

## Fourth Key - Clearing

Now we have identified what an NP is and we wish to be rid of one.

Clearing is the secret to freeing ourselves from all the NPs we have that plague our lives, our relationships and our health.

*Welcome to Clearing*

### **Introduction**

By now, most of us will have identified a negative belief, attitude, behaviour, reaction or pattern that we wish to clear or dis-create. This is one of our Negative Personalities or NPs. Maybe we are plagued with negative thoughts that will not go away.

It is amazing how those subtle, unspoken negative thoughts have a silent but devastating impact on those around us. Clearing them instantly changes our world.

*Yes even thinking a negative thought affects those close to us.*

Learning to self-clear is an amazing tool. It means that anytime, anywhere, we can clear one of our negative personalities. From now on, any of life's experiences which trigger NPs can be turned into positive learning experiences. Each time we return from Clearing, we learn to be ourselves. We can reconnect with our

#### *Fourth Key - Clearing*

“spirit” or “presence” and we can maintain our presence in difficult circumstances.

The following techniques work. We just need to be prepared to repeat them again and again until they are mastered.

*We can be free of negative thoughts and behaviour.*

*The negativity of others will no longer affect us.*

*It's a great feeling!*



*Fourth Key - Clearing*

3. Write down how the above incident made you feel. What emotion was involved? (Anger frustration, sadness, fear etc)

---

---

---

---

---

---

---

---

---

---

4. Write down exactly in your body where you feel it?

---

---

---

---

---

---

---

---

---

---

5. With your eyes closed allow yourself to experience the emotion. Really feel it. Take your time. When you feel it dissipate, go to the next step.

6. Ask yourself the question “What is the negative decision I am making about myself?”

*Fourth Key - Clearing*

Make it an “I statement” e.g. I am angry, frustrated. I do not love myself. I fear rejection. I am alone. I am not good enough. I hate anger. I hate losing. I am a bad person. I am not lovable. I like to be in control. I am a bitch. I am weak, I am useless. There are many negative decisions we have made about ourselves which need clearing.

---

---

---

---

---

Your NP is being stimulated so you can clear it. This is how you become more yourself (present, calm, happy etc) as you go about your day. Once an NP is cleared you may be tested again and again by those closest to you. This helps you become totally free of that old NP.

*Trust this process*

My NP1 is:(Most Important)

---

---

---

---

---

---

---

---

---

---



## **The Clearing Process (Self Clearing)**

Go to a place where you will not be disturbed.

### **Step 1:**

Write down the negative decision you have made about yourself from “The Pre-clearing Process”, e.g. “I’m not lovable”.



Figure 16

This is a visualization of you in your NP

---

---

---

---

---

---

---

---

---

---

## *Fourth Key - Clearing*

### **Step 2:**

Write down its personality. Write down how it behaves and how it feels. Say why it reacts the way it does and why it thinks the way it does. Write about it as if it is separate to you. It is!

For example you might say “My NP is angry.” or “My NP withdraws.” or “My NP does not want to talk to anyone.”

---

---

---

---

---

---

---

If while writing down your NP’s personality, an emotion is triggered, stop, and take the time to allow yourself to experience that emotion. For example, you might feel anger, frustration, hurt, or fear. Once the emotion dissipates, return to writing down its other personality traits.

Sometimes as you write the negative personality traits of one NP, another NP may become apparent. For example, if your NP is “I’m not good enough,” as you write it down the NP “I’m not worthy,” or “I’m not lovable,” may be triggered.

If this occurs you have four options:

- 1) Continue to clear the NP
- 2) Decide which NP is the most important and clear that first
- 3) Clear both NPs in a sequence
- 4) Decide that all the negative beliefs are part of the one NP and clear that.

### **Step 3:**

As you are writing down your NP’s personality, close your eyes, write more, and then close your eyes again. With your eyes closed, focus

## Fourth Key - Clearing

on what you have written. A shape will form in your mind. It might be a box, a picture frame or a cloud shape. It could be any shape and you will see it outside your body. See Figure 17.

