

TUESDAY 8 pm (ET) FORMAT
REFLECTION MEETING ON FIRST 3 STEPS

515-604-9021 Access Code: 102163 #

REVISED APRIL 2021

BUSINESS MEETING is on the 2nd TUESDAY of each month at 9pm (ET). The Business Meeting Format is on page 10.

SILENT NOTES TO MODERATOR: MODERATOR READS EVERYTHING -- EXCEPT the actual steps from the yellow leaflet called “Recovery from Cluttering: The 12 Steps of Clutterers Anonymous (which are read by volunteers).”

Welcome to the Tuesday Evening CLA REFLECTION MEETING ON THE FIRST THREE STEPS. This meeting is a REFLECTION MEETING where we will reflect and share on questions related to Steps 1, 2, and 3.

To follow tonight’s format, go to the website and type “format” in the “search” box. Click on “Phone Meeting Formats” and scroll down to Tuesday, 8pm ET and open the file.

Let’s open the meeting with the “we” version of THE SERENITY PRAYER

God, grant us the serenity to accept the things we cannot change,
Courage to change the things we can,
And wisdom to know the difference.

Will someone who has the blue leaflet called “A Brief Guide” please read the Preamble to Clutterers Anonymous. It is also in the **CLA Literature Collection** book on page 118 in both the electronic and hard copy versions and on the CLA website under the “**About**” tab.

PREAMBLE

Clutterers Anonymous (CLA) is a fellowship of men and women who share their experience, strength, and hope with each other that they may solve their common problem with clutter and help each other to recover. We achieve this as individuals, groups, and a fellowship by practicing our Twelve Steps of recovery and by being guided by our Twelve Traditions. Each of them embodies a set of principles for living life effectively, inside and outside CLA. The only requirement for membership is a desire to stop cluttering. There are no dues or fees for membership; we are self-supporting through our own 7th Tradition contributions, neither soliciting nor accepting outside donations. Our

fellowship is based on suggestion, interchange of experience, rotation of leadership and service. CLA is not affiliated with any public or private organization, political movement, ideology, or religious doctrine; we take no position on outside issues. Our primary purpose is to stop cluttering one day at a time and to carry this message of recovery to clutterers who still suffer.

Would someone please read the 12 Steps of CLA? They are found in the blue leaflet, “A Brief Guide,” the yellow leaflet called “**Recovery from Cluttering: The 12 Steps of Clutterers Anonymous,**” the **CLA Literature Collection** book on page 122 in both the electronic and hard copy versions, and on the **CLA website** under the “**Resources**” tab.

THE TWELVE STEPS

- Step 1. We admitted we were powerless over clutter—that our lives had become unmanageable.
- Step 2. Came to believe that a Power greater than ourselves could restore us to sanity.
- Step 3. Made a decision to turn our will and our lives over to the care of God, as we understood God.
- Step 4. Made a searching and fearless moral inventory of ourselves.
- Step 5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
- Step 6. Were entirely ready to have God remove all these defects of character.
- Step 7. Humbly asked God to remove our shortcomings.
- Step 8. Made a list of all persons we had harmed and became willing to make amends to them all.
- Step 9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
- Step 10. Continued to take personal inventory, and when we were wrong, promptly admitted it.
- Step 11. Sought through prayer and meditation to improve our conscious contact with God, as we understood God, praying only for knowledge of God’s will for us and the power to carry that out.
- Step 12. Having had a spiritual awakening as the result of these Steps, we tried to carry this message to others, and to practice these principles in all our affairs.

And for our group unity, here are the 12 Traditions:

Will someone please read the 12 Traditions of CLA? They are found in the blue leaflet, “A Brief Guide,” the red booklet, “**Is CLA for You? A Newcomer’s Guide to Recovery**” on page 11, and in the **CLA Literature Collection** book on page 123 in both the electronic and hard copy versions. The 12 Traditions are also on the CLA website under the “**Resources**” tab.

