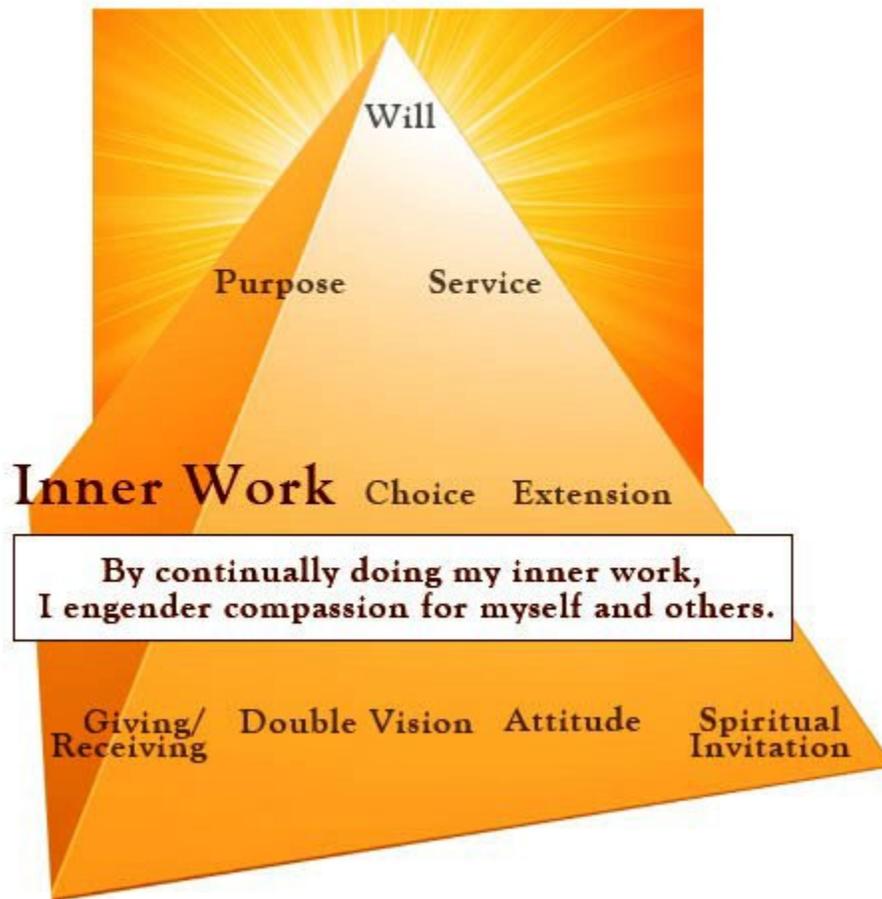


# The Clarion Way

## UNIVERSAL TRIBUTE FOUR – *INNER WORK*

*Accessing Compassion*



## UNIVERSAL TRIBUTES COURSE

Institute for the Advancement of Service  
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The Universal Tributes courses are based upon the teachings of Susan S. Trout's four books, available for free PDF download on the Institute's website ([www.showanotherway.org](http://www.showanotherway.org)): *Born to Serve: The Evolution of the Soul Through Service*; *The Awakened Leader: Leadership as a Classroom of the Soul*; *The Clarion Call: Leadership and Group Life in the Aquarian Era*; and *To Show Another Way: How to Learn, Heal, and Serve at a Time of Crisis on Planet Earth*.

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## UNIVERSAL TRIBUTE FOUR COURSE

### *INNER WORK: Accessing Compassion*

#### Course Description

*We do not “get better” so much as we let go of the judgements we hold against ourselves.  
This inner work itself is our service; we serve as we work on our own healing.*

~ from *Born to Serve*

#### WHAT MAKES THIS COURSE UNIQUE

This course provides inner work practices that specifically awaken and strengthen having compassion for oneself, for all sentient beings, and for the planet, and that support the expression of this compassion through action.

