

## ES&F Step 4 Inventory Formats

Self-will	God's Will	4 <sup>th</sup> Step Inventory	Action	Outcome
Fear	Love	Fear	Faith	Courage
Dishonesty	Honesty	Harms	Amends	Acceptance
Resentment	Purity	Resentment	Forgiveness	Wisdom
Selfishness	Selflessness	Realization	Service	Serenity

The purpose of the 4th step is to see the damage caused by self-will and transform these defects of character into God-centered assets.

- There is no right or wrong way to do a 4th step. It can be done with the liabilities as they apply to the specific resentment, fear or harm; or, they can be addressed in a more general way: where and to whom have you been dishonest, selfish, full of false pride.....?"
- The healing is in the sharing, NOT necessarily in the writing.
- Listening and sharing our 4th step enables God to speak to us and through us. We need to pray before we do this work and bring God into the picture and ask Him to guide us every step of the way.

### Basic Simple 4<sup>th</sup> Step

- What or who are you resentful towards right now?
- What fears are you experiencing right now?
- Have you harmed anyone? Do you think that you owe an amends?
- Are you willing to forgive the person towards whom you are feeling resentful?
- Are you willing, with prayer to forgive the person?
- Are you willing to turn over your fears and have faith in God?
- Are you willing to make amends for the harms that you have done?
- Are you willing to have God removed the defects of character that are blocking you from Him? (Be specific.)
- Identify assets to strive for.
- 7<sup>th</sup> Step prayer
- Share: What do you have to be grateful for? Spend some time in quiet contemplation and turn your thoughts to someone you can help. "Love and service is our code."

## Variation of the Basic Simple 4<sup>th</sup> Step:

### **Variation of Daily Inventory or 4<sup>th</sup> Step**

Was I resentful? Describe:

Was I selfish, self-seeking, dishonest, afraid, prideful, jealous, envious or lazy?

Did my selfishness, self-seeking, dishonesty, fear, pride, jealousy, envy, laziness harm another person?

Am I willing to forgive the person towards whom I am feeling resentful?

Am I willing, with prayer to forgive the person?

If I am unable to change the present state of affairs, am I willing to take the measures necessary to shape my life to conditions as they are?

Do I owe an amends?

If so, am I willing to make amends for the harms that I have done?

Who did I harm?

What did I do?

Where was I at fault?

How did I make them feel?

What should I have done instead? What will I do in the future?

What am I afraid of?

Why am I afraid?

What is the worst thing that could happen if this fear came true?

Am I relying on myself rather than God?

What can I do to make sure this fear does not happen? (What do I have control over?)

How would this fear be different if I would trust and rely on God?

When I experience this fear, how would God have me BE?

Am I willing to turn over my fears and have faith in God?

Am I willing to have God removed the defects of character? (Be specific.)

Am I willing to do God's will? Identify assets to strive for i.e. humility, trust, intimacy, honest, contentment, generosity, love, zeal, forgiveness, unselfishness, patience, etc.

Say 7<sup>th</sup> step prayer.

Conclude with prayer: today I thank God for:

Be of service.

## Various 4th Step Inventory Formats As Listed In the OA 12 & 12

The 4<sup>th</sup> steps calls for us to examine our lives up to the present day, writing down all important actions and events of a moral or ethical nature, our feelings about them and the character traits in us from which these actions stemmed.

As we face the problems, they lose their power to overwhelm and control us. The chains of self-obsession drop from us one by one, and we are able to know and do our High Power's will more easily, without the need to protect ourselves from uncomfortable feelings by eating compulsively.

Here is a list of the various 4th Step Inventory formats as listed in the OA 12 & 12.

### Method 1:

Divide a page into 2: on one side we list our positive characteristics, and write an example of how we demonstrate this quality in our lives.

On the other side, we list the opposite negative characteristics, and write an example of how we demonstrate this quality in our lives.

Here is how the page could be divided:

**FLAW** Give your best example of this specific flaw in your life.

**ASSET** Give your best example of this specific asset in your life.

**Alternative:** if writing is helpful, write a paragraph about each asset followed by another paragraph about the corresponding liability.

For some people, writing about each item on our list can promote self-awareness.

