

ACTION MEETING FORMAT II:  
Addressing Specific Concerns and Generating Action Steps

*We organize action meetings with other UA members to discuss our earning concerns and generate actions that will bring more prosperity into our lives.*  
from the UA Tools

This is a guideline for an Action Meeting, designed to facilitate two people helping a third to express his or her earning concerns and, then, to generate specific actions based on those concerns. Use whatever best serves your group and the individual you've come together to support.

1. **SERENITY PRAYER - Participants recite "WE" version.**
2. **BRIEF RELEVANT READING**
  - a. Selected Step prayer and/or brief relevant reading from *Twelve and Twelve*, *Big Book* or *other Twelve Step Literature*.
3. **PREVIOUS ACTION GROUP UPDATE:** if there has been a previous action group meeting, review agreed upon actions, and status.
4. **HOPES FROM THIS ACTION GROUP MEETING?**
  - a. \_\_\_\_\_ to share what she/he hopes to gain from this meeting.
  - b. Partners to make list and read back. Review with \_\_\_\_\_.
5. **FINANCIAL PRESSURES**
  - a. **OUTLINE CURRENT FEARS AND CHALLENGES**
    - i. "what is #1 challenge, concern and/or fear?"
      1. Outline specifics of present situation and concerns
      2. Make a list.
      3. Discuss specifics to clarify and gain specificity.
      4. Discuss nature of fear (or other negative emotions that are prevalent) and its (their) opposite(s). Ask, "What is the opposite of fear for \_\_\_\_\_." etc.
      5. Partners offer their perspective, experience in order to help clarify the concerns.
      6. (Do not get led into offering suggestions or actions at this point).
6. **PROSPERITY GOALS**
  - a. Outline elements of your prosperity goals.
    - i. What does your prosperous Vision look like?
  - b. How are the concerns and fears expressed above impeding this Vision?
  - c. What can help with prosperity consciousness?
7. **STEP WORK UPDATE**
  - a. How can Step work be applied (or, how does it apply) to the current fears and challenges?

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- i. Is there a relationship between the present fears and the Step work?  
What Step work could be applied to the current fears?
- b. Partners reflect what they hear, ask questions.
- c. Discuss possible actions in this regard.

**8. ACTIONS**

- a. What actions are indicated for \_\_\_\_\_, considering:
  - i. concerns, challenges and/or fears?
  - ii. prosperous Vision
  - iii. Step work
- b. \_\_\_\_\_ to suggest possible action items for each fear or challenge listed above.
- c. Action partners to reflect and make suggestions.
  - i. Review possible UA tools, disciplines, daily/weekly actions that could apply.
- d. Make a list of specific, doable actions.

**9. SOME GOOD NEWS**

- a. \_\_\_\_\_ to report on what is currently going well; accomplishments, signs of recovery, challenges met, changes, etc.

**10. GENERAL DATE FOR NEXT ACTION GROUP MEETING**

**11. Serenity Prayer (or “Put your hand in mine” prayer)**