

The Circles Worksheet

Step 4 – Worksheet 1

**Green - New Recovery
Positive Behaviors that
Are nurturing**

**Yellow – questionable
Feelings or Behaviors /
Warning of possible “slip”**

**Red – Self harm or
Co-addictive
Behaviors**



Green

Yellow

Red

The Circles

Step 4 Worksheets 1

Inner Circle	Middle Circle	Outer Circle

Assets and Liabilities Checklist¹

Step 4 – Worksheet 2

Write down your own evaluation of your present behaviors.

1 = never; 2 = rarely; 3 = sometimes; 4 = often; 5 = always

Note: there will be further instruction after you have completed the above.

Asset 1 = never; 2 = rarely; 3 = sometimes; 4 = often; 5 = always	1	2	3	4	5	Defect 1 = never; 2 = rarely; 3 = sometimes; 4 = often; 5 = always	1	2	3	4	5
good-natured, gentle						aggressive, belligerent					
forgiving, calm, generous						angry					
interested, concerned, alert						apathetic					
calm, courageous						apprehensive, afraid					
agreeable						argumentative, quarrelsome					
unassuming, humble						arrogant, insolent					
fair, self-restrained						attacking, critical					
faces problems and acts						avoidant					
honest, intuitive						blocking					
modest, humble						Boastful					
careful, painstaking, concerned						careless					
honest						cheating					
cooperative						competitive (socially)					
free						compulsive					
humble, modest						conceited, self-important					
reasonable, agreeable						contradictory, oppositional					
reasonable						contrary, intractable, pigheaded					
lets go, esp. of other's lives						controlling					
brave						cowardly					
non-judgmental, praising, tolerant						critical					

¹ These worksheets are not officially produced or approved by Alcoholics Anonymous. They have been circulating unofficially among AA members for at least 50 years in various versions. Their origin is unknown to the producer of this version.

Asset 1 = never; 2 = rarely; 3 = sometimes; 4 = often; 5 = always	1	2	3	4	5	Defect 1 = never; 2 = rarely; 3 = sometimes; 4 = often; 5 = always	1	2	3	4	5
open-minded						cynical					
guileless, honest						deceitful					
open to criticism						defensive					
respectful						defiant, contemptuous					
honest, accepting						denying					
accepts help but is self-reliant						dependent					
hopeful, optimistic, cheerful						depressed, morose					
clean						dirty, poor hygiene					
honest						dishonest					
faithful, loyal						disloyal, treacherous					
obedient						disobedient					
respectful, reverent						disrespectful, insolent					
setting boundaries, tough love						enabling					
empathetic, generous, admiring						envying					
candid, straightforward						evasive, deceitful					
honest, realistic						exaggerating					
reliable, faithful						faithless, disloyal					
honest, has self-esteem						falsely modest					
modest, humble						falsely prideful					
practical, realistic						fantasizing, unrealistic					
confidant, courageous						fearful					
responsible						forgetful					
moderate						gluttonous, excessive					
closed-mouth, kind, praising						gossiping					
moderate, generous, sharing						greedy					
forgiving, loving, concerned for others						hateful					
tolerant, doesn't personalize						hypersensitive					

Asset 1 = never; 2 = rarely; 3 = sometimes; 4 = often; 5 = always	1	2	3	4	5	Defect 1 = never; 2 = rarely; 3 = sometimes; 4 = often; 5 = always	1	2	3	4	5
good-tempered, calm						ill-tempered , bitchy					
patient						Impatient					
consistent, considered actions						impulsive, reckless					
thoughtful, considerate						inconsiderate					
firm, decisive						indecisive, timid					
caring						indifferent, apathetic, aloof					
open-minded, flexible						inflexible, stubborn					
self-confident, secure						insecure, anxious					
sincere, honest						insincere, hypocritical					
tolerant, understanding, patient						intolerant					
responsible						irresponsible, reckless					
sociable, outgoing						isolating, solitary					
trusting, generous, admiring						jealous					
broadminded, tolerant						judgmental					
honest, frank, candid						justifying (own actions)					
purposeful						lack of purpose					
industrious, conscientious						lazy, indolent					
tasteful, quiet						loud					
healthy sexuality						lustful					
honest						lying					
candid, honest, non-controlling						manipulative					
honest, open, candid						masked, closed					
supportive						nagging					
open minded						narrow minded					
modest, courteous						obscene, crude					
emotionally stable						over emotional					
realistic goals						perfectionistic					

