

TOTAL SCORE

(maximum 100)

PROGRESS CHART

#	1	2	3	4	
					<<THE NEEDS
					THE STEPS
25					PARTY
24					ASSIST ANOTHER
23					CLEAN UP RESIDUE
22					UPGRADE
21					UPGRADE LIST
20					STANDARD 3
19					STANDARD 2
18					STANDARD 1
17					SELECT 3 STDS
16					ARRANGE SASS 3
15					ARRANGE SASS 2
14					ARRANGE SASS 1
13					SELECT 3 SASS
12					INSTALL 3 BOUND.
11					SELECT 3 BOUND.
10					CHANGE 3
9					CHANGE 2
8					CHANGE 1
7					SELECT 3 CHANGES
6					LIST DISSERVICE
5					LIST NEEDS MET
4					WHO AM I, NOT..
3					WHO AM I, WHEN..
2					WHY IMPORTANT
1					SELECT NEEDS

NeedLess™ Program

VERSION 1.1 2/93

It is possible to have all of your needs permanently met. Now, that might make your life just a bit too effortless, but we hear that people find some rewarding way to fill up the time that is freed up when not chasing needs.

This 3-step program is designed to be used in conjunction with a Professional Coach or in the *NEEDLESS* Workshop. But you can start the process by completing the steps outlined here.

It takes most people about a year to reach the 25-point level for all 4 needs. Have it be a great time in your life. You needn't suffer as you get your needs fully satisfied.

Developed by the staff, trainers and participants of

COACH UNIVERSITY

THE NEEDLESS PROCESS

PURPOSE OF THE PROGRAM

The purpose of the NeedLess process is to help you:

1. Identify what **your** Personal Needs are
2. Understand how to get your Personal Needs met
3. Design an effective system to have them **disappear**

WHAT ARE PERSONAL NEEDS?

Personal needs (vs body needs such as water, food, shelter and love) are those things we must have in order to be our best. One can get through life fairly well **not** having these needs met, but for an effortless, rewarding and successful life, Personal Needs must be identified, addressed and handled.

Many of us spend our lives trying (consciously or not) to get these needs met. At best, we treat the symptoms or get temporary relief from them. This is for two reasons: Most of us assume these needs will "always be with us" and that's "just the way we are." This is not true.

It does take a special technology to handle Personal Needs once-and-for-all. We call that the NeedLess process. Your Professional Coach can assist you to more fully understand the dynamic of needs and the steps to have them disappear.

INSTRUCTIONS

Please read these instructions twice. We have condensed what was a 5-page instruction sheet into a single page, so read carefully and let the subtleties show themselves.

STEP 1 - SELECT 10 NEEDS

Read the list of 200 needs and circle approximately 10 which resonate as a need for you. You are looking for a NEED -- not a want, a should, a fantasy or a wish. A need is a MUST for you to BE YOUR BEST. Part of the first step is to TELL THE TRUTH about what you ACTUALLY NEED. This may be the first time you have ever admitted this to yourself. Some of these you will know innately. Others require some straight looking. PLEASE be willing to "try on" words you might normally skip over. These may be hidden needs. If so, you may have one or more of the following reactions:

- No, no, no; I don't want THAT to be a need
- You can't get to the next word quickly enough
- If that is true, I'd have to change my life a lot!
- Flush, blush or shake when reading the word

Got the idea? Good. Now circle the 10 words which you believe to be Personal Needs. Ask yourself: "If I had this, would I be able to reach my goals and vision without efforting?" (work yes, struggle no)

STEP 2 - NARROW YOUR NEEDS TO 4

We all need a little of everything listed on this page. But we want you to pick the 4 Personal Needs from the ones you circled. You may wish to compare each of your 10 with each other and ask yourself "Now, do I need X or Y? Which ones could I live well without? Which ones, when met, make the other ones not too important?"

Please choose your 4 Personal Needs and write them on the front panel where indicated.