THE TWELVE TRADITIONS

1. Our common welfare should come first; personal recovery depends upon CLA unity.
2. For our group purpose there is but one ultimate authority - a loving God as expressed through our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for CLA membership is a desire to stop cluttering.
4. Each group should be autonomous except in matters affecting other groups or CLA as a whole.
5. Each group has but one primary purpose - to carry its message to the person who still suffers.
6. A CLA group ought never endorse, finance, or lend the Clutterers Anonymous name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every CLA group ought to be fully self-supporting, declining outside contributions.
8. Clutterers Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. Clutterers Anonymous, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.

10. CLA has no opinion on outside issues; hence the Clutterers Anonymous name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, television, and all other media.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

We will read from the yellow CLA leaflet titled **“Recovery from Cluttering: The 12 Steps of Clutterers Anonymous;”** however, all CLA and AA Literature can be quoted in one’s share when reflecting on recovery from our clutter-filled lives.

One can quote or read and share on the other nine steps as well, since the first three steps are the foundation of the entire program: **“I can’t, God can, and I’ll let God.”** We are free to explore the full body of 12-Step literature from the foundation of the first three steps. Our reflections will bring a new awareness of emerging from the hopeless, cluttered, and immobilized state to one of progress and improvement and willingness to align our will with God’s will for our lives. And in that process we discover what God’s will for our lives truly is, so we may live in PEACE and ORDER, and not in hopelessness and frustration, as so many of us do. We will gain awareness of our Higher Power, and of our commitment to living our lives differently – as we become aware of and practice the first 3 steps.

Now I will read the First Step Prayer:

STEP 1 PRAYER

Dear Lord,
 I admit that I am powerless over my addiction.
 I admit that my life is unmanageable when I try to control it.
 Help me this day to understand
 The true meaning of powerlessness.
 Remove from me all denial of my addiction.

We will now read from the yellow CLA leaflet titled: **“Recovery from Cluttering: the 12 Steps of Clutterers Anonymous.”** This reading is also on page 50 in the **CLA Literature Collection** book.

Who will be of service by reading Step One and the adjoining paragraph twice?

VOLUNTEER READS STEP ONE:

We admitted we were powerless over clutter, that our lives had become unmanageable.

To admit powerlessness over clutter, we mean that we can't solve our clutter problem by ourselves. We begin to realize the cost of clutter: uncompleted goals; damaged relationships; a non-supportive environment; and a waste of our time, energy, talents, and money.

NOW, I'll begin by reading 2 questions and then we will open for sharing.

To allow as many members as possible to share at this meeting, please limit your shares to **no more than 3 minutes each**. If your share exceeds 3 minutes, I will interrupt and give a gentle reminder to wrap-up your thought

SILENT NOTES TO MODERATOR: Allow approximately 15 minutes for each of the 3 Steps; moderator asks 2 questions at a time; 1 or 2 people share before moving on to the next 2 questions; shares can be reflections on any of the questions asked.

STEP ONE questions (choose 2 at a time; may be random order; watch the time):

1. In what ways have you experienced powerlessness over clutter this past week?
2. How unmanageable was your life this past week? List ways.
3. Share your thoughts on the cost of clutter in terms of uncompleted goals in your life.
4. What is the cost of clutter in terms of damaged relationships?
5. Does clutter create a non-supportive environment for you?
6. Does your clutter waste your time and how?
7. How does clutter waste your energy, your talents, your money?

NOW, I will read the Second Step Prayer:

STEP 2 PRAYER

Heavenly Father,

I know in my heart that only you can restore me to sanity.

I humbly ask that you remove all twisted thought and

Addictive behavior from me this day.

Heal my spirit and restore in me a clear mind.

Would someone please read Step Two and the adjoining paragraph twice?

VOLUNTEER READS STEP TWO:

Came to believe that a Power greater than ourselves could restore us to sanity.

This step gives us hope; we don't have to solve the problem alone. We can rely on a Power greater than ourselves. This Higher Power may be God, the universe – anything from which we derive strength. Once we have come to believe in a Higher Power, the next part is accepting that this Power is ready, willing and able to take the burden of clutter from us – to empower us. The last part of this step is to “restore us to sanity.” Insanity is living in unhealthy places, where we are unable to breathe and move freely; being ashamed to let repair persons in; having so many possessions that we can't find vital documents, yet unable to resist bringing in even more items.

