



Clutterers AnonymousSM Suggested Meeting Format (for Shorter Meetings)

Please honor time and people by starting and ending on time.

(Items printed in this font are leader notes. They are not to be read aloud during the meeting but are directional. Distribute meeting documents before the meeting starts. How you distribute them is your choice. They are all separate pages in the meeting binder. Some have two readings back to back when the reader will choose to read one of the two. Meetings are forums for learning how to integrate the Steps and Traditions into our lives.)

Opening Segment

1. Open the Meeting:

“Good (morning/afternoon/evening), and welcome to the _____ meeting of Clutterers Anonymous. My name is _____. I am a recovering clutterer and your leader for this meeting. This will be a one-and-one-half-hour meeting. Please hold any questions for after the meeting. Feel free to come up and talk with anyone after the meeting.”

2. Opening Prayer:

“Understand that, even though we use prayers, we are not a religious program but a spiritual one based upon the 12 Steps and 12 Traditions. All atheists, agnostics, and believers are welcome at CLASM. Please help me to open this meeting with a moment of silence for the clutterer who still suffers. Would those who wish to do so, please join me in reciting the (choose Universal, Keep & Release or Organized life) prayer together.”

3. Preamble Reading:

“Will someone please introduce yourself and read the **Preamble**.”

4. Crosstalk Reading:

“In this meeting, we want to encourage open sharing by giving our full and courteous attention to the person who is speaking, so we ask that there be no crosstalk. You are welcome to pass at any time if you would rather just sit and listen. To respect our time together, we request that all electronic devices be turned off or silenced now.”

“Will someone please introduce yourself and read ‘**Crosstalk**.’”

5. Introductions:

We will now go around the room and introduce ourselves by first names only. Please tell us if this is your first or second meeting of Clutterers Anonymous so we can welcome you and invite you to keep coming back. Let’s start with _____.”

Carrying the Program’s Message Segment

6. Steps Reading:

“Personal recovery in CLA is based on the 12 Steps and is strongly recommended as the program of action. Will someone please introduce yourself and read the **12 Steps**.”

7. Optional Reading:

“Will someone please introduce yourself and read _____.”

8. Meeting Announcements:

(These are facility logistics and group policy announcements.)

Bathrooms are located _____. The **drinking fountain** is _____.

- A **voluntary sign-in sheet** is being passed around. Please print your first name and last initial. Your phone number and email address are optional but encouraged. If phone number is included, your name will be added to our printed phone list and made available to meeting participants to have support calls between meetings. Feel free to take a copy of the **printed phone list** (if your group has one).
- Please shred any old phone number lists in respect for the anonymity and confidentiality of all members.
- Meetings are held every _____ except on Federal holidays.
- We suggest that you have a Home Group. This is a group you attend regularly, get support from your sponsor and your 12-Step friends, serve in one of the service positions, and make a commitment to support the meeting's long-term success.
- **Literature** is _____ (location) _____. A complete set of the CLA leaflets and the Booklet "Is CLA for You?" are available for _____ suggested donation.

9. Service Announcements and Reports:

"Our monthly Business Meeting is held on _____. Anyone who wishes to attend is welcome. Are there any CLA-related announcements or meeting officer's reports tonight?"

(Ask someone to speak about an Officer position. Positions may include: greeter, literature coordinator, phone list coordinator, public information officer, leader, secretary, speaker, time keeper, treasurer, intergroup representative, and WSO delegate)

10. Traditions Reading:

"The Traditions guide and direct the decisions and actions of each CLA group and our Fellowship. Will someone please introduce yourself and read the 12 Traditions?"

"The 7th Tradition says that there are no dues or fees for CLA membership. However, we are self-supporting by our own contributions. Most people contribute a dollar or two. If you cannot contribute at this time, keep coming back. We need you more than your money."

Variable Focus Segment

(The Variable Focus segment usually gets between 10 and 20 minutes.)

(If options are given, it is the leader's responsibility to choose one. You can find detailed descriptions about these common meeting types used in the Variable Focus segment in the document called "Meeting Suggestions, Descriptions, and Officers.")

11. "We have reached the Variable Focus segment of the meeting."

(In this sample, the group has elected to have a different meeting type each week of the month. Choose between reading all the weeks or only the current week's statement.)

Week 1 is a Step Study; we read and share on the Step corresponding to the month we are in.

Week 2 is a Literature Meeting; we read and share from CLA literature. (Choose tonight's reading.)

Week 3 is a Tradition Study; we read and share on the Tradition corresponding to the month we are in.

Week 4 is a Speaker Meeting; we encourage a person to take 5-15 minutes to share what it was like when they were cluttering, what happened to get them into CLA, and what life is like now from working

the program. It is suggested that anyone who has been in CLA for at least six months and/or is working or has worked the Steps can volunteer to speak

Week 5 is a Topic Meeting; we read and share from a grab bag or meditation books

Personal Sharing Segment

(The Personal Sharing segment is allotted the largest amount of time.)

12. Open Personal Sharing:

Please limit your share to 3-5 minutes to provide everyone with the opportunity to share. Who will act as our time keeper? If you do not wish to share, simply say, 'Pass.' Personal sharing is now open. Who would like to start?"

(Leave the last 10–12 minutes for all the remaining items)

13. Inviting Newcomer Personal Sharing:

"Our group likes to save the last few minutes of the meeting for the newcomer(s) to share, if they have not shared and would like to, or they may pass."

14. End Personal Sharing:

"Thank you, that's all the time we have for open sharing. If there wasn't an opportunity for you to speak and you would like to or you have questions that went unanswered, please talk to someone after the meeting."

Closing Segment

15. Commitments:

"Now let us go around the room for us each to share our recovery commitment for the coming week. Each person is welcome to give a brief statement for 30 seconds or less, or pass if you choose. We are encouraged to practice the principles embodied in the Steps and Traditions, to use the tools, and to take action on a daily basis. Please do not share the "back-story" or history. Who would like to start?"

16. Close the Meeting:

"Thank you for allowing me to be your leader tonight. I will need people to help me clean up after the meeting by gathering readings together, packing up the literature, and rearranging the tables and chairs so we leave the room as it was found.

"You are welcome to stay and socialize after the meeting, but if you happen to be the last person in the room, please shut off the lights and close the door. Before we close the meeting, we will now share a moment of silent meditation for the person who still suffers."

"Will all who care to join me in reciting the (choose one by name) prayer together, please stand and join hands."

Keep coming back. It works if you work it, so work it; you're worth it!