<b>Positive &amp; Negative Characteristics</b>			
<b>Positive Characteristics</b>	<b>Example</b> Give your best example of this specific asset in your life.	<b>Negative Characteristics</b>	<b>Example</b> Give your best example of this specific flaw in your life.

### Alternative method of the example above:

Write down a particular character defect, and give an example of how you behaved, who was affected and the character asset to strive for.

This can also be done only focusing on one's positive assets.

The goal is to "continue to grow along spiritual lines."

<b>Step 4 Moral Inventory</b>			
Character Defect	Give an example of each	Who was affected? (List names)	Character Asset

The list of qualities can be as long or as short as you feel is necessary.

### Character defects inventory

What defects of character do I need to deal with? What do I need to stop doing? What do I need to start doing?

### Positive Relationships inventory

Who has had a positive influence in my life? What did they do that influenced me in a positive way? How did it benefit me? My part: what can I do to pass on this positive influence?

### Positive Actions inventory

What positive action did I take? How did this benefit others or myself?

## 4 Absolutes Inventory

4 ABSOLUTES: GOD'S WILL VS. SELF-WILL			
Absolute	Definition	Question	Apply
Honesty	Not deceiving others or ourselves	Is it true or false?	Am I being honest?
Unselfishness	A commitment to fairness and justice and a willingness to share.	How will this affect the other fellow?	Am I acting unselfishly?
Purity	Freedom from being controlled by our desires or our fears and insecurities.	Is it right or wrong?	Are my motives pure?
Love	A quality of the heart which lies at the root of all the core values; A readiness to let go of hatred and jealousy; a commitment to forgive and to be compassionate.	Is it ugly (fear-based) or beautiful (faith-based)?	Am I acting out of Love?

Here I made a picture of how to do an inventory only using the 4 Absolutes. The founders of program used this method, and I believe that they are the foundation of all character defects.

Positive & Negative Characteristics Using 4 Absolutes			
Positive Characteristics	Example Give your best example of this specific asset in your life.	Negative Characteristics	Example Give your best example of this specific flaw in your life.
Forgiving		Resentful	
Unselfish		Selfish	
Faithful/loving		Fearful	
Honest		Dishonest	

## 4<sup>th</sup> Step Inventory Using the 4 Absolutes

**HONEST:** Is it true or is it false? (The opposite liability is dishonesty)

### Dishonesty Inventory:

- How have I been dishonest with others and with myself?
- Have I lied, manipulated, cheated and stolen from others? List the big ones.
- Who was hurt by my dishonesty?
- How did this hurt my relationship with God, remembering that God is Truth?

### Honesty Inventory:

- Am I open, trustworthy and truthful?
- Can I be relied on not to lie, cheat or steal?
- Do I act with integrity?
- Am I reliable and dependable?
- Do I admit my mistakes and fix them?
- Am I precise and accurate with my speech, neither exaggerating nor omitting the truth or facts?

**UNSELFISHNESS:** How will it affect others? (The opposite liability is selfishness)

### Selfishness Inventory

- What do I want without regard to another person's wants, needs or capabilities?
- Are there people, institutions or principles that still anger me?
- If so, is there a role I played either bringing it about or holding on to my resentment?
- How have I put my own self-interest ahead of God's plan for me to be of service to others?
- Do I insist on things being done my way?
- Do I act as though the world revolves around my welfare and desires?

### Unselfishness Inventory:

- Do I look to be of service to others?
- Do I focus on giving to others rather than getting?
- Am I compassionate and sensitive to the suffering of others?
- Do I seek to be loving, tolerant, patient, kind forgiving?
- Do I look for the good in others?
- Do I practice being grateful for everything I have?
- Am I honestly concerned with doing something to help others?

**PURITY:** Is it right or is it wrong? This can also be defined as forgiveness. The opposite liability is resentment.

### Resentment Inventory

- What past or present behaviors, thoughts or feelings make me feel guilty, isolated, or ashamed?
- What are the areas of my life that I don't want others to see?
- Remembering that my sex powers are God given and good, where has my sex life strayed from what I believe God's will is for me?
- Do I blame someone else for the trouble I made for myself?

