

Step 10
Daily Checklist

Step Ten: "Continued to take personal inventory and when we were wrong promptly admitted it. ¹

Just for today I will take my own inventory.

S M T W T F S

	S	M	T	W	T	F	S
Did I lose my temper? "God grant me the serenity"							
Was I self-centered? "Steps Six, Seven, Eight and Nine"							
Did I put others down? "Acceptance of others "							
Did I ask for the help I need from my Higher Power? "Let Go and Let God"							
When I was wrong, did I promptly admit it? "Courage to change the things I can"							
Did I worry or over react? "Let Go and Let God"							
Did I criticize others? "Live and Let Live"							
Am I disrespectful and did I talk back? "God grant me the wisdom... "							
Did I forget that alcoholism is a family disease which can case unpredictable behavior? "God grant me the wisdom to know the difference; Step One"							
Did I indulge in self-pity? "Everyone has problems, together we can make it; Meetings help"							
Did I blame anyone else for my actions today? "How important is it?"							
Did I work on any of my defects today? "Courage to change the things I can"							
Was I resentful today? "Third Step; Keep It Simple"							

What tools are helping me change the following:

Resentment

Fear

Criticizing others

Blaming others

Self-pity

Procrastination

Worry

Forgiveness

Talking back

Admitting when I am wrong

Selfishness

Name Calling

Asking my Higher Power for help

Working on one thing at a time

Understanding that alcoholism is a disease

Other things that I am working on changing in myself:

Goal Exploration

Meaningful goals can give direction to your life, highlight your most important values, and give a sense of purpose. In this activity, you will think about your goals in seven different areas. Begin by writing a 5-year goal, followed by more specific 1-year and 1-month goals.

- Write goals that are measurable. For example, instead of "get healthy" make a goal of "exercising 5 days a week and eating vegetables with every meal"
- Choose goals that are within your control. For example, "get a promotion at work" requires others to act. However, "take courses to improve my professional skills" is in your control.
- When thinking of 5-year goals, ask yourself how you would like your life to look in 5 years.

Then, think of your 1 -year and 1 -month goals as stepping stones to that 5-year goal.

Social Career Physical Family Leisure Personality Other

Social

Social goals may include devoting time to friendships, participating in social activities, or building a social support network.

My 5-year goal:

My 1-year goal:

My 1-month goal:

Goal Exploration

Career

Career goals may include advancing in your current career, furthering education, starting a business, retiring, or switching careers.

My 5-year goal:

My 1-year goal:

My 1-month goal:

Physical

Physical goals may include exercising regularly, developing healthy habits (e.g. diet and sleep), losing weight, or participating in a sport.

My 5-year goal:

My 1-year goal:

My 1-month goal:

Goal Exploration

Family

Family goals may include spending more time with children, rekindling relationships with extended family members, trying new family activities, or improving communication.

My 5-year goal'

My 1 -year goal:

My 1 -month goal.

Leisure

Leisure goals may include finding a new hobby, setting aside time to practice a current hobby, trying new things you enjoy, or finding time to relax.

My 5-year goal•

My 1-year goal:

My 1-month goal:

Goal Exploration

g Personality

Personality goals may include improving your attitude, increasing self-esteem, or reducing unwanted behaviors (e.g. anger outbursts).

My 5-year goal:

.....

My 1 -year goal:

My 1-month goal:

O Other

Other goals may be anything that did not fit in another category.

.....

My 5-year goal:

My 1 -year goal:

My 1-month goal.

Goal Breakdown

Imagine you want to find a new job. This is a big goal with many time-consuming steps. Such a major goal can be very stressful, or even overwhelming. This is the type of goal that you will always start "tomorrow" or "next week", but those times never seem to come.

Learning to break your goals into small tasks will help you overcome the stress and procrastination they create. For example, finding a new job can be broken down like this.

Goal Task	Time Required	Schedule
Research job interests and write a list of careers that interest me.	1 hour	Sunday afternoon
Revise resume by adding recent job experiences.	1 hour	Monday, after dinner
Spend 45 minutes looking at job openings.	45 minutes	Wednesday, after dinner

Tips for Breaking Goals into Tasks

Avoid creating tasks that require longer than one hour, unless absolutely necessary.
If you find a task is difficult to start, it might be too big. See if it can be broken down further. For example, "practice playing guitar" can be broken down to "practice the beginning of a song"
Long tasks that cannot be broken down further should be set to a time limit (e.g. "Spend 45 minutes looking at job openings").
The tasks you create are not set in stone. If a task is more difficult than expected, break it down further or spread it out over more time. If a task is easier than expected, combine it with other tasks.
Protect the time that you schedule for tasks. Turn off your phone, go somewhere with few distractions, and set a timer to keep track of how long you've been working.

Goal Breakdown

Goal:

	Goal Task	Time Required	Schedule
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			



_____’s Goal Sheet

This week, my goal is to:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Goal Planning

Setting Goals

Something I want to accomplish in the next week:

In the next month:

In the next year:

In five years:

Obstacles and Strategies

Obstacles to reaching my goals:

Things I will need to do to achieve my goals:

What I can begin doing tomorrow to work toward my goals.

Setting Life Goals

For each category listed below, write down the things you are doing well, and the areas where you need improvement. Then, write a goal or two for each category.

Category	What I'm Doing Well	Where I Need Improvement	My Goals
Family			
Friends			
Work/School			
Spirituality			
Body			
Mental Health			