NOW, I'll begin by reading 2 questions at a time and then we will open for sharing.

To allow as many members as possible to share at this meeting, please limit your shares to **no more than 3 minutes each**. If your share exceeds 3 minutes, I will interrupt and give a gentle reminder to wrap-up your thought.

STEP TWO questions (choose 2 at a time; may be random order; watch the time):

1. What were the insane moments of the past week? In other words, what needs to be restored to sanity?
2. Are you able to move freely in your home?
3. Are you ashamed to let people in?
4. Can you find vital documents?
5. Are you unable to resist bringing in even more stuff?
6. What were the times you felt the effects of Step 2: “Came to believe that a Power greater than yourself could restore you to sanity?”
7. Do you really believe that a Higher Power is ready, willing and able to take the burden of clutter from you?

NOW, I will read the Third Step Prayer:

STEP 3 PRAYER

God, I offer myself to Thee
To build with me and to do with me as Thou wilt.

Relieve me of the bondage of self, that I may better do Thy will.
 Take away my difficulties,
 That victory over them may bear witness
 To those I would help of Thy Power,
 Thy love and Thy way of life,
 May I do Thy will always!

Would someone please read Step Three and the adjoining paragraph twice?

VOLUNTEER READS STEP THREE:

Made a decision to turn our will and our lives over to the care of God, as we understood God.

Step three is deciding to let our Higher Power come into our lives and help us with our clutter problem. By taking this step, we show increased willingness. We let God do for us what we could not do for ourselves. We rely on our Higher Power to guide us and give us strength.

STEP THREE questions (choose 2 at a time; may be random order; watch the time):

1. By the Grace of your Higher Power, what progress have you made in deleting clutter from your lives?
2. Have you really accepted a Higher Power in your life?
3. Do you really feel empowered in dealing with your clutter as a result of CLA?
4. Has it been easier to keep important papers organized - like car or house title than before you joined CLA?
5. Have you found any of the **12 Tools of Recovery**, such as Service, Sponsorship, Meetings, Literature, Bookending, Buddies, Daily Action, Earmarking, Focusing, Streamlining, Telephone, Trust, or have you found the phone lines such as the **Commitment Line** or the **Divine Decluttering Line**, helpful to remove clutter from your life?

(At approximately 8:54pm) I'm _____, the moderator for tonight and we will now break for announcements.

CLA ANNOUNCEMENTS

(Revised April 2021)

The 7th TRADITION states that **“Every CLA group ought to be fully self-supporting, declining outside contributions.”** This Tuesday 8 pm phone meeting has no regular

expenses, yet our World Service Organization does, including those for the website, literature, and our toll free number. We ask that you send contributions to CLA-WSO through our website or send a check to our New Jersey address. Click the link on the website for repeat donations. The web address and WSO address will be given after these announcements.

For Newcomers who would like an individual welcome or for Clutterers wanting to do service for CLA, email phonegroups@clutterersanonymous.org.

CLA **hard copy literature** can be ordered on our website under the “Store” tab.

- Newcomer Packet – includes our **leaflets**, the Newcomers booklet, and the Sponsorship booklet for \$11. These can also be purchased individually.
- Our “**CLA Literature Collection**” book has a purple cover, is 125 pages of CLA literature in one place, and includes the Newcomer Packet. It is available through Amazon for \$7.50.
- Our “**Ten Years of CLArity**” book is available through Amazon for \$12. Please spell out 10 in letters “**T-e-n.**”
- A one-year subscription to our hard copy quarterly newsletter, **CLArity**, is \$12.

CLA **electronic versions** are available for immediate download under the “Store” tab on the website.

- 3 CLA leaflets are free and the other 7 can be downloaded.
- Our “**CLA Literature Collection**” book can be downloaded for \$7.50.
- A one-year subscription to our electronic version quarterly newsletter, **E-CLArity**, is \$8.
- And there are Convention Recordings - CDs and MP3s.

