

Ready Set GO!!

Appendix B

B1 thru B30

Full Blank

Worksheets





FAMILY MEMBER LABELS WORKSHEET B1

Think about your experiences or what you have heard about relatives in connection with addiction, religion, relationships, food, sex, work, etc. . . . The labels for your family members can include one or a combination of labels. (BRB. pp. 127-128)

CHECK THOSE THAT APPLY TO ANYONE IN YOUR FAMILY

<input type="checkbox"/>	Alcoholic
<input type="checkbox"/>	Used alcohol/drugs
<input type="checkbox"/>	Worked a lot (workaholic)
<input type="checkbox"/>	Religious
<input type="checkbox"/>	Worried a lot (neurotic)
<input type="checkbox"/>	Perfectionist (high strung)
<input type="checkbox"/>	Enabler
<input type="checkbox"/>	Chronically ill, hypochondriac
<input type="checkbox"/>	Emotionally ill
<input type="checkbox"/>	People-pleaser
<input type="checkbox"/>	Martyr
<input type="checkbox"/>	Obese sibling/relative
<input type="checkbox"/>	Sickly child, too sensitive
<input type="checkbox"/>	Loner
<input type="checkbox"/>	Thief, bogus check writer, inmate
<input type="checkbox"/>	Sexually aggressive, not safe
<input type="checkbox"/>	Grabbed or wrestled inappropriately
<input type="checkbox"/>	Pill popper (always taking something)
<input type="checkbox"/>	Ladies man, player, gigolo, skirt chaser
<input type="checkbox"/>	Harsh, always critical, verbally abusive
<input type="checkbox"/>	Great cook (always thought of herself last)
<input type="checkbox"/>	Undependable, does not follow through
<input type="checkbox"/>	Argumentative (will not be quiet, keeps arguments going)
<input type="checkbox"/>	Violent, slapped other, pinched, threatened, glorified fighting
<input type="checkbox"/>	Always had her face in a mirror (thought she was better than others)
<input type="checkbox"/>	Heavy debt (always borrowing money) or big spender (flashy clothes)



Step One Worksheet B2

POWERLESSNESS / UNMANAGEABILITY / SURRENDER PROCESS

Effects of Powerlessness

(examples: denial, shame, hopelessness, frustration, confusion, worthlessness, feeling lost or stuck)

Situations of Unmanageability

(examples: relationships, parenting, worrying, money, organizing)

Gain Surrender By

(examples: willing to attend ACA meetings, study ACA Twelve Steps, get a sponsor, consider a therapist)



Step Two Worksheet Seeking a Higher Power B3

BELIEFS AND WAYS TO SEEK A HIGHER POWER

Childhood Beliefs about a Higher Power

Adult Beliefs about a Higher Power

Ways to Seek a Higher Power



Step Three Worksheet B4

Understanding our Higher Power of Our Choice

What I want my Higher Power to be

(examples: a loving relationship, nurturing, caring, supportive, kind, always present): Or anything else you may think of:

How do I become willing to trust my Higher Power

(examples: By totally surrendering my will, facing my denial, forsaking my need to control, learning how to pray, learning how to ask for help), Or anything else you may think of:

Things to turn over to my Higher Power

(examples: The Laundry List Traits, character defects, fears and anxieties) Or anything else you may think of::



DYSFUNCTIONAL PROBLEM: B5

LAUNDRY LIST TRAITS

Definition:

This is a list of characteristics we seem to have in common due to being brought up in an alcoholic and/or dysfunctional family. Some of these are: afraid of people and authority, addictive lives, stuff our feelings, terrified of abandonment, approval seekers, self-sacrificial, addicted to excitement, confuse love and pity, judge ourselves harshly, reactors rather than actors, para-alcoholics (co-dependents) Choose one for this worksheet.

Trait you've chosen: _____

Check if this applies to you: ☐

Person who has harmed you: _____

Person you have harmed: _____

May be done as you progress

HEALING SOLUTION:

Becoming aware of your laundry list traits. Or anything else you may think of.

Actions to take:

Study Chapter 1 of the Big Red Book, pages 3 - 20, go to meetings, write in a journal, meditate and read Strengthening My Recovery, talk to a sponsor or fellow traveler, work the yellow workbook with a fellow traveler or therapist when you feel ready, say the prayers for the individual steps, say the Serenity Prayer, read affirmations, seek a Higher Power of your understanding. With these actions we will begin to find emotional sobriety. *Or anything else you may think of.*



DYSFUNCTIONAL PROBLEM: B6

FAMILY SECRETS

Definition:

Every dysfunctional family has a story or image that family members present to friends and outsiders. These images hide the secrets, inconsistencies, and wrongs in the family. These secrets were damaging to every member of the family. Every family has secrets. How far will a family go to protect these secrets? How do they move past the truth once it is uncovered?

