

Step 4 Worksheet

The most essential results of Step 4 will be to provide enough data to be able to write down a statement of the nature of your wrongs (defects of character), to provide data for step eight, with an initial listing of persons you have harmed and to reinforce your process of psychic change. When you are completing your inventory, stay in close touch with your sponsor. You may find it helpful to talk about difficult issues immediately, rather than waiting until Step 5.

Read from the Big Book, pages 63, line 32, "Next we launched...", through page 71, the end of Chapter 5. Also, read Step 4 in the Twelve & Twelve.

Step 4 is composed of these lists:

1. Resentments (page 64, line 23)
2. Fears (page 63, line 3)
3. Sexual Injury (page 69, line 12)
4. Harms (page 70, line 30)

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Let's look at the first list – Resentments. You will have 4 columns, as shown in this template:

Resentments			
WHO	WHAT	WHY	FAULTS (My Part)
<p>“Who” is the person, or what is the institution or principle that you resent. A resentment is a negative feeling and more intense than dislike and less violent than anger. In the 1st column, just list the name of the person, institution or principle. Next, you will rearrange the list so that the names are ranked from the least resentment at the top, to the most intense resentment at the bottom.</p>	<p>“What” is called the “cause” column, on page 65 of the Big Book. In this column, you describe briefly what the resented party did that triggered your resentment. It does not describe how you reacted to their action.</p>	<p>The “Why” column requires deep searching. Just what is it about you that was triggered by the other person or their actions? What did their actions affect in you?</p>	<p>The Big Book says, “The inventory was ours, not the other man’s. When we saw our faults we listed them.” (page 67, line 21). In this column, you will describe where you were at fault in this resentment, or what your part was, in this resentment. If you have trouble identifying your faults, leave this column blank until you review your inventory with your sponsor. During your conversation, you will be able to complete this column.</p>

Here is an example:

Resentments			
WHO	WHAT	WHY	FAULTS (My Part)
<p>My sister, Joan</p>	<p>She constantly told my parents about what a loser I was. She told them how much I drank, and about the trouble I got in.</p>	<p>This hurt my pride, and my relationship with my parents. They also cut me out of their will as long as I was drinking. It affected me financially. I also lost my relationship with my sister.</p>	<p>I was pretty defensive and judgmental with her – I think she meant well. I was also very self-centered – I never thought about how my drinking was scaring my family.</p>

At this point, read the 4th Step Prayer,

“God, help me show (name) the same tolerance, pity and patience I would cheerfully grant a sick friend. (Name) is a sick person. How can I be helpful to him/her? Save me from being angry. Thy Will be done.”

From this point forward we try to avoid retaliation or argument.

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Now we look at fears. Read the last paragraph on page 67 of the Big Book, and the first three paragraphs on page 68 of the Big Book.

Develop a 3-column 4th Step for Fears. You will have 3 columns, as shown in this template:

Fears		
WHAT	WHY	FAULTS (My Part)
Write a short description of your fear	This is a short analysis of the fear in an effort to understand it	What about you adds to this fear, or causes this fear to be present in your life? How could you be making the fear worse, or causing it to be present in the first place?

Here is an example:

Fears		
WHAT	WHY	FAULTS (My Part)
The IRS	I haven't filed my taxes for 3 years and I just know I won't be able to pay what is due, along with the penalties.	I do not trust my Higher Power at all. When it comes to money, I don't seem to think that God is in charge.

From the Big Book, in the second and third paragraphs of page 68, *“We ask him to remove our fear and direct our attention to what He would have us be. At once, we commence to outgrow fear.”*

Now we look at our Sex Conduct and Harms we have caused. For the Sex Conduct, you will have 3 columns, as shown in this template:

Sex Conduct – this is a list of our sexually related conduct in which we have been selfish, dishonest, inconsiderate or hurtful, or where we have unjustifiably aroused jealousy, suspicion or bitterness.		
WHO	WHAT I DID	THEIR HURT
List who you hurt by your sexually related conduct	This is a short description of what you did	How your actions hurt this person

Here is an example:

Sex Conduct		
WHO	WHAT I DID	THEIR HURT
My ex-wife	I would often not come home when I was drinking, and several times ended up with another woman.	She was often scared that I had been injured, then felt betrayed when she found evidence of my infidelity

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Now, we'll look at the Harms Inventory. The Big Book says that "we have listed the people we have hurt by our conduct." This is a preliminary version of your list for Step 8. This list should contain all the persons and institutions you have harmed. You will have 2 columns, as shown in this template:

Harms I Have Caused	
WHO or WHAT	WHAT I DID
Who or what I hurt	This is a short description of what you did

Here is an example:

Harms I Have Caused	
WHO or WHAT	WHAT I DID
My employer	My employer Often, when I traveled on business, I found blank receipts and made up fake expenses and put them on my expense report. It probably has added up to thousands of dollars.

Once you have written as suggested, ask themselves these questions:

- Have you left anything out? Are all "Rocks" turned over?
- Have you failed to list any event or subject because the memory and the thought of revealing it to another person made you too uncomfortable?

If you have thought of anything, write it down now.