



Original Step Guides



Non-Conference Approved Literature
(Old School)

SPONSOR / SPONSEE STEP ONE WORKSHEET

"We admitted that we were powerless over our addiction, that our lives had become unmanageable."

The first mistake that many of us make when we come into the program is that we think drugs are the problem. When we say to the newcomer that drugs are only a symptom of a much deeper problem (addiction), it is hard for them to understand this.

To get a better understanding of addiction, we must look at the disease concept of addiction. From that point of view, addiction is a disease of attitudes, personality, and a general negative outlook, that is rooted in fear, insecurity, and low self-esteem. The main ingredients of addiction are obsession and compulsion. Obsession - that fixed idea that takes us back time and time again to our particular drug, or some substitute, (substitute being anything that makes us feel good and get instant gratification, such as money, power, sex, food, anger, etc.) to recapture the ease and comfort we once knew. Compulsion - once having started the process with one fix, one pill, one drink or one substitute we cannot stop through our own power of will. Because of our physical sensitivity to drugs and anything that makes us feel good, we are completely in the grip of a destructive power greater than ourselves.

Looking at addiction from this point of view, we see how addiction makes our lives unmanageable with or without drugs. At this point, we must surrender and accept how powerless we are over our addiction. When we do this a very strange thing happens, we begin to gain power through the (WE) part of the program and the next Eleven Steps. It has often been said that the First Step is our past and the things of our past that are with us today. The next Eleven Steps are our future.

Now that we have a better understanding of our addiction, let us look at some ways we can apply the First Step in our daily lives. The most obvious is that we cannot pick up that first drug or our lives will become unmanageable. We must accept and surrender to this JUST FOR TODAY. Let us now take a look at some non-chemical ways we must apply this step in our lives.

1. You go out to your car in the morning and it has a flat tire. Rather than feeding into the addiction attitudes of anger or frustration, which will create unmanageability, we must accept and surrender to the fact that the tire is flat and take action to correct the situation. As addicts, we tend to resist the act of surrendering and using this step on every day problems making our lives unmanageable.
2. Another situation could be you go out to your car and you start it up and the motor dies. It cannot be fixed. You need it for your job. You must be able to apply the first step to this situation. Accept and surrender that the car cannot be fixed and you then gain the power to find alternate transportation. On the other hand, you can refuse to surrender and apply the step and let your life become unmanageable. The choice is

yours. The First Step can be and must be applied to all areas of our live. This we call living the Steps. The bottom line is that drugs are one symptom of our disease. The only relief we get from our disease is by working the steps. It is a new and exciting experience that will bring many changes into our lives. The following questions you are to write about on a separate sheet of paper and return to your sponsor.

1. What do you have to give to the "WE" of N.A.?
2. How have you been isolating?
3. How good are you at being a part of?
4. How many times is the word "admitted" in our steps?
5. Why is this word so important?
6. How good are you at admitting?
7. In the dictionary, look up and write out the definition of "admitted".
8. Write your definition of "admitted".
9. What is your definition of "powerless"?
10. In the dictionary, look up and write out the definition of "powerless".
11. What does the word "were" mean as used in the First Step?
12. What is "our addiction"?
13. Look through the first ten chapters of the Basic Text and write down all definitions for addiction. (Stated or implied)
14. What is the disease of addiction?
15. How is my life unmanageable in recovery?
16. How do I apply the First Step in my life?
17. How are our steps different from any other 12-step program?
18. Am I willing to accept the steps as a way of life?
19. In the dictionary, look up and write out the definition of "addiction".
20. Why is being clean not enough?
21. How was my life unmanageable in my addiction?
22. Write out how you were powerless over your addiction when using and in your

recovery.

23. What does "had become" mean when used in the first step?
24. In the dictionary, look up and write out the definition of "unmanageable".
25. Write out your definition of "unmanageable".
26. How was your life unmanageable when you were using and in recovery?
27. Who managed your life when using and who manages your life in recovery?
28. What does sponsorship have to do with the 1st step?
29. Write out the benefits of accepting your powerlessness over your addiction.
30. Write out the benefits of surrendering your life to N.A.