If you do not see a shape, just keep writing down more of the NPs personality. If a shape just doesn't come go to Step 4.

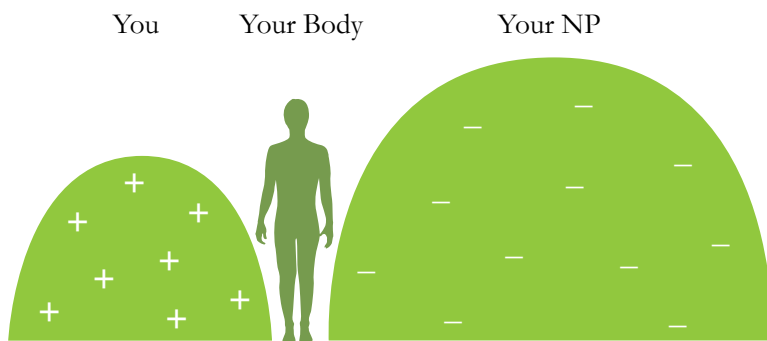


Figure 17  
Your NP has separated from you.

### Step 4:

Now you have your NP separate from “You.” It is ready to be cleared. This is done by visualizing, with eyes closed, the NP which is generally larger than you. Then visualise yourself. You may be a bright spot or a calm feeling close by. Go back and forth looking first at the NP's shape, and then back at yourself, and then back at the NP again. As this process goes on, the NP will begin to shrink and you will expand as in Figure 18.

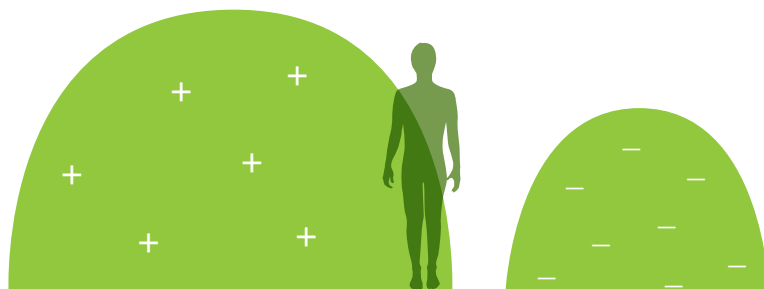


Figure 18

### *Fourth Key - Clearing*

You will begin to align with your body and feel relaxed, happy, calm and relieved. The NP will disappear, and you will expand and fill your body as in Figure 19.



Figure 19

You have cleared your NP. You are your true self again

#### **Step 5:**

Now you feel happier, calmer and more relaxed. This is you. You have just re-entered your body. Let this new feeling fill your body. Your body is getting to know what you feel like so when something causes you to leave your body again, it will alert you. Visualize this relaxed, calm feeling filling every cell of your body, especially the area where you were holding the old negative emotion (e.g. your stomach or neck). Visualise this feeling expanding outside your body so that it can influence those in your world. See Figure 20



Figure 20

You are present. You are in the Now!



## *Fourth Key - Clearing*

### **Step 7:**

Write down how the real you (the calm, happy, relaxed, tolerant you) would have handled the event, situation or person.

e.g.: “I would have been relaxed, I would have listened. I would have expressed my opinion in a more relaxed way. I wouldn’t have taken myself so seriously”.

---

---

---

---

---

---

---

---

---

---

### **Step 8:**

Re-visit the event, situation or person. How do you feel about it now?

---

---

---

---

---

---

---

---

---

---



## *Fourth Key - Clearing*

### **The Background:**

Mary comes in for a session. She continually gets frustrated and angry with her mother. Her mother treats her like a child, and she can't do what she wants. She is twenty-four. Her Mum wants her to do things her way.

**Keith:** Tell me about an incident when you become frustrated or angry with your mother.

**Mary:** I rang my mother the other day. I was excited; I had a new boyfriend. I told her he was 35, had one child and was a plumber. My mother replied, "He's not right for you. Why don't you go out with someone younger, someone who is more your own age?"