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realistic, hopeful, optimistic, trusting						pessimistic					
generous						possessive					
open-minded						prejudiced					
disciplined, acts promptly						procrastinates					
clear sighted, optimistic						projecting (negative)					
candid, honest						rationalizing					
forgiving						resentful, bitter, hateful					
willing to grow						resisting growing					
polite, courteous						rude, discourteous					
praising, tolerant						sarcastic					
humble, modest						self-important					
caring of others						self-centered					
self-fulfilling						self-destructive, self-defeating					
self-accepting, loving						self-hating					
admitting wrongs, humble						self-justifying					
grateful, realistic, accepting						self-pitying					
humble, understanding						self-righteous					
selfless, concerned for others						self-seeking					
altruistic, concerned with others						selfish					
outgoing						shy					
industrious, taking action						slothful (lazy)					
forgiving						spiteful, malicious					
honest						stealing					
open-minded, willing						stubborn					
cheerful						sullen					
humble						superior, grandiose, pretentious					
realistic, no magical thinking						superstitious					

Asset 1 = never; 2 = rarely; 3 = sometimes; 4 = often; 5 = always	1	2	3	4	5	Defect 1 = never; 2 = rarely; 3 = sometimes; 4 = often; 5 = always	1	2	3	4	5
trusting						suspicious					
calm, serene						tense					
being positive						thinking negatively					
trustworthy						treacherous					
disciplined						undisciplined, self-indulgent					
fair						unfair					
friendly						unfriendly, hostile, bitchy					
thankful, grateful						ungrateful					
kind						unkind, mean, malicious, spiteful					
supportive						unsupportive of others					
trustworthy						untrustworthy, unreliable, dishonest					
helpful						useless, destructive					
modest, humble						vain					
forgiving						vindictive					
gentle						violent					
polite						vulgar					
thrifty						wasteful					
accepting of the inevitable						willful					
outgoing						withdrawn					
frank, to the point, succinct						wordy, verbose					

After you have completed the above exercise, go back and look to see if your totals of the opposing descriptors add up to 5.

If it's more or less than 5, perhaps a little adjustment/honesty is needed because it's impossible to be Helpful = 5 and Useless, Destructive = 5.

Twelve Steps in Fifteen Minutes

Step 4 – Worksheet 3

Important:

Use a very specific situation to work through when you work the Steps quickly like this. You can use any situation that is causing a lack of serenity or clarity in your life.

Instructions:

- A. Choose a very specific situation. It should be a situation or experience where you need clarity and that is most recent.
- B. Use your situation, not someone else's. For example, on your qualifier's last slip or relapse.
- C. Keep your comments brief; whether you are helping someone else through the Steps or having someone else help you through the Steps.
- D. As you are working through the steps, try to be succinct.
- E. Don't worry if it doesn't work perfectly the first time. Practice!
- F. Congratulate yourself on the work you did today.

1. **We admitted we were powerless over compulsive sexual behavior -- that our lives had become unmanageable**
 - a. What am I powerless over *in this situation*?
 - b. List those people, places, and things that I am powerless over, especially the ones that particularly frustrate me.
 - c. What am I powerless to control or change?
 - d. How has my life become unmanageable?
 - e. How has my serenity been affected?
2. **Came to believe that a Power greater than ourselves could restore us to sanity.**
 - a. Where is my Higher Power in this situation?
 - b. What am I doing that just might be insane? Insanity might include doing the same thing over and expecting different results, but it is not limited to that.
 - c. Do I believe my Higher Power can restore me to sanity?
3. **Made a decision to turn our will and our lives over to the care of God as we understood God**
 - a. Am I ready to turn over any outcome to the care of God?
 - b. What do I understand as the CARE of God?
 - c. Is my HP trustworthy enough to handle this?
 - d. Say a prayer turning over the specific situation.
4. **Made a searching and fearless moral inventory of ourselves.**
 - a. Talk briefly about any important points you have not already mentioned.
 - b. List your defects in this situation. (Partner, write these down.)
5. **Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.**
 - a. See if you can identify the core beliefs or problems that are causing you grief.
 - b. Examples of core beliefs include: I am bad, I am not enough, I am unlovable, unwanted, unsafe, or defective. Sometimes core beliefs are about the world or life: The world is unsafe, life is unfair, etc.

6. **We're entirely ready to have God remove all these defects of character.**
 - a. Talk about how the character defects you listed in Step Four are hurting you and others.
 - b. What is the payback? That is, what are you getting by using this character defect?
 - c. There may be none. Are you ready to let God remove those defects?
 - d. If not, pray for that willingness.