- Do I wish to hurt someone because I feel that they have hurt me?
- Do I have contempt for anyone?
- Am I prejudiced, envious, critical of others?
- Do I slander, gossip or manipulate others?
- When my ego is hurt, how do I act out in response? How do I behave or act out when people do not follow my script?
- Justified or not, what harms did I cause, and what self-serving behaviors did I engage in?

### **Purity Inventory:**

- Am I conscious of the presence of God throughout my day?
- Do I pause and ask God for His guidance and direction in all my thoughts, words and deeds?
- Do I keep my conscience clean in all my actions?
- Do I do what is right, even if it is inconvenient?
- Am I patient with others?
- Am I willing to let go of any hurt or bitter feelings towards another for a perceived injustice, and wish them well?
- Am I content with what I have?

**LOVE:** Is it ugly or is it beautiful? (The opposite liability is fear)

### **Love Inventory:**

- Do I take responsibility for my thoughts, feelings and behaviors?
- Do I love and accept myself as I am?
- Do I experience life as it is, with honesty, joy, gratitude and acceptance?
- Do I show mercy, forgiveness, compassion and empathy for other people and not make everything about me?
- Do I stop myself from seeking instant gratification? Do I choose goodness before gratification?
- Am I willing to sacrifice my need to be right?
- Do I practice not criticizing, not objecting, not exerting or expressing my opinions and attitudes?
- Do I honor and respect other people?
- Do I act to please God, and not to please other people?

### **Fear Inventory**

- How has fear dominated my life?
- Who or what am I afraid of? Why?
- What have I done to cover my fear?
- How have I responded negatively or destructively to my fear?
- What do I most fear looking at and exposing about myself?
- What do I think will happen if I do?
- How have I cheated myself because of my fear?

**Harm:** Did your fear, anger, dishonesty, self-seeking or selfishness harm someone?

If a harm has been done, cross the check as an indication that an amends needs to be done.

A harm is: something that has caused someone actual suffering or loss, something that you did have done that has had a negative effect on another.

### **The Turnaround: Assets, Forgiveness, Faith, Amends,**

**List your assets.** Identify the character assets: those items with the least number of check marks.

We grow by our willingness to face and rectify errors (liabilities) and convert them into assets.

What corrective measures can I take to grow towards aligning my will with God's will?

How would God have me be?

For example: If we are acting in a dishonest way, we strive for honesty, etc.

We strive to be honest, unselfish, pure, and faithful.

**Amends:** We overcome harms with amends. Ask: *Do I owe an amends?*

If you have an outstanding apology, it must be made as soon as practicable once the review has been completed. "*We ask God's forgiveness and what corrective measures should be taken.*" Ask: Are you willing to make amends for the harms you have done?

We ask: Are you willing to have God remove the defects of character that are blocking you from Him? Are you willing to ask God to help you let go of them?

Pray to have the character defect removed. (Step 6)

Say the 7<sup>th</sup> step prayer.

Have you knowingly omitted writing down anything you have done or left undone that makes you feel guilty, ashamed or separated from God, from people, or from myself?

If your answer is an honest "NO!" then we have completed Step 5.

Dr. Bob left his blessing on the Four Absolutes to help us find our way back to God whenever we get lost. He also left a warning to his fellow co-founder, "Bill, let's not louse this thing up. Let's keep it simple." (DR. BOB and the Good Oldtimers, p. 343).



## Classic B2B Step 4 Inventory by Wally P.

Name							Name
Liabilities							Assets
Resentment							Forgiveness
Fear							Faith
Selfishness							Unselfishness
Dishonesty							Honesty
Pride/False Pride							Humility
Jealousy							Trust
Envy							Contentment
Lazy							Action

### Resentment Inventory

Who or what are you angry at?

### Fear Inventory:

Who or what are you afraid of?

### Harms inventory

Toward whom have you been selfish?

Where have you been dishonest?

What about false pride: do you feel better than or less than others?

Are you jealous of any relationship?

Do you envy anyone's possessions?

Where have you been lazy?

During the discussion of each event or situation, ask you partner to "resolutely look for your own mistakes... Though a situation had not been entirely your fault, you are to disregard the other person entirely. Where were you to blame?

