

# CLIENT WORKBOOK

A SAFE & SUPPORTED SPACE FOR YOU TO,  
WORK TOWARDS YOUR OVERALL WELL BEING.  
THE ENCAPSULATOR WAY



**NDIS ENCAPSULATOR**  
**ONLINE WORKSHOPS**

[ndis@encapsulator.io](mailto:ndis@encapsulator.io)

PHONE.....

PARTICIPANTS NAME.....

## **Table of Contents**

### **Module 1 - Combating Isolation**

#### **Topic 1 - What is Combating Isolation**

Combating Isolation Handout	1
Protective Factors	3
Building New Habits Activity	7
You're Not Alone Worksheet	9

#### **Topic 2 - Grief & Loss**

Stages of Mourning Handout	11
Grief Explained Handout	12
Grief Myths	13
Tasks of mourning	15
Goodbye letter	16
Grief sentence completion activity	17

#### **Topic 3 - Solutions**

Coping skills anger	18
Coping skills anxiety	21
Coping skills depression	24
Countering anxiety activity	27
My grief plan	28
Relapse prevention worksheet	29

#### **Topic 4 - Motivational Group**

External Motivational Speaker led group

### **Module 2 - Acceptance Commitment Therapy**

#### **Topic 1 - introduction to Acceptance and Commitment Therapy**

Acceptance and Commitment Therapy Handout	32
Thinking strategies activity	33

What have I learned about act brainstorm	35
Accepting emotions handout	36
Automatic thoughts worksheet	38
<b>Topic 2-- Principles of Acceptance Commitment Therapy</b>	
6 Core Principles of ACT Handout	39
The essence of act two major goals hand out	40
Strength exploration activity	41
Four approaches to any problematic situation	46
<b>Topic 3 - Values</b>	
Values worksheet	47
Values group activity	49
Values activity	51
Positive experiences activity	53
Personal values worksheet	54
Exploring values worksheet	57
Value self exploration worksheet	59
<b>Topic 4 - Defusion</b>	
How Does Defusion Work Handout	64
Short Defusion Exercises	65
Defusion techniques activity	66
Cognitive defusion techniques	69
Strength discussion questions	71
Strengths List handout	73
List of Emotions handout	74
Core Beliefs worksheet	75
What are Core Beliefs	77
Core Beliefs Examining the Evidence worksheet	79
<b>Module 3 - Community Therapy Group</b>	
<b>Topic 1 - Introduction to Community Therapy</b>	
Community therapy support group handout	81
Social Support activity	82
5-minute autobiography activity	85
Self-esteem worksheet	86
<b>Topic 2 -Check-in Group</b>	
Check in activity	87
Check out activity	88
<b>Topic 3 - Making Connections</b>	
Making Connections handout.	89
Making your Connections stronger activity	90
Social Confidence and Connections activity	91

Who are you Socially Connected to activity	94
<b>Topic 4 Recover Together</b>	
Stages of change handout	95
Substance use assessment	96
Substance use motivation ruler activity	98
Building discrepancy worksheet	99
People places and things activity	101
Triggers and coping skills activity	102
Triggers worksheet	103
Coping Skills Addiction Hand out	106
Tips for avoiding relapse handout	110
Wants versus needs in recovery	112
relapse prevention plan option 1	114
Relapse prevention plan option 2	116

#### **Module 4 - Gratitude Group**

##### **Topic 1 - Introduction to Gratitude**

Gratitude handout	118
Gratitude List things to be grateful for	119
An experiment in gratitude activity	120
Gratitude Exercises	121

##### **Topic 2 Visualisation and Manifestation**

Visualisation and manifestation handout	123
Visualisation and manifestation letter	125
Best possible self visualisation exercise	126

##### **Topic 3 - Affirmations.**

Affirmations handout	131
Positive Thoughts and Affirmations worksheet	132
Self-Care ideas worksheet	135

#### **Module 5 Life Skills Sessions**

##### **Topic 1 – Introduction to Life Skills**

Life skills handout	136
What Skills Do I Have brainstorm	137
What Skills Do I Want brainstorm	138
Skills Assessment worksheet	139

##### **Topic 2 - Boundaries and Healthy Relationships**

7 Types of Boundaries handout	145
Boundaries Discussion Questions	146
What are personal boundaries	150
Boundary styles handout	152
Creating secure attachment handout	153
Tips for healthy boundaries handout	154



Healthy VS unhealthy coping strategies	155
Conflict Resolution handout	157
Setting Boundaries worksheet	158
Boundary Exploration worksheet	161
<b>Topic 3 - Communication</b>	
Assertive communication handout	163
Passive aggressive in ascetic communication activity	166
I statement's activity	169
How to apologise activity	170
<b>Topic 4 - Basic Budgeting</b>	
Basic budgeting handout	172
Wants VS Needs Examples activity	173
Wants VS needs activity	174
Weekly Expenses Tracker worksheet	175
<b>Topic 5 - Anger Management</b>	
Anger discussion questions handout	179
Anger warning signs worksheet	183
Anger Thermometer activity	185
Decatastrophizing worksheet	186
when is anger a problem activity	188
Anger Diary worksheet	190
<b>Module 6 - Meditation Group</b>	
<b>Topic 1 - Introduction to Meditation</b>	
Mindfulness meditation handout	194
Relaxation techniques	195
Deep breathing worksheet	197
Short meditation activity	198
Mandala's activity	199
<b>Topic 2 - Guided Meditation</b>	
5 minute guided meditation	202
Leaves on a stream guided meditation	204
Progressive muscle relaxation script	206
<b>Topic 3 – Facilitated Meditation</b>	
External facilitator Led	
<b>Module 7 – Mindfulness Group</b>	
<b>Topic 1 - Introduction to Mindfulness</b>	
Mindfulness introduction handout	209
what is mindfulness handout	210
body scan script activity	212

five senses activity	214
five senses written activity	215
<b>Topic 2 - 7 Principles of Mindfulness</b>	
Seven Principles of Mindfulness handout	216
Let your Mind Wander activity	217
Mindfulness brainstorm exercise	218
<b>Topic 3 Meditation and Mindfulness</b>	
Mindfulness Meditation handout	219
S.T.O.P Brainstorm	220
<b>Topic 4 - Growth Mindset</b>	
What is a Growth Mindset Handout	221
Adopting a Growth Mindset activity	222
<b>Module 8 - Acts of Kindness</b>	
<b>Topic 1 - What is an Act of Kindness</b>	
Meaning of acts of kindness handout	223
Acts of Kindness brainstorm	224
Acts of Kindness list	225
Positive Activities for Behaviour Change	226
Self Care Assessment worksheet	227
Random Acts of Kindness worksheet	230
<b>Topic 2 Paying it Forward</b>	
Paying it Forward handout	232
Paying it Forward explained	233
Paying it Forward brainstorm	235
<b>Topic 3 – Forgiveness</b>	
Forgiveness handout	236
Forgiveness and Acceptance worksheet	239
4 D's of Forgiveness worksheet	241
How I Feel activity	244
Forgiveness worksheet	246
<b>Video Resource List</b>	
YouTube video links	254

# MODULE 1



# COMBATTING ISOLATION

PHONE.....

PARTICIPANTS NAME.....



## COMBATING ISOLATION HANDOUT

Socially isolated people may lack friends or close coworkers, and they often feel lonely or depressed. They can suffer from low self-esteem or anxiety. The following symptoms associated with social isolation are warning signs of unhealthy social isolation:

- Avoiding social interactions, including those that were once enjoyable
- Canceling plans frequently and feeling relief when plans are canceled
- Experiencing anxiety or panic when thinking about social interactions
- Feeling distress during periods of solitude
- Feeling dread associated with social activities
- Spending large amounts of time alone or with extremely limited contact with others

Social isolation can involve emotional isolation, which is an unwillingness or inability to share one's feelings with others. When socially isolated individuals lack emotional interaction and support, they can become emotionally numb — detached from their own feelings.

### What Causes Social Isolation?

Many circumstances can cause people to be isolated from others or to choose self-isolation:

- Intimate partner violence. People in abusive relationships sometimes avoid contact with family, friends, or coworkers because of an unwillingness to reveal their true situation.
- Loss of loved ones. Isolating after the loss of friends or family members can be common, especially among seniors who have lost many loved ones in their age group.
- Mental health issues. Issues such as anxiety, depression, and low self-esteem often result from social isolation, but they can also cause it.
- Remote location. Individuals who live in remote areas or who are geographically separated from family and friends due to job duties (military service, for example) can experience feelings of isolation.
- Physical impairments. Physical challenges that limit mobility can reduce an individual's ability to interact socially. Some people with physical disabilities feel ashamed of their disability or appearance, which can make them reluctant to interact socially. Hearing and vision impairments can also create a sense of isolation.



- Social media. Communication via social media helps some people stay connected to others, but it can lead to isolation if it becomes a substitute for meaningful conversations and in-person socialization.

## **8 things to do when you are feeling lonely**

1. Start with small talk. Small talk gets a bad wrap, but it's actually a big part of helping break the ice. ...
2. Hang out with like-minded people. ...
3. Get active. ...
4. Jump online. ...
5. Give 'yes' a go. ...
6. Back yourself to fly solo. ...
7. Sit with the feeling of loneliness. ...
8. Record a video





## PROTECTIVE FACTORS



**Protective factors** are things that contribute to mental health and allow a person to be resilient in the face of challenges. Someone with a lot of protective factors—such as strong relationships and healthy coping skills—will be better equipped to overcome life’s obstacles.

Many protective factors are out of your control. For example, genetics, the neighborhood where you grew up, and family cannot be changed. However, plenty of factors can be controlled. You choose the people in your life, how to cope with problems, and how you’ll spend each day.

By focusing on what you can control and building upon those protective factors, you will improve your ability to cope with many of life’s challenges.



### My Protective Factors

**Instructions:** Review each of the following protective factors, and mark the scales to indicate how well you are performing in each area.

#### Social Support

- Ability to talk about problems
- Ask for practical help (e.g., a ride if car breaks down)

Weak                      Moderate                      Strong

#### Coping Skills

- Ability to manage uncomfortable emotions in a healthy way
- Awareness of one’s own emotions, and recognition of how they influence behavior

Weak                      Moderate                      Strong

#### Physical Health

- Adequate exercise or physical activity a balanced and healthy diet
- Medical compliance (e.g., taking medications as prescribed)

Weak                      Moderate                      Strong

#### Sense of Purpose

- Meaningful involvement in work, education, or other roles (e.g., parenting)
- Understanding of personal values and living in accordance with those values

Weak                      Moderate                      Strong



### Self-Esteem

- Belief of one's self has value and acceptance of personal flaws, weaknesses, and mistakes.
- Belief in the ability to overcome challenges



### Healthy Thinking

- Does not ruminate on mistakes, personal flaws, or problems
- Ability to consider personal strengths and weaknesses rationally





## PROTECTIVE FACTORS

**Instructions:** Refer to the protective factors on the previous page to answer the following questions.

**Which protective factor has been the most valuable to you during difficult times?**

--

**Specifically, how have you used this protective factor to your advantage in the past?**

--

**What are two protective factors that you would like to improve?**

1	2
---	---

**Describe how things might be different if you were able to improve these protective factors.**

1
2



List specific steps or actions that might help to make these goals a reality.

1

2



## BUILDING NEW HABITS

- ***Differentiate between goals and habits.*** Goals are outcomes, such as “getting healthy.” Habits are the actions you take to achieve a goal. For example, eating vegetables with each meal and exercising every day.
- ***Start with small changes.*** Make incremental changes toward the behavior you want, and work your way up from there. Even if you improve at something only 1% every week, the changes that accumulate over months or years are massive.
- ***Update your environment.*** Make changes that encourage your new habit and discourage unwanted habits. If you would like to eat healthier, keep a bowl of fruit on the counter, and put unhealthy snacks out of sight.
- ***Tie new habits to other activities.*** Make a plan using the format: “After, I will.” For example: “After each meal, I will read for 5 minutes.” This is a simple way to remember your habit each day and encourage consistency.
- ***Some practice is better than no practice.*** Even if you don’t have a lot of time or energy, do *something* toward building your habit. Too tired for a long walk? Walk for 5 minutes. Too busy to read a whole chapter? Read one page. Consistency builds habits.
- ***Tell someone you’re starting a new habit.*** Doing so creates accountability and makes it more difficult to back out of your commitment. Also, once others know you’re working toward a goal, they may offer encouragement and support.
- ***Track your habit.*** Keep a journal, calendar, or spreadsheet to record your habit each time you practice. It can be satisfying to record your behavior and to look back and see all the hard work you’ve put in. Plus, it can be motivating to keep a habit streak alive.
- ***Celebrate your successes.*** Healthy habits tend to have long-term benefits that take time to kick in. While you’re waiting for these, give yourself immediate small rewards to sustain motivation. Just make sure they don’t contradict your goals.





## NEW HABITS TASK

**Task:** After reading through the New Habits material. Think of three new habits you want to implement in your life. Then answer the questions.

**Below is a list of examples of new habits.**

- Make your bed every day
- cook instead of getting takeout
- drink more water
- go for an hour's walk twice a week
- Journal every day.

**Q1. What new habits would you like to incorporate into your life?**

1. .
2. .
3. .

**Q2. How do you think these new habits help increase your happiness or help your mental health?**

**Q3. When and how will you commit to your new habit?**



## YOU'RE NOT ALONE: WORKSHEET

How could you connect with another person or people this week? Keep in mind support has many faces, and you may have different needs at different times. Consider who in your life might be useful to confide in, but also who is good at having fun, making you laugh, distracting you, or helping you relax. Reaching out to others doesn't have to mean pouring out your heart (though if that is what you need right now, go for it). Taking time out from your problems is as important as talking them through.

Even if you don't feel like isolation is a big factor right now, try to do something social at least once a week to see if it helps. "Something social" can be as simple as a phone chat with your sister or as elaborate as a dinner with friends.

**Step 1:** Identify people in your life who fill different needs for you.

(Some people may fit into more than one category.)

<b>Good Listener:</b>	
<b>Good Advice Giver:</b>	
<b>Just for Fun/ Makes Me Laugh:</b>	
<b>Cheerleader / Encourages Me:</b>	
<b>Confidant</b>	
<b>Playmate/Likes to Do Things with Me:</b>	



<b>Shoulder to Cry On:</b>	
----------------------------	--

**Step 2:** Look over your answers to Step 1 and pick a person you'd like to see this week. Think about what kind of socializing you'd most prefer right now—who and why. Then brainstorm how you could connect with the person this coming week.

I need someone who is:

---

I want to spend time with:

---

I would like to do:

---



## STAGES OF MOURNING HANDOUT

After a death, friends and family face complicated emotions, and a new reality without the deceased. They must learn how to keep the person within their hearts, while moving forward in life. The **tasks of mourning** describe how to adjust to loss in a healthy way.

Tasks may be completed in any order.

Tasks may be revisited multiple times.

Tasks may be completed at any pace.

### 1. Accept the reality of the loss.

- Accept the loss both *intellectually* and *emotionally*.
- Recognize the significance of the loss.

### 2. Process the pain of grief.

- Name and make sense of your emotions.
- Let yourself feel these emotions, rather than trying to bury them.

### 3. Adjust to a world without your loved one.

- Make practical changes, such as taking over tasks your loved one used to complete.
- Adapt to a changing self-identity and worldview.

### 4. Remember your loved one while moving forward in life.

- Create a place for your loved one in your heart that leaves room for new relationships.
- Find a balance between remembering your loved one and moving forward.



## GRIEF EXPLAINED HANDOUT

- ***Grief hurts, but it can be helpful.*** The process of grieving often involves sadness, anger, loneliness, and other painful emotions. However, grieving can help you come to terms with loss and move forward in life while still cherishing the memories of your loved one.
- ***Everyone grieves differently.*** Although others may have opinions about how to grieve correctly, your grief is yours and yours alone. Some people need to express their grief, while others prefer to process it in silence. Some feel anger, while others feel sadness, numbness, or relief. Everyone has different reactions to loss and different needs during the grieving process.
- ***Grief does not have a set time frame.*** Grief can last for weeks, months, or years. It may come and go around holidays, anniversaries, and major life events, or it might always be in the background. However, grief does tend to lessen in intensity over time.
- ***Grief may contribute to other problems.*** Grief increases the risk of developing other health problems, mental illness, and relationship difficulties. This is especially true if the death was traumatic, if you feel guilty about the death, or if grief is prolonged.
- ***It's okay to seek help.*** Support from family and friends can prevent grief from growing out of control. Although grief will improve over time for most, this isn't always the case. When grief is especially debilitating or long-lasting, support groups, therapy, and other resources may be beneficial.
- ***Not everyone experiences significant distress.*** About 1 in 3 people respond to a loss with resilience or relief. Feeling this way does not mean that you don't care or that you love the person any less. Nor does it mean that your grief is unfinished or that you have a problem.
- ***Moving on doesn't mean forgetting.*** You can continue to live your life, have new experiences, and form new relationships while continuing to love the person you lost. The goal of grieving isn't to forget, but rather to figure out how you would like to remember while moving forward.





## GRIEF MYTHS

Grief is universal, but also unique: Everyone encounters grief, but no two people grieve in the same way. Even so, there are many myths about how people “should” grieve. Use this handout to learn the truth about these myths and reflect more deeply on your own grief journey.

### **Myth: There is a “right” way to grieve.**

**Reality:** Some people cry. Some people scream. Some want to be alone, while others seek out social connections. Responses to grief vary widely from culture to culture and person to person.

There’s no one correct way to grieve. What’s helpful in one moment may not be helpful in the next moment. Trust what feels right to you.

### **Myth: Only the loss of a loved one causes grief.**

**Reality:** Many types of loss may cause grief. Sometimes it’s the loss of a loved one. Other times it’s the loss of a job or a life role. You can grieve pets, environmental destruction, and the plight of others.

Grief can also happen when life doesn’t meet your expectations or forces you to acknowledge limitations. For example, you may grieve a chronic illness or the physical changes of aging.

### **Myth: People need therapy to recover from grief.**

**Reality:** In many cases, therapy is not needed. However, some people feel therapy helps them navigate their grief journey, particularly when intense emotions are long-lasting or if depression sets in.

Evaluate your need for professional support on a regular basis.

### **Myth: Avoid bringing up someone’s grief.**

**Reality:** Many feel their grief is invisible or unimportant to others, which can be a lonely experience. For some people, sharing or discussing their grief with others can be therapeutic.

Acknowledging someone’s grief—through a hug or kind word—is a powerful way to offer



support and social connection. If you feel unable to do this face to face, consider calling or writing the bereaved.

### **Myth: Grief should resolve after a certain period of time.**

**Reality:** Grief has no time frame. Some feel acute grief for a short time, while others struggle much longer. Grief can also change in intensity around holidays, anniversaries, and stressful life events.

While grief often lessens with time, significant losses will likely have an enduring impact.

### **Myth: Grief follows distinct stages.**

**Reality:** Despite the popular belief that grief has five distinct stages, research does not back this up. You might skip stages or go through them in reverse order. Or they may not apply at all.

Feel free to refer to stage models if they are helpful, but follow your intuition above all else. No matter how it looks, your grief is real, valid, and meaningful. There is no one map for the grief journey.

### **Myth: Grief is experienced in the same way across all cultures.**

**Reality:** Culture strongly shapes the grief experience. Some cultures see grief as private and personal, while others approach it as a communal phenomenon.

Even within the same culture, individuals may grieve very differently based on factors such as age, religion, personality, family situation, and past experiences.

### **Myth: Grief is just an intense form of sadness.**

**Reality:** Grief includes sadness, but it can also include many other emotions, such as guilt, anger, and jealousy. Even positive emotions—such as joy, gratitude, and hope-- may be part of the grief experience.

You may have a rollercoaster of emotions around grief, particularly when a loss is recent. Then again, you may find that your emotions are consistent and predictable. Experiences vary widely.



## TASKS OF MOURNING HANDOUT

### **Task 1: Accept the reality of the loss.**

After death, it's common that the reality of the situation is minimized or denied. To complete this task, the reality of the loss must be fully accepted, both intellectually and emotionally.

### **Task 2: Process the pain of grief.**

Grief involves painful emotions such as sadness, anger, and guilt. It can be tempting to avoid these feelings, burying them rather than facing them. However, working through grief means confronting, naming, and making sense of these emotions.

### **Task 3: Adjust to a world without the deceased.**

The death of a loved one will usually bring about a number of life changes. These can range from minor changes in daily routines to the adoption of an entirely new worldview. The third task is about navigating these changes and adjusting to the world without the loved one.

**Internal adjustments** are changes to one's identity. Survivors may have to answer the question, "Who am I now?" They may also experience changes in self-esteem.

**External adjustments** include taking on new roles and developing new skills. Survivors may have to take on the tasks that were handled by their loved ones, such as cooking and childcare.

**Spiritual adjustments** are changes to beliefs, values, and assumptions about the world. For example, a belief that "the world is fair" might change after a loss. The survivor may choose to reaffirm, modify, or replace their previous worldview.

### **Task 4: Find a way to remember the deceased while moving forward in life.**

Moving on doesn't mean forgetting. It means finding a place for the deceased in one's thoughts— a place that is important but still leaves room for others. Completing this task means finding a healthy balance between cherishing their memory and moving forward in life.



## GOODBYE LETTER

**To:**

**I am saying goodbye because**

**Saying goodbye makes me feel**

**I remember a time when we**

**You taught me**

**Something I want you to know is**

**I will always remember**

**From:**



## GRIEF SENTENCE COMPLETION

Right now, I feel...

I feel the saddest when...

The thing I miss most about the person I lost is...

Since the loss, things have been different because... My family usually feels...

If I could ask the person I lost one thing, I would ask...

Something I liked about the person who I lost was...

One thing I learned from the person who I lost is...





## COPING SKILLS ANGER

### Be Aware of Triggers

Anger triggers are the things that set you off. Knowing your triggers, and being cautious around them, will reduce the likelihood of your anger getting out of control.

#### How to use triggers to your advantage:

- ✓ Create a list of your triggers and review them daily. Reviewing your triggers will keep them fresh in your mind, increasing the likelihood you notice them before they become a problem.
- ✓ Oftentimes, the best way to deal with a trigger is to avoid it. This might mean making changes to your lifestyle, relationships, or daily routine.
- ✓ Because it isn't always possible to avoid triggers, have a plan when you must face them. For example, avoid touchy conversations when you are tired, hungry, or upset.

### Practice Deep Breathing

Deep breathing is a simple technique that's excellent for managing emotions. Not only is deep breathing effective, but it's also discreet and easy to use at any time or place.

Sit comfortably and place one hand on your abdomen. Breathe in through your nose, deeply enough that the hand on your abdomen rises. Hold the air in your lungs, and then exhale slowly through your mouth with your lips puckered as if you are blowing through a straw. The secret is to go slow: Time the inhalation (4s), pause (4s), and exhalation (6s). Practice for 3 to 5 minutes.





## Keep an Anger Log

Following an episode of anger, take a few moments to record your experience. This practice will help you identify patterns, warning signs, and triggers while also helping you organize thoughts and work through problems.

- ✓ What was happening before the anger episode? Describe how you were feeling and what was on your mind. Were you hungry, tired, or stressed?
- ✓ Describe the facts of what happened. What events triggered your anger? How did you react, and did your reaction change as the event continued to unfold?
- ✓ What were your thoughts and feelings during the anger episode? Looking back, do you see anything different than when you were in the heat of the moment?

## Use Diversions

The goal of diversions is to buy yourself time. If you can distract yourself for just 30 minutes, you'll have a better chance of dealing with your anger in a healthy way. Remember, you can always return to the source of your anger later—you're just setting the problem aside for now.

go for a walk read a book play a sport listen to music watch a movie practice a hobby  
go for a run clean or organize do yard work draw or paint do a craft cook or bake play a  
game go for a bicycle ride write or journal take a long bath play an instrument call a  
friend lift weight go swimming go hiking in nature take photographs play with a pet  
rearrange a room

## Take a Time-out

Time-outs are a powerful tool for relationships where anger-fueled disagreements are causing problems. When someone calls a time-out, both individuals agree to walk away from the problem and return once they have both had an opportunity to cool down.



### **How to use time-outs effectively:**

- ✓ With your partner, plan exactly how time-outs will work. Everyone should understand the rationale behind time-outs (an opportunity to cool down—not to avoid a problem).
- ✓ What will you both do during time-outs? Plan activities that are in different rooms or different places. The list of diversions from above is a good place to begin.
- ✓ Plan to return to the problem in 30 minutes to an hour. Important problems shouldn't be ignored forever, but nothing good will come from an explosive argument.

### **Know Your Warning Signs**

Anger warning signs are the clues your body gives you that your anger is starting to grow. When you learn to spot your warning signs, you can begin to address your anger while it's still weak.

sweating can't get past problem feel hot / turn red clenched fists headaches becoming argumentative raised voice using verbal insults pacing aggressive body language feel sick to stomach go quiet / "shut down"



## COPING SKILLS ANXIETY

### Deep Breathing

Deep breathing is a simple technique that's excellent for managing emotions. Not only is deep breathing effective, it's also discreet and easy to use at any time or place.

Sit comfortably and place one hand on your abdomen. Breathe in through your nose, deeply enough that the hand on your abdomen rises. Hold the air in your lungs, and then exhale slowly through your mouth, with your lips puckered as if you are blowing through a straw. The secret is to go slow: Time the inhalation (4s), pause (4s), and exhalation (6s). Practice for 3 to 5 minutes.



### Progressive Muscle Relaxation

By tensing and relaxing the muscles throughout your body, you can achieve a powerful feeling of relaxation. Additionally, progressive muscle relaxation will help you spot anxiety by teaching you to recognize feelings of muscle tension.

Sit back or lie down in a comfortable position. For each area of the body listed below, you will tense your muscles tightly, but not to the point of strain. Hold the tension for 10 seconds, and pay close attention to how it feels. Then, release the tension, and notice how the feeling of relaxation differs from the feeling of tension.

**Feet** Curl your toes tightly into your feet, then release them.

**Calves** Point or flex your feet, then let them relax.

**Thighs** Squeeze your thighs together tightly, then let them relax.

**Torso** Suck in your abdomen, then release the tension and let it fall.

**Back** Squeeze your shoulder blades together, then release them.

**Shoulders** Lift and squeeze your shoulders toward your ears, then let them drop.

**Arms** Make fists and squeeze them toward your shoulders, then let them drop.

**Hands** Make a fist by curling your fingers into your palm, then relax your fingers.



**Face** Scrunch your facial features to the center of your face, then relax.

**Full Body** Squeeze all muscles together, then release all tension.

## Challenging Irrational Thoughts

Anxiety can be magnified by irrational thoughts. For example, the thoughts that “something bad will happen” or “I will make a mistake” might lack evidence, but still have an impact on how you feel. By examining the evidence and challenging these thoughts, you can reduce anxiety.

**Put thoughts on trial.** Choose a thought that has contributed to your anxiety. Gather evidence in support of your thought (*verifiable facts only*), and against your thought. Compare the evidence and determine whether your thought is accurate or not.

**Use Socratic questioning.** Question the thoughts that contribute to your anxiety. Ask yourself:

“Is my thought based on facts or feelings?”

“How would my best friend see this situation?”

“How likely is it that my fear will come true?”

“What’s *most likely* to happen?”

“If my fear comes true, will it still matter in a week? A month? A year?”

## Imagery

Your thoughts have the power to change how you feel. If you think of something sad, it’s likely you’ll start to feel sad. The opposite is also true: When you think of something positive and calming, you feel relaxed. The imagery technique harnesses this power to reduce anxiety.

Think of a place that you find comforting. It could be a secluded beach, your bedroom, a quiet mountaintop, or even a loud concert. For 5 to 10 minutes, use all your senses to imagine this setting in great detail. Don’t just think fleetingly about this place--really imagine it.



What do you see around you? What do you notice in the distance? Look all around to take in all your surroundings. Look for small details you would usually miss.



What sounds can you hear? Are they soft or loud? Listen closely to everything around you. Keep listening to see if you notice any distant sounds.



Are you eating or drinking something enjoyable? What is the flavor like? How does it taste? Savor all the tastes of the food or drink.



What can you feel? What is the temperature like? Think of how the air feels on your skin, and how your clothes feel on your body. Soak in all these sensations.



What scents are present? Are they strong or faint? What does the air smell like? Take some time to appreciate the scents.



## COPING SKILLS DEPRESSION

### Behavioral Activation

Depression saps a person's energy to do just about anything—even activities they enjoy. As a result, people with depression tend to become less active, which causes depression to worsen. However, even a little bit of activity can help stop this cycle.