7. **Humbly asked God to remove our shortcomings.**
 - a. Ask your HP out loud or silently to remove all those shortcomings which do not serve you or others in this situation.

8. **Made a list of all persons we had harmed, and became willing to make amends to them all.**
 - a. Who have you hurt? Don't forget you. If you have hurt someone else, you have surely hurt yourself.
 - b. Are you willing to make amends to each of these people?

9. **Made direct amends to such people wherever possible, except when to do so would injure them or others.**
 - a. Consider how to make amends.
 - b. Make a commitment to make those amends. If you have a sponsor, check with them first. With practice, discovering appropriate amends will be easier.

10. **Continued to take personal inventory and when we were wrong promptly admitted it.**
 - a. Commit to looking at the situation again and again until it is cleared up for you. Realize it may never be cleared up for the other person(s) and that your side is what you need to be concerned with.
 - b. Especially look at your progress with the character defects you asked God to remove.

11. **Sought through prayer and meditation to improve our conscious contact with God as we understood God, praying only for knowledge of God's will for us and the power to carry that out.**
 - a. Pray about this situation, and pray for everyone involved, including yourself.
 - b. Ask God into the situation if you have not already.
 - c. Pray for knowledge of God's will for you and the power to carry that out.

12. **Having had a spiritual awakening as the result of these steps, we tried to carry this message to others, and to practice these principles in all areas of our lives.**
 - a. Have you had a spiritual awakening as a result of working the Steps this time?
 - b. What principles are involved? Examples include honesty, humility, faith, hope, detachment, and God-Reliance.
 - c. Make an attempt to live the principles that are involved. Share the lesson(s) you learned in a meeting.

Resentments Prompts

Step 4 – Worksheet 4

Do not be restricted by this list. It is just to help you get started. List your resentments on the next pages.

PEOPLE	INSTITUTIONS	PRINCIPLES
Father	Authority	Adultery
Acquaintances	Bible	Death
Aunts	Child Protection	God-Deity
Best Friends	Church	Golden Rule
Boy Friends/Lovers	Correctional System	Heaven
Brothers	Education System	Hell
Childhood Friends	Government	Homophobia
Clergy	Health/Mental Health System	Jesus Christ
Co-Workers	Law	Life After Death
COSA Friends	Marriage	Original Sin
Cousins	Nationality	Retribution
Creditors	Philosophy	Satan
Doctors	Races	Seven Deadly Sins
Employees	Religion	Sin
Employers	Society	Ten Commandments
Friends		
Friends		
Girl Friends		
Husbands		
In-Laws		
Judges		
Lawyers		
Life-long Friends		
Mother		
Parole Officers		
Police		
Probation Officers		MORE from your experience!
School Friends		
Sisters		
Sponsors		
Teachers		
Uncles		
Wives		

Inventory Worksheet

Step 4 – Worksheet 5

Column 1 The Person, Institution or Principle I resent?	Column 2 The Cause What action did that person / institution / principle take that was hurtful to me?	Column 3 The Effect What effect did their action have on me emotionally/spiritually?	Column 4 The Damage What damage did their action have on me physically/mentally/sexually?	Column 5 My Part Was I dishonest, selfish, inconsiderate? Who are the people I have hurt? How have I hurt them?
<i>(Example: Principle) Bad Drivers</i>	<i>Cut in front of people, run stop signs, honk to express frustration or try to get their way, drive considerably faster than the speed limit.</i>	They cause me to fear for my life.	Physically - usually none. Mentally - cause trauma, mostly short term. Sexually - none	I become judgemental believing I am better. I have hurt only myself.
<i>(Example: Institution) The church I grew up in</i>	<i>Taught me that God was punishing and angry and scary.</i>	I became spiritually dead, with no relationship with a Higher Power, which caused an emotional shut down.	Physically - Self reliance Mentally - Belief that I was alone Sexually - lack of moral standard	
<i>(Example: Person) My partner</i>	<i>Had sex with a friend of ours and ruined that friendship and our relationship.</i>	Fear of abandonment and emotional separation due to lack of trust in my partner		
<i>(Example: Person) My friend</i>	<i>Had sex with my partner. Awful betrayal! It has ended our friendship.</i>			
<i>(Example: Institution) People who make/distribute pornography</i>	<i>Harmed my sex life with my partner. Messing up young brains. Harming relationships. I felt insecure about my body.</i>			
<i>(Example: Institution) My medical insurance</i>	<i>They denied payment for a procedure that should have been covered and I had to spend hours on the phone trying to straighten it out.</i>			

Inventory Worksheet

Step 4 – Worksheet 5

Column 1 The Person, Institution or Principle I resent?	Column 2 The Cause What action did that person / institution / principle take that was hurtful to me?	Column 3 The Effect What effect did their action have on me emotionally/spiritually?	Column 4 The Damage What damage did their action have on me physically/mentally/sexually?	Column 5 My Part Was I dishonest, selfish, inconsiderate? Who are the people I have hurt? How have I hurt them?

