

### Sponsor's instructions for Step 4 Checklist

In this example we assume that the “sponsor” does the writing. The newcomer may do the writing instead.

The sponsor starts at the top of the checklist. He or she writes down some of the people, institutions and principles that a newcomer usually has to inventory—parents, spouses, children, siblings, friends, relatives, bosses, employees, police officers, military personnel, government officials, lawyers, prisons, sanitariums, God, religion, etc. The “sponsor” writes down others as they come up during the session.

The “sponsor” asks the newcomer to look over the list and put check marks next to the character liabilities that apply. If the newcomer isn't able to do this, the “sponsor” starts asking questions, filling in the checklist as he or she goes along.

The “sponsor” opens the sharing session with something like, “Let's look at your parents. Do you resent your mother?” If the newcomer answers yes, the “sponsor” puts a check mark next to the word Resentments. The “sponsor” proceeds down the list of liabilities asking, “Have you done anything to make yourself look good at her expense? Have you been envious of her? Are you jealous of her? Have you been selfish toward her? Are you lazy around her? Have you been dishonest with her? Are you afraid of her?” Based on what the newcomer shares, the “sponsor” makes the appropriate checkmarks.

Then the “sponsor” asks the newcomer to describe the incidents surrounding the checkmarks. Together, they decide if an amends or some restitution needs to be made.

For example, the “sponsor” and the newcomer decide that the newcomer needs to make amends to his mother for being selfish and lazy. The “sponsor” circles the checkmarks next to Selfishness and Laziness.

The “sponsor” and the newcomer proceed across the checklist, discussing the people, institutions and principles that apply. The “sponsor” makes checkmarks and circles until the newcomer has described many of his or her “grosser handicaps.”

Then, they look at the assets side of the ledger. The assets that are opposite the liabilities with the least checkmarks are the positive characteristics that the newcomer already has. Those assets opposite the liabilities with the most checkmarks are the personal qualities that will be strengthened as the newcomer makes the necessary amends.

In our example, the “sponsor” and the newcomer have put together a list with only a few checkmarks next to Jealousy, Laziness and Dishonesty and numerous checkmarks next to Resentments and Selfishness. The “sponsor” now says something like, “This inventory shows that, for the most part, you are an honest, hard working and trusting person. You will also become more forgiving and generous as you make amends for your Resentments and Selfishness.”