One last thing that must be pointed out is the "WE" portion of this step and all our steps. All our steps begin with WE, except the 12th one, which has the word WE in the center. This makes us different from any 12-step program. Narcotics Anonymous is a WE program not a 'me program'. Part of our strength and power comes from WE. Together we can. I cannot, WE can. This is why we need meetings for the rest of our lives. This is why we need contact daily with other recovering addicts. A statement many newcomers may ask is, "if I stop using, I should be cured and I don't need the program or meetings anymore." The only way I know to clear up this denial is to answer this way. A non-addict (a non-addict is a person who does not have the addictive personality) who goes to the hospital for an operation is given a physically addictive drug for pain during a period of two weeks. He becomes physically addicted. They detoxify him and he goes on with his life without any problem. However, addicts with the disease of addiction, having addictive personalities are unable to just stop with no problems, we were addicted long before we used.

SPONSOR / SPONSEE STEP TWO WORKSHEET

"We came to believe that a power greater than ourselves could restore us to sanity."

The insanity referred to in this step is not the insanity of using drugs. We were restored to the sanity of not using by surrendering to Step 1, we now find ourselves clean, and our lives are still unmanageable in many areas. Much of that unmanageability comes from doing the something repeatedly, and expecting different results each time. Of course, the results are always the same, unmanageability and insanity in our lives. But what is there to do, go on the best we can, or begin to change with the second step as our guide through ongoing recovery.

The next question we begin to ask is: What is the power greater than we are? Many of us immediately thought this meant our higher power, but we are not introduced to a higher power until the Third Step. Our higher power is the ultimate power greater than ourselves, whatever our concept of a higher power is. However, this is not the power greater than ourselves that we are referring to in the second step. The best way to explain this is that a power greater than us can change from situation to situation. I like to call it gifts from my higher power. A power greater than ourselves can be the NA program, our sponsor, another person, pain or something we may read, etc. It is anything that makes us aware of the insanity of a situation if we act out on a defect or negative will.

Now having an understanding of the Second Step, let us look at some of the ways we can apply the Second Step into our lives.

1. The first way we applied this step when we came into the program was that NA becomes a power greater than ourselves. It helps us get through early problems without using and teaches us different ways of doing things.
2. Something someone may share with us can become a power greater than ourselves, if it makes us aware of something we are doing in the wrong way so we can then change it.
3. Pain many times becomes a power greater than us. Sometimes it is the only thing that will make us do something in a different way to get sane results.
4. A sponsor or some other recovering addict can become a power greater than ourselves, by making us aware of the way we are doing things.

You can now see a power greater than we can change from situation to situation. The important thing is to be aware of how to apply this principle in your life, so that insanity and unmanageability does not take hold. The principle of the step can be a power greater than us.

The following questions, you are to write about on a separate paper and return to your sponsor.

1. What does "WE" mean as it applies to Step 2?
2. Write out the definition of "came to" as they apply to step 2.
3. In the dictionary, look up and write out the definition of the word "believe."
4. Write out your own definition of the word "believe."
5. What is your definition of "a power greater than ourselves"?
6. List 3 powers greater than yourself in your active using.
7. List 3 powers greater than yourself in your recovery.
8. What are the 3 characteristics that a higher power should have? 9. What does the word "could" mean to you?
9. In the dictionary, look up and write out the definition of "could."
10. In the dictionary, look up and write out the definition of "restore."
11. Write out how you were insane when using.
12. Write out how you are insane in recovery.
13. Write out your definition of "sanity."
14. In the dictionary, look up and write out the definition of "sanity."
15. What are the benefits of "coming to believe in a power greater than yourself?"
16. Name 10 positive things that a power greater than yourself has done for you.
17. What is a power greater than you?
18. What type of sanity is the second step referring to?
19. How can I apply this step into my life?
20. What does this step mean to me?

