



CLEAN SWEEP(TM) PROGRAM LEADER'S GUIDE

The Clean Sweep Program V. 1.0 5/93

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PROGRAM OVERVIEW

WHAT IS THE CLEAN SWEEP PROGRAM?

The Clean Sweep Program is a checklist of 100 items which, when completed, give one complete personal freedom. These 100 items are grouped in 4 areas of life with 25 in each group: Physical Environment, Well-Being, Money and Relationships. These 4 areas are the cornerstone for a strong and healthy life and the program helps a person to clean up, restore and polish virtually every aspect of his/her life. The program takes between 6 - 24 months to complete.

OBJECTIVE OF THE PROGRAM

The participant's goal is to get a score of 100 out of 100. The objective of the program is for the participant to get complete about 100 possible incompletions in their life. Incompletions are those physical, emotional or mental items which are in some way not resolved in the current moment. Incompletions of *any* kind drain energy. That is, they require energy to live with, given it takes work to keep us whole when there is something in the space. To have full integrity (like a complete circle) is normal; the program gives one a way to get there in a natural way.

PROMISE OF THE PROGRAM

The Clean Sweep Program promises three things will happen as you increase your scores:

1. You *will* have more energy and vitality. There is nothing like a clean space, full communication and self-responsibility to give one more energy.
2. You *will* increase your scores just by being in the program. Once you go over the list of the 100 items, you'll find yourself handling some of these without even trying. Others take more work, but you will complete your way toward the score of 100.
3. You *will* gain perspective on who you are, where you are and where you are going. When incompletions are handled, one can see what is and has been around them, including one's self. You will see situations as they really are, you'll discern what is going on with you and around you and you'll react less and choose more in your daily life. This higher perspective is *essential* in the process of designing one's life and it starts with the Clean Sweep Program.

INTRODUCING THE PROGRAM

It is important how you introduce and contextualize the Clean Sweep Program. It is probably not a great idea to just hand a client a copy of the program and wish them luck. I suggest you make the following points:

- This program is part of establishing a Strong Personal Foundation. With this strong base, one can build a vibrant and attractive future. But it requires an investment.
- This program is a back-door approach to personal growth, business success and happiness. Rather than chase goals or try to figure out one's life purpose, better to get the stuff out of the way so you can get the perspective you need to make better decisions and attract what you really want.
- One of the goals is to stop having problems, handle the incompletions you have currently and maintain a clean space, forever, so you can create as you were designed to. The Clean Sweep Program is *the first step* in that process.

SCORING

Initial scores for the first-time participant range, on average, between 30 - 70 points out of the 100 points possible. Most people who are "using" the program increase their scores between 2 and 6 points per month. Points are added more quickly at first, slowing down significantly after one has added 20 or so points. Major plateau areas are at 70-75, 85-90 and 95-100. Those last 5 or 10 are the ones which are most worth taking care of, given our Egos are well entrenched among these incompletions. You want the client to take this

program on with the intention of getting a 100. Watch out for the client who gets 20 points quickly and then, after feeling a measurable sense of relief, goes on to the next program.

WHERE TO START

There are two approaches. Either start with the tough ones or start with the easy ones to give some momentum and motivation to tackle the tough ones. I am a chicken, so I handle the ones I both want to and am ready to without suffering. Having these under my belt, I feel more confident about handling the tough ones. I am at 95 currently and committed to being at 100 by the end of 1993. (I was at 62 in 1991.)

WORKING THE PROGRAM

Psychological issues are likely to come up with many of the items in the Clean Sweep Program. The client will resist, feel sad, get angry and have a full range of emotional reactions. This is normal and generally not cause for alarm. The only time to be concerned is when the client has a low or skewed Addictions & Conditions Index score, which indicates how addictive or compulsive the client may be.

You want the client to take his/her time and enjoy the process, rather than just accumulate points. How you handle each item is more important than handling each item. Remember, you want the client to be incompletion-free forever and this requires a moment-by-moment approach to both handle the incompletions as they happen and to live such a life which doesn't attract or permit these. Learning skills like setting boundaries and raising standards helps one reach and maintain a perfect Clean Sweep score.