**Turnaround: Forgiveness** we overcome resentment with forgiveness Ask him or her: "Are you prepared to forgive those toward whom you feel resentment?" If not, then "we ask God to help us be willing."

**Turnaround: Faith:** we overcome fear with faith Are you ready to overcome your fear with faith?" Together, "We ask God to remove our fear and direct our attention to what God would have us be. At once, we commence to outgrow fear."

**Turnaround: Amends** we overcome harms with amends In terms of harms, ask your partner, "what are you willing to do to set these matters straight?" Keep in mind there are 4 types of amends: direct, living, in-kind and letters. Together, decide what would be the most appropriate "course of action" for each incident or circumstance.

**Turnaround: What Should I Have Done Instead?** How would God have me be? Am I willing to do God's will?

**Turnaround: God Centered Assets To Strive For.** Identify assets to strive for i.e. humility, trust, intimacy, honest, contentment, generosity, love, zeal, forgiveness, unselfishness, patience, etc. Am I willing to have God remove these defects of character?

Conclude the sharing session with a prayer. (Say Step 6 & 7. Say 7<sup>th</sup> step prayer.) **7<sup>th</sup> Step Prayer:** God, I am now willing that you should have all of me, good and bad. I pray that you now remove from me every single defect of character that stands in the way of my usefulness to you and my fellow. Grant me strength as I go from here to do your bidding. Amen.

## Looking at One's Patterns Inventory

Look over everything you have written so far and write briefly about the patterns you see.

What helps spot the patterns?

Sometimes questions like these are a good place to start:

### When have you felt like this before?

- Is this particular sadness or pain or fear or anger really only related to just this situation at hand (which it may be)?
- Is this about a repeating pattern you know from some other time in your life?
- Does it feel familiar?
- What are the common elements?
- What does it tell you about what you need or want or hope for?

### How have you handled situations like this one before?

- Did you run?
- Or hide?
- Or fight until there was only you and some scorched earth left?
- Or maybe you insisted on doing the "proper thing" even though it hurt you in the long run.
- Did you put others before yourself?
- And, in light of all that, **how do you want to respond this time?**

### What do you want?

- What do you want in the longer term?
- What will you have wanted when this thing is resolved?

### What does the pattern want for you?

- Ask this question and really sit with it a moment: what sort of answer arises for you?
- Does the pattern want the same thing you do?
- Or would it like you to stay stuck in old habits?
- Does it want to protect you in some way and keep you so safe that you start to trust?
- Or is it protecting other people in your life? What does it want?

Stepping back like this and seeing things from a different perspective means that you can use your very life as your guide. You can turn to your history and your habits for insight that only you can give yourself.

**Step 4 Worksheet** “God, please help me face and be rid of the things in myself which have been blocking me from you other people and myself.”