Check if this applies to you: ☐

Person who has harmed you: _____

Person you have harmed: _____

May be done as you progress

HEALING SOLUTION:

OVERCOMING DENIAL *Or anything else you may think of.*

_____.

Actions to take:

Read ACA literature, attend ACA meetings, come out of isolation and reach out to other adult children. This may help break the wall of denial and suffering ignored for many years. *Or anything else you may think of.*



DYSFUNCTIONAL PROBLEM: B7

SHAME

Definition:

Shame can cause feelings of isolation, inferiority, and being unwanted. When shame is intense the adult child's vision is distorted and perceptions change. Shame is the deep sense that the soul is inherently flawed. Shame comes from a person, action, or situation that brings a loss of respect or honor.

Check if this applies to you: ☐

Person who has harmed you: _____

Person you have harmed: _____

May be done as you progress

HEALING SOLUTION:

SELF LOVE *Or anything else you may think of.*

Actions to take:

God meant children to be innocent, pure, thoughtful, and loving. To appreciate the true self God created, find the loving parent through a connection with a higher power. *Or anything else you may think of.*



DYSFUNCTIONAL PROBLEM: B8

ABANDONMENT

Definition:

Abandonment rupture is a subjective emotional state in which people feel undesired, left behind, insecure, or discarded. Adult children experiencing emotional abandonment may feel at a loss, cut off, and a sense of extreme loneliness.

Check if this applies to you: ☐

Person who has harmed you: _____

Person you have harmed: _____

May be done as you progress

HEALING SOLUTION:

LOVING PARENT *Or anything else you may think of.*

Actions to take *or anything else you may think of.:*

By reparenting with gentleness, humor, love, and respect, the child within can be found as well as a true connection to a higher power. Becoming a loving parent is at the core of healing from a neglectful childhood. This is the gateway to the child within. The ACA 12 Steps, the ACA solution, and a loving parent can support the principles of the steps.

Or anything else you may think of.



DYSFUNCTIONAL PROBLEM: B9

FEAR

Definition:

Fear is a feeling of anxiety concerning the outcome of something or the safety and well-being of an adult child. It is a distressing emotion aroused by impending danger, evil, pain, etc., whether the threat is real or imagined.

Check if this applies to you: ☐

Person who has harmed you: _____

Person you have harmed: _____

May be done as you progress

HEALING SOLUTION:

GENTLENESS *Or anything else you may think of.*

Actions to take:

Facing fear with courage. An adult child can learn to express feelings with the knowledge that they will pass. This brings loving kindness to ourselves and to others.

Or anything else you may think of.



DYSFUNCTIONAL PROBLEM: B10

STORED ANGER (RESENTMENTS)

Definition:

Resentment is bitter indignation at having been treated unfairly.
An adult child can hold onto anger, until recovery.

Check if this applies to you: ☐

Person who has harmed you: _____

Person you have harmed: _____

May be done as you progress

HEALING SOLUTION:

FORGIVENESS *Or anything else you may think of.*

Actions to take:

Journal, read Strengthening My Recovery, prayer and meditation.
Or anything else you may think of.



DYSFUNCTIONAL PROBLEM: B11

DYSFUNCTIONAL RELATIONSHIPS

Definition:

Adult children enter into relationships that are not emotionally supportive or appropriate. There is no healthy communication.

Check if this applies to you: ☐

Person who has harmed you: _____

Person you have harmed: _____

May be done as you progress

HEALING SOLUTION:

SELF RESPECT *Or anything else you may think of.*

Action to take:

Write a list of your positive traits, believe in yourself, recognize your successes, and forgive yourself. *Or anything else you may think of.*



DYSFUNCTIONAL PROBLEM: B12

POST TRAUMATIC STRESS DISORDER (PTSD)

Definition:

PTSD is an anxiety disorder associated with serious traumatic events and characterized by such symptoms as survivor guilt, reliving the trauma in dreams, numbness and lack of involvement with reality, or recurrent thoughts and images. Most adult children suffer from PTSD in some form.