MAINTENANCE

Have the client do 3 things each month to increase scores:

1. Update progress by filling in the boxes on the front
2. Pick at least one item per month to complete or handle
3. Look through the items already checked off to make sure they are *still* handled

ROADBLOCKS

There are 3 things which stop a person from successfully completing this program. They are:

1. **Inadequate structure.** Get a coach to help you and keep you on track or do the program with a friend who is also engaged with this.
2. **Overscoring.** Give yourself credit for an item only after you've completed it, not during or before you have. The Clean Sweep Program is an integrity program and it starts with your scoring. Follow the instructions carefully. You needn't be 100% perfect at all times to get credit for an item. Yet, don't give yourself the point until you realize that you are consistently and *naturally* able to get and maintain the point. Remember, the point of the program is to learn how to handle and then stop having incompletions. This process is one which grows you; a sign of ultra maturity. If you go through the program just to get the points and to win, you'll lose the joy which comes from growing yourself vs acquiring points. Slow down and get each point completely and sustainably.
3. **Psychological issues.** If you have addictions or compulsions or past traumas which are unhealed, it is likely that you will lose interest, stop or find some of the program extremely difficult. Be gentle with yourself as you complete the program. Don't beat yourself up. It's just a program; it is not you.

ACCOMPANYING PROGRAMS

I suggest the client work on the Clean Sweep, NeedLess and 100 Steps to Recovery programs concurrently. This, because the boundary-setting and standard raising strategies in the NeedLess program help the client to stop incompletions before they start and handle them faster when they do happen. Also, the restorative concepts and practices in the 100 Steps to Recovery program help heal a person and build self-esteem so one is less likely to tolerate the bad and silly stuff they currently permit.

WHAT ARE INCOMPLETIONS?

Please read the accompanying article for a description of the concept and of our technology to get complete.

WHAT'S INCLUDED IN THE LEADER'S GUIDE TO THE CLEAN SWEEP PROGRAM?

1. Overview of program
2. Instructions for scoring
3. Descriptions of each of the 100 Clean Sweep items
4. Article on Completions
5. 4-page Clean Sweep Program

SCORING INSTRUCTIONS

There are 4 steps to completing the **Clean Sweep**(TM) Program. You should have a mark-able copy of the 4-page program with you now.

- Step 1 Answer each question.** If true, check the box marked True. Be rigorous; be a hard grader. If the statement is sometimes or usually true please DO NOT check the True box until the statement is virtually always true for you. (No "credit" until it is really true!) If the statement does not apply to you, check the True box. If the statement will never be true for you, check the True box. (You get "credit" for it because it does not apply or will never happen.) And, you may change any statement to fit your situation better.
- Step 2 Summarize each section.** Add up the number of True boxes for each of the 4 sections and write those amounts where indicated. Then add up all four sections and write the current total in the box on the front of this form.
- Step 3 Color in the Progress Chart on the front page.** If you have 9 Trues in the Well-Being section, color in the bottom 9 boxes, and so on. Always start from the bottom up. The goal is to have the entire chart be filled in. In the meantime, you have a current picture of how you are doing in each of the four areas.
- Step 4 Keep playing until all boxes are filled in.** You can do it! This process may take 30 or 360 days, but you can achieve a Clean Sweep! Use your coach or a friend to assist you. And check back once a year for maintenance. Jot down a list of how you've benefited from participating in the program.

ITEM DESCRIPTIONS

PHYSICAL ENVIRONMENT

_____ ***My personal files, papers and receipts are neatly filed away.***

- All desktops clean
- All files neat and current
- No piles anywhere
- No hidden boxes, to-file files

_____ ***My car is in excellent condition. (Doesn't need mechanical work, repairs, cleaning or replacing)***

- Look good inside/out
- No rips, stains
- Good paint
- Good tires
- Oil changed every 3,000 miles

_____ ***My home is neat and clean. (Vacuumed, closets clean, desks and tables clear, furniture in good repair; windows clean)***