#### 1. Choose activities you are likely to complete.

- exercise** walk, go for a bike ride, weightlift, follow an exercise video, swim, practice yoga
- socialize** call or text a friend, organize a group dinner, visit family, join a club/group
- responsibilities** cleaning/housework, paying bills, professional development, homework
- hobbies** sports, gardening, drawing, playing music, hiking, playing with a pet, cooking
- personal care** dressing up, getting a haircut, preparing a healthy meal, tending to spiritual needs

#### 2. Practice your chosen activities. Use the following tips to improve consistency. start small

If needed, break activities into smaller pieces. Some activity is better than none.

- Make a Plan** - Set an alarm as a reminder, or tie an activity to something you already do. For example, practice a hobby immediately after dinner every day.
- Bring a Friend** - Including a friend will increase your commitment and make things more fun.



## Social Support

Social isolation is a common symptom of depression. Related issues—such as fatigue, lowered self-esteem, and anxiety—exacerbate this problem. Resisting social isolation and instead leaning on social support can improve resilience to stress and depression.

- ✓ **Lean on your existing relationships.** Make it a priority to socialize with friends or family every day. If this is proving difficult, or if no one is nearby, plan times to interact remotely. Try cooking together on a video call, playing a game together, or sharing a coffee over the phone.
- ✓ **Say “yes” to socializing.** Depression makes it tempting to stay home, isolated from friends and family. Make a habit of saying “yes” to social opportunities, even when you’re tempted to stay in.
- ✓ **Join a support group.** Support groups let you connect with others who are dealing with issues similar to yours. You’ll benefit from sharing and receiving advice and support.

## Three Good Things

Negative thinking is a defining feature of depression. Positive experiences are minimized, while negative experiences are magnified. Gratitude helps combat this tendency by shifting focus toward *positive experiences* rather than negative ones.

- Write about three positive experiences from your day. These experiences can be small (“The weather was perfect when I walked to work”) or big (“I got a promotion at work”).
- Choose one of the following questions to answer about each of the three good things:
  - Why did this happen?
  - Why was this good thing meaningful?
  - How can I experience more of this good thing?
- Repeat this exercise every day for 1 week.





## Mindfulness

Mindfulness means paying attention to the present moment. It means taking a step back and noticing the world, and one's thoughts and feelings, without judgment. The goal of mindfulness is to simply *observe*. Mindfulness helps reduce the rumination and worry that often accompany depression.

One way to practice mindfulness is through meditation. During mindfulness meditation, you will simply sit and focus your attention on the sensation of breathing. By focusing on your breathing, you will put yourself in the here and now.

### Time and Place

Find a quiet, comfortable place where you can practice mindfulness for 15 to 30 minutes every day. Frequent and consistent practice leads to the best results, but some practice is better than none.

### Posture

Sit in a chair or lie down in a comfortable position. Close your eyes or let your gaze soften. Let your head, shoulders, arms, and legs relax. Adjust your posture whenever you feel uncomfortable.

### Awareness of Breath

Focus on your breathing. Notice the sensation of the air as it travels in through your nose and out through your mouth. Notice the gentle rise and fall of your belly.

### Wandering Mind

During meditation, it's normal for the mind to wander. When this happens, gently turn your attention back to your breathing. You may need to do this frequently throughout your practice.



## COUNTERING ANXIETY ACTIVITY

Come up with a rational counterstatement for each of the following thoughts:

<i>Anxiety-Producing Thought</i>	<i>Rational Counterstatement</i>
I can't go to the mall with my hair like this-- everyone will notice me.	<b>Example:</b> My hair looks a little messy, but everyone will be too occupied with other things to notice. Even if they do notice, I doubt they would care.
I know I won't be able to finish my work on time.	
I can't face my boss. She's going to yell at me.	

Next, think of 1 or 2 examples of anxiety-producing thoughts and rational counterstatements from your own life:

<i>Anxiety-Producing Thought</i>	<i>Rational Counterstatement</i>



## MY GRIEF PLAN

If you are struggling with coping strategies to help you overcome grief, this strategy can help you document things that help you deal with your emotions.

**1. When I feel sad, I can do the following things to cope:**

- 
- 
- 
- 

**2. These are some people that I can talk to that help me feel better:**

- 
- 
- 
- 

**3. I plan to take care of myself by:**

**4. Some positive thoughts I can think to help me feel better are:**



## RELAPSE PREVENTION PLAN

This guide is designed to help you create a personal recovery plan to manage your mental health

### Identify Your GOALS


How would you like to self-improve? i.e., improve my diet, budget better, fix a broken relationship

### What MOTIVATES you?


What outcomes of improvement motivate you? i.e., saving more money, losing weight, having free time

### CHALLENGES you may face...


Triggers that may challenge you., i.e., seeing old friends, memories, sounds, people, family, social me



**Skills and strategies to cope., i.e., going to the gym, calling my mentor/sponsor, attending support meetings, meditating, utilizing toolbox**

**RELAPSE PREVENTION strategies**


**Behaviors you will implement to prevent relapse from occurring., i.e., Making new friends, volunteering, and staying healthy.**

**I will practice SELF-CARE with**


**How will you improve your daily lifestyle by taking care of your body and mind?  
i.e., meditate, exercise, eat better**

**people in my SUPPORT SYSTEM**


**Name the people who are closest to you, who support you, and who want you to succeed., i.e., family, mentors, friends/peers, and health professionals.**



**I will remain ACCOUNTABLE by**


**Being accountable means taking responsibility for your own actions. One way to keep yourself accountable is to write things down that you need to get done and keep your list in a place that you can see or interact with often. Ticking off a list can be very gratifying. Another way is to reflect on the things that you did well that day and the things you will improve in the morning and evening. Taking time to reflect at least 1 time per day can help ensure that you deal with things before they get out of control.**

**I am GRATEFUL for**


**Describe what and who you are grateful for. Nothing is too large or too small. You may choose to include things like fresh air to breathe, beautiful fall-colored leaves, the smile of your best friend, or a cashier at the grocery.**

# **MODULE 2**

# **ACT**



# **ACCEPTANCE**

# **COMMITMENT THERAPY**

PHONE.....

PARTICIPANTS NAME.....



## ACCEPTANCE & COMMITMENT THERAPY HANDOUT

We have two basic aims in ACT

One aim is to help you create a rich, full and meaningful life.

To do that, we'll need to spend some time talking about what you really want out of life; what's important and meaningful to you, deep in your heart. And then, using that information as a guide, we'll look at how you can set goals and change your behavior to take your life in the direction you want to go.

Our second aim is to teach you a set of skills that will allow you to handle painful thoughts and feelings far more effectively, in such a way that they have much less impact and influence over your life.

So, a key part of this therapy will involve you learning those skills in the session, and then taking them home and practicing them in between sessions. The more you practice, the more benefits you'll get – and vice-versa.

ACT can help with a broad range of Mental health Issues and emotional distress.

We can apply this process to many different people experiencing many different things.

### **FOR EXAMPLE:**

Social Anxiety Disorder, Generalized Anxiety, Depression, Obsessive Compulsive Disorder and even Psychosis.

It can also be used to treat medical conditions like chronic pain and substance abuse.





## THINKING STRATEGIES

List all the different ways of thinking you had tried (deliberately or unintentionally) when painful thoughts and feelings started.

Tick any of the following that you have done, and write in others:

- Worrying
- Dwelling on the past
- Fantasizing about the future
- Imagining escape scenarios (e.g., leaving your job or your partner)
- Imagining revenge scenarios
- Thinking, 'It's not fair ...'
- Thinking, 'If only ...'
- Blaming yourself
- Blaming others
- Blaming the world
- Talking logically to yourself
- Talking positively to yourself
- Talking negatively to yourself
- Analyzing yourself (trying to figure out why you are like this)
- Analyzing the situation (trying to figure out why this happened)
- Analyzing others (trying to figure out why they are like this)
- 
- 
- 
- 
- 
- 
-



**Substances:** list all the substances you have ever used to try and feel better, including foods, drinks, cigarettes, recreational drugs, and prescription drugs.

**Anything else:** Write down anything else you can think of that you had ever tried to make yourself feel a bit better, or not so bad, when these painful thoughts and feelings showed up.

Once you've done that, go through your list and for each item, ask yourself:

1. Did this get rid of my painful thoughts and feelings in the long term?
2. Did it bring me closer to a rich, full, and meaningful life?
3. If the answer to question 2 is "no," then what did this cost me in terms of time, energy, money, health, and relationships?



**WHAT HAVE I  
LEARNT ABOUT ACT?**



## ACCEPTING EMOTIONS HANDOUT

- When you're feeling an unpleasant emotion, the first step is to take a few slow, deep breaths, and quickly scan your body from head to toe.
- You will probably notice several uncomfortable sensations. Look for the strongest sensation – the one that bothers you the most. For example, it may be a lump in your throat, or a knot in your stomach, or an ache in your chest.
- Focus your attention on that sensation. Observe it curiously, as if you are a friendly scientist, discovering some interesting new phenomenon.
- Observe the sensation carefully. Notice where it starts and where it ends. Learn as much about it as you can. If you had to draw a line around the sensation, what would the outline look like? Is it on the surface of the body, or inside you, or both? How far inside you does it go? Where is the sensation most intense? Where is it weakest? How is it different in the centre than around the edges? Is there any pulsation, or vibration within it? Is it light or heavy?
- Take a few more deep breaths, and let go of the struggle with that sensation. Breathe into it. Imagine your breath flowing in and around it.
- Make room for it. Loosen up around it. Allow it to be there. You don't have to like it or want it. Simply let it be.
- The idea is to observe the sensation – not to think about it. So when your mind starts commenting on what's happening, just say 'Thanks, mind!' and come back to observing.
- You may find this difficult. You may feel a strong urge to fight with it or push it away.



- If so, just acknowledge this urge, without giving in to it. (Acknowledging is rather like nodding your head in recognition, as if to say ‘There you are. I see you.’)
- Once you've acknowledged that urge, bring your attention back to the sensation itself.
- Don't try to get rid of the sensation or alter it. If it changes by itself, that's okay. If it doesn't change, that's okay too. Changing or getting rid of it is not the goal.
- You may need to focus on this sensation for anything from a few seconds to a few minutes, until you completely give up the struggle with it. Be patient. Take as long as you need. You're learning a valuable skill.
- Once you've done this, scan your body again, and see if there's another strong sensation that's bothering you. If so, repeat the procedure with that one.
- You can do this with as many different sensations as you want to. Keep going until you have a sense of no longer struggling with your feelings.
- As you do this exercise one of two things will happen: either your feelings will change - or they won't. It doesn't matter either way. This exercise is not about changing your feelings. It's about accepting them.

#### 4 Quick Steps To Emotional Acceptance

1. **OBSERVE.** Bring awareness to the feelings in your body.
2. **BREATHE.** Take a few deep breaths. Breathe into and around them.
3. **EXPAND.** Make room for these feelings. Create some space for them.
4. **ALLOW.** Allow them to be there. Make peace with them

Some people find it helpful to silently say to themselves, ‘I don't like this feeling, but I have room for it,’ or ‘It's unpleasant, but I can accept it.’



## AUTOMATIC THOUGHTS WORKSHEET

Our thoughts control how we feel about ourselves and the world around us. Positive thoughts lead to us feeling good and negative thoughts can put us down. Sometimes our thoughts happen so quickly that we fail to notice them, but they can still affect our mood. These are called *automatic thoughts*.

Oftentimes, our automatic thoughts are negative and irrational. Identifying these negative automatic thoughts and replacing them with new rational thoughts can improve our mood.

<i>Trigger</i>	<i>Automatic Thought</i>	<i>New Thought</i>
EXAMPLE: I made a mistake at work.	"I'm probably going to be fired. I always mess up. This is it. I'm not good at this job."	"I messed up, but mistakes happen. I'm going to work through this like I always do."



## THERE ARE SIX CORE PRINCIPLES IN THE ACT

### 1. Contact with the Present Moment

- Conscious awareness of your experience in the present moment enables you to perceive accurately what is happening.
- Allows you to engage fully in what you are doing.

### 2. Acceptance

- Actively contacting psychological experiences directly, fully, and without needless defense. Its is what it is!

### 3. Defusion

- Noticing thoughts rather than being caught up in thoughts.
- Seeing thoughts as what they are, not as what they seem to be.

### 4. Self-as-context

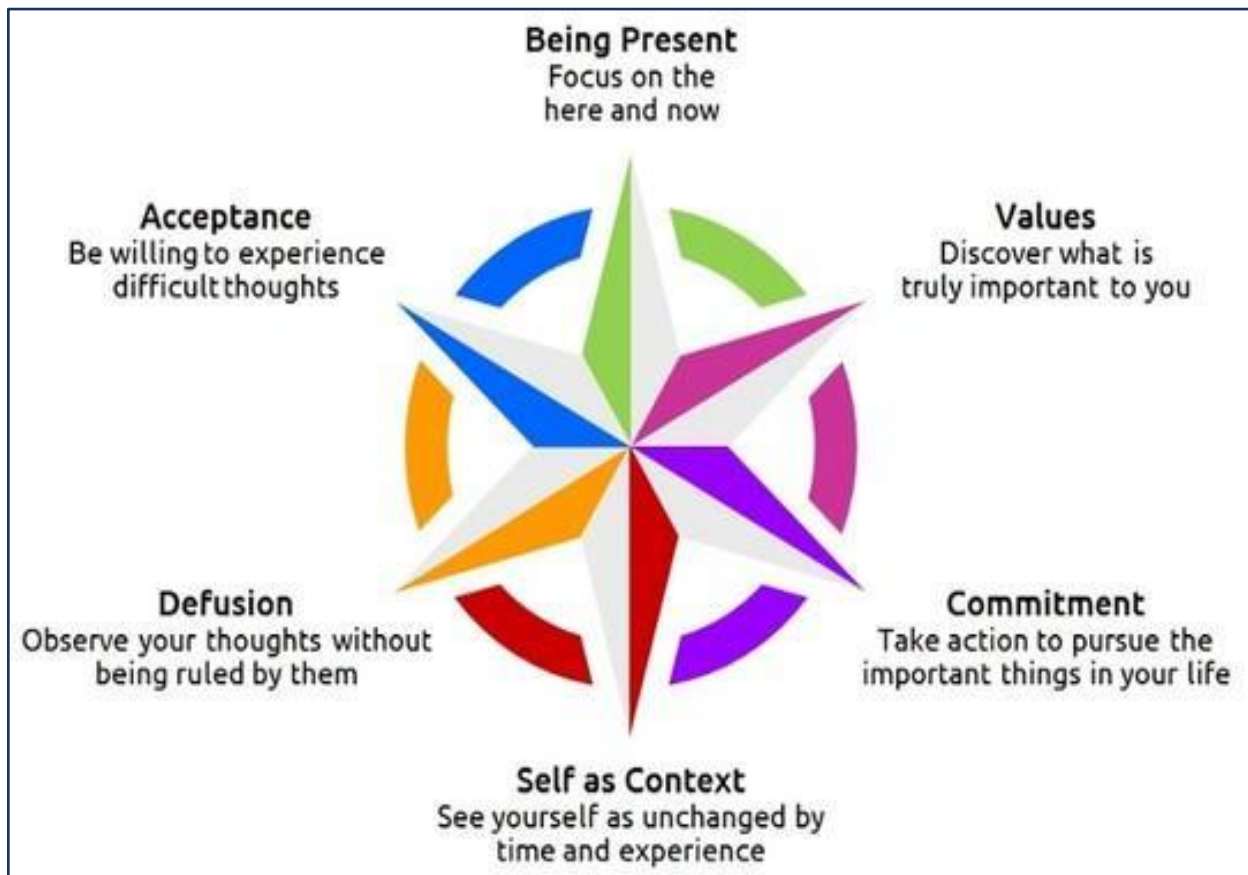
- A sense of self: a consistent perspective from which to observe and accept all changing experiences. (Often called The Observing Self).
- It is a process, not a thing: an awareness of awareness itself: 'pure awareness.'

### 5. Values

- Chosen life directions.
- Provide motivation & inspiration.
- Provide guidance for your actions.
- Give life meaning.
- Give a sense of abundance.

### 6. Committed Action

- Overt behavior in the service of values.
- (May require skills training).
- Committed action is: values-guided, effective & mindful.



## THE ESSENCE OF ACT: 2 MAJOR GOALS

- Acceptance of unwanted private experiences which are out of personal control.
- Committed action toward living a valued life

In other words ... “Embrace your demons, and follow your heart!”

### Put simply:

- The aim of ACT is to create a rich, full, and meaningful life while accepting the pain that inevitably goes with it.

### Put more technically:

- The goal of ACT is to increase psychological flexibility. Psychological flexibility has two components: 1) the ability to be psychologically present – i.e., aware, attentive,





## STRENGTH EXPLORATION ACTIVITY

To use your strengths effectively, it's important to have a clear idea of what they are, and how they can be used. Some of your greatest strengths might be easy to recognize, while others go unnoticed because they feel ordinary to you (even if they aren't).

**In this worksheet you will identify your strengths and ways in which you are already using them. Additionally, you will explore *new* ways to use your strengths to your advantage.**

Circle your strengths from the choices below, or add your own at the bottom.

Wisdom	Artistic Ability	Curiosity	Leadership
Empathy	Honesty	Open Mindedness	Persistence
Enthusiasm	Kindness	Love	Social Awareness
Fairness	Bravery	Cooperation	Forgiveness
Modesty	Common Sense	Self-Control	Patience
Gratitude	Love of Learning	Humor	Spirituality
Athleticism	Discipline	Assertiveness	Logic



Optimism	Independence	Flexibility	Adventurousness



## Relationships

romantic relationships, friendships, and family

List the strengths you possess that help you in your relationships.

Describe a *specific* time your strengths were able to help you in a relationship.

Describe two new ways you could use your strengths in relationships.

1

2



## Personal Fulfillment

hobbies, interests, and pleasurable activities

List the strengths you possess that help you achieve personal fulfillment.

Describe a *specific* time your strengths were able to help you with personal fulfillment.

Describe two new ways you could use your strengths for personal fulfillment.

1

2



## 4 APPROACHES TO ANY PROBLEMATIC SITUATION

In any problematic situation, there are 4 possible approaches to consider.

- Option One: leave the situation.
- Option Two: stay and change what can be changed
- Option Three: stay and accept what can't be changed
- Option Four: stay and rely on emotional control strategies

Let's take a look at each in turn.

### **Option One: Leave the situation.**

To leave is not always an option – for example, if you happen to be in prison. However, if leaving a problematic situation is possible, then it's worth considering: would your overall quality of life be better if you left than if you stayed? Of course, you can never know this for certain, but you can make a reasonable prediction based on what has happened up to this point.

### **Option Two: Stay & change what can be changed.**

If you choose to stay in a difficult situation, the first step is to change whatever possibly can be changed to improve it. And in any situation, what you have the most control over is the action that you take. So focus your energy on taking action, guided by your values, to make things as good as they possibly can be. Depending on the context, this might involve anything from practicing assertiveness or communication skills, to spending more quality time with your partner, to filing a lawsuit or restraining order.

### **Option Three: stay, accept what can't be changed, & live by your values**

If you've chosen to stay, and you've taken every action possible to improve the situation, and it's still difficult, then it's time to practise acceptance. Make room for those painful feelings. Defuse those judgmental, hostile, despairing, or self-defeating thoughts.

### **Option Four: Stay, give up, and make it worse through ineffective action**

All too often, people stay in a problematic situation, but they don't do everything possible to improve it, and nor do they practice acceptance. Rather they worry, ruminate, and analyse, or get angry, anxious, or depressed.



## VALUES WORKSHEET

Deep down inside, what is important to you? What do you want your life to stand for? What sort of qualities do you want to cultivate as a person? How do you want to be in your relationships with others?

Values are our heart's deepest desires for the way we want to interact with and relate to the world, other people, and ourselves. They are leading principles that can guide us and motivate us as we move through life.

Values are not the same as goals. Values are directions we keep moving in, whereas goals are what we want to achieve along the way.

A value is like heading North; a goal is like a river or a mountain or valley we aim to cross whilst traveling in that direction. Goals can be achieved or 'crossed off,' whereas values are an ongoing process.

For example, if you want to be a loving, caring, supportive partner, that is a value – an ongoing process. If you stop being loving, caring and supportive, then you are no longer a loving, caring, supportive partner; you are no longer living by that value.

The following are areas of life that are valued by some people. Not everyone has the same values, and this is not a test to see whether you have the "correct" values. Think about each area in terms of general life directions rather than in terms of specific goals.

There may be certain areas that you don't value much; you may skip them if you wish. There may be areas that overlap – e.g., if you value hiking in the mountains, that may come under both physical health and recreation. It is also important that you write down what you would value if there were nothing in your way. What's important? What do you care about? And what would you like to work towards?

- 1. Family relations.** What sort of brother/sister, son/daughter, uncle/auntie do you want to be? What personal qualities would you like to bring into those relationships? What sort of relationships would you like to build? How would you interact with others if you were the ideal you in these relationships?
- 2. Marriage/couples/intimate relations.** What sort of partner would you like to be in an intimate relationship? What personal qualities would you like to develop? What



sort of relationship would you like to build? How would you interact with your partner if you were the 'ideal you' in this relationship?

3. **Parenting.** What sort of parent would you like to be? What sort of qualities would you like to have? What sort of relationships would you like to build with your children? How would you behave if you were the 'ideal you'?
4. **Friendships/social life.** What sort of qualities would you like to bring to your friendships? If you could be the best friend possible, how would you behave towards your friends? What sort of friendships would you like to build?
5. **Career/employment.** What do you value in your work? What would make it more meaningful? What kind of worker would you like to be? If you were living up to your own ideal standards, what personal qualities would you like to bring to your work? What sort of work relations would you like to build?
6. **Education/personal growth and development.** What do you value about learning, education, training, or personal growth? What new skills would you like to learn? What knowledge would you like to gain? What further education appeals to you? What sort of student would you like to be? What personal qualities would you like to apply?
7. **Recreation/fun/leisure.** What sorts of hobbies, sports, or leisure activities do you enjoy? How do you relax and unwind? How do you have fun? What sorts of activities would you like to do?
8. **Citizenship/ environment/ community life.** How would you like to contribute to your community or environment, e.g., through volunteering, recycling, or supporting a group/ charity/ political party? What sort of environments would you like to create at home and at work? What environments would you like to spend more time in?
9. **Health/physical well-being.** What are your values related to maintaining your physical well-being? How do you want to look after your health with regard to sleep, diet, exercise, smoking, alcohol, etc.? Why is this important?



## VALUES - GROUP ACTIVITY

### **Brief explanation of Values at beginning of group**

Deep down inside, what is important to you? What do you want your life to stand for?  
How do you want to be in your relationships with others?

Values are our heart's deepest desires for the way we want to interact with and relate to the world, other people, and ourselves.

They are leading principles that can guide us and motivate us as we move through life.

Values are not the same as goals. Values are directions we keep moving in, whereas goals are what we want to achieve along the way.

### **PART 1 - COMPLETE BEFORE WATCHING YOUTUBE VIDEO**

- **What do you think values are?**

- **How do they think acting in line with your values could help benefit your life?**





**PART 2 - COMPLETE AFTER WATCHING YOUTUBE VIDEO AND COMPLETING THE VALUES AND DOMAIN ACTIVITY**

- **What values do you feel represent who you are most?**

- **How do you want to implement one value in your life this week?**



## VALUES ACTIVITY

Below are life VALUES that you may want to improve on; read through the list below and write a letter next to each value: V = Very important, Q = Quite important, and N = Not so important - for the specific domain of life you have picked to work on.

### Core Life Values:

- Emotional Wellbeing
- Interpersonal Relationships
- Personal Development
- Physical Wellbeing
- Social Development

1. **Acceptance:** to be open to and accepting of myself, others, life, etc.
2. **Adventure:** to be adventurous; to actively seek, create, or explore novel or stimulating experiences.
3. **Assertiveness:** to respectfully stand up for my rights and request what I want.
4. **Authenticity:** to be authentic, genuine, real; to be true to me.
5. **Beauty:** to appreciate, create, nurture, or cultivate beauty in myself, others, the environment, etc.
6. **Caring:** to be caring towards myself, others, the environment, etc.
7. **Challenge:** to keep challenging myself to grow, learn, and improve.
8. **Compassion:** to act with kindness towards those who are suffering.
9. **Connection:** to engage fully in whatever I am doing and be fully present with others.
10. **Contribution:** to contribute, help, assist, or make a positive difference to myself or others.
11. **Conformity:** to be respectful and obedient to rules and obligations.
12. **Cooperation:** to be cooperative and collaborative with others.
13. **Courage:** to be courageous or brave; to persist in the face of fear, threat, or difficulty.
14. **Creativity:** to be creative or innovative.
15. **Curiosity:** to be curious, open-minded, and interested; to explore and discover.
16. **Encouragement:** to encourage and reward behaviour that I value in myself or others.
17. **Equality:** to treat others as equals to myself, and vice-versa.
18. **Excitement:** to seek, create and engage in activities that are exciting, stimulating, or thrilling.



- 19. Fairness:** to be fair to me or others.
- 20. Fitness:** to maintain or improve my fitness; to look after my physical and mental health and wellbeing.
- 21. Flexibility:** to adjust and adapt readily to changing circumstances.
- 22. Freedom:** to live freely, to choose how I live and behave, or to help others do likewise.
- 23. Friendliness:** to be friendly, companionable, or agreeable towards others.
- 24. Forgiveness:** to be forgiving towards myself or others.
- 25. Fun:** to be fun-loving; to seek, create, and engage in fun-filled activities.
- 26. Generosity:** to be generous, share and give to myself or others.
- 27. Gratitude:** to be grateful for and appreciative of the positive aspects of me, others, and life.
- 28. Honesty:** to be honest, truthful, and sincere with me and others.
- 29. Humour:** to see and appreciate the humorous side of life.
- 30. Humility:** to be humble or modest; to let my achievements speak for themselves.

Copyright Russ Harris, 2010, [www.actmindfully.com.au](http://www.actmindfully.com.au). A Quick Look at Your Values – page 2.

Once you've marked each value as V, Q, N (Very, Quite important, or Not so important), go through all the Vs., and select the top three that are most important to you in this domain of life at this point in time. The next step is to start looking at ways to live these values in this area of life, things you can say and do, guided by these values.



## Positive Experiences Worksheet

Write briefly about times when you have displayed each of the following qualities.

1. Courage

2. Kindness

3. Selflessness

4. Love

5. Sacrifice

6. Wisdom

7. Happiness

8. Determination



## PERSONAL VALUES WORKSHEET

A Values Clarification exercise can help you explore and clarify the things you hold meaningful and important on a personal level. Our values can guide how we choose to focus our energy and time.

This self-reflection exercise helps you examine different aspects of your life using ten different categories. In each section, write down what matters personally to you in the long run. Think about why they matter to you and which you consider the most important.

**This worksheet has 10 categories:**

1. **Romantic relationships** – What sort of partner would you ideally like to be? How would you describe your ideal relationship? What sort of behaviors do you aspire to show toward a significant other?
2. **Leisure and fun** – What kinds of activities appeal to you for fun? How would you enjoy spending your downtime? What's exciting for you? Relaxing?
3. **Job/career** – What career goals matter to you? What kind of employment? Do you aspire to particular qualities as a worker? What sort of professional relationships do you want to develop?
4. **Friends** – What social relationships do you consider important to develop? What do you consider an important social life to have? How would you like your friends to see you as a person?
5. **Parenthood** – What kind of mother or father do you aspire to be? Are there particular qualities you'd like to role model for your kids? How would you describe your ideal relationships with them?
6. **Health and physical wellness** – These questions will be based on fitness goals and aspirations, as well as the importance of personal health, physical well-being, and personal care.
7. **Social citizenship/Environmental responsibility** – This category is about being part of the community and environmental aspirations and can include volunteer work.
8. **Family relationships** – Like parenthood above, these values pertain to relatives like siblings, extended family, and so forth.
9. **Spirituality** – Relevant questions here will concern religion and personal beliefs about anything that's meaningful at a deeper or bigger level.
10. **Personal development and growth** – Reflections in this category should relate to personal capabilities, competencies, skills, knowledge, and growth



**Romantic Relationship**

**Leisure and Fun**

**Job/Career**

**Friends**

**Parenthood**

**Health and Physical Wellness**



**Social Citizenship/Environmental Responsibility**

**Family Relationships**

**Spirituality**

**Personal Growth and Development**



## Exploring Values

Your **values** are the things you believe are most important. Values help to determine your priorities in life and heavily influence decision-making. For example, a person who values wealth might prioritize their career, while a person who values family might try to spend more time at home. When a person's actions do not match their values (e.g., valuing family, but working a lot), they may become discontent.