4. How do I turn my will and my life over to God?
5. Why is it OK to have a different Higher Power than you?
6. Why do I have to live the first three steps in my life?
7. What are the three phases of relapse?
8. How can the serenity prayer help me in my life?
9. Why is being clean without living the steps dangerous?
10. How did others help you come to the point of making a decision?
11. Who or what made your decisions for you while you were using?
12. Who or what makes your decisions for you while in your recovery?
13. Who managed your life while using?
14. Who manages your life in recovery?
15. What is a "decision"?
16. In the dictionary, look up and write out the definition of "decision".
17. What is our "will"?
18. What is our "lives"?
19. What do the words "over to the care of" mean to you?
20. In the dictionary, look up and write out the definition of "care".
21. What was your relationship with God like before coming to NA?
22. What are the three characteristics needed for "a God of our understanding?"
23. Write out in detail what you believe to be your Higher Power?
24. Write out every time you felt God's presence in recovery and while using.
25. Write out 24 things you have to be grateful for today.

SPONSOR / SPONSEE FOURTH STEP WORKSHEET

"We made a searching and fearless moral inventory of ourselves."

Many of us sat with a Fourth Step guide and looked at it with fear. We ask ourselves is this necessary? The purpose of this worksheet is to prepare us for this step. When we understand this step and why it must be done, our attitude can be of positive expectation, rather than one of fear and panic.

Now let us take a look at what the Fourth Step is about. What is a moral inventory? Most of us are pretty good at taking an inventory of someone else without even knowing the facts and motives connected with that person, but now we are going to take our own inventory, using self honesty on all the facts and feelings connected with our attitude, personalities and behaviors. That is exactly what a moral inventory is. We are going to look at our values and morals throughout our lives, including now.

When you begin to write on the topics of your guide, you are not to write just your personal history, but the feelings connected with the act as well as the feelings you have about them today. You may ask why so much concern about feelings? The reason for this is the fourth step is going to introduce you to your real self. The purpose of this step is not to judge you, but let you become aware of yourself as you were in your past and how you are today, so you know what you need to change in your life, attitudes, and behavior. This step will also release the stored up guilt you have been carrying with you. You will realize that you are not responsible for many of the things you did in your addiction. Your disease is responsible for that. You will become aware, however, that you are responsible for recovery. There are no longer excuses, because you realize you must live the steps daily or you will die spiritually, emotionally and physically.

The first three steps gave us a foundation to be able to live life on its own terms.

The steps Four through Nine are the cleansing steps that will give the power to live life. The steps Ten through Twelve are the maintenance steps, so you can see we cannot take any of the steps lightly. Knowing now that the Fourth Step is the doorway to the cleaning and release steps, we can go forward with an attitude of positive expectation for the new life we are growing into.

You must begin the Fourth Step by setting the goal and writing daily. Do not try to write the perfect manuscript. Write as honest as you can and do not go back over it and edit any of it. If you cannot remember what you wrote, that is OK. It will not hurt to write the same again. Keep your attitude positive, the purpose of this for you to get to know yourself better.

When you are done with your Fourth Step, you will keep it to identify patterns, defects, shortcomings, and amends. You will need this when working the other cleaning and

release steps. As you begin to write, even though you are doing the work, you are not alone. Your higher power, the NA program, and the WE of the program are with you.

Write out the following questions and answers on a separate paper and return to your sponsor.

1. What is a moral inventory of ourselves?
2. What quality of character must be used in taking an inventory?
3. Why is the Fourth Step so important?
4. What do feelings have to do with the fourth step?
5. Why is the fourth step not a history, a confession, and a judgment?
6. What will a fourth step do for you?
7. Are you responsible for your past?
8. What are you responsible for in our program?
9. When will you start the fourth step and how are you going to do it?
10. What is the Foundation Step?
11. What are the cleansing and release steps?
12. What are the maintenance steps?

SPONSOR / SPONSEE FIFTH STEP WORKSHEET

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

The purpose of this worksheet is to prepare you to do your Fifth Step. Once your Fourth Step is finished, do not look at it. Put it away until you sit down with your sponsor. Many of us addicts put off doing the Fifth Step after we finished our Fourth Step because of fear. This feeling of fear is with us because we do not really understand the Fifth Step. The reason we are doing a Fifth Step is to have someone help us know ourselves and give us direction based on their experience in working a program of recovery. As an addict, it is quite normal to want to isolate and say we can do it alone and each time we do that we get ourselves in trouble. Remember the Second Step tells us we must do things differently if we want a different outcome. We must reach out for trust in order to be delivered from the insanity of isolation.