- Laundry done
- No messes
- No pet hair

_____ ***My appliances, machinery and equipment work well. (Refrigerator, toaster, snow-blower, water heater, toys)***

- Well taken care of
- Not obsolete
- Energy efficient

_____ ***My clothes are all pressed, clean and make me look great. (No wrinkles, baskets of laundry, torn, out-of-date or ill-fitting clothes)***

- Colors done
- Clothes empower the person

_____ ***My plants and animals are healthy. (Fed, watered, getting light and love)***

- The dog behaves
- Plants are clean, bathed
- No allergic reactions to plants

_____ ***My bed/bedroom lets me have the best sleep possible. (Firm bed, light, air)***

- Light enough, dark enough?
- Quiet enough?
- Good for back?

_____ ***I live in a home/apartment that I love.***

- Functional
- Colors, space is right
- Landscaping
- Design

_____ ***I surround myself with beautiful things.***

- Art
- Views
- Furniture
- Flowers
- Pictures

_____ ***I live in the geographic area of my choice.***

- City
- State
- Region
- Mountains/water/hills/flat

_____ ***There is ample and healthy lighting around me.***

- No fluorescent lights
- Skylights, windows
- Clean windows

_____ ***I consistently have adequate time, space and freedom in my life.***

- Always early
 - Never rushed
 - Able to enjoy each moment
- * See TimePeace Program for specific suggestions

_____ ***I am not damaged by my environment.***

- Noise
- People
- Toxins

_____ ***I am not tolerating anything about my home or work environment.***

- Location
 - Culture
 - Layout
- * See Toleration Free Program

_____ ***My work environment is productive and inspiring. (Synergistic, ample tools and resources; no undue pressure)***

- Enough tools and machinery
- Cooperative
- Organized
- Efficient

_____ ***I recycle.***

- Newsprint
- Plastic
- Metal

_____ ***I use non ozone-depleting products.***

- Hair spray
- Deodorant
- Aerosol sprays

_____ ***My hair is the way I want it.***

- Color
- Length
- Style
- Image

_____ ***I surround myself with music which makes my life more enjoyable.***

- Ample selection
- Good speakers
- Enough speakers

_____ ***My bed is made daily.***

- Made, not tossed

_____ ***I don't injure myself, fall or bump into things.***

- Bruises
- Slips
- Falls
- Spacing out

_____ ***People feel comfortable in my home.***

- They say so
- It shows

_____ ***I drink purified water.***

- Bottled
- Reverse osmosis
- Distilled

_____ ***I have nothing around the house or in storage that I do not need.***

- No "someday" stuff
- No "should" projects

_____ ***I am consistently early or easily on time.***

- No rushing
- No adrenalin

WELL-BEING

_____ ***I rarely use caffeine. (Chocolate, coffee, colas, tea less than 3 times per week, total.)***

Consistently. Prepare client for 3-7 days of headaches and fatigue during withdrawal. Give them replacements like herbal tea, lots of water. Have Tylenol available. Warn the person not to slip.

_____ ***I rarely eat sugar. (Less than 3 times per week.)***

This includes candy, ice cream, baked goods and other sugar-laden "foods". Sugar is addicting and you want the client to withdraw. There is no substitute for sugar, so it takes a fundamental shift in why one eats. The client may need to start eating solely for sustenance, not for any degree of pleasure. Try to get them to stop salivating in advance of eating; have it be a non-event and force pleasure to come from other sources vs food. It will feel different, but eventually one recognizes the subtle pleasure from *not eating* and getting love from self or others. If client keeps slipping, abandon this item and work on another one. Giving up sugar is tough, especially for an addictive/compulsive type client so don't let them suffer about it. Don't permit the client to "should themselves" about sugar. Have them do it because they want to stop, just because they do, not because they have to, should or "if I stop having sugar, I'll start having more energy" type of thinking.

_____ ***I rarely watch television. (Less than 5 hours per week)***

Television, even good television, numbs the viewer and often severs that very fine and subtle link between mind, body and spirit. Have watching television be an exception; keep yourself free of this type of entertaining disruption. If the client goes home and watches TV each night, find out why and work on the source of it

rather than just going cold turkey. For some, excessive viewing is merely a habit, for others an addiction, for others a way to avoid, for others because they do not have a life and TV gives them a vicarious one.