**Keith:** How did this make you feel?

**Mary:** Angry . . .frustrated. My mother doesn't trust me and she always disagrees with me. I feel I never do anything right.

**Keith:** Where do you feel this anger and frustration?

**Mary:** It is in my stomach.

**Keith:** Allow yourself to totally experience the feeling.

(Mary becomes silent and allows herself to totally experience the anger. Soon, the feeling releases from her.)

**Keith:** How do you feel now?

**Mary:** I feel calmer and more peaceful.

**Keith:** In order to react to your mother's opinion about your boyfriend the way you did, what is the negative decision you made about yourself? Make this an "I" statement?

**Mary:** "I am not good enough."

**Keith:** Tell me about the negative personality you have that has you believe you are not good enough. How does it behave? Why does it think the way it does? Keep your eyes closed.

**Mary:** I look for approval from my mother.

**Keith:** Talk as if the NP is separate from you.

**Mary:** It looks for approval from my mother plus others. It never feels good enough; it dresses down and never looks its best. It goes out with partners that are rough, uncaring and insensitive. It does not think nice boys will like it. It is

*Fourth Key - Clearing*

always seeking approval from others by its achievements. It does not look after its body; it wants people to like it. This makes it feel better about itself.

- Keith:** Does your NP have a shape?  
**Mary:** Not yet?  
**Keith:** Then tell me more about its negative personality.  
**Mary:** It puts up with abuse from people. It doesn't feel it deserves better.  
**Keith:** Do you have a shape?  
**Mary:** Oh yes, it is a blob in front of me; it's very big. It seems to go on forever.  
**Keith:** Can you see yourself? You will be a bright spot somewhere close by?  
**Mary:** Oh yes, I am behind my body and the blob is in front of me.  
**Keith:** How big are you?  
**Mary:** Very small!  
**Keith:** How big is the blob or NP?  
**Mary:** Very large!  
**Keith:** How big are you?  
**Mary:** Small.  
**Keith:** How big is the blob?

This communication goes back and forward, and the blob begins to shrink and the "you" begins to grow.

- Keith:** How big are you now?  
**Mary:** I feel very big.  
**Keith:** How big is the blob?  
**Mary:** It has completely disappeared.  
**Keith:** How do you feel right now?  
**Mary:** I feel calm, relaxed, relieved, and happy.  
**Keith:** Let this feeling fill your body; expand this feeling out around you. This is how the "real you" feels. What has been the impact on your life of this NP that had you believe you are not good enough?  
**Mary:** It has had me not looking after my body, putting up with

### *Fourth Key - Clearing*

abuse in my relationships, and not trusting myself. I have been doing things to please others, particularly my mother. I have done many things that didn't feel good to me which have got me into trouble.

**Keith:** Anything else?

**Mary:** No

**Keith:** How would the "real you" have handled the situation with your mother?

**Mary:** Oh I would have just listened, accepted her opinion and decided for myself what I wished to do. I would have been happy to have a different opinion to my mother.

**Keith:** How do you feel about the situation with your mother?

**Mary:** I am ok with it now. She will meet my new boyfriend soon, and I feel confident he would win her over. He is a nice guy and we love each other.

**Keith:** You are now clear of that NP.

Now we can see what happens when other people disagree with our opinions. Notice how you respond next time. That will be the test. You may need to clear this NP again and again until it is completely gone. One day you will realize that you are completely free of it.

Occasionally the NP stops shrinking and may appear to become very dense. It just won't budge. If this happens, more determination may be needed from you. You may need to check whether you really want to clear this NP or not? You can always decide to keep an NP a little longer.

#### *Use more determination.*

During a clearing session, NPs can manifest which block the clearing process.