STEPS 1 & 2 NEEDS LIST

BE ACCEPTED

Approved	Be included	Respected
Permitted	Be popular	Sanctioned
Cool	Allowed	Tolerated

TO ACCOMPLISH

Achieve	Fulfill	Realize
Reach	Profit	Attain
Yield	Consummate	Victory

BE ACKNOWLEDGED

Be worthy	Be praised	Honored
Flattered	Complimented	Be prized
Appreciated	Valued	Thanked

BE LOVED

Liked	Cherished	Esteemed
Held fondly	Be desired	Be preferred
Be relished	Be adored	Be touched

BE RIGHT

Correct	Not mistaken	Honest
Morally right	Be deferred to	Be confirmed
Be advocated	Be encouraged	Understood

BE CARED FOR

Get attention	Be helped	Cared about
Be saved	Be attended to	Be treasured
Tenderness	Get gifts	Embraced

CERTAINTY

Clarity	Accuracy	Assurance
Obviousness	Guarantees	Promises
Commitments	Exactness	Precision

BE COMFORTABLE

Luxury	Opulence	Excess
Prosperity	Indulgence	Abundance
Not work	Taken care of	Served

TO COMMUNICATE

Be heard	Gossip	Tell stories
Make a point	Share	Talk
Be listened to	Comment	Informed

TO CONTROL

Dominate	Command	Restrain
Manage	Correct others	Be obeyed
Not ignored	Keep status quo	Restrict

BE NEEDED

Improve others	Be a critical link	Be useful
Be craved	Please others	Affect others
Need to give	Be important	Be material

DUTY

Obligated	Do the right thing	Follow
Obey	Have a task	Satisfy others
Prove self	Be devoted	Have a cause

	BE FREE	
Unrestricted Independent Not obligated	Privileged Autonomous Self-reliant	Immune Sovereign Liberated
	HONESTY	
Forthrightness Sincerity No withholds	Uprightness Loyalty No perpetrations	No lying Frankness Tell all
	ORDER	
Perfection Sequential Right-ness	Symmetry Checklists Literal-ness	Consistent Unvarying Regulated
	PEACE	
Quietness Reconciliation Agreements	Calmness Stillness Respite	Unity Balance Steadiness
	POWER	
Authority Omnipotence Stamina	Capacity Strength Prerogative	Results Might Influence
	RECOGNITION	
Be noticed Regarded well Heeded	Be remembered Get credit Seen	Be known for Acclaim Celebrated
	SAFETY	
Security Fully informed Cautious	Protected Deliberate Alert	Stable Vigilant Guarded
	WORK	
Career Press, push Responsibility	Performance Make it happen Industriousness	Vocation A task Be busy

STEP 3 - DESIGN A SYSTEM TO GET YOUR NEEDS MET

Now that you have your Personal Needs identified, you will want to design a way to have them all met, permanently. This satisfaction system has 3 parts, as described below:

ESTABLISHING BOUNDARIES

A boundary is a line you draw all around you that permits only the behaviors of others which are acceptable and nourishing to you. You may set a boundary of not

allowing anyone to hit you, yell at you, be critical of you, take advantage of you, not show affection, call you only when they need something, interrupt you when you are working etc. You may be permitting these behaviors now for some pretty good reasons (as in justification). But there are no excuses or reasons to let anyone do anything to you that hurts you, distracts you, uses you or dominates you. You will want to establish a boundary which is **MUCH MORE THAN YOU ACTUALLY NEED**. Got that? Be rigorous with yourself on this one. You cannot get your needs met if you are unwilling to set significant boundaries, so no excuses or justifications, okay? **BE SELFISH ON THIS ONE!**

When you set a boundary, you are protecting your heart, soul and what we call Self. So, you cannot be your Self without the protection provided by strong, healthy boundaries. The people who really care about you will honor these boundaries, and will care for you more. But give everyone time to get used to them (like 3 months or so).

GETTING A SELFISH AUTOMATIC SPRINKLER SYSTEM

Once boundaries are identified and installed, the next step is to design what we call a Selfish Automatic Sprinkler System, or SASS. A SASS is just what the term implies. You want your need to be satisfied (watered) whether you're thinking about it or not (automatic). This takes a little creative work to put together - Your Professional Coach has experience with this one and is a good person with whom to brainstorm.