_____ ***I rarely drink alcohol. (Less than 2 drinks per week)***

Simply cut it out and get your jollies from the simple things. And don't believe the stories you read about how red wine is good for you. It is not; it poisons your system and drinking alcohol has one start living a life which causes them to drink even more. If a client is an addict (see Addictions and Compulsions Index for specific tests), you may not be able to coach them until they're in a 12-step program and/or seeing a therapist. It is not for you to help them with this except to recognize if there is a problem, and suggest/require they deal completely with it. If I had a client who was drinking too much, I'd be concerned that whatever business or personal advice would not be heard properly and that I was supporting someone who was hurting him/herself.

_____ ***My teeth and gums are healthy. (Seen dentist in last 6 months)***

- Tartar removed
- Cosmetically, teeth are attractive
- Gums healthy
- Cavities filled

You want your clients to smile and some people who need dental work don't, thus limiting their self-expression. Also, this may be one of the last things for a person to take care of due to embarrassment, money concerns, shame, self-esteem problem, etc.

_____ ***My cholesterol count is healthy.***

- Within *ideal* range

_____ ***My blood pressure is healthy.***

- Within *ideal* range

_____ ***I have had a complete physical in the last 3 years.***

- Blood work
- Organs checked
- Lungs

_____ ***I do not smoke tobacco or other substances.***

- Dope, crack

_____ ***I do not use illegal drugs or misuse prescribed medications.***

- Valium
- Cocaine
- Diet pills

_____ ***I have had a complete eye exam within the past two years. (Glaucoma, vision test)***

- Sees well
- Contact lenses are fresh
- Glasses fit properly, are attractive

_____ ***My weight is within my ideal range.***

- On the slim/trim side. Don't trust the average weight charts; ask in-shape, aerobically active friends.

_____ ***My nails are healthy and look good.***

- Length
- Shape
- Cuticles
- Have a manicure

_____ ***I don't rush or use adrenaline to get the job done.***

- No waiting till last minute stuff
- No leaving "just on time"
- No "optimistic" timelines
- No getting up 5 minutes late

* See *Adrenaline Free Program* for specific advice

_____ ***I have a rewarding life beyond my work or profession.***

- Family
- Friends
- Social activities
- Community work
- Hobbies

* See *100 Smiles Program* to create such a life

_____ ***I have something to look forward to virtually every day.***

- Balances my work
- Is people oriented
- Is peaceful

_____ ***I have no habits which I find to be unacceptable.***

- Scratching/picking
- Strange routines
- Compulsions

_____ ***I am aware of the physical or emotional problems or conditions I have and I am now fully taking care of all of them.***

- Physical
- Emotional
- Spiritual
- Recovery work

_____ ***I consistently take evenings, weekends and holidays off and take at least two weeks of vacation each year.***

- And fully enjoy them
- And fully relax, rest, rejuvenate

_____ ***I have been tested for the AIDS antibody.***

- Do it anonymously if possible
- Don't tell anyone you are taking it

_____ ***I use well-made sunglasses.***

- Optically high quality
- Proper strength

_____ ***I do not suffer.***

- About anything
- For more than one day
- And stay away from that path

See Tolerant Free Program for specific suggestions

_____ ***I floss daily.***

- Properly

_____ ***I walk or exercise at least three times per week.***

- Minimum 20 minutes
- Not TOO much
- Natural, but non-addictive routine

_____ ***I hear well.***

- Taken test

MONEY

_____ ***I currently save at least 10% of my income.***

- 10% of your take-home should go into savings, IRAs or company pension plan until you no longer need to save.
- Cut expenses to the bone until you can save. When you save with what you're currently earning, you can attract *more* revenue.
- Pay yourself this 10% first. This means to transfer the 10% each time you get paid, before you spend it on *anything* else, including rent, mortgage, living expenses, etc. Some people are spenders; some people are savers. By putting this 10% away, you become a saver and can invest in your financial future vs just getting by which is what most people are doing. You *can* do this! Start *now*.