We may think:

- I can't do this
- I can't make this work
- I will never be free of this NP
- I am not strong enough
- I am not good enough

## Fourth Key - Clearing

If any of these thoughts enter our consciousness, we can stop the clearing process and clear these NP's first. They will be triggered any time we try something difficult or new. They are blocking progress in our lives but we can clear them just like any NP. If all else fails seminars and one-on-one trainings are available.

*This technique works. There is a way to make it work in our lives.*

Now!

- Repeat the “The Clearing Process” for the NP2.
- Then repeat it again and again for each NP you have written down
- Keep a diary handy to write down anything that triggers a negative reaction in yourself

Make sure you list:

- The story
- The emotion
- The negative decision you made about yourself in order to react the way you did
- What was it about the situation that you did not want to feel
- Perhaps go to “The Clearing Process” again and again

*Keep going. You may have many of these NPs.*

### **Variations on “The Clearing Process”**

The basic principle of clearing is separating ourselves from our NPs, and then dis-creating them. We need to understand how and why they behaved the way they did, and how we could have reacted differently.

If the previous technique has not worked, we can try these variations.

#### **Variation 1:**

Go back to Step 2 in The Clearing Process. Sometimes just listing

## *Fourth Key - Clearing*

or talking about the NP, will lift it off you. All of a sudden you will feel calm and relaxed. You have just cleared the NP; you have finished steps 3 and 4 instantly. Just continue The Clearing Process from Step 5.

### **Variation 2:**

Sometimes, as you talk about the NP, you do not get a shape, and the NP does not separate from you. Ask yourself, “Do I really want to clear this NP?” We do not always have to clear an NP. Sometimes we may want to hold onto it a bit longer. The section on “Negative behaviour on automatic” (do the associated exercise) might be helpful.

We are meant to free of our NP’s, so we need to persist. Body and Brain health can also have a big impact on our ability to perform “The Clearing Process”.

*Calmness, peacefulness and happiness are normal.*

## **Intuition Drill**

Learning to use our intuition can help make the decision making process more successful. Trust in our intuition comes with practice. Many decisions are made while we are experiencing an NP; often the outcomes of such decisions are costly. The first step when we are in an NP is to clear it.

Once we are out of our NP, feeling calm and relaxed, we are ready for the intuition drill. This process can put us in touch with our intuition so that we do not always try to solve problems with our logical mind.

### **Step 1:**

List the difficulty or problem about which a decision needs to be made, e.g. “I would like to open my own business as a landscape gardener” or “Which school should I send my child to.”

## *Fourth Key - Clearing*

Sometimes a decision or action you wish to take triggers an NP. For example you may tell yourself “I doubt myself.” or “I fear making decisions, and I hate making decisions.” If this is the case, stop this process and go to Clearing first.

### **Step 2:**

Now you’re feeling relaxed, calm and confident, list the possible answers to your problem.

e.g. Should I open my own business? Option 1 – Yes. Option 2 – No.

### **Step 3:**

Again, if the thought of any decision triggers an NP such as doubt or fear, clear it.

When you feel calm and relaxed, imagine yourself taking option one, and then option two. Ask yourself if the first option makes you feel better, worse, or if there is no change. Do this for all your options and cross out all the options that create no change or make you feel worse. Keep repeating the process until you have the one option that makes you feel the best.

This is the option you take; your intuition has worked for you.

For example you might tell yourself: “Yes, I will start my own business, but I can feel this thought is triggering an NP. The NP might be “I fear failure,” “I’m afraid of making a mistake,” or “I’m afraid of the responsibility.” Now you need to clear that NP.

A subsequent decision may be, “Will I start the business now?” Option 1 – Yes. Option 2 – No.

There may many decisions that need to be made. “How will I start the business?”

Keep using the intuition process. You will get quicker. Sometimes you will know instantly the right course of action.

#### **Step 4: ACTION**

Action is vital. Ask yourself “What action do I need to take to make my option happen?” If the thought of going into action triggers an NP you may need to clear it. Then go into action and observe the result. Repeat the intuition process to uncover subsequent steps.

