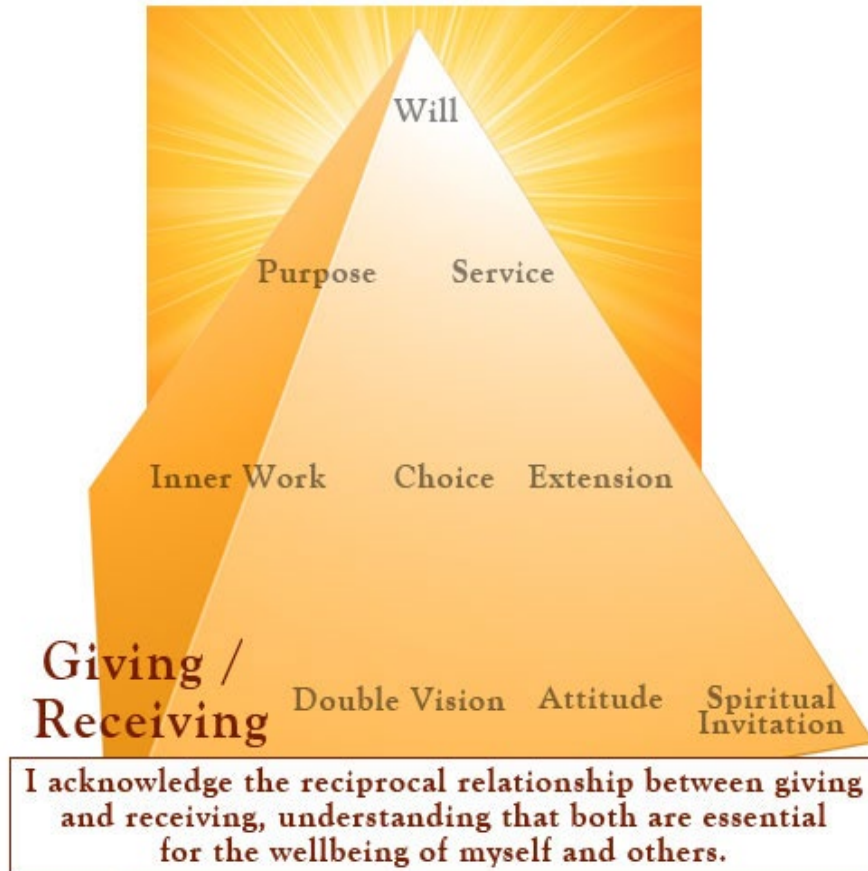


# The Clarion Way

## UNIVERSAL TRIBUTE SEVEN – *GIVING AND RECEIVING*

*Bringing Comfort to Myself and Others*



## 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 SEVEN COURSE

### *GIVING AND RECEIVING: Bringing Comfort to Myself and Others*

#### Course Description

*The inability to fully receive arises from the ego's need to defend itself against love.*

~ from *Born to Serve*

#### PURPOSE

To explore unconscious assumptions about giving and receiving and become aware of selfless service as the ultimate purpose of one's spiritual journey.

#### BENEFITS

1. To understand the reciprocal relationship between giving and receiving and the necessity for both
2. To raise awareness of the hidden assumptions held about giving and receiving
3. To recognize the fundamental role of a healthy relationship to giving and receiving from a spiritual perspective
4. To learn about and taste the experience of selfless service

#### CHOOSING TO WORK WITH THIS COURSE

Do you sometimes wonder what the point is of all the work you do? Do you become discouraged, angry, or resentful when your work does not produce results or when you are not appreciated? Do you feel you are in the world to be of service but are unsure of what form your service should take?

Do you find it difficult to receive? Do you give out of a sense of obligation? Do you give and give and give, becoming burned out from your service? Would you like to have tools that help you change your inner state to allow you to see giving and receiving from a larger spiritual perspective?