<b>List</b>	<b>People, institutions and Principles I resent; List current Fears; Harms</b>		
<b>The cause.</b>	<b>Why am I resentful?</b> Limit this answer to < 20 words. Think more in terms of a short summary rather than a long story.		
<b>Affect: How did it make me feel?</b> *Optional: For resentments only	<b>Manifestations of self-will and what I want for myself</b> <i>See definitions below:</i> <b>Self Esteem:</b> how I think about myself ( <b>How I see me</b> ) <b>Pride:</b> How I think others view me. ( <b>How you see me</b> ) <b>Ambition:</b> My goals, plans and designs for the future ( <b>Outside</b> ) <b>Security:</b> General sense of personal well-being. ( <b>Inside</b> ) <b>Personal relations:</b> My relationships with other people. ( <b>Outside: how should this relationship look?</b> ) <b>Sex (Gender) relations:</b> My ability to feel loved and intimate with another. Can also refers to my belief about <u>myself</u> as a woman or as a man. ( <b>Inside: how I should be in this relationship?</b> ) <b>Pocket Book:</b> My basic desire for money, property, possessions Affects my finances.		
<b>Realization</b>	<b>Motives/Realization:</b> Have I ever done to them or another person what they did to me?		
<b>What was my part?</b> How did your character weaknesses or strengths affect the situation?	<b>Self-examination/Character Defects: There are 3 different techniques</b>		
	<b>1:</b> What was my fault? What is the nature of my wrongs, faults, mistakes, defects? How was I selfish, dishonest, self-seeking, afraid? Did I arouse jealousy, suspicion or bitterness? If so, how? <i>See definitions below:</i>	<b>2:</b> For every person on your resentment, fear or harm list: Did your xxxxxx harm this person? Where have you been selfish, self-seeking, dishonest, jealous, envious, bitter, inconsiderate, false pride, greedy, irresponsible, lazy?	<b>3:</b> Who was affected by any resentments, fears, selfishness, dishonesty, pride/false pride, jealousy, envy or laziness?
	<b>Selfish:</b> What did I WANT from the person or situation? What expectations, reasonable or not, did I bring to the situation? <b>Self-seeking:</b> What did I do, and how did I act in order to get what I wanted? What did I do and how did I act when I DID NOT get what I wanted? What harm did I cause? <b>Dishonest:</b> Did I lie? What are my assumptions? What is the truth? <b>Afraid:</b> What fears underlie the resentment, relationship or situation? I was afraid.....		
<b>Fear</b> List your current fears	Why do I have this fear? Did I feel I could handle the situation as I saw it? Did relying on me work? What should we now rely upon if not ourselves? How would this fear be different if I would trust and rely on God? When I experience this fear, what would God have me BE?		
<b>Harm</b> What Harms did I cause?	For every person on your resentment, fear or harm list: Has a harm been done? Did your (liability) harm this person? Make a list (Step 8) A harm is: something that has caused someone actual suffering or loss, something that one has done that has had a negative effect on another.		
<b>Turnaround:Forgiveness</b> we overcome resentment with forgiveness	<b>Forgiveness:</b> Am I willing to forgive? If not, are you willing with God's help to pray for the willingness to forgive? If you are unable to change the present state of affairs, are you willing to take the measures necessary to shape your life to conditions as they are?		
<b>Turnaround: Faith:</b> we overcome fear with faith	Are you ready to overcome your fear with faith?		
<b>Turnaround: God centered assets to strive for</b>	<b>What should I have done instead? How would God have me be?</b> Am I willing to do God's will? Am I willing to have God remove these defects of character? Identify assets to strive for i.e. humility, trust, intimacy, honest, contentment, generosity, love, zeal, forgiveness, unselfishness, patience, etc. (Say Step 6 & 7. Say 7 <sup>th</sup> step prayer.)		
<b>Turnaround: Amends</b> we overcome harms with amends	Do I owe an amends? Willing? Yes/No. List the types of amends. Direct, living, in-kind and letters. What behaviors will convince them more than my words? When will I complete the action? (Step 9)		
<b>Conclusion</b>	Conclude the session with prayer. Be of service. God got us well so that we can be constructive and useful and fit ourselves to be of maximum service to others.		

## Founders' Inventory Format

### Recommit to Steps 1, 2 and 3 prior to sharing Steps 4 and 5 with your sharing partner

**Step 0:** Do you want to stop eating compulsively?

Are you willing to go to any lengths to stop?

Are you abstinent today?

When was the last time you ate compulsively?

Do you want to work the steps together?

**Step 1:** Do you concede to your innermost self that you are powerless over food? (Step 1, read pg. 30)

Do you have any reservations or lingering ideas that one day you will be immune to or UNAFFECTED by compulsive eating behaviors?

**Step 2:** Do you now believe or are you willing to believe in a Power Greater than yourself? (pg. 47)

Do you believe God can and that He will relieve you of your compulsive eating behaviors if you seek Him?

Either God is everything or else He is nothing. Either God is or He isn't. What is your choice to be?

**Step 3:**

Are you convinced that you are a food addict and cannot manage your own life?

Are you convinced that no human power can relieve you of your compulsive eating behaviors?

Are you convenience that God can and that He will relieve you of your compulsive eating behaviors?

Are you willing to have God guide your recovery and your life?

If the answer is yes to all these questions, then take the Third Step Prayer together:

**Step Three Prayer:** God I offer myself to Thee - to build with me and 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!

Abandon your life to God with the most self-surrender you can possibly muster.