**Values are often passed down by family and the society you live in. To begin exploring your own values, think of the values of the people who surround you.**

My mother's values:	My father's values:
1	1
2	2
3	3

The values of a person I respect:	Society's values:
1	1
2	2
3	3





The values I would like to live by:	The values I actually live by:
1	1
2	2
3	3
4	4



Values are the things in life that you feel are most important. While one person might value their family relationships above all else, another person might value their career. Everyone's values are different, and there's no "correct" set of values.

**Instructions:** Understanding your values will help you better focus on what's important to *you*. This worksheet will help you think, in detail, about what your values might be. If there are any sections that do not apply to you, feel free to skip them.



Family



Marriage



Parenting



Friends



Leisure



Work



Spirituality



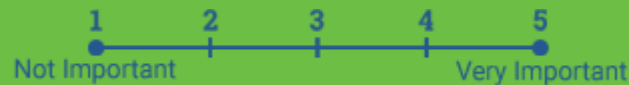
Community



Health



### Family Relationships (other than marriage)



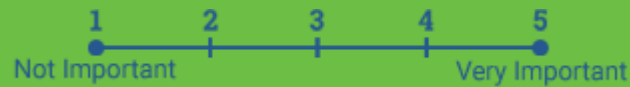
Ideally, what would your family relationships be like?

What personal qualities would you like to contribute to your family?

Do you feel that you are contributing enough time and effort toward this area of your life? If not, how would you like to improve this area?



### Marriage / Intimate Relationships



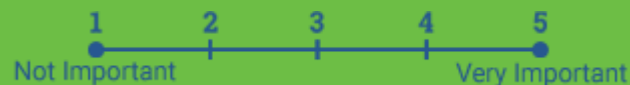
How would you describe your ideal marriage or intimate relationship?

In your ideal marriage or intimate relationship, how would you treat your partner?

Do you feel that you are contributing enough time and effort toward your marriage or intimate relationships? If not, how would you like to improve this area?



### Parenting



Which of your personal qualities can you use within the role of being a parent?

How would you like your son or daughter to describe you, as a parent?

Do you feel that you are contributing enough time and effort toward this area of your life? If not, how would you like to improve?



### Friendships / Social Relationships



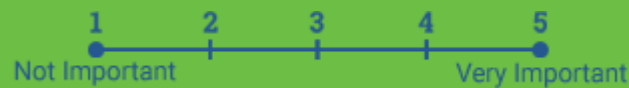
What sort of friendships would you like to have?

How can you contribute to building your ideal friendships?

Do you feel that you are contributing enough time and effort toward this area of your life? If not, how would you like to improve?



### Work / Career / Education



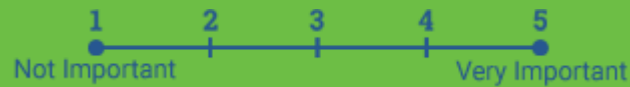
What's important to you about your work, career, or education?

How would you like others to view you within your professional roles?

Do you feel that you are contributing enough time and effort toward this area of your life? If not, how would you like to improve?



### Recreation / Relaxation



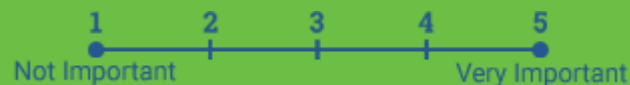
What are your ideal forms of recreation and relaxation?

Why are recreation and relaxation important to you?

Do you feel that you are contributing enough time and effort toward this area of your life? If not, how would you like to improve?



### Spirituality



What does “spirituality” mean to you?

In what ways is spirituality important to you?

Do you feel that you are contributing enough time and effort toward this area of your life? If not, how would you like to improve?



### Community / Citizenship



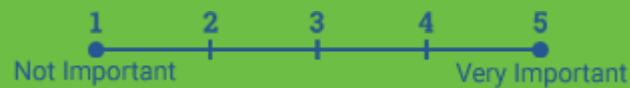
How would you like to contribute to your community, or the world?

What does it mean to you to be a good member of your community, or a good citizen?

Do you feel that you are contributing enough time and effort toward this area of your life? If not, how would you like to improve?



### Physical Health / Well-Being



Ideally, how would you take care of your physical health and well-being?

Why is physical health important to you?

Do you feel that you are contributing enough time and effort toward this area of your life? If not, how would you like to improve?



## HOW DOES DEFUSION WORK?

Defusion is looking at thoughts rather than from thoughts, noticing thoughts rather than being caught up in thoughts.

Seeing thoughts as what they are, not as what they seem to be, the aim of Defusion is NOT to feel better, nor to get rid of unwanted thoughts.

The aim of Defusion is to reduce the influence of unhelpful cognitive processes upon behavior, to facilitate being psychologically present & engaged in the experience, and to facilitate awareness of language processes in order to enhance psychological flexibility.

### What is Defusion?

#### Cognitive Defusion:

- Thoughts are merely sounds, words, stories, bits of language, passing through our heads.
- Thoughts may or may not be true. We don't automatically believe them.
- Thoughts may or may not be important. We pay attention only if they're helpful.
- Thoughts are not orders. We don't have to obey them.
- Thoughts may or may not be wise. We don't automatically follow their advice.



## A SHORT EXERCISE TO DEMONSTRATE HOW EASILY WE JUDGE EMOTIONS AS BAD

Read out the list below of the 9 basic human emotions. Ask participants to say out aloud, without thinking too hard about it, which ones are 'good' and which are 'bad':

- Love
- Joy
- Curiosity
- Fear
- Anger
- Shock
- Disgust
- Sadness
- Guilt

Then debrief. Most people judge 6 out of 9 as bad. Why? Because they feel unpleasant!

### **An exercise to demonstrate a) fusion vs. defusion and b) how positive thoughts attract negative ones (and vice-versa)**

In this exercise, explain to the participants that you are going to say a few sentences. As you say them out aloud, you want the participants to close their eyes and do two things:

- a) Notice the words you say
- b) Notice their automatic reaction to those words – the thoughts and feelings that immediately pop into their head as I say them.

Then read each sentence below out aloud slowly & calmly:

- I am a human being.
- I am a worthwhile human being.
- I am a worthwhile, lovable human being.
- I am a worthwhile, lovable, valuable human being.
- I am a worthwhile, lovable, valuable, wonderful human being.
- I am complete, whole, and perfect.





## DEFUSION TECHNIQUES

ACT says that the main mechanism that people acquire through meditation is called 'defusion.' This is the ability to observe your thoughts and feelings and experience them without automatically identifying with them (or getting 'hooked' to them in ACT parlance).

We get fused or hooked to strong beliefs about ourselves, and that often causes us suffering. We contort ourselves into painful shapes for most of our lives because we close ourselves in with negative beliefs like 'I'm only loveable if I succeed in life.' We hold onto these beliefs so tightly we forget they are beliefs. We think they are 100% true, and we even get annoyed if people question them. As Dostoevsky said, 'sometimes a man is intensely, even passionately, attached to suffering.'

It can be a moment of blessed relief when we defuse such beliefs, like taking off a pair of shoes that are one size too small.

The key moment for me in my recovery from PTSD and social anxiety was the switch from the strongly-held belief 'nobody likes me because I am fundamentally broken' to the realization 'it is this belief that is causing me suffering.' It was like becoming lucid in a dream. Aaaaah, I'm doing this to myself, I see.

We're constantly getting hooked by our thoughts, beliefs, and feelings, getting lost in the drama. But luckily, there's a host of defusion techniques we can use to defuse, from ACT, CBT, Stoicism, Buddhism, and many other therapeutic traditions. Here are 10:

### **1. Leaves on a Stream**

This is a practice developed by Stephen Hayes, the founder of ACT: Sit quietly with your eyes closed. Imagine a stream burbling along in front of you. Each time a thought arises in your mind, place the thought in a leaf, put it on the stream, and watch it sail gently away.

### **2. Hands in front of your face**

Cover your face with your hands, so you can't see anything. Now gently move the hands back. Your thoughts are like that.



### **3. The Guest-house / Theatre-stage / Ship of Fools**

These are all basically the same techniques. Notice different aspects of you arising, different patterns of thought and feeling, different selves. Greet them as different guests in the guest house (as in [the Rumi poem](#)), as different characters on a stage, or as different guests on a cruise ship. There's self-pitying you, there's bouncy you, there's dirty you, there's yuppie you. Greet them all. They're all part of life's divine comedy. This practice helps you not identify so strongly with the things that arise within you, but to see them as temporary aspects of you rather than the whole of you. That allows you to like, laugh at, and care for the assorted cast as they appear and depart.

### **4. Playground Bully**

I used this technique when I learned CBT for social anxiety. I learned not to give my power to my Automatic Negative Thoughts (ANTs) and practiced saying to myself, 'I'm not going to let those old ANT thoughts bully me anymore. When I don't give them my attention and power, they shrink and lose all their strength.'

### **5. Silly voice**

Next time you notice a very negative belief you are saying to yourself, write it down, and then read it out in a silly voice, like Donald Duck, say, or Donald Trump. Read it out over and over. It's just words, not reality. When you hear the old negative belief come back, always hear it in the same ridiculous voice.

### **6. The View from Above**

This is an exercise from ancient Greek philosophy. Think of yourself and your situation, then zoom out and see it from the sky – see your house and the street you live on. Then zoom out further and see the city and the country underneath the clouds. Then zoom out further and see Europe and the Earth spinning around. Then zoom out further and see the solar system, and then the whole galaxy of the Milky Way, and then thousands and thousands of galaxies containing billions and billions of stars and planets. Look around you at the limitless expanse of the universe, glittering with light and energy. What were you getting so worked up about

### **7. Plato's IMAX**

Close your eyes and notice your thoughts racing through your mind. Notice your tendency to follow your thoughts and attribute urgency and importance to them. Imagine your thoughts as images on a movie screen, flashing and banging and generally being very exciting. You're sitting in the movie theatre munching popcorn, utterly absorbed in the movies, filled with rage and joy and fear and sadness. You've been there, lost in the movies, for quite some time now. Then consider the light that makes all these images



appear and disappear. Rather than being absorbed in the endless movies appearing in front of you, with their heroes and villains, look at the beam of light projecting the images. Look at it above you. What is it? Merge with that light and rest with it. There will always be movies, always stories that seem really important and urgent. And there will always be the light that projects the movies.

### **8. The sky and the clouds**

Look up at the sky and look at the clouds moving slowly across it. Your mind is the sky; the clouds are your thoughts.

### **9. Flushed with pride**

Write down a negative belief you feel is holding you back on a piece of paper. Now take the piece of paper, solemnly fold it up, take it to the toilet, and flush it down the loo. As you flush, say to yourself out loud: 'I thank this belief for trying to help me, but now I'm letting it go, just as I let go of food once I have taken the nutrition from it.'

### **10. You are the Buddha**

Sit in front of a statue or picture of the Buddha, or just imagine the Buddha in your mind. Imagine him or her sitting in front of you, just smiling at you and radiating warmth and friendship, and love. Imagine you can literally feel the warmth of their love coming into you and generating the warmth of love inside you, for yourself and for all beings. Now imagine merging with the Buddha. Recognize the Buddha as the highest potential within you – who you actually are, at your deepest core. It's the incredible power of consciousness, and it's your birthright. Imagine your Buddha's body blazing with light. Now, within this blazing light of luminous intelligence and love, imagine you see you, ordinary you, sitting in front of you. Ordinary, you are just trying to do your best and get through the day, despite all the stuff life throws at you. Feel a deep sense of compassion and love for the ordinary you and all you've been through, sometimes on your own, sometimes dealing with great pain with no one there to help you. And that ordinary you have been a vessel for the Buddha-you, all these years and all these lifetimes. Say thank you to ordinary you and hug them. As you hug, you come back to the ordinary you with a sense of acceptance, gratitude, and compassion, as well as a sense of freedom. You are ordinary you *and* you're the limitless luminosity of Buddha-mind. And so is everyone else.



## COGNITIVE DEFUSION

We all have a tendency to over-identify with our thoughts, amplifying them in our minds to the status of 'facts' and the truth. When we become used to our thoughts in this way, the thoughts themselves can become over-controlling, preventing us from seeing other options.

### What can I do?

---

#### Learning to step back from thoughts

Cognitive defusion is about:

- looking at thoughts rather than from them
- noticing thoughts rather than getting caught up or buying into the thought
- letting thoughts come and go rather than holding onto the thought.

The purpose of cognitive defusion is to enable you to be aware of the actual process

of your thinking, so you are better able to reflect objectively and problem solve effectively before taking any action.

#### Practicing defusion

You can practice cognitive defusion in a number of different ways. Try practicing each of the techniques on the next page for 30 seconds each and see if your thought seems as powerful as it did when you began

### Cognitive defusion techniques

---

#### External voice

Instead of saying, "I'm going to fail," say, "I have the thought that I'm going to fail," thereby creating some space between you and the thought.

likes my story."

#### Type it out

Imagine your thought on a computer screen, then play with it by changing the font, colour, and formatting.

#### Name the story

If all these thoughts and feelings were put into a movie titled "the something story," what would you call it? For example, "then I'm going to fail story," or "no one

#### Pop-up mind

Imagine that your unhelpful thought is like an internet pop-up ad. Practice closing the pop-up window.



### **Passengers on the bus**

Imagine yourself driving a bus. Treat difficult thoughts as rowdy/annoying passengers. See if you can keep driving rather than stopping when they want or trying to kick them off. Can you stay focused on driving your bus safely to your destination?

### **Say It Slowly**

Say the thought in slow motion. What do you notice about the power of the thought now? Is it as painful or uncomfortable as it was before you practiced this strategy?

### **Leaves on a stream**

When the thought pops up, imagine placing it on a leaf on top of a gentle stream and watching as it disappears.

### **Thanking your mind**

Next time an unhelpful thought pops into your head, try saying, “thanks for that brain.” After all, your brain thinks it’s helping.

### **Carrying Cards**

Write difficult thoughts on small cards and carry them with you. It helps show you that you can carry your history without losing your ability to control your life.



## Strengths Discussion Questions

**In your own time please respond to the following statements and questions:**

<b>1</b>	<b>Although some of our strengths are obvious to us, others go unnoticed.</b> You can often spot your “invisible” strengths by noticing the things that energize you. Thinking about this past week, when did you feel most energized? What strengths were you using?
<b>2</b>	Think about a few of your favorite hobbies or activities. What is it about these activities that you enjoy? How do these activities put your strengths to use?
<b>3</b>	Sometimes other people are better at spotting our strengths than we are. Because we are so used to our own strengths, they can start to feel ordinary or unspectacular. What strengths or positive qualities have others shared about you? How did they notice these strengths?
<b>4</b>	In what parts of your life have you had the most success? Don't think of success only in terms of career or income – think of success as anything you have achieved, such as friendship, knowledge, or happiness. What about yourself has allowed you to be successful in these areas?



<b>5</b>	Imagine a time you felt you were at your best. Describe what you were doing and what about that situation made you feel confident. Compare this to a time when you felt uneasy or a time you were not confident. What are the differences?
<b>6</b>	Think of someone whom you admire or respect. What are this person's greatest strengths? How do you know? Do you share any of these strengths?
<b>7</b>	Situations that rely on our weaknesses can leave us feeling drained and exhausted. What sort of situations cause you to feel this way? What weaknesses might be at the root of this?



## STRENGTHS LIST

Wisdom	Artistic Ability	Curiosity	Leadership
Empathy	Honesty	Open Mindedness	Persistence
Enthusiasm	Kindness	Love	Social Awareness
Fairness	Bravery	Cooperation	Forgiveness
Modesty	Common Sense	Self-Control	Patience
Gratitude	Love of Learning	Humor	Spirituality
Ambition	Creativity	Confidence	Intelligence
Athleticism	Discipline	Assertiveness	Logic
Optimism	Independence	Flexibility	Adventurousness





## LIST OF EMOTIONS

Amazed	Foolish	Overwhelmed
Angry	Frustrated	Peaceful
Annoyed	Furious	Proud
Anxious	Grievous	Relieved
Ashamed	Happy	Resentful
Bitter	Hopeful	Sad
Bored	Hurt	Satisfied
Comfortable	Inadequate	Scared
Confused	Insecure	Self-conscious
Content	Inspired	Shocked
Depressed	Irritated	Silly
Determined	Jealous	Stupid
Disdain	Joy	Suspicious
Disgusted	Lonely	Tense
Eager	Lost	Terrified
Embarrassed	Loving	Trapped
Energetic	Miserable	Uncomfortable
Envious	Motivated	Worried
Excited	Nervous	Worthless

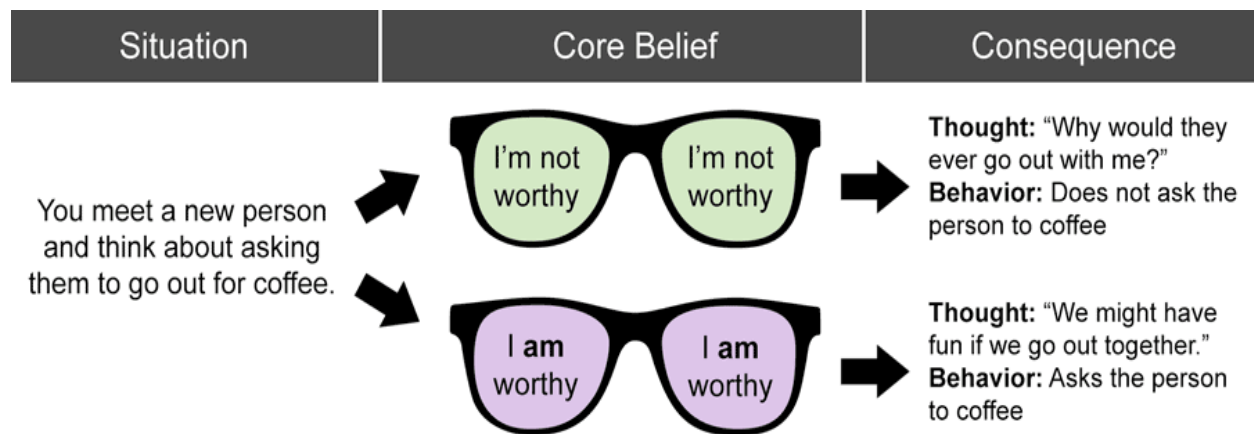


## CORE BELIEFS

Everyone looks at the world differently. Two people can have the same experience, yet have very different interpretations of what happened.

**Core beliefs** are the deeply held beliefs that influence how we interpret our experiences.

Think of core beliefs like a pair of sunglasses. Everyone has a different “shade” that causes them to see things differently.



Many people have negative core beliefs that cause harmful consequences. To begin challenging your negative core beliefs, you first need to identify what they are. Here are some common examples:

I'm unlovable	I'm stupid	I'm boring
I'm not good enough	I'm ugly	I'm worthless
I'm a bad person	I'm abnormal	I'm undeserving



What is one of your negative core beliefs? \_\_\_\_\_

List three pieces of evidence contrary to your negative core belief.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_



## What are Core Beliefs?

**Core beliefs** are a person’s most central ideas about themselves, others, and the world. These beliefs act like a lens through which every situation and life experience is seen. Because of this, people with different core beliefs might be in the same situation, but think, feel, and behave very differently.

Even if a core belief is inaccurate, it still shapes how a person sees the world. Harmful core beliefs lead to negative thoughts, feelings, and behaviors, whereas rational core beliefs lead to balanced reactions.

Situation: Two people with different core beliefs receive a bad grade on a test.		
Person	Core Belief	Reaction
A	➔ “I am a failure.”	➔ <b>Thought:</b> Of course, I failed... why bother? <b>Feeling:</b> Depressed <b>Behavior:</b> Makes no changes.
B	➔ “I am perfectly capable when I give my best effort.”	➔ <b>Thought:</b> I did poorly because I didn’t prepare. <b>Feeling:</b> Disappointed <b>Behavior:</b> Plans to study before the next test.

### Common Harmful Core Beliefs

Core beliefs are often hidden beneath surface-level beliefs. For example, the core belief “no one likes me” might underlie the surface belief “my friends only spend time with me out of pity.”

Helpless	Unlovable	Worthless	External Danger
“I am weak”	“I am unlovable”	“I am bad”	“The world is dangerous”
“I am a loser”	“I will end up alone”	“I don’t deserve to live”	“People can’t be trusted”
“I am trapped”	“No one likes me”	“I am worthless”	“Nothing ever goes right”



## Consequences of Harmful Core Beliefs

### Interpersonal Problems

difficulty trusting others  
feelings of inadequacy in  
relationships  
excessive jealousy  
overly confrontational or aggressive  
putting others' needs above one's own  
needs

### Mental Health Problems

depression  
anxiety  
substance abuse  
difficulty handling stress  
low self-esteem

## Facts About Core Beliefs

- People are not born with core beliefs—they are learned.
- Core beliefs usually develop in childhood, or during stressful or traumatic periods in adulthood.
- Information that contradicts core beliefs is often ignored.
- Negative core beliefs are not necessarily true, even if they *feel* true.
- Core beliefs tend to be rigid and long-standing. However, they can be changed.

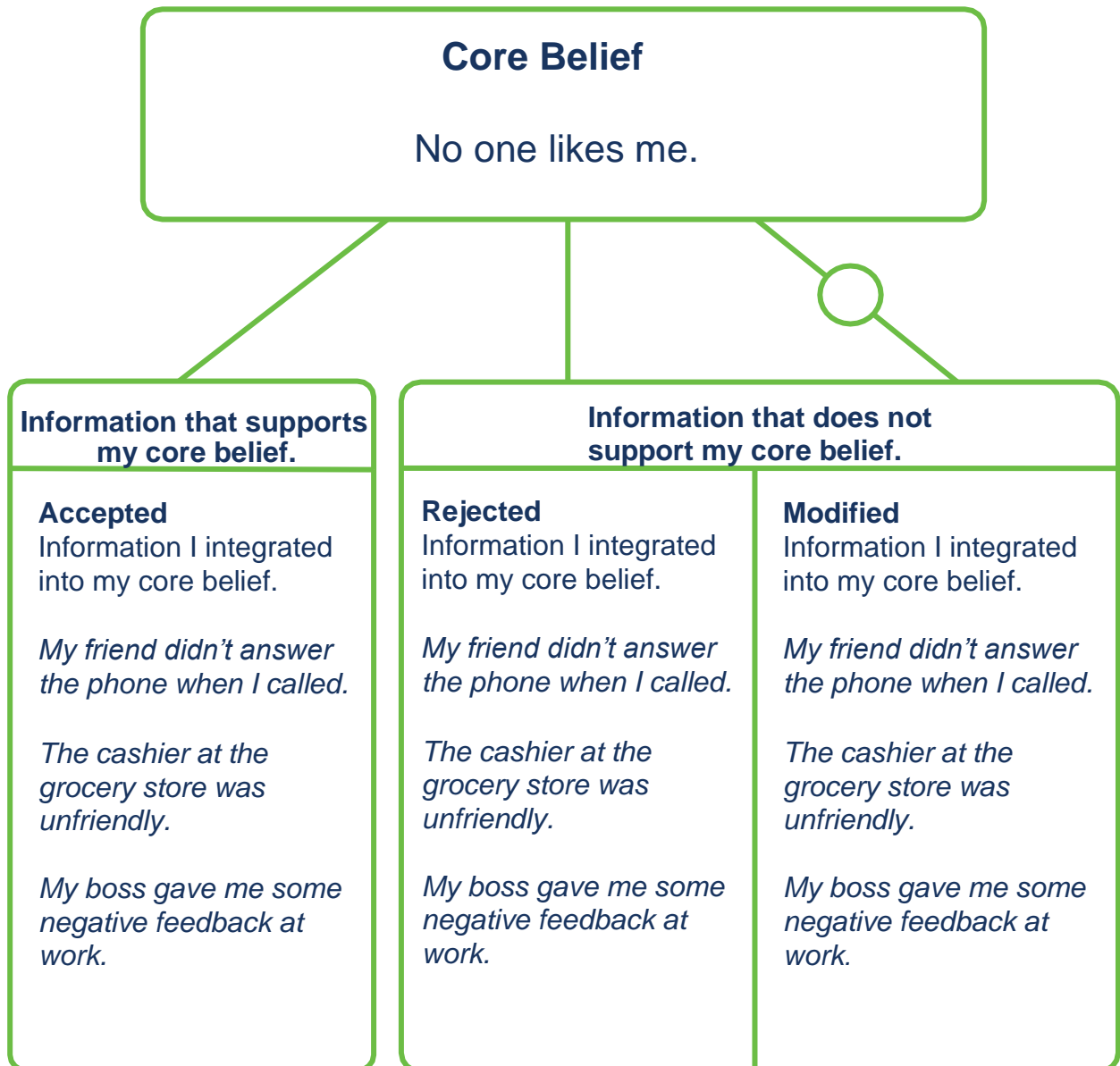
# Core Beliefs

## Examining the Evidence

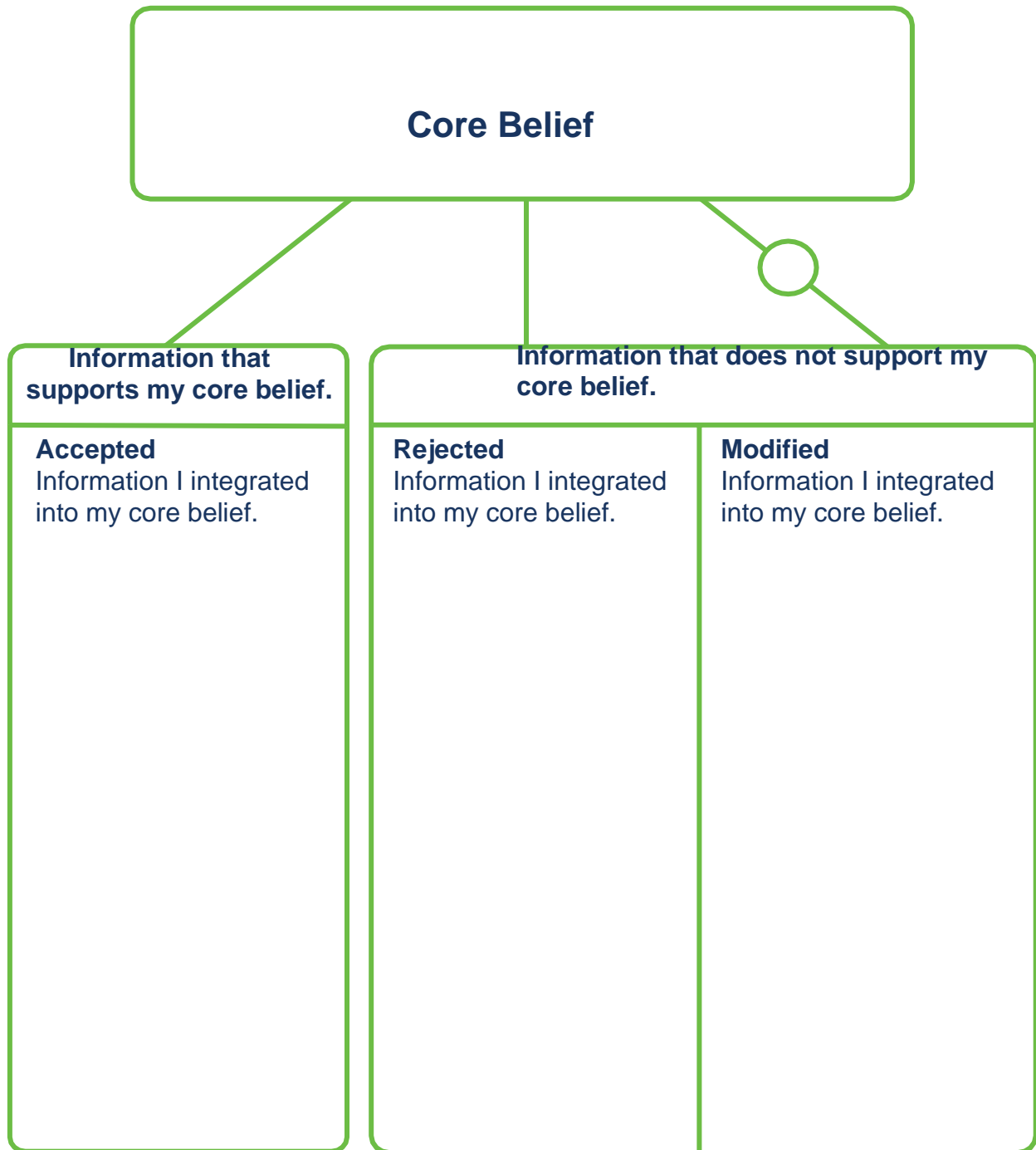


**Core beliefs** are a person’s most central ideas about themselves, others, and the world. These beliefs act like a lens through which every situation and life experience is seen.