#### PURPOSE

To explore inner work as a way for individuals to nonjudgmentally observe life experiences that can lead to increased compassion for themselves and others

#### BENEFITS

1. To support and further the study of your inner state through engaging in inner work
2. To learn more about the psyche and the spirit through inner work
3. To use psychological and spiritual practices that promote healing of the psyche and spirit
4. To learn from life experiences that support the development of compassion for self and others

#### CHOOSING TO WORK WITH THIS COURSE

Are you looking for a way to be more comfortable within yourself? Do you want to strengthen your inner life and expand your inner work? Would you like to have tools to help understand your psyche and that of others through “spiritual eyes”? Do you tend to have strong reactions? Are you easily triggered? Have you learned to observe your reactions without judgment? Would you like to learn to respond from your True Self? Are you looking for ways to learn more about spiritual gifts?

This course invites you to devote yourself to beginning (or deepening) your spiritual journey using the psychological-spiritual tool of the Universal Tributes. As a universal and cohesive philosophical framework, the Tributes focus on ten essential aspects of one’s life journey: will, purpose, service, inner work, choice, giving and receiving, extension, double vision, attitude, and spiritual invitation. The Tributes are intended to serve as a gentle entry into witnessing and working consciously with your inner state while relating to those in your personal, family, and work life.

The word “tribute” describes the intentionality and quality of one person’s relationship with another person. Being in the presence of another human being and having an opportunity to serve them is a tribute, a gift. In

giving a tribute, one holds all one gives, says, or does in a spirit of gratitude, respect, and honor. The framework of the Ten Universal Tributes is a way to learn how to unify personal healing and service.

There are ten discrete Universal Tributes Courses, each designed to work with one Tribute and its Tenets for one month. The suggested one-month timeframe for each Tribute allows you to work with the material and integrate its teaching at a gradual pace. The Universal Tribute Course on *inner work* supports you in accessing compassion, understanding, and the practice of **Tribute Four: By continually doing my inner work, I engender compassion for myself and others.**

## Objectives

1. To become acquainted with the Ten Universal Tributes
2. To study the concepts in Tribute Four
3. To observe and recognize inner state through inner work
4. To observe the role of inner work and compassion with respect to self and others
5. To learn more about the experience of compassion for self and others and to deepen inner work through meditation, contemplation, and self-inquiry

## Topics Covered

- The Ten Universal Tributes as a Spiritual Roadmap
- Tribute Four and Tenets: *By continually doing my inner work, I engender compassion for myself and others*
- Understanding and Practicing Inner Work
- Understanding and Practicing Compassion

## Recommendations for how to best study this course

- Read portions of *Born to Serve* by Susan S. Trout, PhD, as indicated throughout the course materials. *Born to Serve* can be downloaded in PDF format from the Institute's website ([www.showanotherway.org](http://www.showanotherway.org)). You may also request a free hard copy of the book by emailing [info@showanotherway.org](mailto:info@showanotherway.org).
- Follow the recommended study steps and complete the reading and worksheet assignments. The course was designed to be completed in one month and it is recommended you spend at least one month on each of the ten Tribute courses or whichever of the ten courses you choose to study. (It is recommended that you only work with one Tribute course at a time.)
- Spend approximately one-half to one hour each day to complete the course.
- Apply the course material in your personal and work life. Practice is essential!
- Repeat the course or spend more time on any section to deepen your work with the course materials.

## Recommended Study Steps

1. Read Information Handout 1-1, *Universal Tributes: A Spiritual Roadmap* (pp. 7-8)
2. Read Information Handout 1-2, *Tribute Four and Tenets* (p. 9)
3. Read *Born to Serve*, Part Three, "Introduction, Structure, and Study Guide," pp. 235-240
4. Work with Support Tool Worksheet 1-1, *Partnering with Tribute Four: Suggestions* (p. 10)
5. Read *Born to Serve*, "Service as Charity," pp. 60-66

6. Complete Support Tool Worksheet 1-2, *Inner Work* (p. 11-14)
7. Read *Born to Serve*, “Service and Spiritual Traditions,” pp. 53-54
8. Complete Support Tool Worksheet 1-3, *Compassion* (pp. 15-17)
9. Complete Support Tool Worksheet 1-4, *Course Check-In* (p. 18)