*Action is how you make your dreams become your reality.*

*Improving relationships and better health are confirmation that your NP's are clearing.*

### **Trust your Feelings**

One of the great mistakes we make is that we do not trust our intuition. We might feel something or our intuition picks up an insight, but we turn to someone close to us, and ask if they feel the same things. When they reply, “No, it’s in your imagination”, we believe them, not our own intuition.

Always trust your own feelings or intuition.

People may not agree with us. Maybe we will need to agree to disagree. If we feel we do not have enough information to be totally certain about what our intuition is telling us, we need to be patient. More information will soon become available.

We need not change our minds because someone tells us to. We do not always need the confirmation of others.

*Trust yourself, not others.*

### **Unpicking an Event**

Every situation, event, person or circumstance that triggers an NP in us is an opportunity for personal growth.

It often feels uncomfortable but it is great. We will be stronger, better people on the other side.

## Fourth Key - Clearing

### Try this:

Carry a diary (a piece of paper will do) make a short note to yourself

### For example you might write:

Mum rang and she said. . . . . I felt angry, resentful, sad . . . . etc

I was at a meeting and Peter said . . . . . I reacted. . . . .

A person came into the shop today angry about a product. I felt. . .

There are thousands of interactions or events that trigger our NP's. By unpicking each triggered NP, huge gains can be had every day. This is why self clearing is such a wonderful skill. Once you have written down the story of what happened to trigger your NP, you can clear it.

Step by step, event by event, we can learn to handle life's difficulties more calmly, happily and with more tolerance and understanding.

For example, we may get to the point where we can say: "I can't believe it. Mum rang and I didn't react to her criticism. I was just able to listen to it whilst understanding she has my best interests at heart. I just thanked her for her opinion and got on with my day. I have cleared that angry NP that thought all feedback was criticism and reacted accordingly. Now I feel so much happier."

*Persist, persist and persist, because you will be tested again.*

When we are free of an NP, really free, all the tests in the world will not trigger it. We will know the difference.

*When it comes to personal growth, unpicking an event is pure gold!*

Sometimes an event, situation or person can trigger very quickly a series of NP's one after the other. We may need to clear up several NPs in a sequence. We just need to be patient and persist. It works.

## **The Dis-Creation Cycle**

Often after clearing, an NP may not leave us immediately or completely. The influence a Negative Personality has over us can vary, and as it is cleared, we can often notice a series of steps by which its influence is lessened. This is referred to as “The Dis-Creation Cycle” and it has four observable stages.

1. Acting it out
2. Talking, just using words
3. Only thinking about it
4. Being completely free of it.

### **1. The Acting Out Stage**

If we are in the acting out stage, our behaviour can change instantly with the correct stimulation. It appears that we have no control over it and often we just accept the NP as the way we are. It massively affects our lives, health and relationships. The first step to clearing this NP right out of our lives is deciding to stop that behaviour right now.

So with will power we gain some control over it and we stop: your bucket point row is to far out

- Hitting people
- Abusing people
- Being unfaithful
- Lying
- Taking drugs (recreational)
- Drinking excessively
- Stealing from others
- Yelling at people

The negative influence the NP is having on our lives begins to diminish. We have begun the dis-creation of this NP out of our lives, but its negative influence will still be felt.

*We are not free of it yet!*

## **2. The Talking Stage**

In this stage we use words instead of actions; we still get angry but now we just yell at people. We still lie but only over smaller things and not so often. We whinge and complain to those around us but we still help out. We still run away but we come back more quickly. We still abuse people but it is only verbal. We only talk about being unfaithful; we do not actually do it, but we still lust after others.

We are into the second step of the dis-creation cycle. The NP is still in our lives, having its negative influence, but we exert more control over it. Now we are ready for the next step where we learn to keep our mouths shut.