This course invites you to devote yourself to beginning (or deepening) your spiritual journey using the psychological-spiritual tool of the Ten 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 *giving and receiving* supports your understanding of the relationship between giving and receiving through the understanding and practice of **Tribute Seven: I acknowledge the reciprocal relationship between giving and receiving, understanding that both are essential for the wellbeing of myself and others.**

## Objectives

1. To become acquainted with the Ten Universal Tributes
2. To study the concepts in Tribute Seven and its Tenets
3. To understand the reciprocal relationship between giving and receiving
4. To become aware of unconscious beliefs, attitudes, and assumptions about giving and receiving
5. To explore giving and receiving through the concept of *seva*, or selfless service

## Topics Covered

- The Ten Universal Tributes as a Spiritual Roadmap
- Tribute Seven and its Tenets: I acknowledge the reciprocal relationship between giving and receiving, understanding that both are essential for the wellbeing of myself and others.
- Understanding the Reciprocal Relationship Between Giving and Receiving
- Uncovering Mental Models of Giving and Receiving
- Understanding and Practicing *Seva*, or Selfless Service

## Recommendations for how to best study this course

- Read portions of *Born to Serve* by Susan S. Trout 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.
- 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*
2. Read Information Handout 1-2, *Tribute Seven and Tenets*
3. Work with Support Tool Worksheet 1-1, *Partnering with the Tributes: Suggestions*
4. Read *Born to Serve*, "The Urge to Serve" (pp. 15-17), the introduction to "The Laws of Service" (pp. 18-19), and read about "The Law of Receiving" (pp. 21-22);  
OPTIONAL: Read from *To Show Another Way*, "Service as an Altar of Devotion" (pp. 253-256)
5. Complete Support Tool Worksheet 1-2, *Mental Models of Receiving and Giving: Self-Inventory*
6. Read *Born to Serve*, "Service as Purification," "Service as Devotion," and "Synthesis" (pp. 66-70)
7. Read Information Handout 1-3, *Seva, or Selfless Service*

8. Complete Support Tool Worksheet 1-3, *Practicing Seva*
9. Complete Support Tool Worksheet 1-4, *Course Check-In*

### **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 Seven 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 Seven (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 (Study Step 1)

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, PhD, 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 SEVEN and TENETS**

### **Information Handout 1-2 (Study Step 2)**

#### **TRIBUTE SEVEN**

**I acknowledge the reciprocal relationship between giving and receiving, understanding that both are essential for the wellbeing of myself and others.**

#### **TENETS**

1. To receive and not to give results in an implosion of my energy, leading to narcissism and continued unmet needs.
2. To give while refusing to receive strengthens the arrogant belief that others are not worthy to give and that others, not I, need to receive.
3. I give to others by allowing myself to receive.
4. I am renewed and revitalized when I give selflessly; when I give, I am also being given to, I am receiving.
5. My experience of the outer world mirrors my inner beliefs concerning abundance and scarcity.
6. I am unconsciously giving and receiving all the time; the more conscious I am of the level on which I give and receive, the more helpful my giving and receiving is to the wellbeing of myself and others.
7. When I give, my energy moves outward and I manifest the fruits of my healing energy in the world.
8. Giving and receiving are human qualities that need nurturing and developing in early childhood and throughout life.

## PARTNERING WITH TRIBUTE SEVEN: Suggestions

### Support Tool Worksheet 1-1 (Study Step 3)

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

#### Suggested Schedule for Your Month's Work with Tribute Seven

- **Daily** – spend a minimum of 10 minutes in meditation or “silent time”
- **Week 1** – Complete Study Steps 1 through 3. Work with at least one suggestion below to integrate and practice Tribute Seven and its Tenets. Keep Tribute Seven and its Tenets (Information Handout 1-2) with you to reflect on throughout the day, or spend some time reflecting on the Tribute and Tenets during a morning and evening review.
- **Week 2** – Complete *Support Tool Worksheet 1-2*. Continue using suggestions of your choice from the selections below. Continue the practice of reflecting on Tribute Seven and its Tenets throughout the day, or reflect on the Tribute and its Tenets during a morning and evening review.
- **Week 3** – Journal on the questions in Step Two of *Support Tool Worksheet 1-2* a second time, choosing a different statement (or statements) from the self-inventory than you worked with during Week 2. Continue the practice of reflecting on Tribute Seven and its Tenets throughout the day, or reflect on the Tribute and its Tenets during a morning and evening review.
- **Week 4** – Read Information Handout 1-3 and complete *Support Tool Worksheet 1-3*. Practice *seva* throughout the week for various tasks, reflecting on your experiences in your journal. Continue the practice of reflecting on Tribute Seven and its Tenets throughout the day, or reflect on the Tribute and its Tenets during a morning and evening review. Complete the final Course Check-In (*Support Tool Worksheet 1-4*) at the end of the week.

