

Notes to the Moderator:

- Everything in green is a heading or reminder to the moderator and not meant to be read aloud
- Please follow the script. No bantering.
- At the end of the meeting there's a place to thank those who shared, read, did service. Please be prepared to write down the names of people doing service and sharing so you can thank them when the time comes
- The timekeeper is responsible for keeping track of the shares. It is up to the moderator to keep track of the clock to be sure we move from section to section at the appropriate time.
- For the phone number exchange at the end of the meeting: Before the close of the meeting, write down the names of people whose numbers have been requested along with the name of the person requesting the number. After the meeting closes, handle the exchange of numbers
- If you would like to print out this format, please do. If you would like to change the appearance (font, size, spacing...) for a printed version that works for you, please copy it to your own drive first.
- Thanks for your service!

1. Greeting:

Hello everyone. My name is _____ and I am an underlearner. Welcome to the "From Hiding and Biting to Shining and Receiving" meeting of UA. At any time during the meeting, you may press Star (*) 6 to mute, or un-mute, your phone.

Serenity Prayer: Please un-mute your phone now and may we have a moment of silence, followed by the Serenity Prayer. God grant me the serenity to accept the things I cannot change, the courage to change the things I can, and the wisdom to know the difference.

Please mute your phones using star six. If you are not speaking or being of service, you may be lovingly muted, for our group purpose.

2. Preamble:

UA is a fellowship of people who share their experience, strength and hope with each other, that they may solve their common problem and help others to recover from compulsive underearning. The only requirement for membership is the desire to stop underearning. There are no dues or fees; we are self-supporting through our own contributions. UA is not allied with any sect, denomination, politics, organization, or institution; does not wish to engage in any controversy; neither endorses nor opposes any causes. Our primary purpose is to stop compulsive underearning, one day at a time, and to help other underearners do the same. We meet every day in this virtual room to hold each other's hand, to embrace each other's soul and to soothe each other's wounds in recovery from compulsive underearning.

For those who wish to read, all the readings can be found in the format for this meeting. Go to WeAreAllUA.org and click on this 11 p.m. meeting, then on "hiding and biting format" to download it.

3. Twelve Steps & Twelve Traditions:

Our program is based on the belief that the foundation of change and recovery from compulsive underearning is to be found in working the Twelve Steps and abiding by the Twelve Traditions, first developed by Alcoholics Anonymous.

Who would be willing to read or recite the Twelve Steps of UA?

Who would like to read the Symptoms of Underearning?

And now who would like to read the Tools of UA?

5. Hiding and Biting

Underearning for most of us involves two behaviors: Hiding and biting. Can I have a volunteer to read: These are Some of the Ways We Bite?

(If no one volunteers, moderator reads).

These are Some of the Ways We Bite

- 1) Upon being offered a chance to be in a reality television show, we say, "I'm an actor, I don't do reality TV."
- 2) When in an acting class, we don't learn the lines to a scene that is assigned and make up reasons for not doing so. Or, we are in grad school and don't do an assignment, justifying why we didn't with excuses.
- 3) Our friend suggests, "You should have your own fashion line, law firm, or yoga studio." We reply, "You're crazy, the market is locked up!" We forget that we discover by doing.
- 4) We're scheduled to show up at an important trade show as the new sales rep to cover a territory and meet the manufacturer we're representing. We don't, and then lie about why we didn't.
- 5) Our client makes a reasonable request and our response is, "That is totally unrealistic!" Or we agree to a request from our client without considering whether it is realistic or not. We later resent them for 'forcing' us to embark upon a project that is

impossible to complete within the time frame and budget we have agreed to.

6) We're in a band, play or choir, and we resent the number of rehearsals and begin to miss them. When asked why, we reply, resentfully, with half-truths and then hide out in a B job. We turn our back on our talents to the point we forget they exist. Then we don't believe we have talent.

7) We start a business without a business plan and when asked why we don't have one, we respond defensively. We then accept the gloom of work we dislike with no concern of where we want to be in the future.

