



**How to Break Free
From The Affair!**

How to Get Your Personal Needs met

Coaching Material

From Coach University

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By Dr. Robert Huizenga - Providing tips, information and personal guidance on breaking free from the affair

Discover how the affair in your marriage may be the best thing that ever happened to you.

Visit my site: <http://www.break-free-from-the-affair.com>

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PROGRESS CHART

Date	Points (+/-)	Score
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

THE NEEDLESS PROGRAM 100-POINT CHECKLIST

#	A	B	C	D	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 Standards
16					Arrange SASS 3
15					Arrange SASS 2
14					Arrange SASS 1
13					Select 3 SASS
12					Install 3 Boundaries
11					Select 3 Boundaries
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

GIVE YOURSELF CREDIT AS YOU GET POINTS FROM THE 100-POINT PROGRAM. FILL IN COLUMNS FROM THE BOTTOM UP.

NeedLess Program™

VERSION 3, 4/99

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 Program. 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 U, INC.

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 **vanish**.

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 vanish.

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?" Choose your 4 Personal Needs and write them on the front panel.

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

STEP 3 - CREATE 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. But there are no excuses or reasons to let anyone do anything to you that hurts you, distracts you, uses you or commands your attention. You will want to establish a boundary which is **MUCH MORE THAN YOU ACTUALLY NEED**. Be rigorous with yourself on this one. You cannot get your needs met if you are unwilling to set significant boundaries, so no excuses, 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.

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 vanish.

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 - to become a bigger person. Examples of PS's range from the obvious to the advanced: • Don't steal • Always tell the truth • Speak straight • Be unconditionally constructive • Be responsible for how you are heard, not what you say • Not smoke or abuse your body • Be early, always; avoid all adrenaline rushes

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 square 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 vanishing?" 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 • face & handle something tough • stop smoking • start fully communicating • let go of duties • get special training • let go of the future • 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?" List these on 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 vanish?" List these on 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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