## **3. The Just Thinking Stage**

In this stage, our NP has been reduced to the level of thought only; our NP no longer controls our tongue! This is the greatest trap of all! People believe that if they're not doing it, not saying it, then thinking it is OK! They think that their thoughts have no effect on the people in their world. They are very wrong! Negative thoughts have an instantaneous negative influence on our world. Our NP is still affecting our health, relationships and lives! So we do not stop now. We keep going back to "Clearing" until we get to the last step in the dis-creation cycle.

## **4. The Being Completely Free Stage**

At this point, we no longer even think it. We observe the behaviour of others and their NPs. We still have difficulties, but instead of thinking negative thoughts, our mind focuses on solutions. It feels serenity, happiness, tolerance, understanding, patience and love for the people in our world. The NP has been cleared right out of our lives. A calm positivity will begin to influence our lives more and more. Our body will begin healing, as will our relationships.

But we will be tested again and again. It is as if those closest to us know and are just checking to make sure we are totally free of that NP. We may fail this test.

## *Fourth Key - Clearing*

Being tested and failing is just part of life. We are right on track. The people closest to us are helping us on our journey. It is their gift. We cannot fool them.

*We are now a demonstration to those around us that we have  
really changed.*

We have dis-created a negative personality right out of our lives. We just need to keep going and clear the next NP. Eventually self-clearing will become an important part of our day, and we can confront more subtle NPs.

*Negative identities are like weeds in our garden.  
They rarely go the first time we pull them out.  
We must persist until they are gone.*

### **The Four C's to Relationships**

The Four C's to Relationships is a way of bringing the clearing process to bear on issues we have with relationships. It gives us four specific steps that we can use to unravel relationship problems.

Occasionally, relationships go astray because one of the people involved has an issue with their general health. If we suspect that this is the case, we can go to the section on "Health."

Can handling relationships be easy? All we have to do is work on ourselves, and use the Four C's again and again.

With the Four C's we can make wonderful relationships happen in our lives.

#### **The First C – "Clear your own NPs"**

Solving any relationship problem begins with us. Any negative reaction we have to another person is an NP of ours that this person

## *Fourth Key - Clearing*

has stimulated. It was already there. The people close to us are very good at stimulating our NPs, even the most hidden ones.

The good news is that once an NP is stimulated, it has come to our awareness. Now we can clear it right out of our lives. We simply use the “Clearing Process.”

Once we are calmer, happier, and back to our normal selves, the NP has less of a hold on us.

One of the greatest relationship errors people make again and again is that they communicate to the people closest to them, while they are emotional and in an NP. Invariably, this triggers an NP in the person receiving the communication. This triggering of NPs goes back and forth, usually in a negative direction until one or both individuals decide that it is not working. If we communicate to someone whilst we are in a NP, we are immediately assuming that they do not have their own reactive NP. This is almost never the case.

Sometimes, it is a person’s reaction that alerts us to the presence of one of our own hidden NPs

We should ask ourselves, “What am I doing that triggers this reaction?”

Perhaps:

- I was a little impatient
- I was frustrated
- I was superior

These are NPs and can be cleared. Once we feel relaxed and happy, we are ready for the next C.

### **Second C – “Clear”**

We often react to others’ NPs because we have that particular NP ourselves. This is true even if we have it at only a very subtle level. People reflect back at us our NPs so we can recognise them in ourselves.

This is called “The Law of Reflection”

## Fourth Key - Clearing

To check if the Law of Reflection is operating we just need to ask:

- “What is the NP they have that I’m reacting to?”
- “Where do I have the same or similar NP?”

Here is an example:

“My partner gets very angry when things don’t go his way, often yelling at me. I react to this anger and I am working on clearing my reaction. As a result, I’m reacting less, but I realise that somewhere I must have this NP of anger myself. At the moment, I cannot see clearly where I have this NP.”

We need to be patient. If we cannot see where we have a similar NP, we cannot clear it. Maybe we only have this NP at a very subtle level. Perhaps we get frustrated or angry - just slightly - but we don’t say anything because we have learned that expressing our frustration makes the situation worse. We certainly feel frustration, but we simply take “time-out” and the feeling soon goes.