#### General Suggestions (can be used all month)

- Keep a journal for the written exercises and for your reflections about Tribute Seven and its Tenets
- Do the Centering Exercise and Witnessing Exercise found on pages 246-8 in *Born to Serve*. You might wish to record this exercise in your own voice and let your voice guide you, as these exercises are meditations. Do the Centering and Witnessing Exercises as needed before embarking on the study steps in this course, as well as throughout the day.

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

- Use body movement such as dance or acting out to express the meaning of the Tribute or a Tenet and to improve your memory of its message
- Make an acronym from the first letters of keywords as a way to remember the Tribute or Tenets
- Express the meaning of the Tributes and Tenets artistically by making a collage, drawing, painting, sculpting, writing poetry, or composing a song.

## MENTAL MODELS of RECEIVING and GIVING: SELF-INVENTORY

### Support Tool Worksheet 1-2 (Study Step 5)

**Purpose:** To complete a self-assessment of your own mental models, or hidden assumptions, of giving and receiving

**Directions:** Read the information on mental models, complete the self-inventory, and journal on the inquiry questions below.

To fully benefit from completing an inventory of your underlying beliefs regarding giving and receiving, set aside ample time for reflection and journaling on the inventory statements and how they apply to your life and relationships – at work, at home, and in your service. It is strongly recommended that you work with this Support Tool Worksheet on an ongoing basis over the rest of the month, observing/witnessing your beliefs regarding giving and receiving as they play out in your everyday life and journaling about your experiences.

### Understanding and Recognizing Mental Models

Mental models are images, assumptions, inferences, beliefs, and attitudes we carry in our minds about ourselves, others, institutions, words, concepts, and every aspect of the world. Mental models are based on our conclusions about what we observe and how we interpret our experiences. Mental models began forming in early childhood as our way to try to make sense out of our experiences and the world. They are typically unconscious and reside in our personal and collective shadow. We can experience conflict in our outer lives (at home, at work, etc.) when we act out of our mental models.

Working with our mental models significantly impacts the quality of our work, our service, and our relationships. Our task is to surface our mental models through a process of reflection and self-inquiry that minimizes defensiveness. Our goal is to choose or generate truer, healthier mental models. Short-term change in everyday mental models accumulates over time and we gradually change long-term, deep-seated, outmoded beliefs that no longer serve us.

### Step One: *SELF-INVENTORY*

**Directions:** Rate the following statements, which reflect mental models of giving and receiving, **based on how true they are for you at this time, not based on where you would like to be.** Be as honest as you can. Center and engage your Witness, using the marks to the left of each inventory item to rate yourself:

- +++ Is true for me all the time.
- ++ Is true for me 3/4ths of the time.
- + Is true for me 1/2 of the time.
- Is true for me 1/4 of the time.
- Is true for me occasionally.
- Is never true for me.