As a person has new experiences, their core beliefs may gradually change. However, some experiences have a greater impact than others. Information that *supports* a core belief is easily integrated, making the belief stronger. Information that *does not* support a belief tends to be ignored.



# Core Beliefs Examining the Evidence



# MODULE 3



# COMMUNITY THERAPY

PHONE.....

PARTICIPANTS NAME.....





## COMMUNITY THERAPY SUPPORT GROUP HANDOUT

Support groups bring together people who are going through or have gone through similar experiences. For example, this common ground might be mental health, chronic medical conditions, addiction, grief or disability.

A support group provides an opportunity for people to share personal experiences and feelings, coping strategies, or firsthand information about the topic being discussed.

For many people, a health-related support group may fill a gap between medical treatment and the need for emotional support. A person's relationship with doctor or other medical personnel may not provide adequate emotional support, and a person's family and friends may not understand the impact of a disability or treatment. A support group among people with shared experiences may function as a bridge between medical and emotional needs.

### Benefits of support groups

The common experience among members of a support group often means they have similar feelings, worries, everyday problems, treatment decisions or treatment side effects. Participating in a group provides you with an opportunity to be with people who are likely to have a common purpose and likely to understand one another.

Benefits of participating in a support group may include:

- Feeling less lonely, isolated or judged
- Reducing distress, depression, anxiety or fatigue
- Talking openly and honestly about your feelings
- Improving skills to cope with challenges
- Staying motivated to manage chronic conditions or stick to treatment plans
- Gaining a sense of empowerment, control or hope



## SOCIAL SUPPORT

**Social support** is the help provided by family, friends, groups, or communities. This help can fulfill emotional, tangible, informational, or social needs.

### Benefits of Social Support

- Improved physical health
- Greater resilience to stress
- Improved self-esteem
- Feeling of security
- Improved mental well-being
- Greater life satisfaction

### Types of Social Support

**Emotional Support:** Help manage emotions, such as stress, anger, or depression. This support might include listening to problems and showing empathy.

**Tangible Support:** Help with practical problems, such as financial assistance, providing a ride to work, or help with childcare.

**Informational Support:** Providing information that helps solve a problem or overcome a challenge. This might include advice or information about helpful resources. Connectedness. This helps provide a feeling of security and contentment.

**Social Needs:** Fulfillment of basic social needs, such as love, belonging, and

### Building Social Support

**Attend to your existing relationships.** Reach out to friends and family. Make it a priority to maintain your most important relationships, even when other areas of your life are busy.

**Increase community involvement.** Participate in hobby groups, volunteering, or religious groups. This is a great way to meet like-minded people and build a new support system.

**Attend support groups.** Connect with others who are dealing with similar problems or life experiences. It can be rewarding to share your own story and provide support to others.



**Use professional support.** Doctors, therapists, social workers, and other professionals can help you solve problems that are more complicated or too difficult to tackle alone.

**List three people, groups, or communities that provide you with social support.**

**Support #1**

**Support #2**

**Support #3**

**Describe how each of your supports helps you or could help you with emotional, tangible, informational, and/or social needs.**

**Support #1**

**Support #2**

**Support #3**

**List any barriers that prevent you from fully utilizing each of your supports.**

**Support #1**

**Support #2**

**Support #3**



**What specific steps could you take to better utilize your support?**

**Support #1**

**Support #2**

**Support #3**

**How could your supports help you with a current problem?**

**Support #1**

**Support #2**

**Support #3**



## 5-MINUTE AUTOBIOGRAPHY

**Instructions:** Write a mini “autobiography,” an account of your life... that can be read/presented in under five minutes. Only include information you’re comfortable sharing with your peers.

**Ideas:** Where were you born? Where have you lived? What did you want to be when you grew up? What jobs have you had? Any major accomplishments? Any special talents/skills? When did you start using it? Low points? Have you hit your “bottom”? Any turning points in your life? Future goals?



## SELF-ESTEEM WORKSHEET

*List your 5 best Qualities*


*List your top 5 values*


**List 10 of your greatest accomplishments:**

--

**Write down 3 goals for self-improvement/personal development:**

--



**List 5 self-care ideas:**

**List 10 activities that make you happy:**

*(Examples: Traveling, looking at old photographs, petting your dog, talking with an old friend, attending church, skiing, etc.)*



## CHECK-IN

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Calm	Surprised	Bored	Hurt
Content	Startled	Cranky	Disappointed
Jolly	Unsure	Distracted	Sad
Satisfied	Apprehensive	Aggravated	Distraught
Relaxed	Afraid	Irritated	Grief
Happy	Confused	Upset	Depressed
Giddy	Concerned	Frustrated	Despair
Interested	Nervous	Angry	
Enthusiastic	Anxious	Distaste	
Overjoyed	Worried	Disbelief	
Excited	Afraid	Disgusted	
Mesmerized	Astonished	Irate	
Amazed	Awed	Apathetic	
Thrilled	Terrified	Contemptuous	
Fixated	Frantic	Bitter	
Exuberant	Hysterical	Disdain	
Obsessed		Loathing	
		Enraged	

Today, I am feeling....

because.....





## CHECK OUT ACTIVITY

1. How do you feel as you leave this check-in group? Have your feelings changed?

2. What is one thing you are taking from today?

3. Share a few words to describe how you are feeling.



## MAKING CONNECTIONS HANDOUT

### Why is connection important for our mental health?

Social connection can lower anxiety and depression, help us regulate our emotions, lead to higher self-esteem and empathy, and actually improve our immune systems. By neglecting our need to connect, we put our health at risk.

When we are mentally healthy, we enjoy our life and environment and the people in it. We can be creative, learn, try new things, and take risks. We are better able to cope with difficult times in our personal and professional lives.

Research increasingly shows that strong social ties are crucial to your brain health. **Socializing can stimulate attention and memory and help to strengthen neural networks.** You may just be laughing and talking, but your brain is hard at work. This increase in mental activity pays off over time.

### Building Deeper Connections with Others

- Practice Active Listening...
- Listen to the Feelings Behind the Words...
- Give and Receive Honest Feedback...
- Be Willing to Nurture Relationships...
- Be Ready to Give...
- Always Be Open to New Relationships...



## MAKING YOUR CONNECTIONS STRONGER WORKSHEET

Write a list of people who support you and one type of support you get from each of them.

**Example 1:** Support Worker - helps me with shopping.

**Example 2:** Friend - Listen when you need someone to talk to - Be as specific as possible.

Write how you support your list of people

**Example 1:** Friend – I open my home to my friends

**Example 2:** Neighbour - I share my food with my neighbour

Write down one thing you can do this week to support or strengthen one of these relationships.

**Example 1:** Family member – I can visit or call them this week.

**Example 2:** Support Worker – I can plan something fun to do together



## SOCIAL CONFIDENCE AND CONNECTIONS

Let's face it: growing up is tough. At some point, pretty much everyone struggles with feeling alone, insecure, or like they just don't fit in. Use this worksheet to think through what kind of connections are important to you and how you can make sure you have them in your life.

### Exploring Current Connections

**When are times you have felt connected? Were you with certain people, doing a certain activity, or in a certain location?**

**What are some things you are proud of yourself for doing in the past to create a stronger sense of belonging?**

**Are there friends, loved ones, or pets in your life who make you feel understood? What makes those relationships feel good?**



**The connection looks different for everybody. What are some experiences or groups that made you feel like you belonged?**

### **Exploring New Connections**

**Comparing your social life to others can make you feel more alone or insecure. Let's try looking at this with a different lens.**

**Regardless of what you see in others' lives, what kind of social life do you want?**

**What makes a quality friendship?**

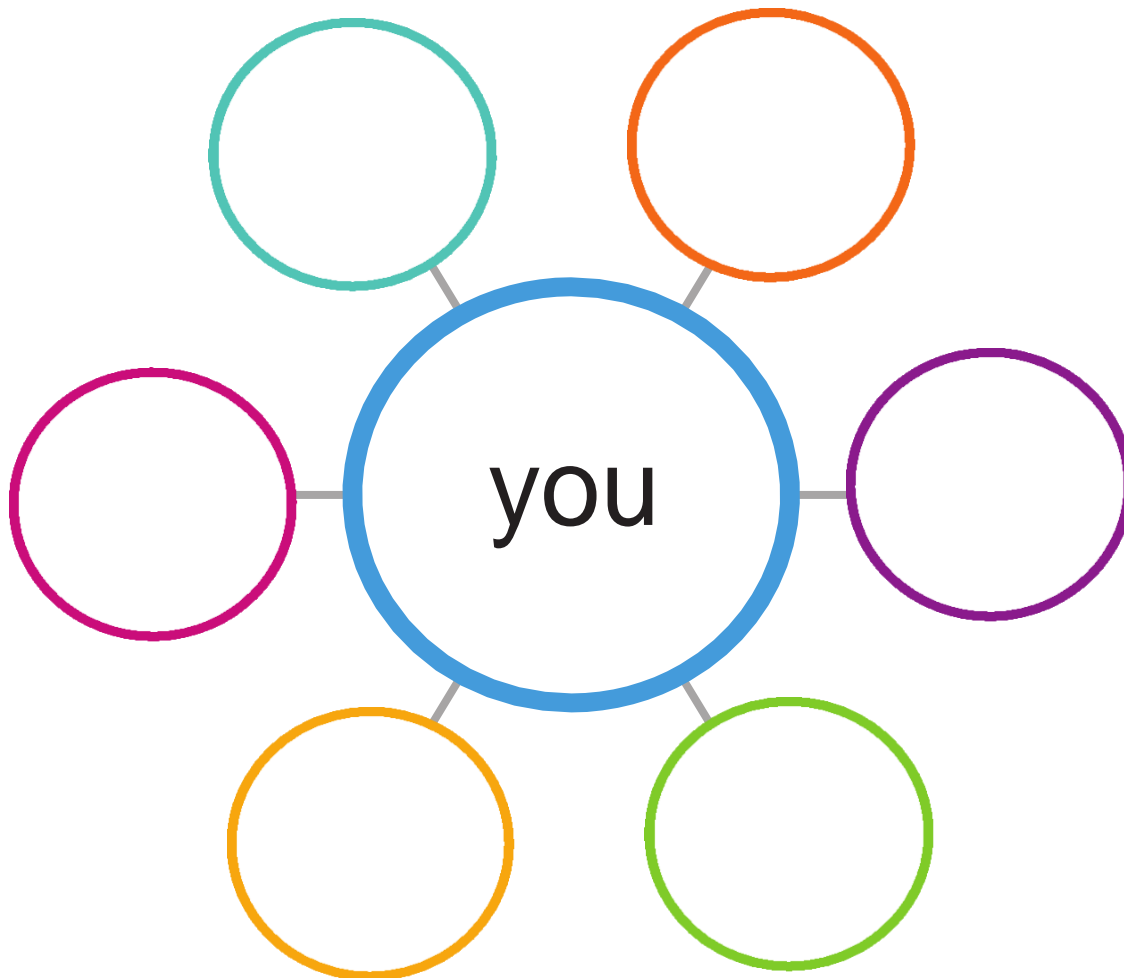
**How would you like to spend your time?**



**When you look at your thoughts around feeling connected, do you notice any patterns? What are they? Are there opportunities to get connected, like a program at your school, that you can get involved with?**



**WHO ARE YOU SOCIALLY CONNECTED TO?**



**My 4am friends:**

\* I will call one of these friends if I am struggling & need to talk

name: \_\_\_\_\_

name: \_\_\_\_\_

number: \_\_\_\_\_

number: \_\_\_\_\_

name: \_\_\_\_\_

name: \_\_\_\_\_

number: \_\_\_\_\_

number: \_\_\_\_\_



## STAGES OF CHANGE HANDOUT

### **Precontemplation**

The costs of the problem behavior (such as drug use) are not yet recognized. The individual is in denial and is not seriously considering changing their behavior. They may have made previous attempts to change, but have since given up.

### **Contemplation**

The individual is experiencing ambivalence about change. They can see reasons to change their behavior, but they are still hesitant. The problem behavior continues.

### **Preparation**

The individual has decided to change their behavior, and they begin to think about how to do so. During this stage, they will begin to make minor changes to support their goal, but they might not have completely ended the unwanted behavior.

### **Action**

Significant steps are taken to end the problem behavior. The individual might be avoiding triggers, reaching out for help, or taking other steps to avoid temptation.

### **Maintenance**

The changes made during the action stage are maintained. The individual may continue to face challenges, but at this point, they have successfully changed their behavior for a significant period of time.

### **Relapse**

After making changes, some individuals will return to their previous problem behavior. This can happen at any time during the previous stages. Not everyone will experience relapse, but it is always a risk.





## SUBSTANCE USE ASSESSMENT

**Instructions:** Fill out the section for each of the drugs you have used, even if that substance was never a problem for you. If you don't remember specifics, give your best estimate.

	Age of first use. (ex. "16")	When did you last use it? (ex. "1 month ago")	Frequency of most recent use. (ex. "3x per week")	Was this substance ever a problem? (yes/no)
<i>Alcohol</i>				
<i>Benzodiazepines (Xanax, Valium, etc.)</i>				
<i>Cocaine</i>				
<i>Crack</i>				
<i>Hallucinogens (LSD, mescaline, etc.)</i>				
<i>Heroin</i>				
<i>Inhalants ("Huffing")</i>				
<i>Marijuana</i>				
<i>Methamphetamine</i>				
<i>Methadone</i>				
<i>MDMA ("Ecstasy")</i>				
<i>PCP ("Angel Dust")</i>				



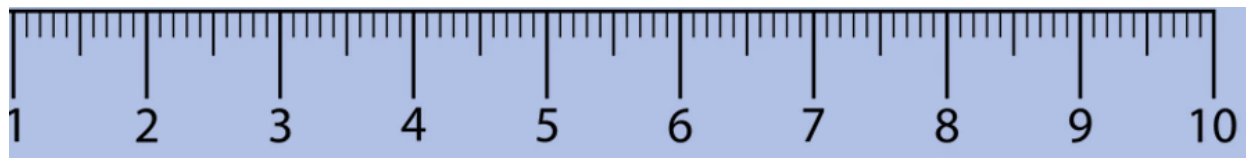
**Instructions:** Answer each of the following questions by circling **YES** or **NO**. Try not to overthink your responses (if you're unsure about a question, go with your first instinct).

- YES**    **NO**    Have your relationships with friends, family, or a significant other ever been strained or damaged by your drug/alcohol use?
- YES**    **NO**    Have you ever had difficulty reducing or ending your drug/alcohol use?
- YES**    **NO**    Have you ever missed work or had reduced productivity/judgment at work due to drug/alcohol use?
- YES**    **NO**    Have you ever used drugs/alcohol to self-medicate anger, depression, anxiety, or other negative emotions?
- YES**    **NO**    Have you ever spent a great deal of time thinking about using or thinking about how to obtain drugs/alcohol?
- YES**    **NO**    Have you ever experienced strong cravings for drugs/alcohol?
- YES**    **NO**    Have you ever developed a tolerance to a drug/alcohol that required you to use more of the substance to reach a desirable level of intoxication?
- YES**    **NO**    Have you ever operated a vehicle or engaged in a dangerous activity while under the influence of drugs/alcohol?
- YES**    **NO**    Have you ever given up other enjoyable or healthy activities, such as hobbies, socializing, or exercising, due to drug/alcohol use?
- YES**    **NO**    Have you ever engaged in risky sexual behaviors (e.g., unprotected sex or infidelity) while under the influence of drugs/alcohol?
- YES**    **NO**    Have you ever experienced withdrawal symptoms, such as a hangover, physical discomfort, or irritability due to abstinence from a drug?



## SUBSTANCE USE MOTIVATION RULER ACTIVITY

Are you motivated to end your substance use? Rank your motivation from 1 to 10. A “1” means that you have absolutely no motivation to end your use. A “10” means that you are completely ready to be sober and have no doubt about the decision.



**Why is your motivation where it is? Why not lower? Even if you marked only a “2” or a “3,” there must be a reason you didn’t write “1”. List some of your motivators.**

1.

2.

3.

4.

5.



## BUILDING DISCREPANCY WORKSHEET

How will your life change if you choose to either continue or quit using drugs and alcohol?

My relationships with my family and other loved ones will be affected...	
If I continue using:	If I quit using:

My relationships with friends will be affected...	
If I continue using:	If I quit using:

My long-term goals will be affected...	
If I continue using:	If I quit using:




<b>My finances will be affected...</b>	
<b>If I continue using:</b>	<b>If I quit using:</b>

<b>My health will be affected...</b>	
<b>If I continue using:</b>	<b>If I quit using:</b>



## PEOPLE, PLACES, AND THINGS ACTIVITY

People, places, and things that remind us of our past drug use can trigger a relapse. Driving past an old bar, hanging out with certain friends, or listening to an old song can bring back memories of using. List the people, places, and things you should avoid reducing your risk of relapse.

### People:

### Places:

### Things:



## TRIGGERS AND COPING SKILLS ACTIVITY

Specific people, places, and things can remind us of past drug use. Avoiding these triggers can be an effective way to reduce the likelihood of relapse. List five people, places, or things that might make you more likely to relapse.

**People, places, and things:**

- 1.
- 2.
- 3.
- 4.
- 5.

What if you're unable to avoid these people, places, and things? What if you come into contact with them accidentally? Briefly describe how you can deal with each of the people, places, and things listed above.

**How I can deal with dangerous people, places, and things:**

- 1.
- 2.
- 3.
- 4.
- 5.



## TRIGGERS WORKSHEET

**Trigger:** A stimulus—such as a person, place, situation, or thing—that contributes to an unwanted emotional or behavioral response.

### The Problem

Describe the problem your triggers are contributing to. What's the worst-case scenario if you are exposed to your triggers?


### Trigger Categories

Just about *anything* can be a trigger. To begin exploring your own triggers, think about each of the categories listed below. Is there a specific emotion that acts as a trigger for you? How about a person or place? List your responses in the provided spaces.

<b>Emotional State</b>	
<b>People</b>	
<b>Places</b>	
<b>Things</b>	
<b>Thoughts</b>	
<b>Activities / Situations</b>	

### Tips for Dealing with Triggers

- Oftentimes, the best way to deal with a trigger is to avoid it. This might mean making changes to your lifestyle, relationships, or daily routine.





- Create a strategy to deal with your triggers head-on, just in case. Your strategy might include coping skills, a list of trusted people you can talk to, or rehearsed phrases to help you get out of a troublesome situation.
- Don't wait until the heat of the moment to test your coping strategy. *Practic*

**In this section, you will develop a plan for dealing with your three biggest triggers. Review your plan regularly, and practice each of the strategies.**

**Describe your three biggest triggers in detail.**

#1	
#2	
#3	

**Describe your strategy for *avoiding or reducing exposure* to each trigger.**

#1	
#2	
#3	



Describe your strategy for dealing with each trigger head-on when they cannot be avoided.

#1	
#2	
#3	



## COPING SKILLS ADDICTIONS

### Social Support

Few things are as powerful as having a supportive person in your corner. Just knowing that friends, family, or even a fellow group member or sponsor are pulling for you can make all the difference.

#### Daily Social Support

There's more to social support than having someone to call during moments of crisis. People who have strong relationships are more resilient when facing life's obstacles and more likely to beat addiction. Make a point to strengthen your relationships, attend support groups, and build new friendships.

#### Crisis Social Support

When in a crisis, it's helpful to have a person you can count on for support—someone who you can call, who will help to talk you through the situation. Make a list of people who you can contact during these situations and how you can reach them.

### Diversions

Cravings are brutal. They grow and grow, gnawing at your willpower, demanding that you relapse. In the middle of a craving, it might feel as if there's no escape but to use. But then, if you resist, the craving starts to fade. Eventually, it disappears. Most cravings end within one hour of starting.

The goal of **diversions** is to buy yourself time during a craving. If you can distract yourself for just *one hour*, you will have a much better chance of avoiding relapse. Come up with a list of activities you genuinely enjoy that will keep you at a distance from your temptation.

#### Diversion Ideas

- go for a walk
- call a friend
- read a book
- play an instrument
- play a sport
- lift weights
- listen to music
- go swimming
- watch a movie
- go hiking in nature



- practice a hobby
- take photographs
- go for a run
- play with a pet
- clean or organize
- rearrange a room
- do yard work
- take a long bath
- draw or paint
- write or journal
- do a craft
- go to a meeting
- cook or bake play a game
- go for a bicycle ride

## Building New Habits

Most addictions require *a lot* of time. Thinking about, acquiring, and indulging an addiction can fill most of a day. When you quit, one of your greatest new resources is time. However, if your newfound time isn't filled with healthy activities, it will pose a risk for falling back into old habits.

**Building new habits** is different from diversion because of the focus on long-term or permanent life changes. This isn't about riding out a craving—this is about building a better life for yourself.

### Foster New Relationships -

- Join a casual sports league.
- Attend a local meetup for one of your interests or hobbies.
- Get involved in your community by volunteering or supporting a cause you care about.

### Develop New Professional Skills -

- Return to school to pursue a subject you are interested in.
- Find a full-time job, or seek a new career that you enjoy.
- Build new skills on your own using free online resources, or practice your existing skills.

### Refocus on Existing Relationships -

- Build a routine around socializing with friends and family. For example, have Sunday dinners with family, and evening walks with a friend.
- Be proactive—don't wait for others to reach out to you.
- Say “yes” to every social invitation that will not put you at risk of relapse.



## Prevention

### Avoid Triggers / Risky Situations

Don't wait until you're in a bad situation to figure out how to escape it. Instead, avoid those situations altogether. Create a list of the people, places, and things that will likely lead to relapse, and come up with a plan to avoid them in the future. Sometimes this is as simple as taking a different route home from work, and other times it might mean a significant lifestyle change.

### Healthy Lifestyle

A healthy lifestyle will make you more resilient when faced with obstacles. Many unhealthy habits, such as insufficient sleep and exercise, have been closely linked to many forms of mental illness. Focus on creating a routine that accounts for the following aspects of a healthy lifestyle:

- Sleep
- Exercise
- Medical Compliance (e.g., taking medications as prescribed and attending appointments)
- Healthy Diet

### Managing Emotions / Relaxation

Most addictions serve as an escape from uncomfortable emotions such as stress, anxiety, and anger. When the crutch of addiction is taken away, you may need to re-learn how to manage your emotions. If you don't learn how to relax, tension will build and build, until it leads to relapse. These techniques, when practiced regularly, will help you manage your emotions in a healthy way.

### Deep Breathing

Deep breathing is a simple technique that's excellent for managing emotions. Sit comfortably and place one hand on your abdomen. Breathe in deeply enough that your hand begins to rise and fall. Imagine you are trying to completely fill your lungs with air. Time the inhalation (4s), pause (4s), and exhalation (6s) during every breath. Practice for 3 to 5 minutes at a time.



## Journaling

Recording video entries about personal experiences through Encapsulator Journaling Programs, gives your brain the opportunity to process information and organize it into manageable chunks. Some of the many benefits of journaling include improved mental wellbeing, and the reduction of uncomfortable emotions. As you journal, be sure to describe your feelings alongside the facts of your experiences.

Feel free to journal however you like. However, if you feel stuck, try these prompts:

- **Daily Log:** Record a few thoughts about each day. Whatever comes to mind is fine.
- **Letter:** Record a letter to someone with whom you would like to tell something. Remember to describe your feelings.
- **Gratitude:** Describe three good things from your day, no matter how minor they seem.

## Imagery

Your brain has the power to turn thoughts into real emotions, and physical responses. Think about it: Your mouth waters at the thought of your favorite food, and a happy memory can make you laugh. With the imagery technique, you will use this power to your advantage.

Take a moment to think of a relaxing location or situation. This could be a memory, or something entirely made up. Maybe you're on a warm beach, alone at the top of a mountain, or at dinner with close friends. Next, imagine this scene through each of your senses. Don't just think about each detail for a second and move on—really imagine them. What do you see? What sounds do you hear? What do you feel? What smells are around you?

Use imagery for at least 5 minutes whenever you need a quick escape.



## TIPS FOR AVOIDING RELAPSE

**The most important moment before relapse isn't the final decision to use a drug.** It's when you decide to expose yourself to triggers. For example, a trigger could be going to a party or walking through the liquor section at the store. Before encountering your triggers, *you* still have most of the control. Not your craving.

**If you're feeling the urge to use it, try to wait it out.** If you distract yourself for even 30 minutes, it's likely your craving will lessen in intensity. It might not totally disappear, but it will become easier to resist.

**Focus on replacing your past drug use with new positive activities.** If you used to go home after work and drink, you'd need to make a new plan to occupy yourself. Going home and staring at a wall will eventually lead to staring at a wall with a drink in your hand.

**Don't try to do this alone.** Sharing your goals for sobriety with a friend makes all the difference. They can hold you accountable when you're making questionable decisions ("I'm just going to the bar to hang out, I won't drink!"), and they can offer a kind ear when you're struggling.

**Remind yourself that cravings will pass.** Have you ever had that experience when you're sick where you can't remember what it feels like to *not* be sick? The same thing happens with cravings. Give it time, and believe it or not, the feeling will go away.

**You'll have to make sacrifices** beyond giving up the drug. If you previously used it during specific activities (for example: watching a game on TV, going to concerts, or spending time with friends), you may need to make changes. This might mean *not* watching the game or making new friends who are sober. This can be really hard, but that's what makes it a sacrifice.

**Have a plan** for when things get bad because, at some point, they will. People get fired, hearts get broken, and sometimes people leave us forever. Develop a plan to get through these major life challenges--without the use of drugs--before they happen.

**Don't become complacent with your sobriety.** If you someday consider having "just a glass of wine with dinner," don't make the decision lightly. If you've struggled with addiction in the past, you are much more likely to develop an addiction again.



**If you relapse, don't give up.** A lot of people find it helpful to keep track of how long they've been sober, but don't confuse this count with the true goal of leading a good life. If you're at day 100 of sobriety, that's great. However, if you make a mistake and end up back at day 0, know that you are not starting over (you gained knowledge, experience, and confidence). In other words: Slipping up is not a license to go on a binge.

**Come up with new rituals.** How do you celebrate holidays, promotions, or any other happy occasion? If your answer includes any sort of drug, you'll want to get creative and figure out something new. Go wild with a hobby for the day, treat yourself to a nice dinner, or take a weekend trip. Make sure it's something you can get excited about.





## WANTS VS. NEEDS IN RECOVERY

At times it can be difficult to discern “wants” from “needs,” especially in early recovery. When making decisions, your needs should be prioritized over wants. Use this worksheet to list your current wants and needs, and then answer the following questions.

<i>Wants</i>	<i>Needs</i>

**Which list is longer and why?**

**How can you tell the difference between a want and a need?**



**it could be a want? What are the reasons it could be a need?**

**What are some of the things on your list that is needs for *you* that may only be wanted for others? Is there anything on your list that's a want for you, but a need for most? Your decision-making the most?**

**What (if anything) must you change to prioritize your needs? (Be specific.)**



## RELAPSE PREVENTION PLAN

**Coping Skills:** List activities or skills you enjoy that can get your mind off of using.

1	
2	
3	

**Social Support:** Who are three people you can talk to if you are thinking about using?

1	
2	
3	

**Consequences:** How will your life change if you relapse? How about if you stay sober?

<i>Outcomes of Relapse</i>	<i>Outcomes of Sobriety</i>

### Tips to avoid relapse:

- Cravings will eventually pass. Do your best to distract yourself and ride it out.
- Don't become complacent. Relapse can happen years after you've quit using. It



probably won't ever be safe to "just have one."

- Avoid situations that you know will put you at risk of relapse, such as spending time with friends who use drugs or going places that remind you of your past use.
- The decision to relapse is made when you put yourself in risky situations long before you actually use it.
- Don't view relapse as a failure. Falling back into old patterns because of a slip will only make the situation worse.



## RELAPSE PREVENTION PLAN OPTION 2

**Five warning signs that I might use:**

- 1.
- 2.
- 3.
- 4.
- 5.

**Five people who I can call to help me get through a craving:**

- 1.
- 2.
- 3.
- 4.
- 5.