### **Suggested Schedule of Weekly Study Steps**

Week One: Steps 1-4; Week Two: Steps 1-2, 4-6; Week Three: Steps 1-2, 4, 6-8; Week Four: Steps 1-2, 4, 8-9

### **Suggestions for Daily/Weekly Study**

- **Daily:** Spend a minimum of 10 minutes in meditation or “silent time”
- **Daily:** Keep a journal for the written exercises and for your reflections about Tribute One and its Tenets
- **Daily:** Practice the Centering Exercise and Witnessing Exercise described in *Born to Serve* (pp. 246-247)
- **Weekly:** Each week throughout the month, focus on one or two of the tenets of Tribute Four (perhaps choosing a different tenet each week). Write out the tenet and place it where you will notice it several times a day. In the evening or before bed, reflect on the day, noticing how the tenet has guided or framed your day.

## UNIVERSAL TRIBUTES: A Spiritual Roadmap

### Information Handout 1-1 (WEEKS ONE through FOUR)

The Ten Universal Tributes and their Tenets, received as inspired teachings by Susan Trout in 1990:

- Show us how to shift our thoughts, actions, and words in order to look within rather than without for wholeness. In this way, the Tributes provide a roadmap for becoming self-responsible. They are an inherent aspect of the foundational teachings of *The Soul and Service Trilogy*.<sup>1</sup>
- Serve as a guide for actualizing the unity of personal healing and service
- Address the quality of the inner state of the server and the relationship of the server's inner state to the quality of service
- Use the word "tribute" to describe the intentionality and quality of our relationships with others. Being in the presence of another human being and having an opportunity to serve them is a tribute, a gift. In giving a tribute, we hold all we give, say, or do in a spirit of gratitude, respect, and honor.
- View life from a cohesive philosophical framework that can guide us through significant changes in our lives
- Form a philosophical framework that provides knowledge about psychological and spiritual development and offers ways to practice that knowledge in daily life
- Provide guidance for learning and practicing self-responsibility for thoughts, actions, and words
- Provide a sense of purpose and meaning to the ebb and flow of our lives by offering us sustenance, reassurance, acknowledgement and honor
- Can be practiced in any order

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<sup>1</sup> *The Soul and Service Trilogy* by Susan S. Trout is comprised of three books: *Born to Serve: The Evolution of the Soul Through Service*, with a Foreword by His Holiness the Dalai Lama; *The Awakened Leader: Leadership as a Classroom of the Soul*; and *The Clarion Call: Leadership and Group Life in the Aquarian Era*.

## THE TEN UNIVERSAL TRIBUTES

1. My life goal is to align my will with Divine Will and to increase the time I function in this state of Higher Knowing. (Key Word: WILL)
2. I know my chosen life's purpose is in alignment with a Higher Purpose for me when I am inspired and when I experience the joy, spontaneity, and gratitude of service. (Key Word: PURPOSE)
3. Divine Will works through me as me when I have no attachment to the form of the task and no expectations of outcome. (Key Word: SERVICE)
4. By continually doing my inner work, I engender compassion for myself and others. (Key Word: INNER WORK)
5. With honesty and kindness, I take responsibility for my own choices and allow others to do the same. (Key Word: CHOICE)
6. I use each encounter as a reflection of either a remembrance of Divine Love or a grievance I continue to hold against myself or another. (Key Word: EXTENSION)
7. I acknowledge the reciprocal relationship between giving and receiving, understanding that both are essential for the wellbeing of myself and others. (Key Word: GIVING and RECEIVING)
8. I see the external reality of a situation as well as seeing beyond it to the personal lessons, inner strength, and spiritual essence of myself and others. (Key Word: DOUBLE VISION)
9. I support my healing process and that of others with patience, gentleness, and unconditional acceptance. (Key Word: ATTITUDE)
10. I accept the reality of the presence of Divine Love within my own mind and invite others to accept that same Love within themselves. (Key Word: SPIRITUAL INVITATION)