Check if this applies to you: ☐

Person who has harmed you: _____

Person you have harmed: _____

May be done as you progress

HEALING SOLUTION:

CONTENTMENT *Or anything else you may think of.*

Actions to take:

Attend ACA meetings. Calm down and breathe. Pray and do a guided meditation. Connect with other adult children. Write with your non-dominant hand. Journaling thoughts and feelings. *Or anything else you may think of.*



DYSFUNCTIONAL PROBLEM: B13

FROZEN FEELINGS

Definition:

These are frozen emotions that the child was not allowed to feel and that never go away. These emotions stay buried, contributing to limiting beliefs and negative self views. It is not until this pent-up energy is expelled, expressed, and processed in the presence of an understanding, safe, and validating person that the emotion is released.

Check if this applies to you: ☐

Person who has harmed you: _____

Person you have harmed: _____

May be done as you progress

HEALING SOLUTION:

RIGOROUS HONESTY *Or anything else you may think of.*

Actions to take:

Stop and breathe. Gather the courage to face the true self by getting in touch with good and bad feelings. Surrender, with courage, to honestly feel what we are feeling. Maintain close contact with recovering adult children. *Or anything else you may think of.*



DYSFUNCTIONAL PROBLEM: B14

SEXUAL ABUSE

Definition:

Criminal sexual activity, especially that involving a victim below the age of sexual consent or incapable of sexual consent.

Check if this applies to you: ☐

Person who has harmed you: _____

Person you have harmed: _____

May be done as you progress

HEALING SOLUTION:

COURAGE *Or anything else you may think of.*

Actions to take:

Come out of isolation. Be gentle and loving with yourself, ask for help and support to face the trauma. Go to 12 step programs while connecting with a therapist. *Or anything else you may think of.*

DYSFUNCTIONAL PROBLEM: B15



PHYSICAL ABUSE

Definition:

This is an act of another party involving contact intended to cause feelings of physical pain, injury, or other physical suffering or bodily harm. Adult children may believe that this was normal behavior.

Check if this applies to you: ☐

Person who has harmed you: _____

Person you have harmed: _____

May be done as you progress

HEALING SOLUTION:

LOVING KINDNESS *Or anything else you may think of.*

Actions to take:

Come out of isolation. Be gentle and loving with yourself, ask for help and support to face the trauma. Go to ACA meetings while connecting with a therapist. *Or anything else you may think of.*



DYSFUNCTIONAL PROBLEM: B16

EMOTIONAL ABUSE

Definition:

Many adult children experience situations that cause them to perceive themselves as inept, not cared for, and worthless.

Check if it applies to you: ☐

Person who has harmed you: _____

Person you have harmed: _____

May be done as you progress

HEALING SOLUTION:

TRUST *Or anything else you may think of.*

Actions to Take:

Come out of isolation. Be gentle and loving with yourself, ask for help and support to face the trauma. Go to ACA meetings while connecting with a therapist. *Or anything else you may think of.*



Praise Exercise B17

(For Step 4 and Step 10 Guide Worksheets)

These assets will help balance positive and spiritual qualities while looking at Step Four.
(BRB p. 188)

Sit quietly and circle at least 10 assets.

Repeat, I am _____ for each circled asset.

strong	humorous	sensitive	willing
intelligent	compassionate	courteous	talented
honest	organized	spontaneous	creative
loving	a listener	spiritual	trustworthy
tenacious	judicious	accepting	modest
kind	hard working	a friend	an ACA member

I am _____.

I am _____.

I am _____.

I am _____.

I am _____.

I am _____.

I am _____.

I am _____.

I am _____.

I am _____.



Step 5 Worksheet B18

Dealing and Balancing the Losses

DYSFUNCTIONAL PROBLEMS:

HURTS, ABUSES, LOSSES

Who harmed me?

What can I learn and how will it help me?

Who have I harmed?

What can I learn and how will it help me?



Step 6 Checklist Worksheet B19

Circle Defects of Character and Laundry List Traits I am willing to have removed and/or integrated by my Higher Power.

To be done over time as I progress.