- I find it easier to give than to receive.
- When I receive something, I feel obliged to give in return.
- I give (money, gifts, time) because I feel I "should." (This could relate to holiday gifts, giving to charity, serving on a board, working at a homeless shelter, helping out at my child's school, cooking dinner for a sick colleague, etc.)
- I feel uncomfortable receiving compliments, and tend to discount or deflect them.
- I expect others to "return the favor" when I send holiday cards or give holiday gifts.
- I tend to relate the concepts of giving and receiving to material things rather than to my state of being or to the giving of myself to others.
- When I think of service, I think about serving in a soup kitchen or teaching literacy. I do not apply the concept of service to my work or daily life.
- I tend to give to others what I want for myself rather than give myself what I want.
- I feel guilty when others give to me.
- I don't really need anything.
- I don't have time to care for myself.
- I feel unappreciated for what I give and for how much I give.
- I expect a specific outcome or result of my work or my service and become angry or discouraged when that outcome does not come about.
- I feel that those I serve take my energy and emotional health away from me.
- I believe certain forms of giving are superior to others.
- It is better to give than to receive.
- I give my best self to those outside my home, treating them with greater respect and compassion than I do my own family.
- I feel important because I can give something special that people need and do not have.
- When others prove incompetent to do something, I offer to do it for them – and am sometimes rebuffed by them for doing so.
- I tell people what I feel they need to hear or change, whether they ask for my advice or not.
- I feel validated when someone needs me.

- I must sacrifice myself and my needs in order to save others or help the less fortunate.
- I give in order to receive recognition, awards, or to make people think I am competent, smart, or generous.
- I feel as if I never have enough.
- I don't see how, by practicing self-care for my physical, emotional, and spiritual needs, I am giving to others as well as myself.
- I am not aware that there is an innate creative force within me that guides my life and inspires my desire to give.

## Step Two: *INQUIRY QUESTIONS*

**Directions:** Choose one or two statements from the self-assessment that ring strongly true for you. Write it (or them) here. Then answer the following inquiry questions with regard to this statement(s).

1. What experiences from my childhood or early life might have shaped this belief in me?
2. Consider what mental model, or hidden assumption, is lurking beneath your chosen statement.

Here are some examples of statements from the inventory and their corresponding mental models:

1. **Statement:** I am not aware that there is an innate creative force within me that guides my life and inspires my desire to give.  
**Mental Model:** I don't *really* believe – or trust – that I am loved or supported by God, my guardian angel, or any higher power beyond what I can see. I have to do it alone/I am alone.
2. **Statement:** I give (money, gifts, time) because I feel I "should."  
**Mental Model:** Giving is a sacrifice: if I give to another, I won't have enough for myself.

What do I feel is the assumption or hidden belief behind the statement I have chosen? (Re-reading the pages in *Born to Serve* listed in Study Step 4 may help to identify the mental model.)

3. Copy out Tribute Seven in the space below. Select a Tenet from Information Handout 1-2 (Tribute Seven and Tenets) which could serve as a healing "correction" or antidote to the mental model you have chosen to work with in this step. Copy the Tenet below as well.

How might this Tenet serve as an antidote or "corrective" to my mental model?

What would it be like to adopt this Tenet as a NEW, truer, healthier mental model for my life and relationships?

**Step Three:** Print a second copy of Step Two of this Worksheet. During Week Three, select a different statement or two from the self-inventory that also has a strong resonance for you. Answer the questions again, journaling on the newly selected statements you have chosen.

## **SEVA or SELFLESS SERVICE**

### **Information Handout 1-3 (Study Step 7)**

*Seva* is the Sanskrit word for selfless service: giving free of personal desires or hidden motives. When we practice selfless service, we experience the profound truth that giving and receiving really are reciprocal. The purity of our desire to serve selflessly, to surrender to the will of the Divine, washes away resentment, anger, feelings of superiority or inferiority, and the sense of being separate from others and from God. We touch feelings of bliss, joy, and a profound lightness of being.

*Seva* is also referred to as True Service. Practicing True Service is a state of high consciousness, and is a combination of self-effort and Divine Grace. Although the word *seva* comes from Eastern spiritual traditions, virtually all spiritual paths acknowledge the concept of this highest level of giving and receiving in the service of mystics and saints. Even though such service may seem unreachable to those of us less advanced on our spiritual journey, our desire and subsequent *intention* to *practice seva* sets in motion the alchemical shift in our inner state which allows us to taste this experience ourselves.

When we decide to practice service as *seva* – remembering that service could be our work, our relationship with our spouse or children, any menial task, or, indeed, any act at all – we begin to take responsibility for our inner state in relation to those we serve. Those we serve reflect back to us the nature and quality of our inner state, aspects of our unfinished business, and reminders of the reality of Divine Love. This mutuality of giving and receiving is essential for our emotional and spiritual wellbeing.