## **TRIBUTE FOUR and TENETS**

### **Information Handout 1-2 (WEEKS ONE through FOUR)**

#### **TRIBUTE FOUR**

**By continually doing my inner work, I engender compassion for myself and others.**

#### **TENETS**

1. Inner work is a moment-to-moment, day-after-day, year-after-year, lifelong commitment and process.
2. When I genuinely do my inner work, denied parts of myself reveal themselves for purposes of integration and purification.
3. While engaging in my inner work, I invite my higher consciousness to aid me in the purification of my lower consciousness.
4. The fruits of my inner work are reflected in the quality of my inner state and manifest in the world through selfless service.
5. Inner work is psychological and spiritual in nature; meditation, contemplation, and self-inquiry facilitate my process.
6. I cannot have compassion for another without first having compassion for myself; consciously striving to have compassion for others strengthens having compassion for myself.
7. To be compassionate means to observe, but not identify with, the suffering of myself and others.
8. Compassion and truth are two major spiritual gifts I offer to those I serve.

## **PARTNERING WITH TRIBUTE FOUR: Suggestions**

### **Support Tool Worksheet 1-1 (WEEKS ONE through FOUR)**

**Purpose and Directions:** To experience greater ease in integrating and practicing Tribute Four and its Tenets in daily personal and work life, use the tools and suggestions below.

#### **Suggested Schedule for Your Month's Work with Tribute Four**

- **Daily** – spend a minimum of 10 minutes in meditation or “silent time”
- **Week 1** – Read “Part Three, Unveiling the Soul: Introduction, Structure, and Study Guide” in *Born to Serve*, complete Study Steps 1 through 4, work with at least one suggestion below to integrate and practice Tribute Four and its Tenets, and read *Information Handouts 1-1* and *1-2* at least two times per week.
- **Week 2** – Read “Service as Charity” in *Born to Serve*, complete *Support Tool Worksheet 1-2*, continue using suggestions of your choice from the selections below, and read *Information Handouts 1-1* and *1-2* at least two times per week.
- **Week 3** – Read “Service and Spiritual Traditions” in *Born to Serve*, complete *Support Tool Worksheets 1-2* and *1-3*, continue using suggestions of your choice from this Worksheet, and read *Information Handout 1-1* and *1-2* at least two times per week.
- **Week 4** – Complete *Support Tool Worksheets 1-3* and *1-4*, continue using suggestions of your choice from the selections below, and read *Information Handouts 1-1* and *1-2* at least two times per week.

#### **General Suggestions (can be used throughout the course)**

- Keep a journal for the written exercises and for your reflections about Tribute Four and its Tenets
- Do the breathing and Relaxation Exercise (see *Support Tool Worksheet 1-2*) as needed before the study steps and throughout the day.

#### **Specific Suggestions (select one or two each week)**

- Sing or chant Tribute Four and its Tenets while walking.
- Use the Reframing Exercise on page 259 in the “Study Guide” of *Born to Serve*.
- Do a Mandorla Drawing as described on page 256 in the “Study Guide” of *Born to Serve*.
- Seek out poetry, quotations, song lyrics, art, cartoons, and/or other creative media that reflect the meaning of Tribute Four and its Tenets.

## INNER WORK

### Support Tool Worksheet 1-2 (WEEK TWO; Repeat in WEEK THREE)

## TRIBUTE FOUR

**By continually doing my inner work, I engender compassion for myself and others.**

### Supportive Tenets

The following tenets of Tribute Four support the theme of Inner Work:

- Tenet 1: Inner work is a moment-to-moment day-after-day, year-after-year, lifelong commitment and process.**
- Tenet 2: When I genuinely do my inner work, denied parts of myself reveal themselves for purposes of integration and purification.**
- Tenet 3: While engaging in my inner work, I invite my higher consciousness to aid me in the purification of my lower consciousness.**
- Tenet 4: The fruits of my inner work are reflected in the quality of my inner state and manifest in the world through selfless service.**
- Tenet 5: Inner work is psychological and spiritual in nature; meditation, contemplation, and self-inquiry facilitate my process.**

### What Is Inner Work?

In the glossary of *The Clarion Call*, the third book of *The Soul and Service Trilogy*, Susan Trout defines inner work and explains its purpose as follows:

[Inner work is] the use of psychological and spiritual tools and practices to willingly explore personal motivations and mental models; doing inner work incorporates a view of life as a classroom with unlimited opportunities to heal and be healed – physically, emotionally, and mentally.

