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.

INTELLECTUAL PROPERTY NOTICE

This material and these concepts are the intellectual property of Coach U, Inc. You may not repackage or resell this program without express written authorization and royalty payment. The exception is that you may deliver this program to single individuals without authorization or fee. If you lead a workshop, develop or deliver a program to a group or company based on or including this material or these concepts, authorization and fees are required. You may make as many copies of this program as you wish, as long as you make no changes or deletions of any kind.

Instructions for this program are on the last page.

PROGRESS CHART

<table>
<thead>
<tr>
<th>Date</th>
<th>Points (+/-)</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NEEDLESS PROGRAM

100-POINT CHECKLIST

<table>
<thead>
<tr>
<th>Sections</th>
<th>#</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>25</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>24</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>23</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>22</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>21</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>19</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>18</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>17</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Give yourself credit as you get points from the 100-point program. Fill in columns from the bottom up.
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 that 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 were 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 that you believe to be Personal Needs. Ask yourself: "If I had

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
Permitted
Cool

Be included
Be popular
Allowed

Respected
Sanctioned
Tolerated

TO ACCOMPLISH

Achieve
Reach
Yield

Fulfill
Profit
Consume

Realize
Attain
Victory

BE ACKNOWLEDGED

Be worthy
Flattered
Appreciated

Be praised
Complimented
Valued

Honored
Be prized
Thanked

BE LOVED

Liked
Held fondly
Be relished

Be desired
Be adored
Be adored

Esteemed
Be touched

BE RIGHT

Correct
Morally right
Be advocated

Not mistaken
Be deferred to
Be advocated

Honest
Be confirmed
Understood

BE CARED FOR

Get attention
Be saved
Tenderness

Be helped
Be attended to
Get gifts

Cared about
Be treasured
Embraced

CERTAINTY

Clarity
Obviousness
Commitments

Accuracy
Guarantees
Exactness

Assurance
Promises
Precision

BE COMFORTABLE

Luxury
Prosperity
Not work

Opulence
Indulgence
Taken care of

Excess
Abundance
Served

TO COMMUNICATE

Be heard
Make a point
Be listened to

Gossip
Share
Comment

Tell stories
Talk
Informed

© 2001, coachville.com | 500+ forms and checklists for life and business at www.coachingforms.com
TO CONTROL
Dictate to Command
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,

**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

© 2001, coachville.com | 500+ forms and checklists for life and business at www.coachingforms.com
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.


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 am I 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.


15. Arrange for SASS 2.


17. Ask "What are the 3 High Personal Standards which I must honor in order for this need to vanish?" List these on paper.


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.

---

*Form courtesy of and copyrighted by Coach U, Inc., [www.coachu.com](http://www.coachu.com) | FB302*