The purpose of sharing your Fourth Step with another person and your Higher Power is not to judge you but to help you know yourself and guide you in areas that you need help. Two of the most important qualities you will get from doing a Fifth Step are open mindedness and willingness. A spiritual awakening you will receive is that you are not unique and different. You find that by sharing your inventory with another addict that they have experienced many things you have, physically, or they have thought about doing it. Many people, places, events and circumstances may be different, but the feelings are the same. After doing this step you will have a much better understanding of the WE of the program. Now is the time to go forward, pray to the higher power of your understanding and set a time to sit with your NA sponsor to do your Fifth Step.

Write out the following questions and answer on a separate paper and return to your sponsor:

1. Why is it necessary to do the Fifth Step?
2. Write in the gift I will receive in my recovery from doing a Fifth Step.
3. What type of spiritual awakening will receive from the Fifth Step?

3. What are shortcomings?

4. How do we keep our disease from resurfacing?

5. What are defects?

6. Why do we have to go to meetings as long as we are alive?

SPONSOR / SPONSEE SEVENTH STEP WORKSHEET

"We humbly asked him to remove our shortcomings.

Let us talk about shortcomings before we get into this step. Are shortcomings the same as defects? The answer is yes and no. As strange as it might seem it is true. We say they are the same because they have their roots in the defect. We say they are different because the shortcoming is acting out of the defect. For example, let's take the defect of impatience. You are waiting to pick somebody up for a meeting. You are doing them a favor and going out of your way. At 7:00 pm you arrive on time. It's now 7:20 pm and they are not ready yet and you might be late for the meeting. At this point, many shortcomings of the defect of impatience are about to be acted upon. You may get angry, frustrated, and resentful. These shortcomings are born of a defect. Many of the same shortcomings come from different defects.

In the Sixth Step we become entirely ready to have God remove all these defects of character. In the Seventh Step we will see how God does this when we humbly ask him to remove our shortcomings. Before we actually learn how to apply this step, let us look at what the Seventh Step says.

It starts out by saying, "we humbly asked him." When we recognize the fact that we are responsible for our shortcomings even though we are not responsible for our defects, we are becoming humble. Let me explain, in the First Step we learned we were not responsible for having the disease (dependency) and therefore part of us. They will always be there, but they can be arrested. That is how they are removed.

Now understanding the shortcomings or acting out our defect is our responsibility. We become humble when we accept this. What we did was just apply the First Step to our shortcomings. Next, we see the insanity of acting out our shortcomings. Next, we decide to turn our lives and our shortcomings to the care of the God of our understanding. This will give us strength and the courage to act mature and responsible. We have just applied the Third Step to our shortcomings. The solution of all our problems can be found in the Steps. The first three steps become the foundation of our solutions and the Tenth, Eleventh, and Twelfth Steps are the way we keep our solutions working. This is a lifetime process because our disease is always with us, waiting for us to let our spiritual guard down so it can strike at us. This is why we go to meetings the rest of our lives and stay close to NA people, so that we stay green. Remember-- when you are green, you are growing. When you are ripe, you began to rot.

Write on a separate piece of paper the questions and answers to the following and give to your sponsor:

1. What is the difference between defects and shortcomings?
2. How do we become humble?

SPONSOR / SPONSEE EIGHTH STEP WORKSHEET

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

Many addicts become overwhelmed when they start this step. Most of them do not understand why we have to deal with this part of our past. We feel we dealt as best we could with these things when we did the Fourth and Fifth steps and therefore, we are not very willing to make a list. The thing we must remember is that the step does not say be willing and make a list. It simply says make a list of all people we had harmed, and THEN became willing.

We can now see this is a two-part step. Let us talk about the first part of the step, making a list. The first two names that should be put on our list are your higher power and then yourself. Many times we are stuck with the old con, did we really harm this person. If there is any doubt at all, list them. Many times during our addiction there are many faceless people in our memory that we harmed. Never really knowing many of them and some we just can't remember their names. Make one entry on your list called Faceless People. In your Ninth Step you will be told what to do with them. Once your list is finished we are ready to work on the second half of the step.