Defects of Character
mistrust
feeling superior
procrastination
greed
pettiness
envy
lust
perfectionism
isolation
dishonesty
judgementalness
self centeredness

Laundry List Traits
para alcoholics
codependency
reactors rather than actors
judge ourselves harshly
stuff our feelings
afraid of people and authority figures
confuse love and pity
addictive lives
addicted to excitement
approval seekers
self-sacrificial
terrified of abandonment
frightened by angry people
live life from the viewpoint of victims

Step Seven - Prayer - Defects of Character - and Laundry Traits, survival traits or common behaviors Worksheets B20

When we are ready, we repeat the Seventh Step prayer for each defect or survival trait we wish to have removed or integrated. (BRB, p. 220)

Seventh Step Prayer - Character Defects

(god, higher power, life, universe, etc)_____. I am now ready that you should remove from me all my defects of character, which block me from accepting your divine love and living with True humility toward others. Renew my strength so that I might help myself and others along this path of recovery. (BRB, p. 221)

*"I humbly ask you to:
"Remove my defect of_____. Amen__*

Select Defects of Character:	
mistrust	lust
feeling superior	perfectionism
procrastination	isolation
greed	dishonesty
pettiness	judgementalness
envy	self centeredness

Seventh Step Prayer - Laundry List Traits

(god, higher power, life, universe, etc)_____. I am now ready that you should integrate my survival traits, which block me from accepting your divine love. Grant me wholeness.(BRB, p. 221)

*"I humbly ask you to:
"Integrate my trait of_____. Amen."*

Laundry List Traits survival traits or common behaviors:	
para alcoholism	being addicted to excitement
codependency	being an approval seeker
being a reactor rather than an actor	being self-sacrificial
judging myself harshly	being terrified of abandonment
stuffing my feelings	being frightened by angry people
being afraid of people and authority figures	living life from the viewpoint of victims
confusing love and pity	leading an addictive life



Step 7 Worksheet B21

#1 Check Problematic Behaviors that Continue to Affect my Life	
	Abrupt
	Aloof
	Argumentative
	Boisterous
	Blunt
	Cold
	Critical
	Domineering
	Fearful
	Greedy
	Hateful
	Inconsiderate
	Irritable
	Miserable
	Resentful
	Sanctimonious
	Suspicious
	Thoughtless
	Timid
	Troublesome
	Ungrateful
	Unfulfilled
	Vengeful
	Weakness
	Worthless

Check the
Problematic
Behaviors
and then the
Positive Qualities
that apply to me.

#1 - Check Problematic Behaviors that Continue to Affect my life

=====

#2 - Check Positive Qualities to Balance/Reparent Myself

Thoroughly
complete the
worksheet at home
with the support
of a sharing
partner
for support if
needed.

#2 Check Positive Qualities to Balance/Reparent Myself	
	Admirable
	Agreeable
	Balanced
	Calm
	Capable
	Courageous
	Compassionate
	Dedicated
	Efficient
	Enthusiastic
	Flexible
	Forgiving
	Good natured
	Humble
	Objective
	Open
	Patient
	Profound
	Punctual
	Reliable
	Respectful
	Satisfaction
	Spontaneous
	Tolerant
	Warm



Step 8 Amends List Worksheet B22

PERSON/ RELATIONSHIP/
MAKE AMENDS FOR/ BEHAVIORS THAT WILL CHANGE

Person to make amends:

Suggested to put yourself first

Relationship

What am I making amends for

Behaviors that will change



Step 9 - Suggested - Verbal Amends B23

During an amends, we might say:

“I am involved in a program in which I am learning to change my behavior and to live more honestly and openly. Part of the process involves making amends to people I have harmed with my behavior. I am making amends to you for _____ (name the behavior, action, or other). I want to make it right. I am not making excuses, but I have harmed people based on my lack of knowledge about living, I am changing my behavior.” (BRB, p. 242)



Step 9 Amends Process Worksheet B24

Naming What I Have Done

Examples: *harmed my true self with codependency, drugs, sex, work, gambling, food, guilt and shame, Or anything else you may think of.*

Steps to Prepare

Examples: *be humble, seek help from my Higher Power, be sincere, be forgiving, be courageous, ask for support from my sponsor and group, Or anything else you may think of.*

Actions to Make Things Right

Example: *be honest, understanding, patient, loving, caring; pray, go to ACA meetings, and share my experience, strength and hope, Or anything else you may think of.*



STEP TEN GUIDE

Personal Inventory B25 (BRB, pp. 257-258)

Ask yourself these questions daily.

1. Am I isolating and not talking about what is really going on with me?
2. Did I view anyone as an authority figure today and feel frightened or rebellious?
3. Did I dissociate, fantasize, or become involved in self-harm today?
4. Am I keeping secrets and feeling unique? Am I talking about my feelings?
5. Am I being honest in my relationships or am I seeking approval over honesty?
6. Am I acting “perfect” and obsessing over making mistakes?
7. Do I overreact or isolate from others when I perceive that I have been criticized?
8. Am I attending ACA meetings to nurture myself and to give back what was given to me?
9. Have I acted helpful recently to manipulate others?
10. Am I secretly angry at someone, but I am avoiding talking about it?
11. Have I listened to my Inner Child or True Self today?
12. Did I judge myself or someone else without mercy today?
13. Am I listening to the Critical Parent or Loving Parent?
14. Am I remembering that I can ask for help today and that I can call someone?



