12 STEPPERS

Step 10 Worksheet

Your Daily Inventory Guide

Take inventory in the moment, at the end of each day and every so often, so small problems get handled while they're still small. For AA, NA, Al-Anon, OA, CoDA and other 12 step programs.

What's inside

Before You Begin. The three kinds of Step 10 inventory

Part 1. Spot-Check Inventory, for tough moments

Part 2. Nightly Inventory, with a filled-in example (print as many as you need)

Part 3. Weekly Patterns Tracker

Part 4. Periodic Review Questions

Part 5. Prompt Amends Log

Next Steps and Resources

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BEFORE YOU BEGIN

Three Kinds of Step 10 Inventory

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

Steps 4 through 9 cleaned up the past. Step 10 keeps a new mess from piling up. You keep watching for the same patterns you found in Step 4, and when you get something wrong, you own it quickly.

Spot-check	Any time something knocks you off balance. A minute or two to catch a reaction before it turns into words or actions you'll regret.
Nightly review	Before bed, in a few minutes. Look over the whole day (the good and the bad) and note anything to set right tomorrow.
Periodic review	Monthly, quarterly or on an anniversary, often with your sponsor. Look for patterns, check for complacency and clear anything that's built up.

Tips that keep it working

Keep it short. A few honest lines you actually write beat a long review you skip.

Keep it balanced. Always note what went well. A review that only lists failures becomes a punishment, and most people quit it.

Written or not. Many members review their day mentally. Writing helps you see patterns, especially at first. Ask your sponsor what works for you.

Name it. If you're not sure what's driving a reaction, the free List of Character Defects at 12steppers.org pairs each defect with the asset to practice instead.

PART 1

Spot-Check Inventory

Use this when you're disturbed, upset or about to react. **Pause** before you reply or act. **Check your body**: are you hungry, angry, lonely or tired? **Find your part**, even if it's small. Then **act on it**: admit it, cool down, call someone or let it go.

Spot-check 1 Time: _____

What happened, and what am I feeling?

Am I:

☐ Hungry ☐ Angry ☐ Lonely ☐ Tired

My part, and the defect showing up:

What I'll do now (pause, admit it, call someone, let it go):

Spot-check 2 Time: _____

What happened, and what am I feeling?

Am I:

☐ Hungry ☐ Angry ☐ Lonely ☐ Tired

My part, and the defect showing up:

What I'll do now (pause, admit it, call someone, let it go):

PART 2

Nightly Inventory Example

Here's what one fictional night's inventory might look like. Notice how short the answers are, and that the review includes what went well.

Nightly question	My answer (fictional example)
Resentful?	Yes. A coworker took credit for my idea in a meeting. My part: I stewed about it all afternoon and snapped at my partner at dinner.
Selfish?	Took the last of the coffee and didn't make more.
Dishonest?	Told my boss the report was almost done. I hadn't started it.
Afraid?	Worried about money. Avoided opening the bank app instead of looking at it.
Do I owe an apology?	My partner, for snapping. Apologized before bed. My boss: I'll give an honest status tomorrow.
Kept something to myself?	Had a strong urge to drink on the drive home. I'll tell my sponsor tomorrow.
What I did well	Went to my home group. Called a newcomer to check in. Took a walk at lunch instead of stewing more.
Tomorrow I'll	Tell my boss the truth about the report, open the bank app and call my sponsor.

Before you start each night

Review constructively. Don't drift into worry, remorse or beating yourself up. If something's too big for tonight, write a note to call your sponsor and let it rest until morning.

PART 2

Nightly Inventory

Date: _____ Print a copy of this page for each night.

Today, was I...		Where, and what was my part?
Resentful?	☐ Yes ☐ No	
Selfish?	☐ Yes ☐ No	
Dishonest?	☐ Yes ☐ No	
Afraid?	☐ Yes ☐ No	

Do I owe anyone an apology? Who, and when will I make it?

Is there something I'm holding on to that I should talk over with my sponsor?

What went well today, and who did I help or encourage?

What brought me peace today, and what took it away?

Tomorrow I'll:

PART 3

Weekly Patterns Tracker

Each night, check any defect that showed up and any asset you practiced. After a few weeks, the patterns will tell you what to bring to your sponsor and to Steps 6 and 7. Week of: _____

WATCH FOR (defects)	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Pride and ego							
Resentment and anger							
Fear and worry							
Dishonesty							
Selfishness and self-seeking							
Self-pity and shame							
Envy and jealousy							
Control and judgment							
Sloth and putting things off							
Excess (food, spending, screens)							
People-pleasing and isolating							

PRACTICE (opposite assets)	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Humility, teachability							
Forgiveness, patience							
Courage, trust							
Honesty							
Generosity, consideration							
Gratitude							
Being happy for others							
Acceptance, open-mindedness							
Diligence, follow-through							
Moderation, balance							
Honest about my needs, connected							

PART 4

Periodic Review

Do this monthly, quarterly or on a sobriety anniversary, ideally with your sponsor. Date: _____ Reviewed with: _____

1. How am I making time for reflection each day? What gets in the way?

2. Which defects keep showing up on my tracker and nightly inventories? What does that pattern tell me?

3. Are there people, places or old patterns that put my recovery at risk? How am I guarding against them?

4. Am I still working my program as hard as I was a year ago, or have I started coasting?

5. What does a balanced life look like for me now, and where is it slipping?

6. What did making amends teach me that I can use every day? Is anything left undone?

PART 5

Prompt Amends Log

When your inventory shows you were wrong, admit it promptly and note it here. Bigger amends deserve the planning in the Step 9 worksheet.

Date	Who	What I did	When I admitted it	How I set it right / follow-up

NEXT STEPS

Keep Going and Find Support

Step 10 isn't something you finish. It's a habit you keep. Pair your nightly inventory with Step 11's prayer or quiet reflection, and bring your periodic review to your sponsor.

Read the Step 10 Literature Free Online

- Alcoholics Anonymous World Services. "Chapter 6: Into Action." *Alcoholics Anonymous (PDF).* Step 10 directions and the nightly review, pages 84 to 86.
- Alcoholics Anonymous World Services. "Step Ten." *Twelve Steps and Twelve Traditions (PDF).* Pages 88 to 95.
- Narcotics Anonymous World Services. "How It Works." *Narcotics Anonymous.*
- 12steppers.org. "Step 10 Worksheet With Questions." *12steppers.org.* Examples, FAQs and a guide to all three kinds of inventory.
- 12steppers.org. "List of Character Defects and Their Opposites." *12steppers.org.* Name what you're seeing and the asset to practice instead.
- 12steppers.org. "Step 9 Worksheet With Questions." *12steppers.org.* Plan bigger amends with your sponsor.

Support

- 988 Suicide and Crisis Lifeline. "988 Lifeline." *988lifeline.org.* Call or text 988 any time.
- Substance Abuse and Mental Health Services Administration. "SAMHSA's National Helpline." *SAMHSA.* Free and confidential, 24/7: 1-800-662-4357.

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