This completes Steps 1, 2 & 3, however, this decision has "little permanent effect unless at one followed" by action. With this in minds, steps 4-8 are about to be done right now, in one fell swoop

Step 4 Inventory Form								
Name	Resentment	Fear	Selfishness	Dishonesty	Pride/False Pride	Jealousy	Envy	Laziness
For resentments only								
Affects my: self-esteem								
Pride								
Ambition								
Security								
Personal Relations								
Sex Relations								
Pocket Book								
<b>Assets</b>	Forgiveness	Faith/Love	Unselfishness	Honesty	Humility	Trust	Contentment	Action
<b>Amends</b>								Willing?

## Step 4 Multiple Column Inventory Format

Resentment Worksheet Example				
List all names	The cause.	In what specific ways is this resentment impacting my identity, and ability to feel safe, secure and loved? Affects my....	Where was I at fault? How was I selfish, self-seeking, dishonest or afraid?	What should I have done instead?

Fears Worksheet Example					
List your current fears	Why do I have this fear?	Where was my trust and reliance?	Was it because self-reliance fails me?	What should we now rely upon if not ourselves?	When I experience this fear, what would God have me BE?
		Did you feel you could handle the situation as you saw it?	Did relying on me work?	How would this fear be different if I would trust and rely on God?	

Harms Worksheet Example			
List all names	Harm Done	Where were we at fault? Whom did we hurt?	What should we have done instead?

Sex Worksheet Example			
List all names	Harm Done	Where were we at fault? Whom did we hurt?	What should we have done instead?

## Meditation and Freedom From Bondage To Self

We don't see things as they are. We see them as WE are.

Our perceptions of the world around us are filtered by the quality of our thoughts and feelings. When we change our perceptions, our experience of the world changes too.

By practicing prayer and meditation, we learn to watch our thoughts and feelings.

We pause. And then, we ask God to direct our thinking. Over time, we learn to respond to life rather than react to it.

We transform our lives!

The spiritual life is not a theory. We have to live it!

## Making a decision using the 4 Absolutes: My will vs. God's Will

Self-will	G-d's Will	Question	Action	Outcome
Fear	Love <i>Love is the beauty of the soul</i>	Is this action/inaction beautiful (based in faith) or ugly (based on fear)? Where in this am I coming from Fear and where in this am I coming from Love?	Faith	Courage
Dishonesty	Honesty <i>Being truthful to others and yourself</i>	Is this action/inaction true or false? What am I assuming? What is the truth?	Amends	Acceptance
Resentment	Purity <i>Purity means looking to God for our standards and not the world.</i>	Are my motives pure? Is this action/inaction right (good) or wrong (bad)?	Forgiveness	Wisdom
Selfishness	Selflessness <i>How can I be useful, of what service can I be?</i>	Removing "you" and "your" self-interest from the equation altogether, ask your "self": How will this action/inaction affect others? Will anyone be hurt by this?	Service	Serenity

## Guided Meditation Breath Awareness

**Guided Meditation Breath Awareness**

Choose a quiet place. Sit comfortably on the floor or in a chair.  
 Sit with your back straight, but not rigid.  
 Align your head, neck and shoulders with each other. Place your feet on the floor and rest your hands gently on your lap.  
 Take a moment to meditate on an inspirational phrase or word.  
 Silently and quietly to yourself, repeat your inspirational phrase or word. Take this time to silently connect to God and feel His presence. If you like, visualize a connection to God like a stream of water.  
 Now, bring your attention to the room where you are sitting.  
 Hear the sounds. Feel your body. Notice your breathing.  
 Without trying to control your breathing, pay attention to the incoming and outgoing breath. Feel the movement of your breath, the actual sensations of breathing. Feel the air at the tip of your nose, over your lip, and the stretching of your abdomen as it rises and falls with each breath.  
 Keep focusing on your breathing and count from 1 - 5 forwards and backwards, silently repeating the number with each inhalation and exhalation. Count 1 - 2 - 3 - 4 - 5 - 4 - 3 - 2 - 1 as you breathe in and breathe out.  
 If your mind wanders, observe your thoughts as if they are bubbles of air under water floating to the surface.  
 Then, gently return your attention to the breath and counting from 1 - 5.  
 As we close this meditation, return to once again noticing yourself in the room and sitting.  
 When you are ready, slowly open your eyes and return to the room.