_____ ***I pay my bills on time, virtually always.***

- If you don't, it's because you have a bad habit or a debt/money addiction that you use to cause yourself pain and adrenaline. Make the changes you **MUST** make in order to put this one behind you. It is not worth it.

_____ ***My income source/revenue base is stable and predictable.***

- If you're a professional, have 50% more clients and revenue than you know you need. Otherwise you'll be at the effect of your practice. If an entrepreneur, take fewer risks and have twice the funds you think you'll need for growth or new projects. If a career person, you've probably got this one handled. If in sales, have and use a 6 month's reserve to flatten out the peaks and values. The point here, money is not something worth fooling with or suffering about. **Just get it handled, once and for all, whatever it takes.**

_____ ***I know how much I must have to be minimally financially independent and I have a plan to get there.***

- See a financial planner.
- For a conservative plan use the following formula (assuming retirement at age 65):

Current monthly living expenses*

$$\begin{aligned} & \$ \underline{\hspace{2cm}} \\ & \times 60\%^{**} \\ & = \$ \underline{\hspace{2cm}} A \\ & \times 240^{***} \\ & \$ \underline{\hspace{2cm}} B \\ & / \underline{\hspace{2cm}} C \\ & = \underline{\hspace{2cm}} D \end{aligned}$$

*Everything, except *income* taxes. Includes mortgage payment, living, insurance, fun, etc.

** 60% because you'll spend less when retired: hopefully your mortgage will be paid off, no children expense, no commuting/heavy clothes expenses, no credit cards, etc. People generally do spend less, often much less, when retired. Just happens.

*** At age 65, the average life expectancy is about 20 years. 20 years x 12 months = 240.

A = How much you'll need to live on each month (in today's dollars)

B = How much of a nest egg you'll need (in the bank or other assets)

C = How many years between your current age and 65? Enter difference here.

D = Divide B by C. Equals how much you should be saving each year in order to retire at 65.

NOTE: You may wonder about how inflation and the return on your assets figures into this formula. It isn't, yet it is okay. Figure inflation and the return on your assets cancel each other out and the compound interest you receive (net) will just give you that much more. This formula presents the worst possible, most conservative and quickest way to figure out how well you're planning for retirement. But, *please*, see a professional. This exercise has been designed to shock you into reality.

_____ ***I have returned or made-good-on any money I borrowed*** Refers to personal loans from friends, family, not bank or business loans.

_____ ***I have written agreements and am current with payments to individuals or companies to whom I owe money.*** Write up a promissory note.

_____ ***I have 6 months' living expenses in a money market-type account.*** Not 6-months of earnings or income; 6 months of expenses which you don't dip into except for crises like job loss, surgery, etc.

_____ ***I live on a weekly budget which allows me to save and not suffer.*** Use the ATM method. Go the bank each Monday, withdraw \$100 - \$400 per week in cash which you use for virtually all expenses during the week including shopping, food, entertainment, gifts, household, cleaning, allowance items, treats, lunches, etc. And don't carry you checkbook or credit cards with you; *live* on this money. Pretty soon you'll see how you

waste it and start to enjoy the pleasure of spending only what you got. Use your checkbook to pay mailed bills like utilities, payments, etc. A simple, effective way to slow spending. Practice for several weeks to find the right amount of ATM withdrawal funds. If you run out of money by Saturday afternoon, have a quiet weekend instead, don't cheat.

_____ ***All my tax returns have been filed and all my taxes have been paid.*** The IRS tends to be more lenient with those who come forward. In 1993, they had an amnesty program. Don't be afraid to call them to get guidance. But your best bet is to hire a CPA or tax attorney who will represent you and be the structure that has you get your papers together. Start this one with a call to a friend for a referral.