**Five things I can do to get my mind off of using:**

1.

2.

3.

4.

5.

# MODULE 4



# GRATITUDE

PHONE.....

PARTICIPANTS NAME.....



## GRATITUDE HANDOUT

### What is Gratitude?

*The quality of being thankful, readiness to show appreciation for and to return kindness.*

In positive psychology research, gratitude is strongly and consistently associated with greater happiness. Gratitude **helps people feel more positive emotions, relish good experiences, improve their health, deal with adversity, and build strong relationships.**

### 10 benefits of gratitude

- Improves self-esteem.
- Improves energy and health.
- It makes us happier and more optimistic.
- More resilient and deal with adversity better.
- Are more generous and forgiving.
- Keeps you in the present moment.
- Be happier and notice the present moment more.
- Lower stress, anxiety, and thoughts.

**Gratitude is suggested to be on your list of personal core values**, keeping you grounded and moving forward. Gratitude can be a vital tool, whether you're in recovery from a substance use disorder or struggling with other personal challenges such as relationship problems, disability, mental health issues, illness, and grief.





## GRATITUDE LIST: THINGS TO BE GRATEFUL FOR

1. Family who loves you
2. Friends you relate to
3. Significant other who reminds you you're not alone
4. Eyes that allow you to see the world's beauty
5. Ears that allow you to listen to music
6. Nose that allows you to smell
7. Arms that allow you to hold a newborn baby
8. Mouth that lets you taste delicious food
9. Ability to talk
10. Friendly neighbors who smile at you
11. Morning coffee for jolting you awake
12. Libraries with endless books allowing you to learn
13. Music that helps you feel
14. Mother nature's beauty
15. Your lungs which are working hard as you read this
16. Today because you've been given it
17. Art that mesmerizes you
18. The comfort of your own home
19. Access to food
20. Having a steady paycheck
21. Paying bills on time
22. Weekends that give you more time to spend on life
23. The internet helps you find what you're looking for
24. Clean water to drink
25. A relaxing massage
26. A hot shower
27. A healthy body
28. Your unique personality
29. Your kind heart
30. Your strength to keep going when things get tough
31. Your favorite happy memories
32. Belly laughs
33. Watching the sunset in the evening



## AN EXPERIMENT IN GRATITUDE

1. Introduce the group to the participant and ask if anybody knows what the meaning of gratitude is and discuss this, then give the definition of gratitude next paragraph:

*“The quality of being thankful, readiness to show appreciation for and to return kindness.”*

2. Ask the consumer to write a gratitude list of at least 5 people, places, or things that they are grateful for. Show them an example.
3. Go around the group and discuss each person's list and ask them if they can identify one key person or thing that they believe is most important.
4. Watch a YouTube video on gratitude <https://youtu.be/oHv6vTKD6lg>.
5. Remind clients that the idea of expressing gratitude can increase happiness by up to 19%. Encourage everyone to make a phone call to the number one listed person and express their happiness and grateful they are to have them in their lives. If it makes it easier for them, they can say do they have been asked to do this by a counsellor



## GRATITUDE EXERCISES

**Gratitude** means appreciating the good things in life, no matter how big or small. Making the practice of gratitude a regular part of your day can build happiness and self-esteem and provide other health benefits.



### Gratitude Journal

Every evening, spend a few minutes writing down some good things about your day. This isn't limited to major events. You might be grateful for simple things, such as a good meal, talking to a friend, or overcoming an obstacle.



### Give Thanks

Keep your eyes open throughout the day for reasons to say "thank you." Make a conscious effort to notice when people do good things, whether for you or others. Tell the person you recognize their good deed, and give a sincere "thank you."



### Mindfulness Walk

Go for a walk and make a special effort to appreciate your surroundings. You can do this by focusing on each of your senses, one at a time. Spend a minute just listening, a minute looking at your surroundings, and so on. Try to notice the sights, sounds, smells, and sensations you would usually miss, such as a cool breeze on your skin or the clouds in the sky.



### Gratitude Letter

Think about someone who you appreciate. This could be a person who has had a major impact on your life or someone who you would like to thank. Write a letter that describes why you appreciate them, including specific examples and details. It's up to you if you'd like to share the letter or not.



### Grateful Contemplation

Remove yourself from distractions such as phones or TV and spend 5-10 minutes mentally reviewing the good things from your day. The key to this technique is



*consistency*. Think of it like brushing your teeth or exercising—it should be a normal part of daily self-care. This technique can be practiced as part of prayer, meditation, or on its own.

### **Gratitude Conversation**

With another person, take turns listing 3 things you were grateful for throughout the day. Spend a moment discussing and contemplating each point rather than hurrying through the list. Make this part of your routine by practicing before a meal, before bed, or at another regular time.



## VISUALIZATION & MANIFESTATION HANDOUT

### 1. Decide What You Want

What do you want to focus on? Pick one dream or goal to start visualizing. For example, visualize your best self in 5 years' time; where do you wish to be? How does it feel?

### 2. Picture the Scene

Start imagining the exact scene. Don't be vague or unclear – the more specific you are, and the more details you imagine, the better the visualization will work for you. Picture the scene as if you were there. What color are the walls? What are you wearing? Who is in the room with you? Make sure you use all of your senses in the visualization exercise. Sight, sound, taste, smell, touch – include them all so that you really bring your vision to life.

### 3. Imagine Each Step Toward Your Manifestation

Identify each step that must take place for you to achieve your goal. And start picturing each step as part of your visualization exercise.

### 4. Visualize Daily

It's important to be consistent because regular visualization can convince your brain that what you imagine is actually the truth. The more you visualize something, the stronger that vision becomes – and the higher the likelihood that you'll get what you want. Why? Because you've done it already. Visualizing daily is just like training for a marathon or perfecting a golf swing. The more you practice, the more familiar your body (or your mind) will become with those specific "motions." You're literally training your mind for a successful outcome. The great thing about visualization is that you can do it anywhere: on the train to and from work, at night before you go to bed, or while you're having your morning coffee.

### More Visualization Tips

Here are more things to try with visualization:



Choose a quiet environment. Do your visualization exercises in a quiet place. This allows you to focus on the experience and get the greatest benefit from it. Every time you're interrupted, it takes longer to get back into the full visualization.

Talk about or write down one sentence that describes the outcome you want. Post this statement somewhere that's easily visible, on or near your desk. This keeps the positive outcome right in front of you, and you'll think about it often. If you can, repeat the sentence out loud several times a day.

Find an image that represents your visualization. Put this image someplace that's easily visible – on your desk, saved on your computer's wallpaper, and so on. This is another tool to help you visualize your desired outcome.



## VISUALIZATION & MANIFESTATION LETTER

Below are questions for you to answer about what it is you would like to visualize and manifest in your life.

### Questions

What is it you want to visualize and manifest in your life?

What would happen if you could overcome that obstacle? Or, more importantly, what would happen if you didn't?

What have I done this month that's felt truly, authentically like I was me?



**If I had no fear of failure or judgment, what passions or unique gifts do I have that I would love to share with the world?**

**Thinking of these 4 categories: Career/Money, Relationships/Love, Health/Wellness + Spiritual Evolution, where would I like to be in 6 months?**



# Best Possible Self

## Visualization Exercise



What would your life look like in a perfect future? How would you spend your time? Who would be by your side? In this exercise, you will imagine your best possible self in a future where things have gone as well as possible, and you have accomplished all your goals

### Instructions

**1 Write.** On the following pages, you will imagine and describe your best possible self in three domains: personal, professional, and social. Once completed, continue to step 2.

**2 Visualize.** For the next week, spend 5 minutes visualizing your best possible self each day. Focus on one domain per day, cycling through each of the domains throughout the week. Record your practice in the chart below.

To perform visualization, picture your best possible self in as much detail as possible. Think of a scene that your best possible self might find themselves in, and imagine the sights, sounds, and feelings you would experience.

**Tip:** It's common to feel distracted during visualization. If you notice your mind wandering, that's okay. Simply return your thoughts to the exercise once you become aware.



### Visualization Log

	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.
Personal							
Professional							
Social							





# Best Possible Self

## Social Domain



**Social Domain:** romantic relationship, friends, family, social activities, etc.



Imagine your best possible self in the **social** domain for 1 minute.



Write about your best possible self in the **social** domain for 5 minutes.

Continue writing for the entire time, using as much detail as possible.




## AFFIRMATIONS HANDOUT

Affirmations are statements that we say to ourselves that can shift our mindset and make us feel better about ourselves. The human brain can change even into adulthood. The more we repeat positive thoughts, the easier it is to recall them later.

It may feel strange at first to repeat a certain phrase in your head, but it's worth a try. There's not a single, perfect affirmation that's right for everyone. It's personal and the affirmation you may need can change from day to day.

The key is to ensure what you're telling yourself feels authentic.

### **Here are some affirmations to consider each day:**

- *"I choose to be happy."*
- *"I decide how I feel today."*
- *"I am unique and beautiful."*
- *"I have faith in my abilities."*
- *"I am stronger than my anxiety."*
- *"I am stronger than my depression."*
- *"When I fall, I get back up again."*
- *"This is hard, but I can do hard things."*
- *"My feelings are making me uncomfortable, but I accept them."*
- *"I am in charge of my thoughts and don't judge them."*
- *"I am resilient, strong, and brave."*
- *"My life is happening right here, right now."*

The benefits of Affirmations are endless, they have helped a multitude of people all over the world achieve great things, but more importantly, they can help you make positive changes in your life.



## POSITIVE THOUGHTS & AFFIRMATIONS

- There is no one better to be than myself.
- I am enough.
- I get better every single day.
- I am an amazing person.
- All of my problems have solutions.
- Today I am a leader.
- I forgive myself for my mistakes.
- My challenges help me grow.
- I am perfect just the way I am.
- My mistakes help me learn and grow.
- Today is going to be a great day.
- I have courage and confidence.
- I can control my own happiness.
- I have people who love and respect me.
- I stand up for what I believe in.
- I believe in my goals and dreams.
- It's okay not to know everything.
- Today I choose to think positive.
- I can get through anything.
- I can do anything I put my mind to.
- I give myself permission to make choices.
- I can do better next time.
- I have everything I need right now.
- I am capable of so much.
- Everything will be okay.
- I believe in myself.
- I am proud of myself.
- I deserve to be happy.
- I am free to make my own choices.
- I deserve to be loved.
- I can make a difference.
- Today I choose to be confident.
- I am in charge of my life.
- I have the power to make my dreams true.
- I believe in myself and my abilities.
- Good things are going to come to me.
- I matter.
- My confidence grows when I
- My positive thoughts create positive feelings.
- Today I will walk through my fears.
- I am open and ready to learn.
- Every day is a fresh start.
- If I fall, I will get back up again.
- I am whole.
- I only compare myself to myself.
- I can do anything.
- It is enough to do my best.
- I can be anything I want to be.
- I accept who I am.
- Today is going to be an awesome day
- It's okay to make mistakes.
- I am making the right choices.
- I surround myself with positive people



List some positive thoughts and affirmations you can say to yourself.

#1	
#2	
#3	
#4	
#5	
#6	
#7	



<b>#8</b>	
<b>#9</b>	
<b>#10</b>	





# SELF-CARE IDEAS

- = I've tried it
- = I want to try

it

## QUICK TIPS

- ○ Scroll through photos of happy memories on social media
- ○ Step outside and spend a few moments in nature
- ○ Complete a (not-too-difficult) task that you've been putting off
- ○ Tell someone how you're actually feeling instead of saying "fine"
- ○ Do something playful
- ○ Stretch
- ○ Replace self-defeating thoughts with optimistic reframes
- ○ Wink at someone
- ○ Keep fresh flowers in your office/home or wear them in your hair
- ○ Use your favorite pens to write
- ○ Share your self-care plans with someone and brainstorm new ideas

## SENSATIONS & SELF SOOTHING

- ○ Use scented oils, lotions, candles, etc.
- ○ Put on fuzzy socks
- ○ Apply a heating pad to your neck
- ○ Heat your towels or bathrobe in the dryer
- ○ Use shower steamers (alternative to bath bombs!)
- ○ Chill your face lotions/products in the fridge before using
- ○ Repetitively tap chest or shoulders
- ○ Drink cucumber or fruit-infused water
- ○ Put something cold on your forehead
- ○ Go to an aquarium and watch the fish
- ○ Relax in a sauna
- ○ Buy and use colored lightbulbs in different rooms

## INDULGE

- ○ Send yourself a bouquet at work
- ○ Plan (and take!) a vacation
- ○ Buy yourself that thing you've been wanting, but not something you would normally buy for yourself
- ○ Spend a night at a hotel, order room service, and relax!
- ○ Take the day off work or school and spend it in a park
- ○ Buy a piece of furniture that makes you happy
- ○ Declutter your life or hire someone to haul junk that's taking up space
- ○ Treat yourself to a facial, massage, or other relaxing spa treatment
- ○ Buy yourself a new outfit

# MODULE 5



## LIFE SKILLS

PHONE.....

PARTICIPANTS NAME.....



## LIFE SKILLS HANDOUT

The term 'Life Skills' refers to the skills you need to make the most out of life.

Any skill that is useful in your life can be considered a life skill. Tying your shoelaces, swimming, driving a car and using a computer are, for most people, useful life skills. Broadly speaking, the term 'life skills' is usually used for any of the skills needed to deal well and effectively with the challenges of life.

**Communication** and **interpersonal skills**. This broadly describes the skills needed to get on and work with other people, particularly to transfer and receive messages either in writing or verbally.

**Decision-making** and **problem-solving**. This describes the skills required to understand problems, find solutions to them, alone or with others, and then take action to address them.

**Self-awareness** and **empathy** are two key parts of emotional intelligence. They describe understanding yourself and being able to feel for other people as if their experiences were happening to you.

**Assertiveness** and **self-control**. These describe the skills needed to stand up for yourself and other people and remain calm even in the face of considerable provocation.

**Resilience** and **ability to cope with problems**, which describes the ability to recover from setbacks and treat them as opportunities to learn or simply experiences.

By learning new skills, we increase our understanding of the world around us and equip ourselves with the tools we need to live a more productive and fulfilling life, finding ways to cope with the challenges that life inevitably throws at us.

Most people associate learning with formal education, but learning can and should be a lifelong process that enhances our understanding of the world and improves the quality of our life.



**ACTIVITY: BRAINSTORM THE THINGS YOU SEE AS YOUR SKILLS IN YOUR LIFE.**

**WHAT SKILLS DO I HAVE?**



**ACTIVITY 2: NOW THINK OF THE SKILLS YOU WOULD LIKE TO LEARN. BRAINSTORM YOUR THOUGHTS BELOW.**



**WHAT SKILLS DO I WANT?**



## SKILLS ASSESSMENT WORKSHEET

Transferable Skills generally are not associated with a particular job or task. Transferable skills are usually broader and related to leadership, communication, critical thinking, analysis, and organization. These are skills that can be transferred and utilized in a variety of different kinds of jobs and lifestyles.

See the list of skills below and mark each column as described. You can have the same skill marked more than once in each column.

1. What skills have you already acquired and feel competent in doing? In the first column, mark each skill in which you feel competent.
2. What skills do you enjoy, even if you are not proficient at them? In the second column, mark those skills that you really enjoy.
3. What skills would you like to learn, acquire or develop further?

<i>Communication Skills</i>	<i>1. Feel Competent</i>	<i>2. Enjoy / Favorites</i>	<i>3. Would Like to Develop</i>
Speak in public, debate, advocate, present or demonstrate an idea			
Facilitate a meeting			
Reading and following directions			
Comparing or cross-checking two lists			
Filling out forms			
Reading and understanding documents			
Comfortably speaking to others, you do not know			
Taking notes while someone speaks			
Finding information			
Using a map			



Explaining things to other people			
Know when to ask for help or more, explanation			
Listening to others			

<i>Technical Skills</i>	<i>1. Feel Competent</i>	<i>2. Enjoy/Favorites</i>	<i>3. Would Like to Develop</i>
Use physical coordination			
Build or construct things or structures			
Do crafts or use hand coordination with tools			
Operate vehicles, machines or electronic equipment			
Installing things			
Work with earth and nature			
Gardening, landscaping and farming			
<b>Management and Self-Management Skills</b>			
Set goals and priorities, plan or make decisions			
Initiate, assess needs, anticipate or create change			
Delegate tasks, direct, oversee or motivate			
Being patient with others			
Keeping a cheerful attitude			



Getting interested/excited about the task at hand			
Offering to help when it's needed			
Knowing how to take directions			
Motivating myself to do what needs to get done			
Helping motivate others to get the job done			
Prioritizing tasks so that the larger goal is met on time			
Following the rules			
Checking your own work			
Using courtesy when dealing with others			
Seeking help when needed			
Being eager to learn			
Speaking up for yourself			
Solving problems in a cooperative way			

<b>Creative/Artistic Skills</b>			
Artistic ability to photograph, decorate, paint or sculpt			
Use creativity, visualize, imagine, brainstorm or design			
Use musical ability, sing, compose or play instruments			





Presenting artistic ideas			
Visualizing shapes			
Designing			
Drawing, illustrating, sketching			
<b><i>People and Social Skills</i></b>	<b><i>1. Feel Competent</i></b>	<b><i>2. Enjoy/ Favorites</i></b>	<b><i>3. Would Like to Develop</i></b>
Care, treat, heal, nurse or rehabilitate others			
Counsel, empower, coach, guide or listen to individuals			
Host, comfort, please, make welcome or serve customers			
Plan social, recreational or other group events			
Problem-solve, mediate or network with people			
Teach, train, instruct, inform or explain to groups			
Caring for children responsibly			
Caring for the sick and elderly			
Calming people down			
Helping people complete a task			
Knowing how to get along with different people/personalities			
Leading groups or activities			



1. From the list above, referring to column 2, list your top five or ten favorite skills that you would most enjoy utilizing in your life. (even if you are not good at them yet). Include the main skill category.

---

---

---

---

2. Which of the favorite skills listed above do you consider strengths or things that you are very good at (both columns 1 and 2 would probably be marked)? Include the main skill category.

---

---

---

---

3. Which (top five) skills would you like to develop, improve and/or learn (refer to skills marked in column 3)? Include the main skill category.

---

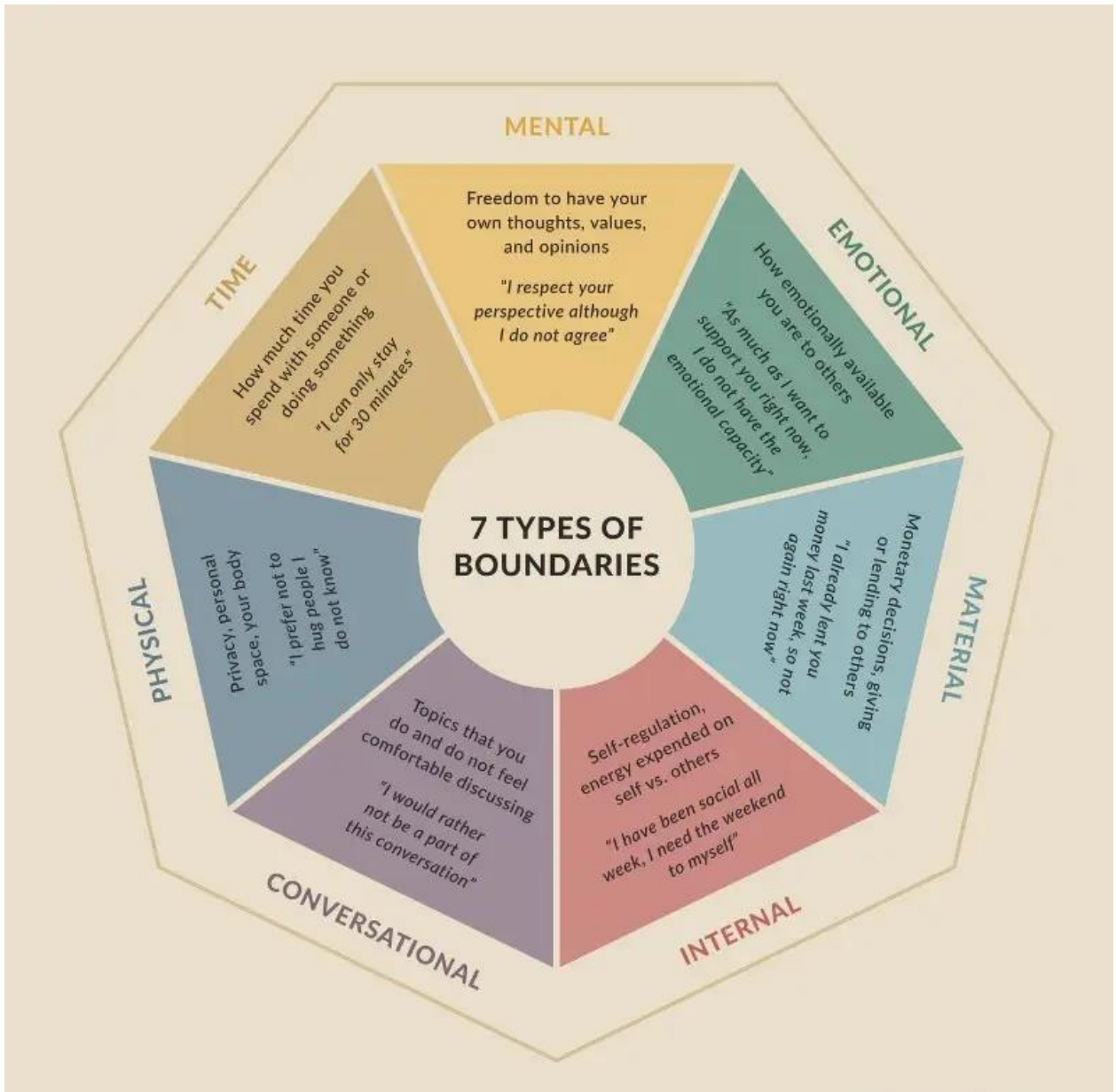
---

---

---



# 7 TYPES OF BOUNDARIES HANDOUT





## BOUNDARIES DISCUSSION QUESTIONS

1. Personal boundaries are the rules and limits you set within relationships. They tell you what's okay and what's not okay in a relationship. Think about two people in your life, and describe the boundaries you have with each one. How are they similar, and how are they different?

2. Values are the things that are most important to you. Ideally, your boundaries will reflect your values. For example, if you value family time, you might set strict boundaries with friends. What are your most important values, and how do your boundaries reflect these values?



3. In your opinion, what are the signs of a healthy relationship? What sort of boundaries might you see in a healthy relationship?

4. People who are influential in your life act as models for boundary-setting, whether their boundaries are healthy or unhealthy. Think of someone who has helped shape who you are. What has this person taught you about boundaries, whether intentionally or unintentionally?



5. When someone has rigid boundaries, they are reluctant to ask others for help, protective of personal information, and avoidant of close relationships. What do you think are the pros and cons of rigid boundaries? Describe an area of life where you've had rigid boundaries.

6. When someone has porous boundaries, they overshare personal information, have difficulty saying "no," and are overly concerned with the opinions of others. What do you think are the pros and cons of porous boundaries? Describe an area of life where you've had porous boundaries.



7. In some relationships, healthy boundaries seem to form naturally and easily. In other relationships, however, setting healthy boundaries is difficult. What challenges have you faced when trying to set healthy boundaries, and how did you overcome them (or how could you overcome them)?



## WHAT ARE PERSONAL BOUNDARIES?

**Personal boundaries** are the limits and rules we set for ourselves within relationships. A person with healthy boundaries can say “no” to others when they want to, but they are also comfortable opening themselves up to intimacy and close relationships.

A person who always keeps others at a distance (whether emotionally, physically, or otherwise) is said to have *rigid boundaries*. Alternatively, someone who tends to get too involved with others has *porous boundaries*.

### *Common traits of rigid, porous, and healthy boundaries.*

<i>Rigid Boundaries</i>	<i>Porous Boundaries</i>	<i>Healthy Boundaries</i>
<p>Avoids intimacy and close relationships.</p> <p>Unlikely to ask for help.</p> <p>Has few close relationships.</p> <p>Very protective of personal information.</p> <p>May seem detached, even with romantic partners.</p> <p>Keeps others at a distance to avoid the possibility of rejection.</p>	<p>Overshares personal information.</p> <p>Difficulty saying “no” to the requests of others.</p> <p>Overinvolved with others’ problems.</p> <p>Dependent on the opinions of others.</p> <p>Accepting abuse or disrespect.</p> <p>Fears rejection if they do not comply with others.</p>	<p>Values own opinions.</p> <p>Doesn’t compromise values for others.</p> <p>Shares personal information in an appropriate way (does not over or under-share).</p> <p>Knows personal wants and needs and can communicate them.</p> <p>Accepting when others say “no” to them.</p>

Most people have a mix of different boundary types. For example, someone could have healthy boundaries at work, porous boundaries in romantic relationships, and a mix of all three types with their family.

The appropriateness of boundaries depends heavily on the setting. What’s appropriate to say when you’re out with friends might not be appropriate when you’re at work.

Some cultures have very different expectations when it comes to boundaries. For





example, in some cultures, it's considered wildly inappropriate to express emotions publicly. In other cultures, emotional expression is encouraged.

## Types of Boundaries

**Physical boundaries** refer to personal space and physical touch. Healthy physical boundaries include an awareness of what's appropriate and what's not in various settings and types of relationships (hug, shake hands, or kiss?). Physical boundaries may be violated if someone touches you when you don't want them to or when they invade your personal space (for example, rummaging through your bedroom).

**Intellectual boundaries** refer to thoughts and ideas. Healthy intellectual boundaries include respect for others' ideas and an awareness of appropriate discussion (should we talk about the weather or politics?). Intellectual boundaries are violated when someone dismisses or belittles another person's thoughts or ideas.

**Emotional boundaries** refer to a person's feelings. Healthy emotional boundaries include limitations on when to share and when not to share personal information. For example, gradually sharing personal information during the development of a relationship, as opposed to revealing everything to everyone. Emotional boundaries are violated when someone criticizes, belittles, or invalidates another person's feelings.

**Sexual boundaries** refer to the emotional, intellectual, and physical aspects of sexuality. Healthy sexual boundaries involve mutual understanding and respect for limitations and desires between sexual partners. Sexual boundaries can be violated with unwanted sexual touch, pressure to engage in sexual acts, leering, or sexual comments.

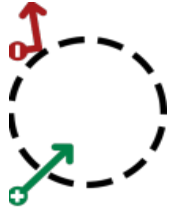
**Material boundaries** refer to money and possessions. Healthy material boundaries involve setting limits on what you will share and with whom. For example, it may be appropriate to lend a car to a family member, but probably not to someone you met this morning. Material boundaries are violated when someone steals or damages another person's possessions or when they pressure them to give or lend them their possessions.

**Time boundaries** refer to how a person uses their time. To have healthy time boundaries, a person must set aside enough time for each facet of their life, such as work, relationships, and hobbies. Time boundaries are violated when another person demands too much of another's time.



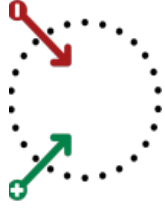
## BOUNDARY STYLES

Boundaries define what is acceptable and what is not in a relationship. It is possible to have different boundary types in different relationships.



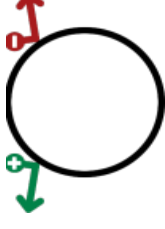
### Poor Boundaries

- Lets almost anyone get close to them
- Overly trusting of others, even strangers
- Overshares personal information
- Has difficulty saying “no” to others
- Overly involved in others’ problems
- Quick to adopt others’ opinions
- Avoids conflict by giving in to others
- Does not assert personal values
- Communicates passively



### Healthy Boundaries

- Selective about whom to let in and keep out
- Takes time to build trust with others
- Shares personal information appropriately
- Able to say “no” when needed
- Supports others without being too involved
- Values both own and others’ opinions
- Accepts conflict as a normal part of life
- Stands by personal values, but can adapt
- Communicates assertively



### Rigid Boundaries

- Keeps most people at a distance
- Very untrusting of others
- Very guarded with personal information
- Says “no” to others most of the time
- Detached from others’ problems
- Tends to ignore others’ opinions
- Avoids conflict by pushing others away
- Has inflexible personal values
- Communicates aggressively



## CREATING SECURE ATTACHMENT

Healthy relationships require the right mix of intimacy and independence. Someone who is insecurely attached often struggles to trust or commit to others. With time and effort, it's possible to feel safe and fulfilled in relationships while remaining your own person. Below are some tips for how to do this:

### **Learn about your attachment style**

Learn about the four main attachment styles as well as the associated thoughts and behaviors. This empowers you to spot trends in your relationship history and make a plan to break unhelpful patterns.

