps to complete each day and night.

11st step Morning Routine:

ON AWAKENING

On awakening, let us think about the 24 hours ahead and consider our plans for the day (make a to-do list). Before we begin, we ask God to direct our thinking:

"God, please direct my thinking and keep my thoughts divorced from self-pity, dishonest, or self-seeking motives. God, please keep my thoughts clear from wrong motives and help me employ my mental faculties, that my thought-life might be placed on a higher plane, the plane of inspiration. God, should I find myself agitated, doubtful, or indecisive today, please give me inspiration, help me to have an intuitive thought or a decision about this problem I face. God, help me not to struggle, instead, help me to relax and take it easy. Help me know what I should do and keep me mindful that you are running the show. God, please show me all through this day, what my next step is to be and please grace me God, with whatever I need to take care of the problems in my life today. I ask especially God, that you free me from the bondage of self-will, give me knowledge of your will and the power to carry that out. May I do your will always. Amen."

PLANS FOR THE DAY: Plan your day by thinking about or writing down your schedule. Consider which meetings you'll attend, what AA service tasks need completing, and what other positive actions you can take to better your life.

MEDITATION:

Read the 24 Hours a Day, Daily Reflections, or 365 Tao, read one page a day and spend 5-10 minutes at first in contemplation of that and of how you might be of maximum service in your day.

THROUGHOUT THE DAY:

"As we go through the day we pause, when agitated or doubtful, and ask for the right thought or action. We constantly remind ourselves we are no longer running the show, humbly saying to ourselves many times each day 'Thy will be done.' If we are not able to determine which course to take, we ask God for inspiration, an intuitive thought or a decision. We relax and take it easy. We don't struggle." (p. 87-88)

God, I'm agitated and doubtful right now. Help me to stop and remember that I've made a decision to let You be my God. Give me the right thoughts and actions. God, save me from fear, anger, worry, self-pity, or foolish decisions that Your will not mine be done. Amen.

Step 11 Evening Routine:

Through prayer and meditation, improve our conscious contact with God as we understand Him, praying only for knowledge of His will for us and the power to carry that out.

At Night Conduct a constructive review of the day.

1. Resentful? Where?
2. Selfish? Where?
3. Dishonest? Where?
4. Afraid? Where?
5. Apology Owed? To whom? For what?
6. Secret Kept? Something that should be discussed? What?
7. Kind Actions? Towards all?
8. Loving Thoughts? Towards all?
9. Improvement Possible? How could I have done better?
10. Self-Focused? Thinking of myself most of the time?
11. Others-Focused? Thinking of what I could do for others?
12. Impact-Focused? Thinking of what I could pack into the stream of life?

After this review, ask for God's forgiveness and guidance:

"God, please forgive me for my failings today. I know that because of my failings, I was not able to be as effective as I should have been for you. Please forgive me and help me live your will better tomorrow. God, I ask you not to show me how to correct the errors I have just outlined. Guide me and direct me. Please remove my arrogance and my fear. God, show me how to make my relationships right and grant me the humility and strength to do thy will. Amen

Step Twelve

Having had a spiritual awakening as the result of these Steps, we tried to carry this message to alcoholics, and to practice these principles in all our affairs.

“Practical experience shows that nothing will so much insure immunity from drinking as intensive work with other alcoholics. It works when other activities fail. This is our twelfth suggestion: Carry this message to other alcoholics! You can help when no one else can.”

1. Carrying the Message:
 - a. Sharing your experience, strength, and hope:
 - i. This involves sharing your story with others, both in group settings and individually, to help them understand the potential for recovery.
2. Sponsoring:
 - a. AA often encourages individuals to sponsor others, providing mentorship and guidance as they journey through the 12 steps.
3. Helping newcomers:
 - a. This can involve offering practical support, attending meetings with them, or simply being a friendly face in the recovery community.
4. Practicing the Principles: Applying the principles in daily life
 - a. This involves living by the values of AA, such as honesty, integrity, willingness, and humility, in all your interactions and decisions.
5. Being of service:
 - a. AA emphasizes the importance of giving back to the community, which can involve participating in group meetings, helping with tasks, or offering support to others.
6. Maintaining spiritual growth:
 - a. Step 12 also encourages ongoing spiritual development, which can involve prayer, meditation, or other practices that connect you with a higher power.
7. How to perform Step 12:
 - a. Attend meetings: Regular attendance at AA meetings provides opportunities to share your experience, strength, and hope, and to learn from others.
 - b. Consider sponsoring: Sponsoring a new member
 - c. Volunteer: Offer to help with tasks at meetings or in the community.
 - d. Share your story: Be willing to share your experience with others, both in group settings and one-on-one.
 - e. Seek spiritual guidance: Continue to develop your spiritual connection with a higher power.