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Inventory Worksheet

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Step 4 Fear Inventory Instructions and Worksheets

Step 4 – Worksheet 6

Step Work Reminders

- Use the “Set Aside Prayer” or any prayer you choose before beginning any step work. This allows us to be open and honest with ourselves.
- Self-care is important. When doing this work, using a timer can prevent becoming overwhelmed with this work.
- Take “gentleness breaks,” and be sure to use your outer circle options and hobbies for a healthy distraction. It can help bring us back to the present.
- If you are struggling, don’t forget to reach out to a trusted fellow COSA, step study buddy, sponsor/co-sponsor, or group WhatsApp chat if you feel stuck or need clarity or feedback. This is your journey, but you are not alone, and your HP is with you.

FEAR “DUMP” WORKSHEET

Fear inventory: Using the prompt sheets provided, make your own list using this **FEAR “DUMP” WORKSHEET** list of your fears.

1. Do a spontaneous dump. Let it emerge without comment or filter.
2. Then do a radar sweep of your life in brackets of time (e.g., 1-5 years of age, grammar school, primary school, high school; each year/decade after that).
3. Your fears could be **concrete**, for example, lack of money or being fired. They could be **psychological** fears – fear of looking awkward, fear of powerful people. They could also be **learned** fears that you may not have actually experienced but were told to be afraid of either as a child or by someone of authority.
4. Review your Resentment Worksheets – Columns 3 and 4 – for any other fears and add to the list.

1. _____
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18. _____
19. _____
20. _____
21. _____

FEAR INVENTORY PROMPT SHEET

Here is a list of fears that may be helpful in your fear inventory.

Feel free to add to the lists if you need to.

Fear Of God	Fear Of Dying
Fear Of Insanity	Fear Of Insecurity
Fear Of Rejection	Fear Of Loneliness
Fear Of Disease's	Fear Of Alcohol
Fear Of Drugs	Fear Of Relapse
Fear Of Sex	Fear Of Sin
Fear Of Self-Expression	Fear Of Authority
Fear Of Heights	Fear Of Unemployment
Fear Of Employment	Fear Of Losing A Wife
Fear Of Parents	Fear Of Losing A Child
Fear Of Losing A Husband	Fear Of Insects
Fear Of Animals	Fear Of Jail
Fear Of Police	Fear Of Stealing
Fear Of Doctor's	Fear Of Being Found Out
Fear Of Creditors	Fear Of Failure
Fear Of Homosexuals & Lesbians	Fear Of Responsibility
Fear Of Success	Fear Of Fear
Fear Of Physical Pain	Fear Of Men
Fear Of Drowning	Fear Of Being Alone
Fear Of Women	Fear Of Crying
Fear Of People	Fear Of Races
Fear Of Poverty	Fear Of Abandonment
Fear Of The Unknown	Fear Of Disapproval
Fear Of Intimacy	Fear Of Confrontation
Fear Of Rejection	Fear Of Hospitals
Fear Of Sobriety	Fear Of Feelings
Fear Of Responsibility	Fear Of Hurting Others
Fear Of Getting Old	Fear Of Writing Inventory
Fear Of Violence	Fear Of Government
Fear Of Being Alive	Fear Of Gossip
Fear Of Gangs	Fear Of Guns
Fear Of Wealthy People	
Fear Of Change	

FEAR INVENTORY PROMPT SHEET

Here is a list of fears that may be helpful in your fear inventory.

****Feel free to add to the list if you need to.**

FEAR OF...