This part of the step can be difficult for some of us if we approach it with the wrong attitude. We must accept the fact that NA says we must live all the steps in our lives if we are to have a program of recovery. Remember the First Step was our past and the things of the past that are with us today. The next eleven steps were to be our future. If we are to have any future that is productive and manageable, we must take the responsibility to be willing. The way we do this is first to accept we are powerless and surrender, we must do this. First Step applied to the Eighth. Next, we must realize we cannot afford to be unwilling. We must do it a different way, be willing. In other words, act mature and responsible and make amends.

We have just applied a Third Step to the Eighth. Throughout these worksheets, we talk about the first Three Steps in relation to the other steps. By now, you must realize how those Steps must be lived and applied to every area of our lives. Without the steps, we are living dead.

On a separate sheet of paper write on the following and return to your sponsor:

1. How many parts are there to this step?
2. Why must you start this step even if you are not willing?
3. Why must all the steps be lived?
4. How do I become willing?
5. How are the first three steps used in the eighth?

SPONSOR / SPONSEE NINTH STEP WORKSHEET

"We made direct amends to such people wherever possible, except when to do so would injure them and others."

This is quite simple when we approach this step with an attitude of positive expectancy. This is the last of the cleansing and releasing steps. Many doors in our recovery will begin to open for us after we complete this step. Our growth will astound us. Knowing this alone can give us an attitude of positive expectancy. We do exactly as this step says; we make direct amends to such people wherever possible. Nevertheless, what about those people we no longer know where they are or those we never knew who they were, all those faceless people.

Remember the first name we put on our list, our higher power. We can make amends through our Higher Power to all those faceless people and those we cannot locate. The second name on the list, ourselves. A question we may ask is how do we make amends to ourselves. We must realize we started to make amends to ourselves the day we walked into NA. We continue to make amends to ourselves as we live the steps and carry the message of NA to other addicts. We can never give away more than we have, because as soon as we give it away our Higher Power gives us twice as much as we gave.

The next part of the step "except when to do so would injure them or others." We must remember sometime in trying to make amends, the amends themselves may injure the people you are trying to make amends with. Let me explain for instance, someone you injured in your addiction by stealing from. They trusted you and never knew you stole from them. In verbally making the amends you may injure them by shocking them and causing them to have resentment. You may want to handle this amend by anonymously reimbursing them and make your amends through your higher power. It is important to go over your amends with your sponsor to get direction on how to make each of your amends so you do not injure them. In addition, when the step refers to them and others, you are part of others. You must make sure that amends do not injure you. That would be pure irresponsibility. Again, I must stress that you go over your list one by one with your sponsor.

One last word about your Ninth Step. Many addicts would like to justify why not making amends. It is our disease. The step does not say others are to make amends to us. No matter what they did to us, this step tells us we are to make direct amends.

Write the answers on a separate piece of paper and return to your sponsor:

1. What type of attitude must we have when we do this step and why?
2. How do we make amends to people we cannot locate?
3. Under certain circumstances, can an amends injure someone?
4. Why is it important to go over your list with your sponsor?

SPONSOR / SPONSEE TENTH STEP WORKSHEET

"We continued to take personal inventory and when we were wrong promptly admitted it."

This is the first of the maintenance steps. It is a very important step because it covers the Fourth and Fifth Steps on a daily basis. By taking a daily inventory, we can eliminate the built-up of many of the things we dealt with from the Fourth through the Ninth Steps.

We approach this step in two parts. Let us talk about the first personal inventory. Personal inventory is then divided into two parts. The first part is going over our day. Getting in touch with the way we handled things throughout the day, good and bad. The second thing we do in this step is we take the things we did not handle well and look at them. After we do that, we go to the First Step and admit we did not handle them well because of our addiction. We now go to the second step and see how we could have handled them differently and finally we go to the third step and make a decision to turn them over to the care of the God of our understanding to help us handle them in a mature and responsible way. Again, we see the importance of the first three steps in relation to the other steps.

The second part of the step deals with "when we are wrong we promptly admitted it." There is a lot of confusion about this part of the step. Many addicts seem to think it means to go on with 'sorry-itis'. Although apologies are a part of it, there is much more. "We promptly admitted it." Applies to self-honesty, which is very important when we take our personal inventory. When we are wrong we must promptly admit it to ourselves if we are to do anything about it.