8) We have a creative vision and refuse to take any action steps. This may take the form of not sending out proposals, CDs, resumes, scripts, writing samples, etc.

9) When someone suggests that we should earn more money, we respond with some degree of antagonism and take refuge in excuses about the economy or become "realistic" about how things are going.

10) We usually disappoint our clients by not delivering what we promised, or if we do, it is done with resentment.

6. Chair:

Recovery in UA gives us the opportunity to embrace the opposites of hiding and biting, which are Shining and Receiving. Can I have a volunteer to read: "Shining and Receiving?"

(If no volunteer, moderator reads). Shining and Receiving

- 1) As an actor, when being offered a chance to be on reality TV, we say, "That could be a positive challenge. Let's talk it over."
- 2) We're in an acting class and really feel, "How can I best serve this scene, this class, and the craft of acting?" Then we go home and work with good orderly direction to own the scene. Or we are in grad school and we encourage ourselves, break our assignment into doable pieces, and ask for help when we need it. We show up to class prepared, enthusiastic and on time.
- 3) When a friend pays us a compliment, such as "You should have your own business" we thank them and consider if that suggestion would serve us. We remember that there is always a market for quality work done with commitment and passion.
- 4) We go to networking or industry events or meetings that could advance our vision. We take the risk of presenting our talents openly to others and surround ourselves with positive people who sincerely want us to succeed and want to make a difference for themselves and the world.
- 5) We do attend classes that could bring in more prosperity but we turn over those actions for feedback to our sponsors and action partners.
- 6) We seek out role models, real or fictitious, personal or historical, who embody the qualities we admire, and we act as if we are these people.
- 7) We make sure that we send out with gratitude, proposals, CDs, resumes, scripts, writing samples, etc.
- 8) We remember that our economy is personal and God is our

employer. We know that a feeling of success comes from our own inner satisfaction, not from comparing our achievements to others. We know that everyone's path is different, and we choose not to compare ourselves to anyone else, be it a friend, colleague, or family member.

9) We know that all work is service and we spiritually commit to serve our clients with good orderly direction.

10) Before we start any business, we bring it to an action meeting and take doable actions to foster its success.

8 Meeting Norms:

Tradition Two states, "For our group purpose there is but one ultimate authority — a loving God as is expressed in our group conscience. Our leaders are trusted servants. They do not govern." To maintain the serenity of the meeting, here are some accepted guidelines:

- Please try to focus your sharing on how hiding and biting and shining and receiving impact your life (or on your recovery from any other UA related issues).
- When you share, please tell us your name, and if you're comfortable, your location. This helps to facilitate connection and outreach.
- We do not engage in cross talk, which we define as interrupting, directly addressing another speaker, or commenting on another person's share.
- There is a convention of being able to respond to the qualification during your share. That is an exception to the cross talk courtesy.
- Please be mindful of everyone's need to share. If you shared yesterday, please allow others to share today.

- After everyone has shared, if time permits, second shares will be allowed.
- At 30 minutes we'll take a break for the 7th Tradition and for UA related announcements.
- Before the end of the meeting we will allow time to exchange numbers for reaching out to other members.

To best facilitate sharing, we need a timekeeper. Who would be willing to do that service? Shares are up to three-minutes with a one minute alert at two minutes. Please acknowledge the timekeeper (**timekeeper's name**) by saying Thank You and at three minutes wrap up your share.

Welcome Newcomers: Before we begin, we want to welcome any newcomers to the meeting and acknowledge your being here. It is suggested you attend at least six meetings so you have time to identify with the speakers, begin to absorb the UA concepts, and learn more about the program by exploring the website and making some outreach calls. Are there any newcomers on the line who would like to identify themselves by first name only, and if you are comfortable, your location? Press Star (*) 6 to un-mute and say hello so we may welcome you.

Who would be willing to serve as newcomer greeter after the close of the meeting?