### **Examine your beliefs about relationships**

Views about relationships tend to get set early in life. For that reason, it's important to investigate what is actually true about your current relationships and abandon outdated beliefs and interpretations.

### **Act opposite to your anxious or avoidant style**

If you have an anxious attachment style, try taking small steps toward becoming more independent. If you have an avoidant attachment style, try letting down your guard and initiating intimacy.

### **Increase your emotional awareness**

Learning to express and tolerate your emotions makes you better able to accept and empathize with those of your partner. This decreases reactivity and increases attachment security.

### **Communicate openly and listen empathetically**

Secure attachment requires communicating in a respectful, open-hearted way. When conflict happens, collaborate with your partner to help each other feel understood and connected, even when you disagree.

### **Seek out others with healthy relationship**

If you want to run a marathon, it's helpful to surround yourself with successful runners. In the same way, you can improve your relationships by observing how people with healthy relationships think and behave.

### **Minimize stressors**

Stress can worsen attachment issues. Be proactive by committing to self-care, addressing conflict before it escalates, and engaging in calming activities with your partner.



## TIPS FOR HEALTHY BOUNDARIES

**Personal boundaries** are the limits and rules we set for ourselves within relationships. A person with healthy boundaries can say “no” to others when they want to, but they are also comfortable opening themselves up to intimacy and close relationships.

### **Know your limits.**

Before becoming involved in a situation, know what’s acceptable to you and what isn’t. It’s best to be *as specific as possible*, or you might be pulled into the trap of giving just a little bit more, over and over, until you’ve given far too much.

### **Know your values.**

Every person’s limits are different, and they’re often determined by their personal values. For example, if you value family above all else, this might lead to stricter limits on how late you will stay at work, away from family. Know what’s most important to you, and protect it.

### **Listen to your emotions.**

If you notice feelings of discomfort or resentment, don’t bury them. Try to understand what your feelings are telling you. Resentment, for example, can often be traced to feelings of being taken advantage of.

### **Have self-respect.**

If you always give in to others, ask if you are showing as much respect to yourself as you show to others. Boundaries that are too open might be due to misguided attempts to be liked by elevating other people’s needs above one’s own.

### **Have respect for others.**

Be sure that your actions are not self-serving at the expense of others. Interactions should not be about winning or taking as much as possible. Instead, consider what’s fair to everyone, given the setting and relationship. You might “win”, but at the cost of a relationship’s long-term health.

### **Be assertive.**

When you know it’s time to set a boundary, don’t be shy. Say “no” respectfully, but without ambiguity. If you can make a compromise while respecting your own boundaries, try it. This is a good way to soften the “no” while showing respect to everyone involved.

### **Consider the long view.**

Some days you will give more than you take, and other days you will take more than you give. Be willing to take a longer view of relationships when appropriate. But if you’re *always* the one who’s giving or taking, there might be a problem.



## HEALTHY VS. UNHEALTHY COPING STRATEGIES

**Coping strategies** are actions we take--consciously or unconsciously--to deal with stress, problems, or uncomfortable emotions. Unhealthy coping strategies tend to feel good at the moment, but have long-term negative consequences. Healthy coping strategies may not provide instant gratification, but they lead to long-lasting positive outcomes.

<b>Examples of unhealthy coping strategies:</b>	<b>Examples of <u>healthy</u> coping strategies:</b>
<ul style="list-style-type: none"><li>• Drug or alcohol use</li><li>• Overeating</li><li>• Procrastination</li><li>• Sleeping too much or too little</li><li>• Social withdrawal</li><li>• Self-harm</li><li>• Aggression</li></ul>	<ul style="list-style-type: none"><li>• Exercise</li><li>• Talking about your problem</li><li>• Healthy eating</li><li>• Seeking professional help</li><li>• Relaxation techniques (e.g., deep breathing)</li><li>• Using social support</li><li>• Problem-solving techniques</li></ul>

## Discussion Questions

**What consequences might result from this unhealthy coping strategy?**

**What healthy coping strategies could be helpful for the individual?**

**What barriers might be preventing the individual from using healthy coping strategies?**

**Describe a problem you are currently dealing with:**




<i>My unhealthy coping strategies:</i>	<i>Consequences of unhealthy coping strategies:</i>
<b>1</b>	
<b>2</b>	

<i>Healthy coping strategies I use or could use:</i>	<i>Expected outcomes of healthy coping strategies:</i>	<i>Barriers to using healthy coping strategies:</i>
<b>1</b>		
<b>2</b>		
<b>3</b>		



## CONFLICT RESOLUTION

### **Focus on the problem, not the person.**

When a disagreement turns to personal insults, raised voices, or mocking tones, the conversation is no longer productive. Be careful to focus on the problem without placing blame on the other person. If a disagreement becomes personal, you should pause the conversation.

### **Use reflective listening.**

Oftentimes during arguments, we focus on getting our own point across rather than listening to our partner. Before responding to the person, restate what they have said to you in your own words. Continue this process until the other person agrees that you understand. Next, share your side. Using this technique will help both individuals feel listened to and understood, even if they disagree.

### **Use “I” statements.**

When sharing a concern, begin your sentence with “I”. For example: “I feel hurt when you don’t tell me you’ll be late”. With this sentence format, we show that we are taking responsibility for our own emotions rather than blaming our partner. The alternative sentence—“You never tell me when you’re going to be late”—will often cause the other person to become defensive.

### **Know when to take a time-out.**

When you and the other person are becoming argumentative, insulting, or aggressive, it’s a good idea to take a time-out. Have a plan in place so you both can call for a break when needed. Spend some time doing something alone that you find relaxing. When you’ve both calmed down, you both can return to solving the problem. Be sure that you do return—it isn’t a good idea to leave these issues unaddressed.

### **Work toward a resolution.**

Disagreement is a normal part of any relationship. If it becomes clear that you and the other person will not agree, focus on a resolution instead. Try to find a compromise that benefits both individuals. Ask yourself if this disagreement really matters to your relationship, and let yourself move on if not.



## SETTING BOUNDARIES

**Personal boundaries** are the limits and rules we set for ourselves within relationships. A person with healthy boundaries can say “no” to others when they want to, they are also comfortable opening themselves up to intimacy and close relationships.

### Know Your Boundaries

Boundaries should be based on your values or the things that are important to you. For example, if you value spending time with family, set firm boundaries about working late.

Your boundaries are yours, and yours alone. Many of your boundaries might align with those who are close to you, but others will be unique.

Know your boundaries *before* entering a situation. This will make it less likely you’ll do something you’re not comfortable with.

### What to Say

You always have the right to say “no”. When doing so, express yourself clearly and without ambiguity, so there is no doubt about what you want. “I’m not comfortable with this” “Please don’t do that” “Not at this time” “I can’t do that for you” “This doesn’t work for me” “I’ve decided not to” “This is not acceptable” “I’m drawing the line at \_\_\_\_” “I don’t want to do that.”

### What to Do

#### Use Confident Body Language

Face the other person, make eye contact, and use a steady tone of voice at an appropriate volume (not too quiet and not too loud).

#### Plan Ahead

Think about what you want to say and how you will say it before entering a difficult discussion. This can help you feel more confident about your position.

#### Be Respectful

Avoid yelling, using put-downs, or giving silent treatment. It’s okay to be firm, but your message will be better received if you are respectful.





## Compromise

When appropriate, listen and consider the needs of the other person. You never *have* to compromise, but give-and-take is part of any healthy relationship.

**Instructions:** Respond to the following practice questions as if you were really in each situation. Think about the language *you* would use to firmly state your boundary.

## Examples

**Situation:** You notice your roommate has been eating your food in the fridge. You never discussed plans to share food and don't want them eating what you bought.

**Response:** "I'd like to keep our food separate. If there's something of mine that you want, please ask me before taking it."

**Situation:** Your friend calls you at 11 pm to discuss issues she is having with her boyfriend. You need to wake up at 6 am.

**Response:** "I can tell you're upset. I want to talk to you, but I need to go to bed. Maybe we can talk tomorrow afternoon."

## Practice

**Situation:** You invited a friend over for the evening, but now it's getting late. You would like to get ready for bed, but your friend seems unaware of how late it is.

**Response:**



**Situation:** A good friend asks you out on a date. You are not interested in being more than friends. You would like to let them down clearly, but gently.

**Response:**

**Situation:** You missed several days of work due to a medical condition. When you get back, a coworker asks what happened. You feel this information is personal and do not want to share it.

**Response :**



## BOUNDARY EXPLORATION

Think about a person, or a group of people, with whom you struggle to set healthy boundaries. This could mean that your boundaries are too rigid (you keep this person at a distance), too porous (you open up too much), or there's some other problem that isn't so easily labeled.

**Who do you struggle to set healthy boundaries with?** (e.g., "my husband" or "coworkers")

In your relationship with the person you listed above, what are your boundaries in each of the following categories? Add a check in the appropriate column for each boundary category.

<i>Boundary Category</i>	<i>Porous</i>	<i>Rigid</i>	<i>Healthy</i>	<i>Other</i>
<b>Intellectual Boundaries</b>				
<b>Emotional Boundaries</b>				
<b>Sexual Boundaries</b>				
<b>Material Boundaries</b>				
<b>Time Boundaries</b>				
<b>Physical Boundaries</b>				



Take a moment to imagine what it will be like when you begin to establish healthy boundaries with this person. If your boundaries are too rigid, that might mean opening up. If they're porous, it might mean setting limits and saying "no" when you don't want to do something.

**What are some specific actions you can take to improve your boundaries?**

**How do you think the other person will respond to these changes?**

**How do you think your life will be different once you've established healthy boundaries?**



## ASSERTIVE COMMUNICATION

**Assertive Communication:** A communication style in which a person stands up for their own needs and wants while also taking into consideration the needs and wants of others without behaving passively or aggressively.

### Traits of Assertive Communicators

- Clearly state needs and wants
- Eye contact
- Listens to others without interruption
- Appropriate speaking volume
- Steady tone of voice
- Confident body language

### Assertiveness Tips

**Respect yourself.** Your needs, want, and rights are as important as anyone else's. It's fine to express what you want, so long as you are respectful toward the rights of others.

**Express your thoughts and feelings calmly.** Giving silent treatment, yelling, threatening, and shaming are all great examples of what not to do. Take responsibility for your emotions, and express them in a calm and factual manner. Try starting sentences with "I feel..."

**Plan what you're going to say.** Know your wants and needs and how you can express them before entering a conversation. Come up with specific sentences and words you can use.

**Say "no" when you need to.** You can't make everyone happy all the time. When you need to say "no," do so clearly, without lying about the reasons. Offer to help find another solution.

### Examples of Assertive Communication

"I've been feeling frustrated about doing most of the chores around the house. I understand that you're busy, but I need help. How can we make this work?"

"I have a hard time sleeping when your music is on. What if you use headphones, or I can help you move the speakers to another room."



## Practice

**Tip:** Before responding, consider what your wants and needs might be in each situation.

**Your Partner:** “I know you have plans for the weekend, but I really need you to watch the kids. I have a friend coming to town, and we made plans.”

**Assertive Response:**

**Situation:** You’ve just received your food at a restaurant, and it was prepared incorrectly. Your sandwich seems to have extra mayo instead of no mayo.

**Assertive Statement:**

**Your Friend:** “Hey, can I borrow some money? I wanted to buy these shoes, but I left my wallet at home. I’ll pay you back soon, I swear. It won’t be like last time.”



**Assertive Response:**

**Situation:** Your neighbor is adding an expansion to their house, and the crew starts working very loudly at 5 AM. It has woken you up every day for a week.

**Assertive Statement:**



## PASSIVE, AGGRESSIVE, AND ASSERTIVE COMMUNICATION

### Passive Communication

During passive communication, a person prioritizes the needs, wants, and feelings of others, even at their own expense. The person does not express their own needs or does not stand up for them. This can lead to being taken advantage of, even by well-meaning people who are unaware of the passive communicator's needs and wants.

- Soft-spoken/quiet
- Allows others to take advantage
- Prioritizes the needs of others
- Poor eye contact / looks down or away
- Does not express one's own needs or wants · Lack of confidence

### Aggressive Communication

Through aggressive communication, a person expresses that only their own needs, wants, and feelings matter. The other person is bullied, and their needs are ignored

- Easily frustrated
- Speaks in a loud or overbearing way
- Unwilling to compromise
- Use of criticism, humiliation, and domination
- Frequently interrupts or does not listen
- Disrespectful toward others

### Assertive Communication

Assertive communication emphasizes the importance of *both* peoples' needs. During assertive communication, a person stands up for their own needs, wants, and feelings, but also listens to and respects the needs of others. Assertive communication is defined by confidence and a willingness to compromise.

- Listens without interruption
- Clearly, states' needs and want
- Willing to compromise
- Stands up for own rights
- Confident tone/body language
- Good eye contact





## Example

<b>Scenario</b>	A friend asks to borrow your car. This will be a big inconvenience for you.
<b>Passive</b>	Umm, yeah, I guess that's fine. Do you need me to fill the tank?
<b>Aggressive</b>	No way! Why would I let you borrow my car? You're crazy to even ask.
<b>Assertive</b>	I need my car that day, but I'll have time to drop you off.

<b>Scenario</b>	Your boss asks you to stay late while everyone else leaves. You're always the one who stays late, and tonight you have plans.
<b>Passive</b>	
<b>Aggressive</b>	
<b>Assertive</b>	

<b>Scenario</b>	Your partner left a mess in the kitchen, and you're too busy to clean.
<b>Passive</b>	
<b>Aggressive</b>	
<b>Assertive</b>	



<b>Scenario</b>	You're at a restaurant, and the server brought you the wrong dish.
<b>Passive</b>	
<b>Aggressive</b>	
<b>Assertive</b>	

<b>Scenario</b>	A friend showed up at your house uninvited. Usually, you would be happy to let them in, but this time you're busy.
<b>Passive</b>	
<b>Aggressive</b>	
<b>Assertive</b>	



## “I” STATEMENTS

When a person feels that they are being blamed—whether rightly or wrongly—it’s common that they respond with defensiveness. **“I” statements** are a simple way of speaking that will help you avoid this trap by reducing feelings of blame. A good “I” statement takes responsibility for one’s own feelings while tactfully describing a problem.

“I feel emotion word when explanation.”

- ✓ “I feel...” must be followed with an emotional word, such as “angry,” “hurt,” or “worried.”
- ✓ Careful wording won’t help if your voice still sounds blaming. Use a soft and even tone.
- ✓ In your explanation, gently describe how the other person’s actions affect you.

### Examples

Blaming	“You never call me. I guess we just won’t talk anymore.”
“I” Statement	“I feel hurt when you go so long without calling. I’m afraid you don’t care.”

### Practice

Scenario	A friend always cancels plans at the last minute. Recently, you were waiting for them at a restaurant when they called to say they couldn’t make it.
“I” Statement	

Scenario	You are working on a group project, and one member is not completing their portion. You have repeatedly had to finish their work.
“I” Statement	



## HOW TO APOLOGIZE

Apologising means expressing regret for something you did. A sincere apology involves reflecting on your actions, taking responsibility for them, and making changes to improve things in the future. Giving an apology can help repair a damaged relationship while showing care and respect for the other person.

### **Reflect On Your Actions**

Think about how your actions contributed to a problem, even if they were not the sole cause.

Even if someone else also contributed to the problem, what was my role?

Try taking the other person's perspective. How do my actions look from their side?

As a result of my actions, how might the other person feel?

### **Take Responsibility**

Say "I'm sorry" (or some version of this phrase) and show regret for your actions. It's important to speak clearly and sincerely. In most cases, it helps to identify the actions you are apologizing for.

Example: "I'm sorry for the language I used during our argument. It was disrespectful, and it was wrong."

I'm sorry for... I apologize for... I take responsibility for... It was wrong of me to... I feel terrible. I shouldn't have... This was my fault. I should have...

- Never make excuses or try to justify your behavior (e.g. "I'm sorry, but I was tired!").

### **Listen & Improve**

Give the other person a chance to respond without interruption. Forgiveness may take time and is not guaranteed. Be prepared to discuss changes you will make to avoid repeating the problem.



## Myths vs. Reality

Myth: Love means never having to say you're sorry.

Reality: Apologies can be particularly important when you love someone. An apology communicates you care about the other person and want them to feel better.

Myth: Apologizing is as simple as saying, "I'm sorry."

Reality: Merely saying the words "I'm sorry" is not a complete apology. An apology requires remorse, an attempt to right the wrong, and taking steps to make sure the problem is not repeated.

Myth: Apologizing will make me look weak.

Reality: An apology shows you are secure enough to admit when you've done something wrong. It also shows you have respect for yourself and the other person.



## GRIEF SENTENCE COMPLETION

Right now, I feel...

I feel the saddest when...

The thing I miss most about the person I lost is...

Since the loss, things have been different because... My family usually feels...

If I could ask the person I lost one thing, I would ask...

Something I liked about the person who I lost was...

One thing I learned from the person who I lost is...



## BASIC BUDGETING HANDOUT

Budgeting ensures you're not spending more than you're making, allowing you to plan for short- and long-term expenses. It's an easy, helpful way for people with all types of income and expenses to keep their finances in order.

### Budgeting Skills

- See Money as a Tool. We tend to think of money in a lot of different ways.
- Record Your Transactions.
- Assess Your Spending.
- Make a Budget.
- Write It Out
- Plan Ahead
- Include Spending Money
- Make a System That Works for You

Budgeting **allows you to create a spending plan for your money**; it ensures that you will always have enough money for the things you need and the things that are important to you. Following a budget or spending plan will also keep you out of debt or help you work your way out of debt or save for that holiday/new shoes/phone, etc.

A budget **helps create financial stability**. By tracking expenses and following a plan, a budget makes it easier to pay bills on time, build an emergency fund, and save for major expenses. Overall, a budget puts a person on a stronger financial footing for both day-to-day and long-term spending.

### Budgeting helps you...

- Helps You Save For Unexpected Expenses
- Creates More Emotional Security
- There Are Long-Term Planning Benefits
- Gives You Control Over Your Money
- Allows You To Get Rid Of Debts
- Prevents Overspending



## WANTS VS NEEDS EXAMPLES ACTIVITY

Needs vs. Wants: Fill in the sheet below with a tick for what you believe is a need/want and a \* for the ones that you have. Do this by yourself.

<i>ITEM</i>	<i>NEED</i>	<i>WANT</i>	*
Pocket Money			
Healthy Food			
Colour TV			
Mobile Phone			
Holidays			
Family Home			
Heating			
Good Health Care			
Hair & Nails			
Education			
Laptop/iPad			
Clean Clothes			
Fashionable Clothes			
Savings Account			



# WEEKLY EXPENSES TRACKER WORKSHEET - WEEK ENDING:



**MONDAY**

Expense	Amount

**Total:**

**TUESDAY**

Expense	Amount

**Total:**

**WEDNESDAY**

Expense	Amount

**Total:**

**THURSDAY**

Expense	Amount

**Total:**

**FRIDAY**

Expense	Amount

**Total:**

**SATURDAY**

Expense	Amount

**Total:**

**SUNDAY**

Expense	Amount

**Total:**

**NOTES:**


**Weekly Total**

--

# WEEKLY EXPENSES TRACKER WORKSHEET - WEEK ENDING:



**MONDAY**

Expense	Amount

**Total:**

**TUESDAY**

Expense	Amount

**Total:**

**WEDNESDAY**

Expense	Amount

**Total:**

**THURSDAY**

Expense	Amount

**Total:**

**FRIDAY**

Expense	Amount

**Total:**

**SATURDAY**

Expense	Amount

**Total:**

**SUNDAY**

Expense	Amount

**Total:**

**NOTES:**


**Weekly Total**

--

# WEEKLY EXPENSES TRACKER WORKSHEET - WEEK ENDING:



**MONDAY**

Expense	Amount

**Total:**

**TUESDAY**

Expense	Amount

**Total:**

**WEDNESDAY**

Expense	Amount

**Total:**

**THURSDAY**

Expense	Amount

**Total:**

**FRIDAY**

Expense	Amount

**Total:**

**SATURDAY**

Expense	Amount

**Total:**

**SUNDAY**

Expense	Amount

**Total:**

**NOTES:**


**Weekly Total**

--

# WEEKLY EXPENSES TRACKER WORKSHEET - WEEK ENDING:



**MONDAY**

Expense	Amount

**Total:**

**TUESDAY**

Expense	Amount

**Total:**

**WEDNESDAY**

Expense	Amount

**Total:**

**THURSDAY**

Expense	Amount

**Total:**

**FRIDAY**

Expense	Amount

**Total:**

**SATURDAY**

Expense	Amount

**Total:**

**SUNDAY**

Expense	Amount

**Total:**

**NOTES:**


**Weekly Total**

--



## WANT VS. NEED ACTIVITY

Name \_\_\_\_\_ Wants and Needs

A **need** is something that you must have in order to live a safe and healthy life. Some examples of needs are food, shelter, water, clothes, and medicine.

A **want** is something that you and your family spend money on and enjoys, but which you do not need. Some examples of wants are cable television, cell phones, toys and books.

**1. Think of three needs that you have every day. Write down each need. Then describe how each is being met.**

1.

2.

3.

**2. Think of three things that you want right now. Write down each want. Why is each a want and not a need?**

1.

2.

3.



## ANGER DISCUSSION QUESTIONS

1. Although it might sometimes feel like your anger “explodes” and comes out of nowhere, this is almost never the case. Anger builds slowly, and if you aren’t paying attention, it can happen entirely outside of your awareness. Can you think of a time when your anger caught you by surprise? In retrospect, were there any warning signs you could’ve picked up on?

2. Some people describe anger as a “secondary emotion”. This means that anger is a response to a primary emotion, such as hurt, fear, or sadness. For example, someone might feel hurt and lash out with anger in response. Do you think anger is a secondary emotion? Why or why not?



3. Many of us pick up life-long habits related to anger when we're children, based on the examples set by our parents. Do you notice any similarities between how you and your family members deal with anger? What are your family's strengths and weaknesses in dealing with anger?

4. But as we know, anger can become a problem when it gets out of control. When is anger healthy, and when does it become unhealthy or harmful?



5. People can express their anger through words, actions, art or any number of other ways. Do you express your anger in any healthy ways, and if so, what are they? What do you think might happen if you never expressed your anger?

6. How you think about a situation can influence how you feel about it. For example, if you think that someone “has it out for you”, you will probably see all of their actions in a negative light. Can you think of a time when your thoughts affected your anger? In what ways could changing how you think to help you control how you feel?





7. What would it look like if someone was really good at managing their anger? Not just hiding their anger or ignoring it, but managing it in a genuinely healthy way. Do you know anyone who manages their anger well?



## ANGER STOP SIGNS

Anger starts out small and slowly grows. When your anger is small, you might not even notice it. This is when you are just starting to feel upset about something, but it still doesn't seem like a big deal. Someone at this point might say they are "annoyed."

**Draw what you look like when your anger is *small*. This is when you're just a little bit angry.**

If your anger has the chance to grow too big, it becomes hard to control. It's like a car without brakes, crashing through everything in its path. It's very hard to stop. Someone who's this angry might yell, hit, cry, or try to break things.

**Draw what you look like when your anger is *great*. This is when you're very angry.**



**Anger stop signs** are clues that your body uses to let you know your anger is growing. These clues start to appear while your anger is still small. If you notice them in time, you can hit the brakes and take control of your anger before it grows too big.

**Everyone has their own anger stop signs. It's important to learn what yours are, so you can spot them in the future. Write your anger stop signs in the space below.**



### **Common Anger Stop Signs**

My face feels hot. I start to shake. I raise my voice. I go quiet. My eyes get watery. I try to bother people. I can't think straight. I feel annoyed. I want to hit something.

## ANGER THERMOMETER

Record your anger symptoms on this 10-point scale, where a “10” represents your maximum anger level (the angriest you have ever been or can imagine being), and a “1” represents no anger at all. Give *specific* examples of symptoms you have at each point on the scale as your anger escalates. Symptoms can include thoughts, feelings, and behaviors.





## DECATASTROPHIZING

**Cognitive distortions** are irrational thoughts that have the power to influence how you feel. Everyone has *some* cognitive distortions—they're a normal part of being human. However, when cognitive distortions are too plentiful or extreme, they can be harmful.

One common type of cognitive distortion is called **catastrophizing**. When catastrophizing, the importance of a problem is exaggerated, or the worst possible outcome is assumed to be true. By learning to question your own thoughts, you can correct many of these cognitive distortions.

**What are you worried about?**

**How likely is it that your worry will come true? Give examples of past experiences or other evidence to support your answer.**



If your worry does come true, what's the worst that could happen?

If your worry does come true, what's most likely to happen?

If your worry comes true, what are the chances you'll be okay...



## WHEN IS ANGER A PROBLEM?

In small doses, anger is an appropriate, normal, and healthy emotion. Everyone experiences anger. It helps us stand up for ourselves when we've been wronged and protect our own needs. However, in many circumstances, anger can have negative repercussions. Below are examples of how anger can be harmful or cause unwanted consequences.

**Anger is a problem when it negatively affects others.** Anger drives people to act in a way that's unpleasant or harmful to those around them. This can result in straining or losing important relationships. It can be difficult to maintain healthy relationships when anger is out of control.



How has your anger impacted other people?

**Anger is a problem when it hinders performance at work or school.** Anger can lead to breakdowns in communication, making it difficult to work with others. Additionally, being preoccupied with anger harms one's ability to concentrate on work or school tasks.



How has anger negatively affected your performance at home or in personal relationships?

**Anger is a problem when it negatively affects health or well-being.** Anger affects both physical and emotional health. Physically, anger contributes to problems such as high blood pressure and heart attacks. Emotionally, anger contributes to anxiety, depression, and drug and alcohol use.



How much does this problem apply to you?



**How has anger negatively affected your physical or emotional health?**

**Anger is a problem when it is too intense.** Even when anger is justified, it can be a problem if it goes too far. For example, physical aggression can lead to severe consequences such as physical harm to one's self or others, property damage, and legal trouble. A verbal outburst that's out of proportion to a situation may lead to losing a job, permanently damaging a relationship or other consequences.

How much does this problem apply to you?



**When was a time that your anger was too intense?**





## ANGER DIARY

Anger has a way of sneaking up and taking control of our thoughts and actions before we realize what's happening. Fortunately, with practice, you can get better at catching your anger long before it takes over. Keeping an *Anger Diary* will help you achieve that goal.

**Instructions:** Either at the end of the day or a few hours after your anger has passed, take a moment to reflect on a situation where you felt angry or even just a bit frustrated. By following the example, take a few notes about the event. After recording five events, complete the review

E X A M P L E	<b>Trigger</b>	"My husband tracked mud all over the carpet and didn't even notice. I had just mopped a few days ago, so I lost it."
	<b>Warning Signs</b>	"Before I got really angry, I noticed that my hands were shaking and I was argumentative. Then, as I got angrier, my face felt really hot."
	<b>Anger Response</b>	"I screamed at my husband. I wanted to throw something, but I didn't. I couldn't stop thinking about how selfish he is."
	<b>Outcome</b>	"My husband ended up getting really angry too, and we argued for hours. It was miserable. I went to bed feeling guilty and sad."

E V E N T	<b>Trigger</b>	
	<b>Warning Signs</b>	
	<b>Anger Response</b>	



<b>O N E</b>	<b>Outcome</b>	
----------------------	----------------	--

<b>E V E N T  T  W O</b>	<b>Trigger</b>	
	<b>Warning Signs</b>	
	<b>Anger Response</b>	
	<b>Outcome</b>	

<b>E V E N T  T</b>	<b>Trigger</b>	
	<b>Warning Signs</b>	
	<b>Anger Response</b>	



H R E E	Outcome	
------------------	---------	--



## REVIEW QUESTIONS

**Do you notice any patterns related to your anger?**

**Generally, how would you like to react differently?**

# MODULE 6



# MEDITATION

PHONE.....

PARTICIPANTS NAME.....



## MINDFULNESS MEDITATION HANDOUT

The goal of mindfulness meditation is simple: to pay attention to the present moment without judgment. However, as you practice, you'll find that this is easier said than done.

During mindfulness meditation, you will focus on your breathing as a tool to ground yourself in the present moment. It's normal that your mind will wander. You'll simply bring yourself back into the moment by refocusing on your breathing again and again.

Follow the instructions below to begin practicing mindfulness meditation.

### **Time & Place**

Aim to practice daily for 15-30 minutes. More frequent, consistent, and longer-term practice leads to the best results. However, some practice is better than no practice.