Choice Continuum Exercise B26
(BRB, pp. 258-259)

Each day, circle what time of the day or night you think you are having real choice in your life with rigid CONTROL. Keep track of your rigid CONTROL throughout the day. We can change our level of control at any time. We can have choice to back away from rigid CONTROL.

USE DAILY or AS YOU PROGRESS

What level am I at with my troublesome survival trait of rigid CONTROL right now?
Circle when you experience different levels of CONTROL.

DENIAL Circle when you experience denial of your CONTROL.

AM ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫

PM ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫

SOME CHOICE Circle when you experience some choice of your CONTROL

AM ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫

PM ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫

GREATER CHOICE Circle when you experience greater choice of your CONTROL

AM ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫

PM ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫

DISCERNMENT Circle when you experience discernment of your CONTROL
(the ability to judge well)

AM ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫

PM ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫

One Day At A Time Exercise B27

(BRB, p. 259)

Step Ten reminds the recovering adult child

to live in the moment, to enjoy life's gifts, and to feel connected to life.

☒ **Check the tools of recovery you are using to help you live in the moment.**

☐ Attending ACA Meetings regularly

☐ Attending Ready Set GO!! Meetings

☐ Working the Twelve Steps

☐ Getting a Sponsor

☐ Associating with recovering adult children

☐ Sponsoring and/or supporting new members

☐ Getting involved in service work

☐ Volunteer to share our recovery at prisons or the treatment setting

☐ Answer the Intergroup helpline

☐ Seek to become a trusted servant



Feelings and Journaling Exercise B28

(BRB, pp. 260-261)

Select one of the feeling words to complete a sentence each day or every other day to become comfortable with talking about your feelings.

Example:

"I feel **hopeful** when I attend an ACA meeting because I know I am being heard."

loved	joy	ashamed	humorous	irritated
angry	embarrassed	trusted	betrayed	pleased
satisfied	ambivalent	hopeful	inspired	loving
frustrated	disappointed	grief	accepted	excited
grateful	confident	humiliated	guilty	serene
rested	shame	abandoned	pleasure	safe
tenacious	thoughtful	playful	fascinated	enthralled

DATE: _____

I feel _____ when I _____ because _____

DATE: _____

I feel _____ when I _____ because _____

DATE: _____

I feel _____ when I _____ because _____

DATE: _____

I feel _____ when I _____ because _____

DATE: _____

I feel _____ when I _____ because _____



Praise Exercise B17

(For Step 4 and Step 10 Guide Worksheets)

These assets will help balance positive and spiritual qualities while looking at Step Four.

(BRB p. 188)

strong	humorous	sensitive	willing
intelligent	compassionate	courteous	talented
honest	organized	spontaneous	creative
loving	a listener	spiritual	trustworthy
tenacious	judicious	accepting	modest
kind	hard working	a friend	an ACA member

Sit quietly and circle at least 10 assets.

Repeat, I am _____ for each circled asset.

I am _____.

I am _____.

I am _____.

I am _____.

I am _____.

I am _____.

I am _____.

I am _____.

I am _____.

I am _____.



Step 11 Worksheet B29

Focusing Daily on our Spiritual Path

Ways of Seeking Higher Power's Will	Ways of Listening for Higher Power's Will
<i>examples: be relaxed, be open minded, be willing to hear my higher power, or anything else you may think of.</i>	<i>examples: use prayer, use quiet time, use reading affirmations, use meditation, be in nature, or anything else you may think of.</i>



Step 12 Worksheet B30

Carrying the Message to Those Who Still Suffer

This introduction to the ACA 12 Steps introduced you to spiritual principles you may have never heard of. This chart indicates where you stand with each spiritual principle. Check how you feel about each spiritual principle.

♥ means you have gained some understanding of this principal,
R means you are **ready** to try to use this principal.
S means you will **set** this principal into all of your affairs.
G means you are **going** to share what you have been given with those who still suffer.

Spiritual Principals	♥	R	S	G
Surrender				
Hope				
Honesty				
Self-forgiveness				
Humility				
Powerlessness				
Open-mindedness				
Clarity				
Willingness				
Acceptance				
Courage				
Trust				
Forgiveness				
Discernment				
Seeking/Searching				
Listening				
Love				
Self-love				