9. (We don't do qualifying shares when we have business meetings so skip to "Invitation to begin sharing" if it's the last Friday of the month or the following Wednesday)

Before we begin sharing we have a qualifier who will share up to 10 minutes on their experience, strength and hope specifically regarding their recovery from Hiding and Biting to Shining and Receiving. Is there an invited speaker for tonight ? (If no response) If not, who would be willing to do this service for us tonight? (Ask the person who offers to qualify how they would like their time and confirm that the timekeeper has heard)

if no one steps up to qualify skip to the invitation to begin sharing:

10. INVITATION TO BEGIN SHARING: Who would like to begin the sharing? We reserve space for 2 people who have not yet shared at this meeting to add their names to the list to share if they wish.

The moderator will leave some space and if no one speaks up, should take other names The offer can be repeated at the next invitation to share.

[After each share, thank the speaker by name before asking who would like to share next. Be sure to write down all who speak, so you can again thank them by name at the end before the phone number requests.]

11. Seventh Tradition & Announcements:

UA has no dues or fees, we are self-supporting through our own contributions, but we do have expenses; for the dissemination of UA literature, the maintenance of its website, and costs incurred by the elected trustees of the UA WSC. Contributions can be made via credit card, PayPal or

Venmo on the UA website at WeAreAllUA.org. We have our own PayPal account to make it possible for our GSR to attend the world service conference. The email address for that PayPal account is uahidebite@gmail.com. Please select “friends and family” when donating so the entirety of your contribution is received by our group.

If you do not use PayPal, you may send a check, money order or cashier’s check to Ila. box 521 Birch Run MI 48415

Please put your email or phone number if you would like to be acknowledged for your contribution.

Please give what you can, but if you can give nothing for now, keep coming back because you are more important than your money.

We hold our monthly business meetings on the last Friday of each month, at the half-time break and on the following Wednesdays.

Are there any UA related announcements? [Thank everyone for announcements]

A reminder: please keep your phones muted using star six when not speaking rather than the mute button on your phone. This helps our dashboard servant keep the meeting safe and quiet. If you are not speaking or being of service, you may be lovingly muted, for our group purpose.

- If there was a qualifier read 11 Invitation to Begin Sharing
 - INVITATION TO BEGIN SHARING: Who would like to begin the sharing? We reserve space for 2 people who have not yet shared at this meeting to add their names to the list to share if they wish.

The moderator will leave some space and if no one speaks up, should take other names. The offer can be repeated at the next invitation to share.

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- [After each share, thank the speaker by name before asking who would like to share next. Be sure to write down all who speak, so you can again thank them by name at the end before the phone number requests.]
- If there was no qualifier, and shares started before the 7th tradition break read:

12. Back to Sharing:

We have about ___ minutes left for sharing. Again, our focus for this meeting is Hiding and Biting, Shining and Receiving, but you may, of course, share on other issues related to your underearning should you feel the need. Who else would like to share?

13. At about 55 minutes - Wrap Up:

That's all the time we have for sharing. I'd like to thank everyone who shared [read names of all who shared] ____, ____, ____, and the qualifier ____ I'd also like to thank ____ for keeping time, ____ on the dashboard, ____ for offering to being the newcomer greeter at the close of the meeting, our speaker seeker ____, and everyone who helped with doing the readings [read names]. And thank you for letting me ____ be of service.

14. Number Exchange:

Before we share actions and close the meeting, we'll exchange names for outreach. If you would like to leave your

number, please say so now. Or if you want to contact someone you heard on today's meeting, please call out their names now and we ask those members to stay on the call, if they are able, until after we say the Serenity Prayer. I will also stay on the line after the meeting's close to facilitate the exchange of numbers. Is there anyone who wants another's number or would like to leave their own?

15. Share Actions: (If time permits. Otherwise, go directly to closing.)

Now we will briefly share some actions we plan to take today, or this week, to overcome underearning, and enrich our fiscal and spiritual solvency. Who would like to share actions?