Many times as addicts, we will go around telling everybody that we are sorry. That is not the answer. As sorry means nothing if we continue to keep doing the same thing repeatedly. We must use self-honesty to admit our wrong to ourselves so that we can apply the first three steps to the situation. This takes practice, practice, and practice, to learn to live the steps we must practice the steps. We must not strive for perfection but we must strive to practice these steps daily.

Answer the following questions on a separate piece of paper and return to your sponsor:

1. What is a personal inventory?
2. How do you do a personal inventory?
3. When you were wrong promptly admitted it. What does this mean?
4. In what way do the first three steps apply to the Tenth Step?
5. Why is a Tenth Step necessary?

SPONSOR / SPONSEE ELEVENTH STEP WORKSHEET

"We sought through prayer and meditation to improve our conscious contact with God as we understood him, praying only for knowledge of his will for us and power to carry that out."

Here in the Eleventh Step all the work we put into the steps seems to all come together. As we learned to live the previous Ten Steps we have been practicing prayer and meditation even though we may not be aware of it.

Our starting point here will be to consciously improve prayer and meditation to the God of our understanding. The program of NA is not about telling you how to pray and meditate. You develop that technique in relation to your higher power and the way you feel comfortable. However, many addicts keep asking 'How do I pray?' and 'How do I meditate?' The following are ways some addicts pray and meditate. These examples are here only to give you some place to start and develop your own way. You will know which way is right for you by the way you feel. The feeling of serenity and no stress will tell you that you have made conscious contact. One of the following may fit your needs or you may develop your own. Remember, it is a God of your own understanding and a conscious contact you can relate to. Here are some examples of how different addicts pray.

1. Simply telling a Higher Power thank you and feeling gratitude for all the things that enriched your life. An attitude of gratitude is an attitude that will keep us in the room of NA.
2. Another addict may simply feel comfortable getting on his knees and saying thanks and asking for things needed such as strength, courage, etc.
3. Another addict's form of prayer may be simply getting in a sitting or lying position, totally relaxed and giving thanks and asking for their needs.
4. Another addict may simply pray by walking, getting in touch with nature and giving thanks and asking.

Here are some examples of how some addicts meditate:

1. Lying or sitting and getting a feeling of serenity and just bathing in it.
2. Walking and feeling serene by getting in touch with the nature around us.
3. Sitting and looking at a picture of a beautiful scene or seeing the scene in my mind and getting serene and at peace.

There is no set way. It is personal decision between you and your Higher Power.

Prayer is the asking part. Meditation is necessary. Let me give you an example why. If you had a friend who did the talking all the time and never took time to here you, eventually he/she would no longer be your friend. Prayer is the talking and meditation is the listening.

"Only for the knowledge of his will and power to carry that out," is the next part of the Step. As we practice these principles in our life, the core of our disease, self-centeredness, will become arrested and we will begin to act in a more mature and responsible way in all of our affairs. An awareness of this begins to become known to our self and we discover that God's will for us is to practice these steps in our lives and we gain this power through prayer and meditation.

On a separate piece of paper answer the following questions and return to you sponsor:

1. What is a prayer?
2. What is meditation?
3. Why is prayer and meditation necessary?
4. Is there any certain ways to pray or meditate?

SPONSOR / SPONSEE TWELFTH STEP WORKSHEET

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

This step gives us direction of what we must do in our affairs. The spiritual awakening as a result of these steps is very simple. The awakening is that the steps work and that we must carry the message that they work to other addicts. That awakening also tells me I must practice their principles in all my affairs.

Very simply, this step tells me to carry the message of the steps and live them in my life. Carry the message means also that I must give to the NA program so it can give the message of the steps to other addicts. If I am to live the steps it means I must get involved in service in some way. I no longer have an excuse. This is not the end, it is the beginning of a new way of life. I must continue to apply the steps daily in my life. There is never an end to learning the steps. It is a lifetime journey. We do not graduate. We do not get a diploma. We grow if we live the steps, otherwise we go. Live the steps or die.

On a separate piece of paper answer the following questions and return to your sponsor:

1. What is the spiritual awakening?
2. How does the Twelfth Step tell us to get involved?
3. After reaching the Twelfth Step, is it the end?
4. What is the message we carry to other addicts?