When we choose to do inner work, we create the space for ourselves, as well as others, to learn and grow. With inner work, obstacles to our personal growth begin to fall away and we naturally extend our inner healing to others. But doing inner work, such as meditation, journaling, contemplation, dialoguing, drawing, guided mediation, and other techniques, is similar to embarking on a physical exercise program. The regular application of the exercise builds strength through gradual increases in the difficulty and repetition of the exercise.

The Support Tool Worksheets in this course, on the Institute's website, and in Part III of *Born to Serve* offer many suggestions, exercises, resources, and tools for inner work. As you work with these materials, issues and emotions may arise for which you may wish to seek professional assistance to support you in this work. You may also find the following “Breathing and Relaxation Exercise” helpful. This exercise, as well as the centering and witnessing exercises on pages 246-248 in *Born to Serve*, expand our psychological space and enable us to connect with our inner strength and wisdom.

With the appropriate support tools and, in some cases, professional help, we can learn to be self-responsible and to live from our true selves.

### **Breathing and Relaxation Exercise**

Doing inner work may well trigger past memories, present anxieties, and future worries that seem too much to bear. Your breath is always with you and can become a gift in learning to release and be fully present. Under tension and stress, it is common to find that our breathing becomes shallow and quickens in pace. When we breathe fully using our diaphragm (and even into our abdomen), there is more energy to face what is before us. Learning to breathe from the top to the bottom of our lungs releases tension from the body, emotions, and mind.

To practice knowing what deep breathing is, place one hand on your chest and one hand on your abdomen. As you inhale and exhale, feel the hand on your chest rise and fall. Next, feel the hand on your abdomen rise and fall. Both hands move up and down. As you breathe more fully into your lungs, the hand of the abdomen will move more and you will feel increased energy as your lungs fully expand.

Do the Breathing and Relaxation Exercise before you begin your work with the questions in the Self-Inquiry Exercise below. The Breathing and Relaxation Exercise should also be used prior to your work with the Support Tool Worksheets in the remainder of this course. (You might find it helpful to record this exercise so that you can listen to it with eyes closed and experience it on a deeper level.)

Assume a comfortable sitting or lying down position. Breathe slowly and naturally, not forcing your breath.

Breathe in deeply and slowly. (pause)

Breathe out slowly and steadily. (pause)

Relax and be open. (pause)

Breathe in the present. (pause)

Breathe out the past. (pause)

Relax and be in the now. (pause)

Breathe in deeply and slowly. (pause)

Breathe out slowly and steadily. (pause)

Relax and be open. (pause)

Breathe in the present. (pause)

Breathe out the past. (pause)



3. How does this event remind me of an event/interaction earlier in my life?

4. What inner work do I need to do to support my healing about this event/interaction?

5. How did my inner work about this event/interaction serve me?

6. How did my inner work about this event/interaction serve others?

## COMPASSION

### Support Tool Worksheet 1-3 (WEEK THREE; Repeat in WEEK FOUR)

#### TRIBUTE FOUR

**By continually doing my inner work,  
I engender compassion for myself and others.**

#### Supportive Tenets

The following tenets of Tribute Four support the theme of Compassion:

- Tenet 6: I cannot have compassion for another without first having compassion for myself; consciously striving to have compassion for others strengthens having compassion for myself.**
- Tenet 7: To be compassionate means to observe, but not identify with, the suffering of myself and others.**
- Tenet 8: Compassion and truth are two major spiritual gifts I offer to those I serve.**

#### Exploring and Opening to Compassion

Have you ever been judgmental about a person's behavior and later have those feelings immediately dissolve upon hearing the person talk about his or her traumatic childhood? Or, have you ever seen an injured animal in the middle of the road and reacted by stopping the traffic so you could retrieve the animal and take it to a wild life sanctuary? Have you ever heard about a natural disaster and known immediately that you needed to canvas your neighborhood for clothing or supplies to be sent to families? If so, you have experienced compassion and simultaneously discerned what appropriate action you wanted to take.