When we are able to truly practice *seva*, service begins to be an **altar of devotion**. We feel the first inkling of the oneness of *doing* and *being*, of acting *in* the world while not being *of* it, of loving others, and of the bliss of love for the Absolute. The goals when serving others are to listen to our Inner Voice, to see the inner strength and rich resources of others, and to have no expectations of outcome. By understanding service as an altar of devotion, we increasingly take responsibility for our perceptions and choices and hold the reality of the presence of Divine Love within ourselves and others. Through practicing service with the desire and intention to practice service as *seva*, we are healed, becoming more and more capable of responding to others with understanding and compassion.

A common mental model of *seva* is that, by surrendering to the Divine, we must sacrifice our individuality and/or our own needs. This assumption fails to recognize that surrendering to the Divine allows us to be suffused with Divine energy, or the Life Force, which dissolves self-preoccupation and the false needs of the ego, allowing the True Self to emerge. False needs of the ego include the need to be recognized for our service; the need to "get the task done" above all else; not recognizing that it is not the form of the task, but the state we are in when we do it, that really matters; and feeling pride or specialness for what we may see as our advanced state of spiritual evolution.

When we practice *seva*, it is as if we make an inner announcement to God that we are striving to achieve a state of true purity of motive. Divine Grace hears the call, bringing up all our unhealed emotions and thoughts to purify them in the high spiritual frequency of this commitment. As you practice *seva*, notice your inner state. Continue to surrender your thoughts and feelings – "good" and "bad" – to the altar of

devotion. Release attachment to outcome. Allow yourself to receive the Divine Grace that flows back to you through this practice. Be open to receiving the gifts of practicing *seva* as you give yourself to your service.

## PRACTICING *SEVA*, or SELFLESS SERVICE

### Support Tool Worksheet 1-2 (Study Step 8)

**Purpose:** To learn about the concept of *seva*, or selfless service, and practice *seva* in select activities.

**Directions:** Read Information Handout 1-3 and complete the exercise below. Repeat the exercise during the week with different tasks and journal on your experiences.

**Step One:** Select a task that is a routine part of your daily life. You might choose something you do not particularly enjoy doing. Some examples might be:

- Going to the grocery store
- Cleaning the house
- Doing a routine task at work
- Preparing a meal
- Folding laundry

**Step Two:** Carry out the task as *seva*. Place the task on the altar of devotion. Complete the task with a sense of great love, or try to maintain a state of authentic gratitude as you do it. Let go of any resistance. Act as if there is nothing on earth you would rather do than this task.

**Step Three:** After completing Step Two, journal on the following inquiry questions.

1. Practicing *seva* frequently brings up 'negative' feelings, such as anger, boredom, resentment, resistance, exhaustion, etc. Which of these or other "negative" emotions arose in the process of my *seva*?

How did I deal with those feelings?

What other feelings emerged during my *seva*?

Did I notice any change in my inner state from when I have done this task in the past?

2. Choose one or two Tenets from Tribute Seven which are the most relevant to your experience of doing *seva*. Copy them below.

In what way do these Tenets support my practice of selfless service?

**Step Four:** Practice *seva* throughout the week on various tasks. Try to do at least one task a day as *seva*. Continue to place it on the altar of devotion. Can you surrender your "stuff" for the period of your *seva*? Journal on your experiences and reflections.

## COURSE CHECK-IN

### Support Tool Worksheet 1-4 (Study Step 9)

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

In what way has my understanding of the reciprocal relationship between giving and receiving developed during this past month?

How during this time have I come to understand the concepts of giving and receiving as *seva*?

*A pure, God-centered inner state resides within all of us. Living with an attitude of selfless service is the reflection of this state and the ultimate purpose of our respective spiritual journeys. We are born to learn how to serve the Inner Self, the God-Self within ourselves and others, and in this way to live in the consciousness of the True Self.*

~ from *Born to Serve*