### **Posture**

Sit in a chair or on the floor with a cushion for support. Straighten your back, but not to the point of stiffness. Let your chin drop slightly, and gaze downward at a point in front of you. If in a chair, place the soles of your feet on the ground. If on the floor, cross your legs. Let your arms fall naturally to your sides, with your palms resting on your thighs. If your pose becomes too uncomfortable, feel free to take a break or adjust.

### **Awareness of Breathing**

Because the sensations of breathing are always present, they are useful as a tool to help you focus on the present moment. Whenever you become distracted during meditation, turn your focus back to breathing. Notice the sensation of air as it passes through your nose or mouth, the rise and fall of your belly, and the feeling of air being exhaled back into the world. Notice the sounds that accompany each inhalation and exhalation.

### **Wandering Mind**

It's normal that your thoughts will wander during mindfulness meditation. At times, it might feel like a constant battle to maintain focus on your breathing. Don't worry—that's normal. Instead of struggling against your thoughts, simply notice them without judgment. Acknowledge that your mind has wandered, and return your attention to breathing. Expect to repeat this process again and again.



## RELAXATION TECHNIQUES

When a person is confronted with anxiety, their body undergoes several changes and enters a special state called the *fight-or-flight response*. The body prepares to either fight or flee the perceived danger.

During the fight-or-flight response, it's common to experience a “blank” mind, increased heart rate, sweating, tense muscles, and more. Unfortunately, these bodily responses do little good when it comes to protecting us from modern sources of anxiety. Using a variety of skills, you can end the fight-or-flight response before the symptoms become too extreme. These skills *will* require practice to work effectively, so don't wait until the last minute to try them out!

### Deep Breathing

It's natural to take long, deep breaths when relaxed. However, during the fight-or-flight response, breathing becomes rapid and shallow. Deep breathing reverses that and sends messages to the brain to begin calming the body. Practice will make your body respond more efficiently to deep breathing in the future.

Breathe in slowly. Count in your head and make sure the inward breath lasts at least 5 seconds. Pay attention to the feeling of the air filling your lungs.

Hold your breath for 5 to 10 seconds (again, keep count). You don't want to feel uncomfortable, but it should last quite a bit longer than an ordinary breath.

Breathe out very slowly for 5 to 10 seconds (count!). Pretend like you're breathing through a straw to slow yourself down. Try using a real straw to practice.

Repeat the breathing process until you feel calm.

### Imagery

Think about some of your favorite and least favorite places. If you think about the place hard enough—if you really try to think about what it's like—you may begin to have feelings you associate with that location. Our brain has the ability to create emotional reactions based entirely on our thoughts. The imagery technique uses this to its advantage.

Make sure you're somewhere quiet without too much noise or distraction. You'll need a few minutes to just spend quietly in your mind.

Think of a place that's calming for you. Some examples are the beach, hiking on a



mountain, relaxing at home with a friend, or playing with a pet.

Paint a picture of the calming place in your mind. Don't just think of the place briefly—imagine every little detail. Go through each of your senses and imagine what you would experience in your relaxing place. Here's an example using a beach:

- a. **Sight:** The sun is high in the sky, and you're surrounded by white sand. There's no one else around. The water is a greenish-blue, and waves are calmly rolling in from the ocean.
- b. **Sound:** You can hear the deep pounding and splashing of the waves. There are seagulls somewhere in the background.
- c. **Touch:** The sun is warm on your back, but a breeze cools you down just enough. You can feel sand moving between your toes.
- d. **Taste:** You have a glass of lemonade that's sweet, tart, and refreshing. e. **Smell:** You can smell the fresh ocean air, full of salt and calming aromas

### **Progressive Muscle Relaxation**

During the fight-or-flight response, the tension in our muscles increases. This can lead to a feeling of stiffness or even back and neck pain. Progressive muscle relaxation teaches us to become more aware of this tension so we can better identify and address stress.

Find a private and quiet location. You should sit or lie down somewhere comfortable. The idea of this technique is to intentionally tense each muscle and then release the tension. Let's practice with your feet.

- a. Tense the muscles in your toes by curling them into your foot. Notice how it feels when your foot is tense. Hold the tension for 5 seconds.
- b. Release the tension from your toes. Let them relax. Notice how your toes feel differently after you release the tension.
- c. Tense the muscles all throughout your calf. Hold it for 5 seconds. Notice how the feeling of tension in your leg feels.
- d. Release the tension from your calf, and notice how the feeling of relaxation differs.

Follow this pattern of tensing and releasing tension all throughout your body. After you finish with your feet and legs, move up through your torso, arms, hands, neck, and head.





## DEEP BREATHING

**Deep Breathing:** a relaxation technique performed by purposefully taking slow, deep breaths. When practiced regularly, deep breathing provides both immediate and long-term relief from stress and anxiety.

### How Deep Breathing Works

During periods of anxiety, the body triggers a set of symptoms called the **stress response**. Breathing becomes shallow and rapid, heart rate increases and muscles become tense. In opposition to the stress response is the **relaxation response**. Breathing becomes deeper and slower, and the symptoms of anxiety fade away. Deep breathing triggers this response.

### Instructions

Sit back or lie down in a comfortable position. Close your eyes if you would like to do so. When you're learning, try placing a hand on your stomach. If you breathe deeply enough, you should notice it rising and falling with each inhalation and exhalation.



1. **Inhale.** Breathe in slowly through your nose for 4 seconds.
2. **Pause.** Hold the air in your lungs for 4 seconds.
3. **Exhale.** Breath out slowly through your mouth for 6 seconds
4. **Repeat.** Practice for at least 2 minutes, but preferably 5 to 10 minutes.

### Tips

- If it isn't working, *slow down!* The most common mistake is breathing too fast. Time each step in your head, counting slowly as you do so.
- Counting out your breaths serves a second purpose. It takes your mind off the source of your anxiety. Whenever you catch your mind wandering, simply return your focus to counting.
- The times we use for each step are suggestions and can be lengthened or decreased. Lengthen the time if it feels natural to do so, or decrease the time if you feel discomfort.



## SHORT MEDITATION

Find a place where you can sit quietly and undisturbed for a few moments.

To begin, you might want to set a timer for about 10 minutes, but after some experience, you should not be too concerned about the length of time you spend meditating.

Begin by bringing your attention to the present moment by noticing your breathing.

Pay attention to your breath as it enters and then leaves your body. Before long, your mind will begin to wander, pulling you out of the present moment.

That's ok.

Notice your thoughts and feelings as if you are an outside observer watching what's happening in your brain.

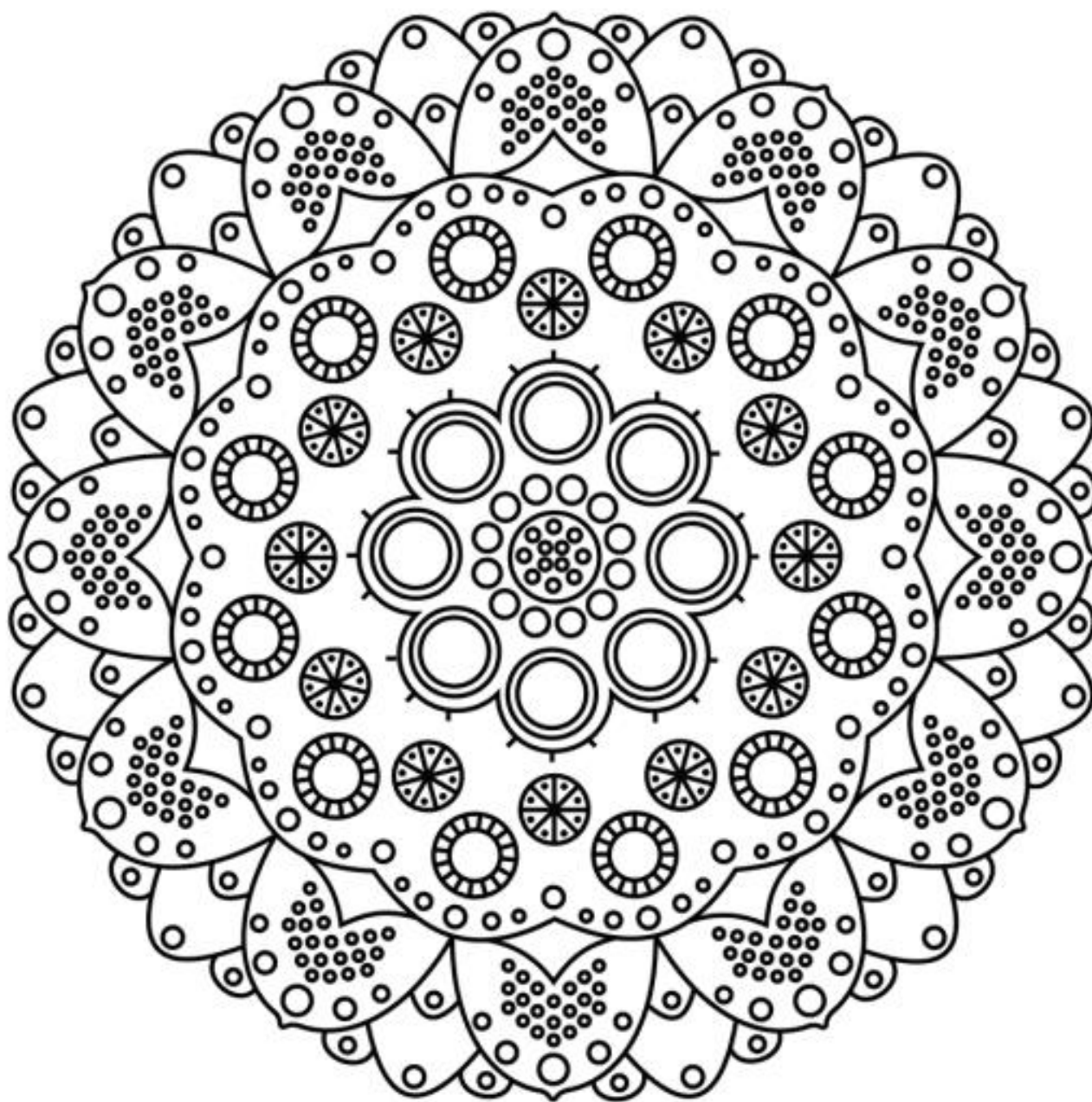
Take note and allow yourself to return to your breathing. Sometimes you might feel frustrated or bored.

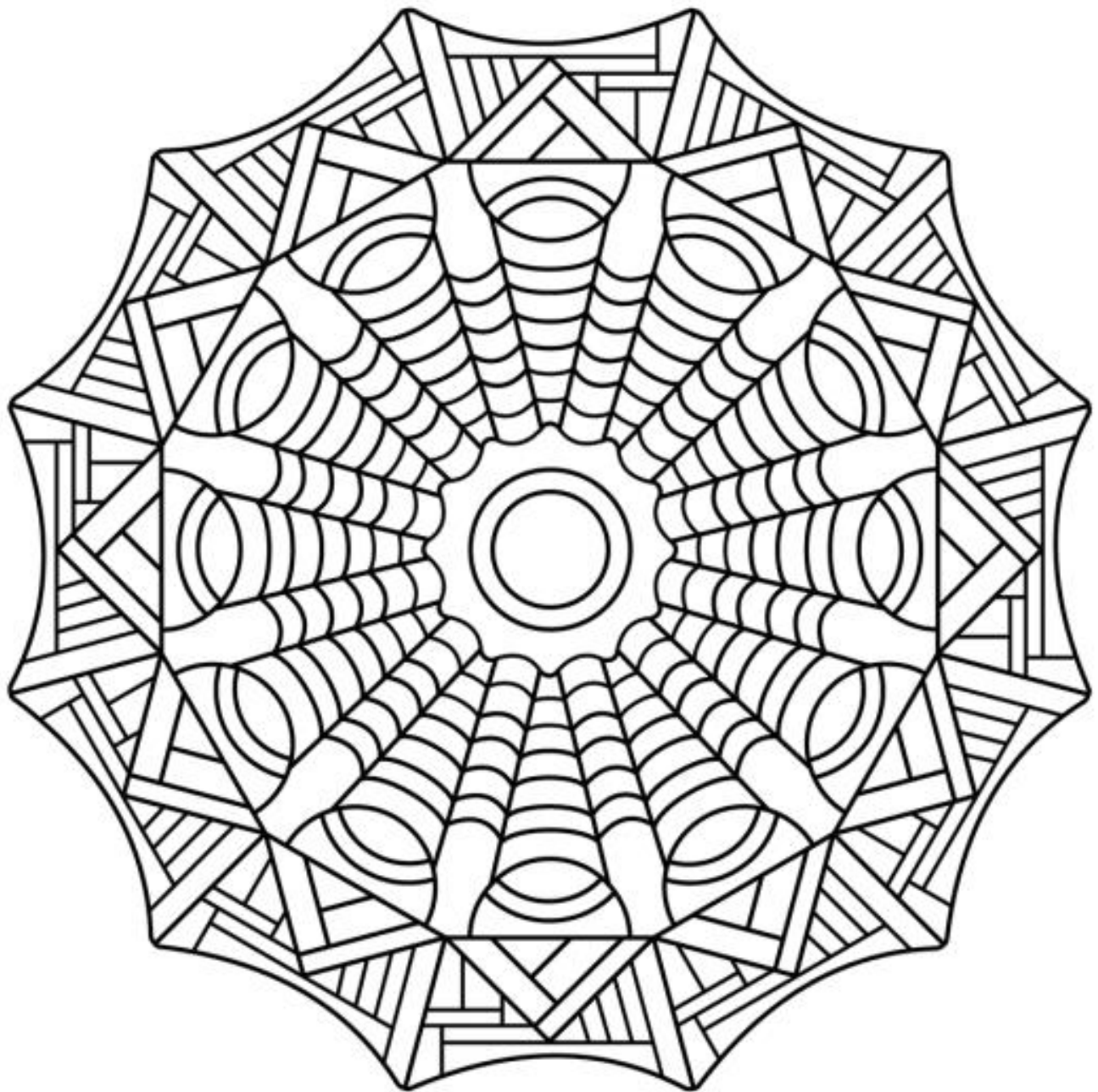
That's fine--these are just a few more feelings to notice.

Your mind might start to plan an upcoming weekend or worry about responsibility.

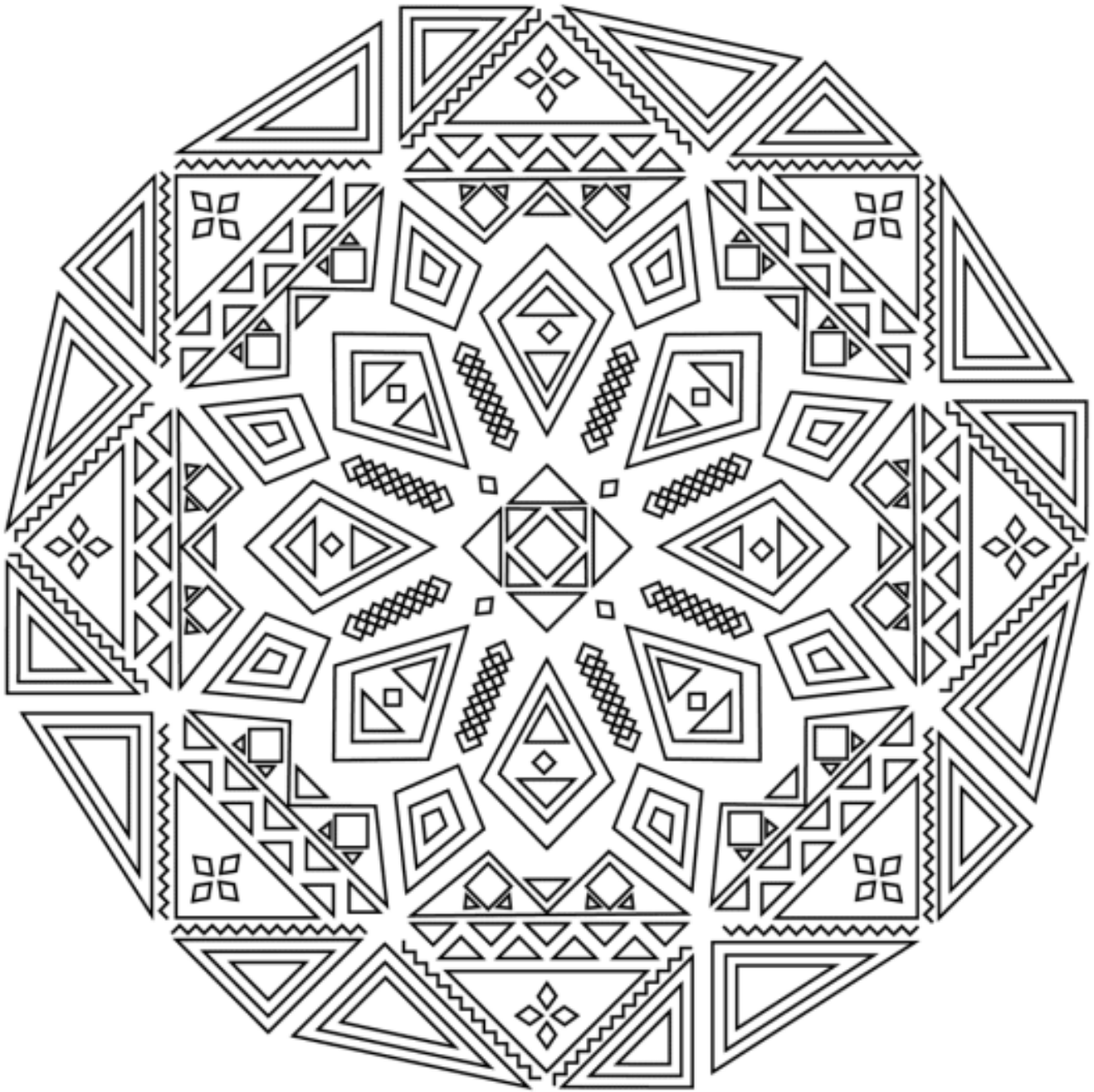
Notice where your thoughts are going and accept what's happening.

Whenever you are able to return your concentration to your breathing. Continue this process until your timer rings or until you are ready to be done











## 5-MINUTE GUIDED MEDITATION

Either sit or lie down, whatever is most comfortable and close your eyes.

Take a long, slow, deep breath in, then slowly exhale.

Feel your tension melt away as you gradually relax deeper with each breath.

Take another long, slow, deep breath in, then exhale.

Feel yourself drift into a state of deep relaxation.

Continue to breathe slowly and gently as you bring your awareness to the top of your head.

Picture a warm, loving golden light spread from the top of your head down to your toes.

Feel your muscles relax as the light washes over you, surrounding and protecting you.

Take a few more deep breaths and relax deeply.

In this safe, relaxed state, reflect on all the things you're grateful for: loved ones, breath in your lungs, sunshine, fresh air, the tasty dinner you had that evening, a nice compliment from a coworker—whatever comes to mind.

As each object of gratitude appears, visualize yourself saying **thank you** to each thing.

Picture the person you're grateful for standing in front of you, and tell them how grateful you are for them and why.

Try to make the image and feeling as real as you can.

If you're having a difficult time coming up with things to be grateful for, ask your Higher Power or the highest part of yourself to reveal them to you.

Allow the feeling of deep gratitude to come into your body.

Notice where the feeling is in your body.

Take a few deep breaths and allow it to expand.



Enjoy the pleasant feeling gratitude gives you, and feel it wash away your tension and negativity.

You can remain in this relaxed state as long as you'd like.

When you're ready,

Wiggle your toes and fingers, open your eyes, and give yourself a few moments to adjust.

Bring that feeling of gratitude with you as you go through your day or drift off to sleep.



## LEAVES ON A STREAM GUIDED MEDITATION

*The purpose of the exercise is to notice when there's a shift from looking at your thoughts to looking at your thoughts.*

*Some people find visualization very hard. So it's a good idea at the start of any exercise requiring imagination to say,*

*"Different people imagine in different ways. Some see very vivid pictures on a TV screen. Other people imagine words, sounds, feelings, or ideas. However, you imagine it is absolutely fine."*

### Leaves on a Stream

1. Find a comfortable position, and either close your eyes or fix your eyes on a spot, whichever you prefer.
2. Imagine you're sitting by the side of a gently flowing stream, and there are leaves flowing past on the surface of the stream. Imagine it however you like— it's your imagination. (Pause for 10 seconds.)
3. Now, for the next few minutes, take every thought that pops into your head, place it on a leaf, and let it float on by. Do this regardless of whether the thoughts are positive or negative, pleasurable or painful. Even if they're the most wonderful thoughts, place them on the leaf and let them float on by. (Pause for 10 seconds.)
4. If your thoughts stop, just watch the stream. Sooner or later, your thoughts will start up again. (Pause for 20 seconds.)
5. Allow the stream to flow at its own rate. Don't speed it up. You're not trying to wash the leaves away— you're allowing them to come and go in their own good time. (Pause for 20 seconds.)
6. If your mind says, this is stupid, or I can't do it, place those thoughts on a leaf. (Pause for 20 seconds.)
7. If a leaf gets stuck, let it hang around. Don't force it to float away. (Pause for 20 seconds.)
7. If a difficult feeling arises, such as boredom or impatience, simply acknowledge it. Say to yourself, "Here's a feeling of boredom" or "Here's a feeling of impatience." Then place those words on a leaf, and let the leaf float on by.
8. From time to time, your thoughts will hook you, and you'll lose track of the exercise. This is normal and natural, and it will keep happening. As soon as you realize it's happened, gently acknowledge it and then start the exercise again.





*You can now end the exercise with a simple instruction such as this:*

“And now, bring the exercise to an end ... and sit up in your chair .... and open your eyes. Look around the room ... notice what you can see and hear ... and take a stretch. Welcome back!”

### **Afterward, debrief the exercise with the group:**

What sort of thoughts hooked them? What was it like to let thoughts come and go without holding on? Was it hard to let go of any thoughts in particular?

*(Clients often want to hold on to positive thoughts, but that defeats the purpose of the exercise; the aim is to learn how to let thoughts come and go.)*

What feelings showed up? Was acknowledging the feeling useful? (This is an acceptable technique.)

Did they speed up the stream, trying to wash the thoughts away? If so, this is probably turning it into a control technique, trying to get rid of thoughts. This is not the aim. The aim is to observe the natural “flow of thoughts,” allowing them to come and go in their own good time.

**Practical Tip:** Some people find visualization very hard. So, it’s a good idea at the start of any exercise requiring imagination to say, “Different people imagine in different ways. Some see very vivid pictures on a TV screen. Other people imagine words, sounds, feelings, or ideas. However, you imagine it is absolutely fine.”



## PROGRESSIVE MUSCLE RELAXATION SCRIPT

Progressive muscle relaxation is an exercise that reduces stress and anxiety in your body by having you slowly tense and then relax each muscle. This exercise can provide an immediate feeling of relaxation, but it's best to practice frequently. With experience, you will become more aware of when you are experiencing tension and you will have the skills to help you relax. During this exercise, each muscle should be tensed, but not to the point of strain. If you have any injuries or pain, you can skip the affected areas. Pay special attention to the feeling of releasing tension in each muscle and the resulting feeling of relaxation. Let's begin.

Sit back or lie down in a comfortable position. Shut your eyes if you're comfortable doing so.

Begin by taking a deep breath and noticing the feeling of air filling your lungs. Hold your breath for a few seconds.

*(brief pause)*

Release the breath slowly and let the tension leave your body. Take in another deep breath and hold it.

*(brief pause)*

Again, slowly release the air.

Even slower now, take another breath. Fill your lungs and hold the air.

*(brief pause)*

Slowly release the breath and imagine the feeling of tension leaving your body.

Now, move your attention to your feet. Begin to tense your feet by curling your toes and the arch of your foot. Hold onto the tension and notice what it feels like.

*(5-second pause)*

Release the tension in your foot. Notice the new feeling of relaxation.



Next, begin to focus on your lower leg. Tense the muscles in your calves. Hold them tightly and pay attention to the feeling of tension.

*(5-second pause)*

Release the tension from your lower legs. Again, notice the feeling of relaxation. Remember to continue taking deep breaths.

Next, tense the muscles of your upper leg and pelvis. You can do this by tightly squeezing your thighs together. Make sure you feel tense without going to the point of strain.

*(5-second pause)*

And release. Feel the tension leave your muscles.

Begin to tense your stomach and chest. You can do this by sucking your stomach in. Squeeze harder and hold the tension. A little bit longer.

*(5-second pause)*

Release the tension. Allow your body to go limp. Let yourself notice the feeling of relaxation. Continue taking deep breaths. Breathe in slowly, noticing the air fill your lungs, and hold it.

*(brief pause)*

Release the air slowly. Feel it leaving your lungs.

Next, tense the muscles in your back by bringing your shoulders together behind you. Hold them tightly. Tense them as hard as you can without straining and keep holding.

*(5-second pause)*

Release the tension from your back. Feel the tension slowly leaving your body and the new feeling of relaxation. Notice how different your body feels when you allow it to relax.

Tense your arms all the way from your hands to your shoulders. Make a fist and squeeze all the way up your arm. Hold it.

*(5-second pause)*

Release the tension from your arms and shoulders. Notice the feeling of relaxation in your



fingers, hands, arms, and shoulders. Notice how your arms feel limp and at ease.

Move up to your neck and your head. Tense your face and your neck by distorting the muscles around your eyes and mouth.

*(5-second pause)*

Release the tension. Again, notice the new feeling of relaxation.

Finally, tense your entire body. Tense your feet, legs, stomach, chest, arms, head, and neck. Tense harder, without straining. Hold the tension.

*(5-second pause)*

Now release. Allow your whole body to go limp. Pay attention to the feeling of relaxation and how different it is from the feeling of tension.

Begin to wake your body up by slowly moving your muscles. Adjust your arms and legs. Stretch your muscles and open your eyes when you're ready.

# MODULE 7



# MINDFULNESS

PHONE.....

PARTICIPANTS NAME.....



## MINDFULNESS HANDOUT

### What is the purpose of mindfulness?

Mindfulness is a type of meditation in which you focus on being intensely aware of what you're sensing and feeling in the moment, without interpretation or judgment. Practicing mindfulness involves breathing methods, guided imagery, and other practices to **relax the body and mind and help reduce stress.**

### Mindfulness can help you:

1. Understand your emotions better.
2. Cope better with difficult thoughts.
3. Feel calmer.
4. Boost your attention and concentration.
5. Improve your relationships.

### Structure of the Mindfulness Group is supported by the STOP Concept.

- **S** – Stop what you are doing; put things down for a minute.
- **T** – Take a breath. ...
- **O** – Observe your thoughts, feelings, and emotions. ...
- **P** – Proceed with something that will support you at the moment.



## WHAT IS MINDFULNESS?

**Mindfulness:** a state of nonjudgmental awareness of what’s happening in the present moment, including the awareness of one’s own thoughts, feelings, and senses.

### Components of Mindfulness

**Awareness.** During a state of mindfulness, you will notice your thoughts, feelings, and physical sensations as they happen. The goal isn’t to clear your mind or to stop thinking—it’s to become aware of your thoughts and feelings rather than getting lost in them.

**Acceptance.** The thoughts, feelings, and sensations that you notice should be observed in a nonjudgmental manner. For example, if you notice a feeling of nervousness, simply state to yourself: “I notice that I am feeling nervous.” There’s no need to further judge or change the feeling.

### Benefits of Mindfulness

- Reduced symptoms of depression and anxiety
- Improved memory, focus, and mental processing speed
- Reduced rumination (repetitively going over a thought or problem)
- Greater satisfaction within relationships
- Improved ability to adapt to stressful situations
- Improved ability to manage emotions

### Mindfulness Practice

**Note:** Mindfulness is a state of mind rather than a particular action or exercise. However, without practice, mindfulness is difficult to achieve. These techniques are designed to help you practice.

#### Mindfulness Meditation

Sit in a comfortable place, and begin paying attention to your breathing. Notice the physical sensation of air filling your lungs

#### Mindfulness Walk

While walking, make a point to practice Blah blah blah. Blah, blah, blah. Blah, blah, blah. mindfulness. Start by noticing



and then slowly leaving. When your mind wanders—which it will—simply notice your thoughts and turn your attention back to breathing.