SASS examples include: Getting friends to satisfy your need by saying or doing specific things YOU have designed for them to do, like calling you, including you, doing things for you (that YOU asked for), telling you how they appreciate you, etc. You will want to be shameless in this process of designing and implementing a SASS. It is good to tell the people around you how they can satisfy your needs. And remember, it is only temporary, because when done properly, these needs disappear. You'll NOT have to spend the rest of your life getting your needs watered - you are not a lawn.

RAISING YOUR PERSONAL STANDARDS

After you have started on boundaries and your SASS, begin to substantially raise your Personal Standards. PS's are the behaviors you hold your Self to. By doing so, you become a bigger person. Examples of PS's range from the obvious to the advanced:

- Don't steal
- Speak straight
- Be responsible for how you are heard, not what you say
- Not smoke or abuse your body
- Be early, always; avoid all adrenaline rushes
- Always tell the truth
- Be unconditionally constructive

Set PS's which are a stretch, but not ones which will cause you to fail. You will have plenty of time to upgrade them with the extra energy you receive as your needs become met.

NEEDLESS PROGRAM CHECKLIST

Use this checklist to guide yourself through the program. Fill in the circle when you have *started* on the step. Fill in the circle when you have *completed* the step. Fill in the appropriate box on the Progress Chart on the front page when you have completed the step. Work these 25 steps in order.

Do this process for EACH of the 4 needs you've

chosen as Personal Needs.

!

○ ○ 1. Select the Personal Needs, using the procedure described in Phase 1. Write in the needs at the top of the chart on the first page of this program.

○ ○ 2. Ask yourself "Why is this need important enough to me to be a Personal Need?" Write down 5 specific reasons on a sheet of paper.

○ ○ 3. Ask "Who am I when I get this need met? How do I act? What do I think about? What motivates me? Write down 5 specific examples on a piece of paper.

○ ○ 4. Ask "Who am I not when I don't get this need met? How do I behave? How do I feel about myself? About others? About life? Write down 5 specific responses on a piece of paper.

○ ○ 5. Ask "How well am I getting this need met? What am I doing in my life that permits this need to be satisfied to the point of it disappearing?" Write down 5 specific ways that you are currently satisfying this need.

○ ○ 6. Ask "Where am I not getting this need met? What I am doing that restricts, dishonors or does not give this need the room and nourishment it requires and deserves?" Write down 5 specific things you are doing which don't serve your needs.

○ ○ 7. Ask "What 3 changes would I make in my life in order to fully meet and satisfy this need?" Write down the 3 specific (and probably large) changes to make in the next 90 days. Examples of changes:

- change jobs
- stop smoking
- let go of duties
- let go of the future
- face & handle something tough
- start fully communicating
- get special training
- let go of draining people

○ ○ 8. Make change #1 - permanently.

○ ○ 9. Make change #2 - permanently.

○ ○ 10. Make change #3 - permanently.

○ ○ 11. Ask "What are the 3 boundaries I can install to protect myself so that this need has a chance of getting met? What do I no longer permit others (or situations) to do to or with me?" Write these down on a piece of paper.

○ ○ 12. Install each of these 3 boundaries to a degree greater than you need.

○ ○ 13. Ask "What are the 3 things that people must do FOR me to satisfy this need?" (SASS) Write these down on a piece of paper.

○ ○ 14. Arrange for SASS 1.

○ ○ 15. Arrange for SASS 2.

○ ○ 16. Arrange for SASS 3.

○ ○ 17. Ask "What are the 3 High Personal Standards

which I must honor in order for this need to disappear?" Write these down on a piece of paper.

○ ○ 18. Honor High Personal Standard #1.

○ ○ 19. Honor High Personal Standard #2.

○ ○ 20. Honor High Personal Standard #3.

○ ○ 21. Ask "What must I now upgrade in my life to have this need fully satisfied forever? Come up with 3 substantial changes.

○ ○ 22. Make these changes.

○ ○ 23. Eliminate any residue or clean up anything left from this process.

○ ○ 24. Share this process with a friend and help them get started with it.

○ ○ 25. Throw a party to celebrate your new life.

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