Compassion is not something we develop. Rather, it is always present within each of us. Compassion spontaneously arises within us when conditions are such that it naturally and effortlessly emerges from our unconscious and we become aware of its presence. However, we need to use discernment in order to select an appropriate action. That is, in order to take compassionate action, we must first discern what action is appropriate before we carry it out. An appropriate action is one that shows compassion for ourselves and others. Acts of compassion are often simple, direct, and immediate. They may also be outwardly or inwardly expressed. The first paragraph has outward examples. Examples of inward actions might be prayer, loving kindness, or holding a safe emotional space. Whether our actions are outward or inward, we are compassionate whenever we give the right thing, in the right way, for the right reason, and at the right time.

Compassion simply means to suffer with. How can we strengthen our ability to "suffer with"?

- By being willing to be with our own pain and opening our hearts to our suffering, we can be with the pain of others. Walking in another's shoes opens our heart, allowing us to give what is needed in any situation.

- By listening from and with our hearts, we can have compassion for our self and others. We gain the energy of courage. Courage supports us to go forward even when it is difficult and there are painful obstacles.
- By relating to others from and with our heart, we gain understanding and deeper insight. Insight comes from combining the heart's awareness with the head's understanding to accept the situation as it is and gain wisdom. Wisdom – when acknowledged and accepted – brings discernment as to the right action to take in a given situation.
- By engaging in regular and consistent inner work and having a spiritual practice, we become aligned with our Higher Self. This allows compassion to become a way of living our life.

Opening to compassion and using discernment to take the right action is an ideal manifestation of the balance of head and heart. The more we do healing work that supports the opening of our heart, the more we experience true compassion and take right action.

### **Breathing and Relaxation Exercise**

Before reading The Nature of Service section below and working with the Self-Inquiry Exercise that follows, do the Breathing and Relaxation Exercise in Support Tool Worksheet 1-2.

### **The Nature of Service**

The Introduction in Chapter One, “The Nature of Service,” in *Born to Serve* begins with a story that happened in Susan Trout’s young life:

*During a Midwestern storm of rain, hail, lightning, and thunder, my mother stopped at the grocery store and asked me to run in for a loaf of bread. As I prepared to get out of the car, I noticed little Janie running down the street. She wore her usual tattered clothes and her bald head, the result of some condition unknown to me, was unprotected from the hail. Many of our schoolmates teased her, judging her as inferior because of her poverty and appearance. I jumped out of the car and gave her my raincoat. She put it over her head and continued running.*

*I remember thinking, “I am here to help others.” I was ten years old.*

### **Self-Inquiry Exercise**

Contemplate Susan Trout's story above, then reflect upon and journal on the questions listed on the next page.

1. A situation in which someone showed me compassion that expanded my understanding of life was when:

2. In what way have I been able to show this understanding of compassion to others?

3. How is my emotional, mental, and spiritual wellbeing related to my being compassionate toward myself and others?

## COURSE CHECK-IN

### Support Tool Worksheet 1-4 (WEEK FOUR)

**Directions:** Journal on the following questions.

1. In the month I have been working with this course, in what way have I developed in my understanding of myself and others by doing inner work?
  
  
  
  
  
  
  
  
  
  
2. In working with this course, what inner conflict have I been able to resolve that applies inner work and compassion?
  
  
  
  
  
  
  
  
  
  
3. Having completed this course, in what ways do I better understand its title: “Inner Work: Accessing Compassion?”

*Continuous inner work provides the only way to address the denied parts of oneself through which one habitually has served. By removing the veil of unfinished business, one opens the way for the Divine Will to manifest. The fruit of this unceasing inner work matures into deepened compassion for self and others.*

*~ from Born to Serve*