_____ ***I currently live well within my means.*** Either yes or no. If *any* money stuff going on, the answer is no.

_____ ***I have excellent medical insurance.***

- A deductible you can handle from savings (like \$1,000 - \$5,000)
- From a major carrier with a good reputation and who is accepted by your doctor
- Have a policy with at least a \$1,000,000 lifetime cap on benefits
- Know what services or conditions are excluded
- Self-employed people can and do get coverage. I have Blue Cross of Utah and pay less than \$50 per month, with a high deductible.

_____ ***My assets (car, home, possessions, treasures) are well-insured.***

- State Farm has a consistently excellent reputation and comparable rates
- Use Chubb for high-end clients with expensive homes, treasures

_____ ***I have a financial plan for the next year.*** What's in a financial plan?

Monthly Income budget - A listing of how much/where from for EACH month

Monthly Expense budget - A listing of how you will spend that money

Major Expense budget- A listing of the big purchases like home, car, misc.

Monthly Savings Plan- A list of how much you'll save and where it goes to

Personal Investment Plan - A list of how you'll invest in yourself to be able to make more money now and in the future. Include classes, coaching, therapy, network development, vacations, books, tapes.

_____ ***I have no legal clouds hanging over me.***

- Judgments
- Old bills, debts
- Contingent liabilities
- Current, pending lawsuits

_____ ***My will is up-to-date and accurate.***

- Use attorney
- Use a computer program like Will-Maker
- Having a will, regardless of the amount of assets is a great process to go through; you face your own mortality and this gives a healthy perspective on life

_____ ***Any parking tickets, alimony or child support are paid and current.***

- And overdue books at the library

_____ ***My investments do not keep me awake at night.*** If you're worried about them, they are costing you. Or, take 10% of your investment funds for the higher risk investments; keep 90% in the safe stuff.

_____ ***I know how much I am worth.*** Make a list of what you own (assets) and a list of what you owe (liabilities). Assets minus liabilities equals net worth. As you make more money, you'll start measuring your financial future in terms of how much you're worth vs how much you make.

_____ ***I am on a career/professional/business track which is or will soon be financially and personally rewarding.*** Gotta have both.

_____ ***My earnings are commensurate with the effort I put into my job.***

- None of us get paid all that we're truly worth, but you can get paid for how much you work or how much you benefit an employer. The point here is not to be a victim or be unappreciated at work or with your clients.

_____ ***I have no "loose ends" at work.***

- Projects on which you are behind, missed deadlines
- Uncommunicated broken promises
- Overpromises which you're chasing or avoiding
- Personal problems with a co-worker
- Integrity issues like stealing, misrepresenting, etc.

*When we have these, we attempt to build evidence against our employer so that we can get out of the situation vs just fessing up.

_____ ***I am in relationship with people who can assist in my career/professional development.*** Build a community of people you like and who like you. * See Power Network Program for specific suggestions.

_____ ***I rarely miss work due to illness.*** Usually a message being given or an incompleteness that is unface-able.

_____ ***I am putting aside enough money each month to reach financial independence.*** The rubber meets the road on this one!

_____ ***My earnings outpace inflation, consistently.*** If inflation is 4%, your earnings

increased by at least that much in the past year.

RELATIONSHIPS

_____ ***I have told my parents, in the last 3 months, that I love them.*** No parents? Automatic YES.

_____ ***I get along well with my sibling(s).*** No siblings? Automatic YES.

_____ ***I get along well with my co-workers/clients.*** Means to enjoy their company, work smoothly together, trust each other, cooperate

_____ ***I get along well with my manager/staff.*** Support and be supported, honesty, loyalty and trust

_____ ***There is no one who I would dread or feel uncomfortable "running across". (In the street, at an airport or party)*** Important to have a conversation about *this* with the person (or about what has not been communicated.)

_____ ***I put people first and results second.*** Relationships should come before results, although in business it's tricky. The point here is that you want to be someone who values the love and intimacy that (any) two people can share versus treating people like objects or things from which you'll get stuff. Especially important in coaching as the client and the coach's relationship should stand alone independent of results. This, because when one is valued and put ahead of performance, they can perform better and sustainably. This doesn't mean that you have to disregard performance or so put the person first that they come ahead of your responsibilities. More, it is a place to come from which tells you the kind of person you are.