Our CLA website is: www.clutterersanonymous.org. The CLA toll free number is 1-866-402-6685. The New Jersey address is 184 S Livingston Ave., Suite 9-203, Livingston, New Jersey 07039. The toll free number and mailing address are also on the bottom of each web page.

Our Business Meeting is the 2nd TUESDAY of the month. All are welcome to attend. We always need members who are willing to serve as moderators and delegates. (read this if both positions are open.) Presently, both positions are open.

The MODERATOR position is open. The description is:

The moderator position has been filled.

Also, the DELEGATE position is open and the description for that is:

or The delegate position has been filled for the time being.

Does anyone have any brief **20-30 second CLA related announcements?**

Now we will close with the

THE CLA ORGANIZED LIFE SERENITY PRAYER.

God, grant me the serenity of an organized life with leisure time,
The courage to change my habits to ensure these joys,
And the wisdom to be flexible.

... And God grant me Patience for the changes that take time,
Appreciation for all that I have,
Tolerance for those with different struggles,
And the Strength to get up and try again,
One moment, one hour, one day at a time.

Thank you everyone who participated in the Recovery Meeting. Please join me in a Moment of SILENCE before we begin the Fellowship After Meeting where Newcomer questions will be answered. (20-30 seconds)

Red text is to guide the moderator; **NOT** read aloud.

Black text is the script; READ aloud.

Blue text is CLA literature.

Before signing off, the MODERATOR needs to:

1. **Welcome** people to the Fellowship After Meeting by leading the **PRAYER** (format below)
2. Read the **Fellowship Statement** (format below)

(If tonight is your Business Meeting, 2nd Tuesday of the month, see Business Meeting format on page 9)

FELLOWSHIP AFTER MEETING FORMAT

(Moderator says ...) **Welcome** to our Fellowship After Meeting. Please join me in the **“we” version of THE SERENITY PRAYER**

God, grant us the serenity to accept the things we cannot change,
 Courage to change the things we can,
 And wisdom to know the difference.

(Moderator reads...) **FELLOWSHIP STATEMENT**

Please respect our CLA Traditions and keep the focus on CLA related issues only. We do not interrupt each other, nor do we express anger or dissatisfaction toward another member. To create an inclusive sense of community, please invite and welcome each other to participate in CLA related discussions. And while we are more relaxed in our Fellowship After Meetings, please be mindful of the CLA Code of Conduct. By doing this, we express gratitude and appreciation to all members, while we focus on positive progress and hope.

(If the moderator cannot stay, ask for a volunteer to moderate. If no one volunteers, say...) **NOW is the time for the Newcomer.** Would somebody please answer any of the Newcomer’s questions as I am unable to stay. Please use the Round Robin format, if necessary. Good night. 😊

SUGGESTIONS FOR FELLOWSHIP AFTER MEETING

Invite Newcomer’s questions.

Invite exchange of contact information.

Invite brief (20-30 second) commitments of a Focused Action to complete within a stated period of time (for example, the next 30 minutes, the following day, or the coming week).

Invite individual sharing (give gentle reminder at 4 minutes).

Invite suggestions for CLA related topics; no outside issues.

Invite readings of CLA approved literature (give gentle reminder at 4 minutes); no outside literature.

SUGGESTIONS FOR DEALING WITH CHAOTIC/OUT OF CONTROL MEETING

- Moderator **STOPS** the meeting **STOP**
- **CALLS FOR A MOMENT OF SILENCE** MOMENT OF SILENCE
- Lead Prayer **Please unmute and I WILL START THE SERENITY PRAYER.**
- Remind people to **STAY IN THE SOLUTION!**
- No cross talk. Principles before personalities.
- Read Code of Conduct (on website – “Resources” tab).
- Final option is to **MUTE** the line.

CLOSING FELLOWSHIP AFTER MEETING

Please join me in the **“short” version of**

THE CLA ORGANIZED LIFE SERENITY PRAYER

God, grant me the serenity of an organized life with leisure time,
The courage to change my habits to ensure these joys,
And the wisdom to be flexible.