16. Closing:

In closing, the opinions expressed here today are strictly those of the individuals who gave them. The things you have heard here are spoken in confidence and should be treated as confidential. We do not take outside the meeting who we hear at the meeting. If you try to absorb what you have heard, you are bound to gain a better understanding of the way to handle your problems and begin to change your life. Talk to each other, reason things out with someone else. Let there be no gossip or criticism of one another, but only Love, Understanding and Companionship. Please un-mute your phone by pressing Star (*) 6 and will all who care to join me in saying The Serenity Prayer. God grant me the serenity to accept the things I cannot change, the courage to change the things I can, and the wisdom to know the difference.

17. Phone number exchange:

We'll now exchange phone numbers. Please say your phone number ONE TIME, slowly and clearly. First, we have _____. Your number was requested. (Repeat until all requested numbers are given.)

19. Newcomer Greeter:

We'll now turn it over to the newcomer greeter, _____.
(ONLY if no Greeter, instead say:)

The meeting is now open for fellowship.

The Twelve Steps of Underearners Anonymous

1. We admitted we were powerless over underearning — that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God as we understood God.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked God to remove our shortcomings.
8. Made a list of all persons we had harmed and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.

10. Continued to take personal inventory and when we were wrong promptly admitted it.

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.

12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to compulsive under-earners, and to practice these principles in all our affairs.

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Symptoms of Underearning

1. Time Indifference – We put off what must be done and do not use our time to support our own vision and further our own goals.
2. Idea Deflection – We compulsively reject ideas that could expand our lives or careers, and increase our profitability.
3. Compulsive Need to Prove – Although we have demonstrated competence in our jobs or business, we are driven by a need to re-prove our worth and value.
4. Clinging to Useless Possessions – We hold onto possessions that no longer serve our needs, such as threadbare clothing or broken appliances.
5. Exertion/Exhaustion – We habitually overwork, become exhausted, then under-work or cease work completely.
6. Giving Away Our Time – We compulsively volunteer for various causes, or give away our services without charge when there is no clear benefit.
7. Undervaluing and Under-pricing – We undervalue our abilities and services and fear asking for increases in compensation or for what the market will bear.
8. Isolation – We choose to work alone when it might serve us much better to have co-workers, associates, or employees.
9. Physical Ailments – Sometimes, out of fear of being larger or exposed, we experience physical ailments.
10. Misplaced Guilt or Shame – We feel uneasy when asking for or being given what we need or what we are owed.
11. Not Following Up – We do not follow up on opportunities, leads, or jobs that could be profitable. We begin many projects and tasks but often do not complete them.

12. Stability Boredom – We create unnecessary conflict with co-workers, supervisors and clients, generating problems that result in financial distress.

Tools of Underearners Anonymous

1. Time Recording – We must be conscious of how we spend our time. We keep a written record to increase awareness and support our focus on goals and the actions required to achieve them.

2. Meetings – We attend UA meetings regularly to share our experience, strength, and hope, and to listen, in order to help ourselves and others recover from underearning.

3. Sponsorship – We actively seek sponsorship with someone who has worked the Twelve Steps in UA and is willing to guide us in our recovery.

4. Possession Consciousness – We routinely discard what no longer serves us in order to foster a belief that life is plentiful and that we will be able to provide ourselves with what we need.

5. Service – Giving service is vital to our recovery. It is through service to others, and to the Fellowship, that we keep what has been so generously given to us.

6. Goals Pages – We set goals for all aspects of our lives, write them down, measure our progress and reward achievement.

7. Action Meetings – We organize action meetings with other UA members to discuss our earning concerns and to generate actions that will bring more prosperity into our lives.

8. Action Partner – We connect regularly with action partners regarding earning concerns, in order to provide each other with accountability, continuity, and support.

9. Solvency – We do not debt one day at a time. Debting may lead to underearning, and in turn, underearning may lead to debting.

10. Communication – We contact other UA members to seek support, to diminish isolation, and to reinforce our commitments to action.

11. Literature – We read UA Conference Approved Literature to strengthen our understanding of compulsive disease and the process of recovery.

12. Savings – Saving money demonstrates faith in the future and acceptance of the fact that money is a tool vital to our prosperous vision. We create and follow a savings plan on whatever scale we are able.