<i>Abandonment</i>	<i>Intimacy – Physical, Emotional, Spiritual</i>
<i>Alcohol</i>	<i>Loneliness</i>
<i>Animals</i>	<i>Losing a child</i>
<i>Authority</i>	<i>Losing a friend</i>
<i>Being alive</i>	<i>Losing a spouse/partner</i>
<i>Being Alone</i>	<i>Love</i>
<i>Being found out</i>	<i>Medicine</i>
<i>Change</i>	<i>Men</i>
<i>Confrontation</i>	<i>Parents</i>
<i>Crowds</i>	<i>People</i>
<i>Crying</i>	<i>Physical pain</i>
<i>Disapproval</i>	<i>Police</i>
<i>Diseases</i>	<i>Poverty</i>
<i>Doctors</i>	<i>Public Speaking</i>
<i>Driving</i>	<i>Races</i>
<i>Drowning</i>	<i>Rejection</i>
<i>Drugs</i>	<i>Relapse</i>
<i>Dying or Death of another</i>	<i>Religion</i>
<i>Employment</i>	<i>Responsibility</i>
<i>Failure</i>	<i>Self-expression</i>
<i>Fear</i>	<i>Sex</i>
<i>Feeling</i>	<i>Sin</i>
<i>Gangs</i>	<i>Sobriety</i>
<i>Getting old</i>	<i>Social Media</i>
<i>God</i>	<i>Stealing</i>
<i>Government</i>	<i>Success</i>
<i>Guns</i>	<i>Swimming</i>
<i>Heights</i>	<i>The unknown</i>
<i>Homosexuals</i>	<i>Unemployment</i>
<i>Hospitals</i>	<i>Violence</i>
<i>Hurting others</i>	<i>Water (Ocean, Lake, Pools)</i>
<i>Incarceration</i>	<i>Wealthy people</i>
<i>Insanity</i>	<i>Women</i>
<i>Insects</i>	<i>Writing Inventory</i>
<i>Insecurity</i>	

Fear Worksheet

Before you begin the worksheet, pray the Set Aside Prayer, a personal version of the Set Aside Prayer or prayer of your choice.

1. Ask: why do I have this fear? (For example, Fear of honesty. In Prayer, ask, “Why do I have this fear?” I want you to believe something about me that is not true ...)
2. Continue to ask the question ... “Why do I have this fear?”, “Why is that so?” push it...
3. The point is to push it, step outside your comfort level, and stretch.
4. Unpack the feelings ... to get to the exact source of your fear. Continue asking until you get to a wall, or it becomes circular, or there is an answer. Then move on to your next fear. Do a minimum of at least five fears– include your current fears.
 - ☐ Let it emerge without comment or filter.
 - ☐ Then go over your life in brackets of 1-5 years, e.g., grammar, primary, high school, college, and each year after that as it applies to this fear.
 - ☐ **Review resentment sheets columns 3 and 4 for fears and add to the list.**

FEAR:

1. Why do I have this fear?

2. Why is it so?

3. What if it came true...?

4. What will happen if it happens?

5. What am I afraid of...

STEP FOUR: SEX INVENTORY WORKSHEET

Step 4 – Worksheet 7

Make a list of your sexual activities. Go back to your earliest memories. For example: playing doctor or house, flirting or sexual experience(s). This should be from a stream of consciousness. This is often where the dynamics for future sexual encounters begin.

The hardest part of trauma is accepting the reality that it is part of my story. In no way should recovery work retraumatize you. Do what you can but don't push yourself, let Higher Power guide you as you move through these questions. Any abuse that you have suffered, sexual or otherwise, is not your fault. In doing this work we are not asking you to take the blame, but instead asking you to look at the ripple effect that your choices made in response to the sexual abuse.

Review the facts – We are looking for the ***motives*** of our inappropriate behaviors (*fears, threats, promises, the sense of being special or not being loved*), and the impact on others of our **actual behavior**: We are either **acting out** (drugs, promiscuity, harming ourselves or others,) or **acting in** (self-harm, overeating, anorexia, or bulimia) What harm have I done to myself or others?

1. _____
2. _____
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9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____

STEP FOUR: SEX INVENTORY WORKSHEET

SEXUAL ACTIVITY

([from list above](#)): _____

The hardest part of trauma is accepting the reality that it is part of my story. In no way should recovery work retraumatize you. Do what you can but don't push yourself. Let HP guide you as you move through these questions. In no way is any abuse, sexual or otherwise, that you have suffered your fault. In doing this work, we are not asking you to take the blame, but instead asking you to look at the ripple effect that your choices made in response to the sexual abuse.

Review the facts – We are looking for our *motives* and the impact on others of our actual *behavior*:

<input type="checkbox"/> How did the encounter or relationship begin?
<input type="checkbox"/> What happened?
<input type="checkbox"/> What's the status now, or how did it end?

Answer these questions:

1. Where had I been selfish? (Thinking about myself)
2. Where had I been dishonest? (By commission or omission)
3. Where had I been inconsiderate?

4. Whom had I hurt?

5. Did I arouse jealousy?

6. Did I arouse suspicion?

7. Did I arouse bitterness?

8. Where was I at fault?

9. What should I have done instead?