This is the NP operating at a 0.1% level in our lives. It needs clearing. This 0.1% NP is, “I feel frustrated.”

Once we begin the clearing process, our frustration will eventually leave us, replaced by patience, tolerance and understanding. This demonstrates a different way of handling life’s difficulties to those around us. It also means we no longer stimulate their NPs, so people will begin to reflect back their true selves. Now the law of reflection works positively for us.

*The behaviour of others is influenced by our demonstration.*

It is the clearing of the 0.1% NPs that really changes our relationships.

We just need to clear ourselves and become that better person we know we are! The more clearing we do, the more it will positively affect those around us; we are demonstrating a different way of behaving.

As we behave better the people around us will begin to behave better. This is because behaviour is modelled. It is as if it is “sucked up” from those around us. To change others, we need to change ourselves first.

## *Fourth Key - Clearing*

*We will now have more understanding, tolerance and patience  
for a person's NP.*

*You do not need someone to change for you to change.  
We are all on a journey to free out of our NPs and become  
who we truly are!*

Here is another example:

Your son is sitting around just doing nothing. He seems to have no motivation. He doesn't believe in himself; he has given up. His NP is "I can't do it."

Now look to see where you have this same NP yourself.

Perhaps you think:

"Sometimes when things don't go my way, I feel like giving up, that I'm not good enough. I think I can't do it. I only think it for a second or two. Is this the 0.1% NP operating in me?"

Yes, it is. By clearing your own NP, you immediately demonstrate a different reaction to life's difficulties. You show that you never give up, even for a second. You always look for the positive.

*Now you are ready for the next C*

### **The Third C – "Connection"**

Once we feel calm and relaxed about the relationship problem, we are ready for the third C. All relationship difficulties are opportunities for personal growth. They may feel upsetting or uncomfortable, but they can be positive experiences.

Hopefully, going through the first two C's will have changed our attitude and we will be willing to again connect with the person we are having difficulties with.

## *Fourth Key - Clearing*

Connection is sending to the person positive thoughts, love or caring:

We can tell them:

- What we like about them
- Why we love them
- Why are they our friend

The “Expand(Connect) your presence exercise” may help.

We can imagine this feeling going from the centre of our chest, our heart chakra, to them.

We are remembering what it is about the person we love. We are ready for the last C.

### **The Fourth C – “Communication”**

Communication is now possible. The person may still be in their NP, but we are out of ours. We can honestly communicate how their behaviour affected us.

We should keep our communication in the form of an “I message.”

We could say:

- This is how I was affected by your behaviour
- I felt this
- I was affected this way
- I reacted

The “Communicating Your Truth in Relationships” section may help.

We need to take ownership of our own NPs. e.g. “This is how I reacted, and I am working on changing that”.

The other person will usually communicate back to us how they feel. If they are still in an NP, this may be emotional. If we react to this emotion, we may need to re-visit the clearing process.

We are learning how to receive negative communications such as anger.

Once we are no longer affected by their emotional communication,

## *Fourth Key - Clearing*

we can make a comment like ‘When I talk to you about how I feel, you often react with (anger, frustration, storming off, or any negative emotion.) This makes it hard for me to communicate with you, and affects the closeness in our relationship’.

We need to be patient with the people in our world; this type of relationship communication may be foreign to them.

Sometimes people have discovered that honest communication can lead to more anger, frustration and emotion, so they try to avoid it. We need to give a different demonstration. We are all learning how to have better relationships.

We are not here to be abused in any way by the people in our relationships. We need to let them know how their NPs affect us. We can become a place of firmness. We don’t want to communicate anger, but we don’t want to be a doormat either.

In summary:

If any NPs are manifesting in the people around us, we can apply the Four C’s to Relationships. We need to ask ourselves ‘‘Where do I have this NP?’’ Once we have discovered it we can go to the Clearing Process.

*Once the Four Cs are working for us, we must keep them going.*