_____ ***I have let go of the relationships which drag me down or damage me. ("Let go" means to end, walk away from, declare complete, no longer be attached to.)*** Each and every one of us in some form of relationship with each other. This form may change, but we will always be in relationship with one another. So, don't think you must continue to be close to someone who is hurting or limiting you. And don't toss out your rolodex of friends either. The point is that it is okay to grow and change and let people self-select if they wish to

continue to grow with you and support you. When one expands boundaries and standards, this letting go is normal. But do give people a chance to grow with you, educate them on how they can be with you in a way which works for you. Invest in them, but do require that they grow too. At some point in people's development, they select the friends, family and associates who will be there for a lifetime and spend less time with "the masses" or with those who don't support or build you up.

_____ ***I have communicated or attempted to communicate with everyone that I have damaged, injured, seriously upset, even if it wasn't fully my fault.***

- Call or write if they are living
- Write or "speak" with them if they are deceased
- Before you communicate, get to the place with it so that you are completing it as you communicate. Do not ask for or expect a reply or response. You may get one and deal with it when you do, but the growth step here is to be able to get complete by YOUR communicating, not by their response. If you need them to say something, apologize, forgive you or whatever, then you are not there yet. And, be sensitive to their response and let them "catch up" with your own growth. They may think they're still dealing with the old you and you can gently demonstrate that you are remarkably different than they remember.

_____ ***I do not gossip or talk about others.***

Shut up. Don't say what someone else said. Don't talk about Joe if Joe isn't there, even if you're talking about how well things are going for him. Gossip is a way to not be intimate with the person with whom you're currently speaking. Instead of talking about Joe, ask, "And how are *you* doing?" or "I want to hear more about you..." This takes practice and discipline, but before long, you'll see why it's worth it.

_____ ***I have a circle of friends/family who love and appreciate me for who I am, more than just what I do for them.***

Build up a Circle of 10, which may take time.

_____ ***I tell people how they can satisfy me.***

Don't make people guess or prove how much they love you by expecting them to figure it out. Refer to the NeedLess Program for information on SASS (Selfish Automatic Sprinkler Systems)

_____ ***I am fully caught up with letters and calls.***

Either you are or you aren't.

_____ ***I always tell the truth; no matter what.***

Even if it may upset the other person, or cost you. And telling the truth does not mean saying everything. It means to communicate a withhold, say how you feel or respond to a question. You can be unconditionally constructive and still tell the truth.

_____ ***I receive enough love from people around me to feel good.***

It is fine to get love from others; that is how the game works.

_____ ***I have fully forgiven those people who have hurt/damaged me, intentional or not.***

This is a big one and it takes healing and time. Eventually, one can honestly say this. So the client may take credit for it and then deepen the experience. That is okay.

_____ ***I am a person of his/her word; people can count on me.***

Underpromise, always deliver, honor what you say, don't people please

_____ ***I quickly correct miscommunications and misunderstandings when they do occur.***

Key word is quickly. Have the client handle the stuff that is "out" ASAP.

_____ ***I live life on my terms, not by the rules or preferences of others.***

Yes, this is possible and is very attractive. And, cooperate.

_____ ***I am complete with past loves or spouses.***

Read the article on getting complete. This takes time, but start now.

_____ ***I am in tune with my wants and needs and get them taken care of.***

We all have needs we can't get away from. Refer to the NeedLess Program for instructions.

_____ ***I do not judge or criticize others.***

Whatever you see in them that you don't like is really a part of you you probably can't see. This, because we are all mirrors for each other. Bummer!

_____ ***I do not "take personally" the things that people say to me.***

People are human. Develop compassion for the smallness of others and you'll develop compassion for the smallness of you. Get through this one, stop reacting and start causing what you want to have happen to you.

_____ ***I have a best friend or soul-mate.***

Important. If one does not and will not, then check the box.

_____ ***I make requests rather than complain.***

Do you? A request is the only responsible way to complain.

_____ ***I spend time with those who don't try to change me.***

As in people who don't think you are enough. It *is* okay to spend lots of time with those people who are developing you in a healthy way.