BUSINESS MEETING FORMAT

Revised April 2021

Red text is to guide the Facilitator; NOT read aloud.

Black text is the script; READ aloud.

Blue text is CLA literature.

This is the 2nd Tuesday of the month; it is now time for our business meeting. Who is willing to be of service to Facilitate tonight’s meeting? Who is willing to take brief notes? *(If no one volunteers, the moderator becomes the Facilitator and takes notes. If the moderator cannot stay, someone **MUST** act as Facilitator or the business meeting cannot proceed).*

(Facilitator says...)

Please join in with the **“we” version of THE SERENITY PRAYER.**

God, grant us the serenity to accept the things we cannot change,
Courage to change the things we can,
And wisdom to know the difference.

(Facilitator reads...) **Business Meeting Preamble**

We begin our business meeting, remembering to place principles before personalities. We accept responsibility to speak to each other in a caring and loving way. We trust our Higher Power to guide us personally and then we turn the group conscience vote over to that Power. We recognize that it is better not to continually restate our views -- in order to maintain a clutter-free business meeting. We pray for guidance before we speak and we listen to all minority opinions. After voting we trust any outcome, since we have placed our confidence in our Higher Power to lead us into the decision for our common good. Let us take a moment of silence to reflect on these words.

Tradition 1 - Our common welfare should come first; personal recovery depends upon CLA unity.

Tradition 2 - For our group purpose there is but one ultimate authority--a loving God as expressed through our group conscience.

Tradition 4 - Each group should be autonomous except in matters affecting other groups or CLA as a whole.

Voting Process with Group Conscience in mind: If there is a **MOTION**, the motion maker needs to have it in writing. Ask for a second to the motion. If there is no second, the motion fails. If seconded, motion goes to short discussion. Call for a **VOTE**. Ask for yays (count); ask for nays (count); ask for abstentions (count). Motion passes or fails. If needed, motion may be tabled.

Facilitator needs to keep track of time. If business meeting is not finished in 15 minutes, call for group conscience to extend the meeting.

If business meeting gets chaotic or out of control, table the discussion, move to another motion; OR stop the meeting, ask for a moment of silence followed by a prayer; OR call for a motion to close the meeting. Remind people to STAY IN THE

SOLUTION! No cross talk. Principles before personalities. Read Code of Conduct. Final option is to MUTE the line.

As we proceed with this business meeting, let it reflect group conscience.

- Is the current meeting moderator going to continue the following month? *(If not, then **filling** the meeting moderator position takes precedence. If new moderator voted in, ask for contact info. If no one volunteers, ask this question again before the close of the meeting.)*
- Is our meeting delegate here? Do you have a report? *(If none, Facilitator asks...)* Is there another WSO member here today who is willing to give the WSO report?
- Does our meeting have a delegate? *(If no one speaks up, it's time to **VOTE** a new one in.)* Is someone willing to be our meeting delegate? *(Delegate must be **Voted** in. See **Vote** instructions above. If new delegate voted in, ask for contact info.)*
- Is there any Old Business? *(From previous business meetings or not yet completed. If there is old business, see **Motion** instructions above. Maker of motion needs to have it in writing. If a vote is called, see **Vote** instructions above. If no old business, proceed to the next bullet point.)*
- Is there any New (or other) Business? *(If there is new business, see **Motion** instructions above. Maker of a new motion needs to have it in writing. If a vote is called, see **Vote** instructions above. If no new business, proceed to the next bullet point.)*
- Motion to Close ... *(pause for someone to make the motion)* Will someone second that motion? *(pause)* Hearing no discussion or nays, the motion automatically passes.
- Let's close this meeting with the "we" version of The Serenity Prayer. *(see above **Prayer**)*

NOTE: The Facilitator stays for a few minutes to welcome people to the Fellowship After Meeting by leading the prayer and reading the Fellowship Statement. The Fellowship After Meeting Format begins **on page 8**.