### **Body Scan**

Pay close attention to the physical sensations throughout your body. Start with your feet, and move up through your legs, groin, abdomen, chest, back, shoulders, arms, hands, neck, and face. Spend anywhere from 15 seconds to 1 minute on each body part.

how your body Blah blah blah. Blah, blah, blah. Blah, blah, blah. moves and feels with each step. Then, expand Blah blah blah. Blah, blah, blah. Blah, blah, blah. Your awareness of your surroundings. What do Blah blah blah. Do you see? Hear? Smell? Feel? This technique can also be expanded to other daily activities.

### **Five Senses**

Make a conscious effort to notice the present moment through each of your senses.

- 5 things you see
- 1 thing you taste
- 4 things you feel
- 1 thing you smell
- 3 things you hear





## BODY SCAN SCRIPT

Welcome to the body scan relaxation exercise.

Over the next several minutes, you will focus on the physical sensations throughout your body. These sensations might be the feeling of clothes on your skin, tension within your muscles, the temperature of the air, or anything else you can feel. Sometimes, you might not notice any sensation at all.

Your job is to simply observe these sensations. You do not need to change how your body feels *or do anything else*.

*(5-second pause)*

To begin, sit back or lie down in a comfortable position. Close your eyes if you're comfortable doing so, or let your gaze soften. Take a few deep breaths.

*(10-20 second pause)*

Notice the feelings all throughout your feet, including your sole, heel, toes, and top of the foot. Notice the sensation of the ground, your shoes, and anything else you can detect.

*(10-20 second pause)*

Travel up your body, noticing the sensations in your ankles, shins, and calves. Notice sensations both deep in the muscles and on the surface of your skin.

*(10-20 second pause)*

Continue noticing the feelings in your legs as you move up to your knees and thighs. Notice how your clothing feels against your skin.

*(10-20 second pause)*

Continue moving up your body, taking note of the feelings in your hips and backside. Simply notice the feelings without any need to change them.

*(10-20 second pause)*



Pay attention to the feelings in your lower back and abdomen. Notice how your body feels against the surface on which you are [sitting/lying down].

*(10-20 second pause)*

For a few moments, pay attention to your breathing. Notice how your abdomen rises when you breathe in deeply and falls when you exhale.

*(20-30 second pause)*

Experience the sensations in your upper back and chest. Notice the feeling of clothing on your body.

*(10-20 second pause)*

Now, notice the feelings in your hands, fingers, and wrists.

*(10-20 second pause)*

Notice the sensations in your forearms, upper arms, and shoulders.

*(10-20 second pause)*

Pay attention to the feelings in your neck and throat.

*(10-20 second pause)*

Notice the feelings in your face and head.

*(20-30 second pause)*

Finally, slowly scan your entire body, noticing all the sensations from your toes to the top of your head.

*(10-20 second pause)*

The body scan exercise is coming to a close. At your own pace, allow your eyes to open.

*(5-second pause)*

This concludes the body scan exercise.



## FIVE SENSES

This exercise is to help quickly ground yourself in the present when you only have a moment. The goal is to notice something that you are currently experiencing through each of your senses.

**What are 5 things you can see?** Look around you and notice 5 things you hadn't noticed before. Maybe a pattern on a wall, light reflecting from a surface, or a knick-knack in the corner of a room.

**What are 4 things you can feel?** Maybe you can feel the pressure of your feet on the floor, your shirt resting on your shoulders or the temperature on your skin. Pick up an object and notice its texture.

**What are 3 things you can hear?** Notice all the background sounds you had been filtering out, such as air-conditioning, birds chirping, or cars on a distant street.

**What are 2 things you can smell?** Maybe you can smell flowers, coffee, or freshly cut grass. It doesn't have to be a nice smell either: maybe there's an overflowing trash can or sewer.

**What is 1 thing you can taste?** Pop a piece of gum in your mouth, sip a drink, eat a snack if you have one, or simply notice how your mouth tastes. "Taste" the air to see how it feels on your tongue.



## FIVE SENSES WRITTEN ACTIVITY

WHAT CAN I SEE? 👁️	
WHAT I CAN FEEL? ✋	
WHAT I CAN HEAR? 👂	
WHAT I CAN SMELL? 👃	
WHAT I CAN TASTE? 👄	



## SEVEN KEY PRINCIPLES OF MINDFULNESS

**Non-judging.** Be an impartial witness to your own experience. Become aware of the constant stream of judging and reacting to inner and outer experiences.

**Patience.** A form of wisdom, patience demonstrates that we accept the fact that things sometimes unfold in their own time. Allow for this.

**Beginner's Mind.** Remaining open and curious allows us to be receptive to new possibilities and prevents us from getting stuck in the rut of our own expertise.

**Trust.** Develop a basic trust in yourself and your feelings. Know it's OK to make mistakes

**Non-Striving.** The goal is to be with yourself right here, right now. Pay attention to what is unfolding without trying to change anything.

**Acceptance.** See things as they are. This sets the stage for acting appropriately in your life no matter what is happening.

**Letting Go.** When we pay attention to our inner experience, we discover there are certain thoughts, emotions, and situations the mind wants to hold onto. Let your experience be what it is right now.



## 10 MINUTES TO LET YOUR MIND WANDER WORKSHEET

Two things you have never done, but would love to try?

What are the 3 things that are most important to you right now?

One thing you are thinking about, but aren't ready to talk about...

One thing that may scare others, but doesn't scare you?

Two things in your life, or in the world around you, that are changing?

1.

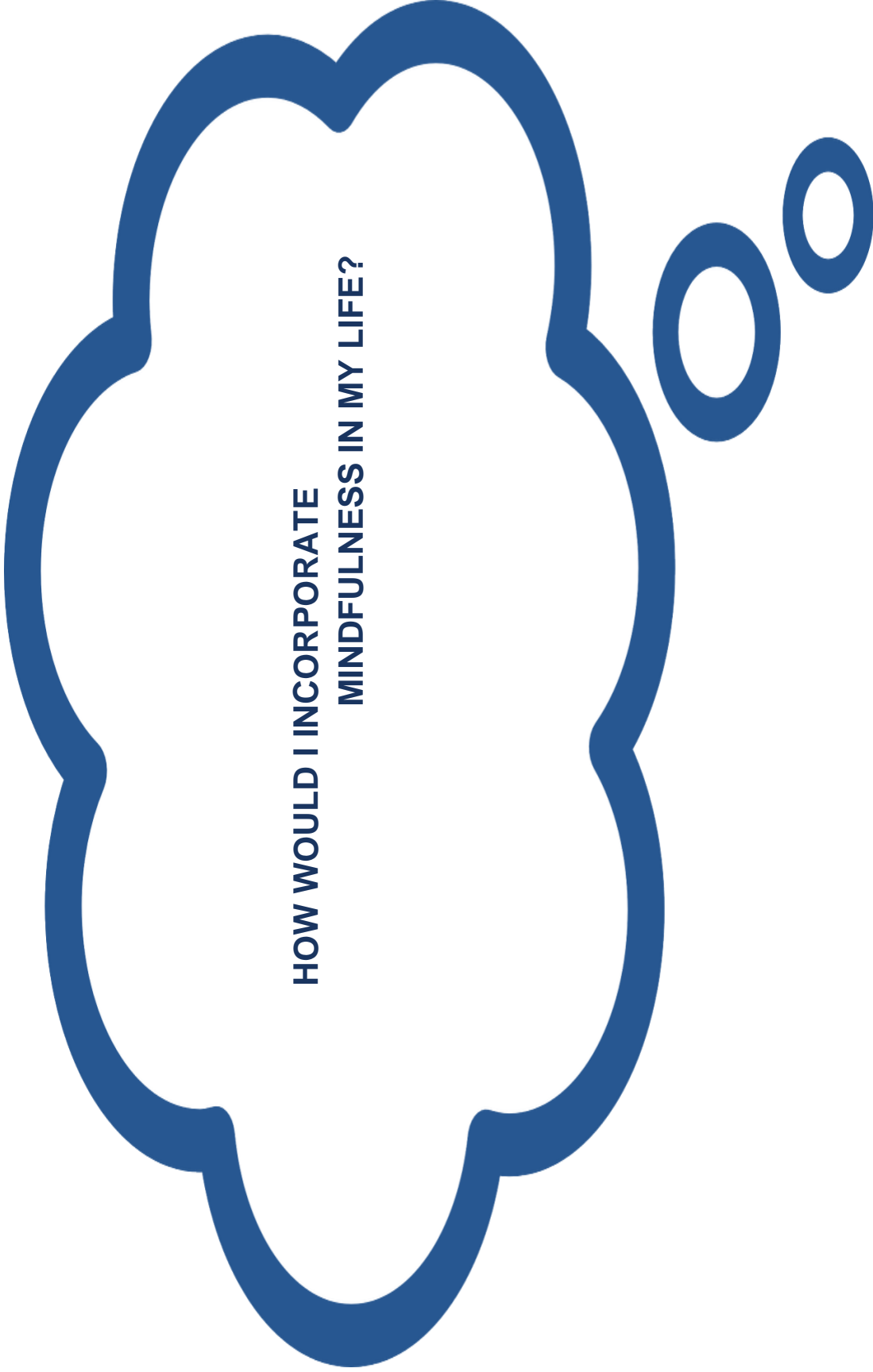
2.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Three things you love most about this time of year?



**HOW WOULD I INCORPORATE  
MINDFULNESS IN MY LIFE?**



## MINDFULNESS MEDITATION

The goal of **mindfulness meditation** is simple: to pay attention to the present moment without judgment. However, as you practice, you'll find that this is easier said than done.

During mindfulness meditation, you will focus on your breathing as a tool to ground yourself in the present moment. It's normal that your mind will wander. You'll simply bring yourself back into the moment by refocusing on your breathing again and again.

**Follow the instructions below to begin practicing mindfulness meditation.**

Aim to practice **daily** for **15-30 minutes**. More frequent, consistent, and longer-term practice leads to the best results. However, some practice is better than no practice.

Find a time and place where you are unlikely to be interrupted. Silence your phone and other devices, and set a timer for your desired practice length.

- Sit in a chair or on the floor with a cushion for support.
- Straighten your back, but not to the point of stiffness.
- Let your chin drop slightly, and gaze downward at a point in front of you.
- If in a chair, place the soles of your feet on the ground. If on the floor, cross your legs.
- Let your arms fall naturally to your sides, with your palms resting on your thighs.
- If your pose becomes too uncomfortable, feel free to take a break or adjust.

Because the sensations of breathing are always present, they are useful as a tool to help you focus on the present moment. Whenever you become distracted during meditation, turn your focus back to breathing.

Notice the sensation of air as it passes through your nose or mouth, the rise and fall of your belly, and the feeling of air being exhaled back into the world. Notice the sounds that accompany each inhalation and exhalation.

It's normal that your thoughts will wander during mindfulness meditation. At times, it might feel like a constant battle to maintain focus on your breathing. Don't worry—that's normal. Instead of struggling against your thoughts, simply notice them without judgment. Acknowledge that your mind has wandered and return your attention to breathing. Expect to repeat this process again and again.





## S.T.O.P. BRAINSTORM

- **S** – Stop what you are doing, put things down for a minute.
- **T** – Take a breath. ...
- **O** – Observe your thoughts, feelings, and emotions. ...
- **P** – Proceed with something that will support you in the moment.

## WHEN COULD I USE THE STOP CONCEPT IN MY LIFE THIS WEEK?

e.g., when having a morning coffee.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.



## WHAT IS A GROWTH MINDSET?

When coaching someone to adopt a growth mindset, you must help them learn what it looks like in themselves and others. Only then can they begin to make the changes needed to spend more time in the growth zone.

A growth mindset is suitable for participants wanting to improve on areas of personal concern in which individuals wish to become more capable. For example, interpersonal communication, sensitivity training, or motivation. Participants practice new skills or learn new social techniques.

### **Difference between Fixed and Growth Mindset.**

**A growth mindset leads to** increased motivation and achievement with a focus on learning, increased effort, and a willingness to learn from mistakes.

**The basis of a growth mindset** offers opportunities for participants to change their thoughts, feelings, and behavior about themselves and others. Enabling the participants to grow from their experiences.

**Work on your growth mindset.** Your attitude defines who you are as a person and it is the identification point of the state of your mind. You must constantly work on your attitude and strive to make it conducive to growth. A positive mental attitude can move mountains for you. It helps you to achieve what you want from life.



## ADOPT A GROWTH MINDSET

Adopting a growth mindset means we not only cope better but actively look for opportunities for learning and growth (Dweck, 2017). Move towards a growth mindset by replacing your observed behavior and thoughts in the left-hand column with thinking from the right-hand column.

Review the examples below, and add new examples of a fixed mindset you observe in yourself and what you can do to change to a growth mindset

<i>Fixed mindset thinking</i>	<i>Growth mindset thinking</i>
Avoid challenge	Embrace challenge
Be defensive and give up easily	Persist despite setbacks
Effort is worthless and fruitless	Effort is the path to mastery
Ignore all negative feedback	Learn from all criticism
Feel threatened by the success of others	Be inspired and learn from other's success

# MODULE 8



## ACTS OF KINDNESS

PHONE.....

PARTICIPANTS NAME.....



## ACT OF KINDNESS HANDOUT

### What is the meaning of an act of kindness?

It's **being selfless, caring, compassionate, and unconditionally kind**. Like love, it takes practice to understand and feel it. We share the love with others through kind acts such as a smile, a nice word, an unexpected deed, or a planned surprise.

**Paying it forward inspires generosity and compassion.** All too often, we think too much about our own needs without considering how our behavior affects others. What we say and do matters. Ultimately, the person paying it forward grows as much as the person receiving the act of kindness

### Why is kindness so important?

Acts of kindness **can make the world a happier place for everyone**. They can boost feelings of confidence, being in control, happiness and optimism. They may also encourage others to repeat the good deeds they've experienced themselves – contributing to a more positive community.

Treating other people well isn't just good for your karma: It's also a boost for your mental and physical health. And because small gestures have great importance, practicing kindness is an easy means to support your health.

**Each act of kindness changes the way we see ourselves and others, as well as how others see us.** As our kindness positively affects others, we feel more compassionate, confident, useful, and in control. We also find ourselves feeling more appreciative and optimistic



## **ACTS OF KINDNESS**

*Smile at someone*

*Make someone a coffee*

*Go for a walk with a friend*



## ACTS OF KINDNESS HANDOUT

- Go out for coffee
- Watch a movie
- Watch the sunrise or sunset
- Go stargazing
- Go swimming
- Go rock climbing
- Go to the beach
- Do a puzzle
- Draw or paint
- Play a sport.
- Play an instrument
- Cook a meal
- Go to the library
- Work in a garden
- Go to a play
- Visit neighbors
- Listen to the radio or podcast
- Go to a concert
- Call a friend
- Bake a dessert
- Visit a friend
- Volunteer
- Visit a tourist attraction
- Start a blog
- Explore somewhere new
- Play a board game
- Research an unfamiliar topic online
- Rearrange your furniture
- Make origami
- Read a book
- Visit a museum
- Go for a bike ride
- Take photos
- Visit a park
- Do yoga
- Write a poem
- Search for new music to listen to
- Exercise Hike on a nature trail
- Care for a pet
- Go for a walk
- Play cards
- Write a letter
- Meditate
- Have a picnic
- Try a new food



## POSITIVE ACTIVITIES FOR BEHAVIOUR CHANGE

Create a list of activities that you find rewarding. Rate each activity in two categories: How easy the activity will be for you to complete and how rewarding it is (with 10 being very easy or rewarding, and 1 being difficult or not at all rewarding).

ACTIVITY	EASE (1-10)	REWARD (1-10)
<i>Example:</i> Go for a walk.	9	6





## SELF-CARE ASSESSMENT WORKSHEET

**Self-care** activities are the things you do to maintain good health and improve your well-being. You'll find that many of these activities are things you already do as part of your normal routine.

In this assessment, you will think about how frequently, or how well, you are performing different self-care activities. The goal of this assessment is to help you learn about your self-care needs by spotting patterns and recognizing areas of your life that need more attention.

There are no right or wrong answers to this assessment. There may be activities that you have no interest in, and other activities may not be included. This list is not comprehensive, but serves as a starting point for thinking about your self-care needs.

1. I do this poorly; I do this rarely or not at all
  2. I do this, OK I do this sometimes
  3. I do this well; I do this often
- ★ I would like to improve at this / I would like to do this more frequently

1	2	3	★	Physical Self-Care
				Eat healthy foods
				Take care of personal hygiene
				Exercise
				Wear clothes that help me feel good about myself
				Eat regularly
				Participate in fun activities (e.g., walking, swimming, dancing, sports)
				Get enough sleep
				Go to preventative medical appointments (e.g., checkups, teeth cleanings)



				Rest when sick
				Overall physical self-care

1	2	3	★	Psychological / Emotional Self-Care
				Take time off from work, school, and other obligations
				Participate in hobbies
				Get away from distractions (e.g., phone, email)
				Learn new things unrelated to work or school
				Express my feelings in a healthy way (e.g., talking, creating art, journaling)
				Recognize my own strengths and achievements
				Do something comforting (e.g., re-watch a favorite movie, take a long bath)
				Find reasons to laugh
				Talk about my problems
				Overall psychological and emotional self-care

1	2	3	★	Social Self-Care
				Spend time with people who I like
				Call or write to friends and family who are far away
				Have stimulating conversations



				Meet new people
				Spend time alone with my romantic partner
				Ask others for help when needed
				Do enjoyable activities with other people
				Overall social self-care

1	2	3	★	Spiritual Self-Care
				Overall spiritual self-care
				Meditate
				Pray
				Recognize the things that give meaning to my life
				Spend time in nature
				Act in accordance with my morals and values
				Set aside time for thought and reflection
				Participate in a cause that is important to me



## WHAT ARE SOME EXAMPLES OF RANDOM ACTS OF KINDNESS?

- Be friendly to someone new
- Give a compliment to someone
- Offer to help someone
- Be a good listener
- Ask someone how their day is going
- Hold the door open for someone
- Clean up someone else's mess
- Send flowers or chocolates to someone you appreciate

### Activity

Reflect at the end of your day, and write down an act of kindness that happened that day. It can be as simple as smiling at someone. Keep in mind the concept is to do something different each day.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday



## End of 7-Day Activity

At the end of the week, write a short reflection on how documenting acts of kindness has made you feel.

### Reflection:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---



## PAYING IT FORWARD HANDOUT

By paying it forward, you can make quite an important difference in this world. Not only will you brighten another person's mood, but you will also set a chain reaction in motion.

Affecting change doesn't take much. You don't have to be rich, powerful or influential. Every ordinary person can help to make this world a better place by paying it forward.

What is the concept of paying it forward all about? What does it mean to pay something forward? The idea behind paying it forward is that whenever you benefit from a good deed, you then participate by doing a (random) good deed to another. However, you don't necessarily have to wait until someone does you a good deed. You can also be the one who starts paying it forward, the one who sets it all in motion.

The thrill of paying it forward is that you do something really good for someone who would not be expecting this kind of act. You don't necessarily have to pay it forward only to people you know. You can pay it forward to any individual that you can somehow get in touch with.

Doing a good deed for an unsuspecting stranger is a beautifully selfless act. Not only will it remind them that this world is full of selflessness, generosity, and kindness, but it will also encourage that person to be kinder and more compassionate to others.



## PAYING IT FORWARD WITH RANDOM ACTS OF KINDNESS

### Ideas to Pay It Forward

1. Pay for someone's coffee or lunch. When buying a coffee, you can casually pay for the coffee of the person behind you. It's a fantastic way to brighten their mood. You can even do it when you go through the drive-through of cafes and restaurants.
2. Participate in a cleanup day. Cleanup days are a fantastic way to contribute your part in helping to preserve our environment. If this isn't happening in your area in an organised way (like Clean Up Australia Day), you can always take a rubbish bag with you on a walk around your local neighbourhood and collect the rubbish you find.
3. Donate some of your clothes. Have a look at your wardrobe. If there are any items you haven't worn for a while or have outgrown, consider donating them.
4. Run for a good cause. Numerous charity runs (or walks and bicycle rides) are held each year. Sign-up for the next one and participate in raising funds for a good cause.
5. Ask for donations instead of gifts. Many people wonder how they can do something good without having to spend money. Well, by asking people to donate to a good cause instead of buying you a birthday or Christmas, you can do a good deed without having to spend anything.
6. Donate your books. There are two types of books. The first type consists of really good books that you pick up again and again. The second type consists of books that were interesting to read but no longer serve a purpose. You could donate all the books you no longer need to your local street library or op shop. Or ask your friends and family if they want to do a book exchange.
7. Smile at someone. Give someone a smile. You'll see that many people will quickly loosen up and return the smile.
8. Donate to a charity. Choose a charity that is close to your heart or one you think deserves your support. There are numerous local, national and international charities to which you can donate any amount, small or large, to a good cause.
9. Listen to someone's story. Many people don't have someone who listens to them, someone who cares about them. You could be that someone. You don't even have to find a solution to all their problems; sometimes, it simply takes someone who is willing to listen.
10. Encourage others with Post-it notes. There are many places where people could greatly use some encouragement. If you have the time, consider posting some motivating or encouraging notes in places where others will find them. You could get inspiring messages from searching online or making up your own opportunity.
11. Let others in the line go in front of you. If you're standing in line at the supermarket and you see that the person behind you is buying only a couple of things, let them go in front of you.
12. Write a positive review of good businesses. Local business owners can



need all the support they can get. If you've come across a business whose owner does an incredible job, it's time to spread the word. Tell someone they made a difference in your life.

13. Make a food donation to your local food bank. Your local food bank or food share often needs generous support from donations to support those less fortunate. Look in your pantry or go shopping for essentials that can help others get the basics they need.
14. Give away extra veggies or flowers from your garden. There's nothing like fresh local garden vegetables. Those of us with gardens love sharing. And those who don't have gardens love the tasty gift.
15. Make a phone call or send a card to a friend you don't usually call. Let them know you're thinking of them and what a blessing they are to your life. Because if you've ever received one of these calls, you know how special they are.
16. Buy a plant and pot. Write positive words that describe a

17. Pray for someone in need. Many people consider praying as something that is incredibly powerful. If there is someone you know who is in need, you cannot lose much by including them in your prayers. Send them some love and wish them the necessary strength it takes to see things through.

18. Pay someone an honest compliment. If you see someone doing something really great, don't shy away from giving them a compliment. You can give out compliments for basically everything; you only need to seize the friend on the pot. Give it to that friend!

19. Send a 'Thank you' card or note. Let officers at your local police or fire station, health workers at the hospital, your GP, teachers or local shop owner know you appreciate what they do for the community

### **Even Simpler Ideas to Pay it Forward**

1. Compliment the first three people you talk to today.
2. Send a positive text message to five different people right now.
3. Say hi to the next person you walk past.
4. Surprise a neighbor with some treats – homemade or not.
5. Leave a note on someone's car telling them how awesome they parked or wishing them a good day.
6. Write a kind message on your mirror with a dry-erase marker for a family member.
7. Send a gratitude email to a friend or co-worker who deserves more recognition.
8. Hold up positive signs for traffic or in a park for people exercising outside!
9. Leave a box of goodies in your mailbox for your postie.
10. When you hear that discouraging voice in your head, tell yourself something positive — you deserve kindness too!





**BRAINSTORM WHAT PAYING IT FORWARD LOOKS LIKE TO YOU**





## FORGIVENESS HANDOUT

It's hard to imagine there are benefits of forgiveness when we feel hurt and angry. Forgiveness becomes even more difficult when there is no apology or even an admission of guilt.

The difficulty in forgiving can often be *our view of forgiveness* as a gift to the offender. However, it's actually a gift to ourselves. When we choose to forgive, we reap the benefits of forgiveness.

### 7 Steps to True Forgiveness

- Step 1: Acknowledge. Acknowledge the hurt. ...
- Step 2: Consider. Consider how the hurt and pain have affected you. ...
- Step 3: Accept. Accept that you cannot change the past. ...
- Step 4: Determine. Determine whether or not you will forgive. ...
- Step 5: Repair. ...
- Step 6: Learn. ...
- Step 7: Forgive...

### Forgiveness can lead to the following:

- Healthier relationships.
- Improved mental health.
- Less anxiety, stress and hostility.
- Fewer symptoms of depression.
- Lower blood pressure.
- A stronger immune system.
- Improved heart health.
- Improved self-esteem.

### What happens if I can't forgive someone?

Forgiveness can be hard, especially if the person who hurt you doesn't admit wrongdoing. If you find yourself stuck:

- Practice empathy. Try seeing the situation from the other person's point of view.
- Ask yourself about the circumstances that may have led the other person to behave in such a way. Perhaps you would have reacted similarly if you faced the same situation.
- Reflect on times when others have forgiven you.



- Write in a journal, pray or use guided meditation. Or talk with a person you've found to be wise and compassionate, such as a spiritual leader, a mental health provider, or an impartial loved one or friend.
- Be aware that forgiveness is a process. Even small hurts may need to be revisited and forgiven again and again.

### **Why is it so easy to hold a grudge?**

Being hurt by someone, particularly someone you love and trust, can cause anger, sadness and confusion. If you dwell on hurtful events or situations, grudges filled with resentment and hostility can take root. If you allow negative feelings to crowd out positive feelings, you might find yourself swallowed up by bitterness or a sense of injustice.

Some people are naturally more forgiving than others. But even if you tend to hold a grudge, almost anyone can learn to be more forgiving.

### **How do I move toward a state of forgiveness?**

Forgiveness is a commitment to change. It takes practice. To move toward forgiveness, you might:

- Recognize the value of forgiveness and how it can improve your life.
- Identify what needs healing and who you want to forgive.
- Join a support group or see a counselor.
- Acknowledge your emotions about the harm done to you, recognize how those emotions affect your behavior and work to release them.
- Choose to forgive the person who offended you.
- Release the control and power that the offending person and situation have had in your life.

### **Does forgiveness guarantee reconciliation?**

If the hurtful event involved someone whose relationship you value, forgiveness might lead to reconciliation. But that isn't always the case.

Reconciliation might be impossible if the offender has died or is unwilling to communicate with you. In other cases, reconciliation might not be appropriate. Still, forgiveness is possible — even if reconciliation isn't.

### **What if the person I'm forgiving doesn't change?**

Getting another person to change isn't the point of forgiveness. It's about focusing on what you can control in the here and now. Think of forgiveness more about how it can



change your life by bringing you peace, happiness, and emotional and spiritual healing. Forgiveness can take away the power the other person continues to have in your life.

### **What if I'm the one who needs forgiveness?**

The first step is to honestly assess and acknowledge the wrongs you've done and how they have affected others. Avoid judging yourself too harshly.

If you're truly sorry for something you've said or done and want forgiveness, consider reaching out to those you've harmed. Speak of your sincere sorrow or regret. Ask for forgiveness without making excuses.

You can't force someone to forgive you. Others need to move to forgiveness in their own time. Remember, forgiveness is a process. Whatever happens, commit to treating others with compassion, empathy and respect.



## FORGIVENESS AND ACCEPTANCE WORKSHEET

Forgiveness is the decision to release the negative emotions connected to a past event that has hurt us. It is an emotional tool that helps us commit to moving forward and feeling better.

We may choose to forget the wrongdoing or end our relationship with the wrongdoer, or we may not. Either way, forgiveness is a decision that allows us to let go of the resentment, bitterness, and anger that hold us back from personal growth and well-being.

This Forgiveness and Acceptance Worksheet can help you understand your negative feelings about a past transgression and make the conscious decision to forgive.

### **What are you struggling to let go of?**

***Describe the thoughts or past actions associated with your negative emotions. What was said or done, specifically?***

### **Take ownership of the consequences.**

***Accept that the painful outcomes are now yours to deal with. Any suffering and pain that you feel now lie in your hands.***



## Who is responsible?

*Decide where the accountability lies for the past event. You may feel that someone else is at fault, that you played a role, or that nobody at all is accountable.*

## How will you address the consequences?

*What do you choose to do about the outcomes you described above? How might you correct or amend your current situation? If that's not possible, how might you make it better?*

## Commit to forgiving.

*Make a conscious decision to forgive whomever you feel is responsible. If someone else is responsible for your hurt, try seeing things from their perspective. This step is about taking ownership of your decision to harbor a grudge or let go of the hurt and move forward.*



## 4 DS OF FORGIVENESS

Forgiveness is a two-part process.

Intrapersonally, it involves an emotional transformation characterized by a release of resentment, hurt, anger, and other negative emotions associated with a perceived transgression.

Interpersonally, forgiveness can involve empathizing with the wrongdoer and treating them with more compassion. It is not always necessary to forget the perceived wrong or interact with the person you choose to hold responsible.

This worksheet introduces the *4 Ds of Forgiveness* to help you work through your negative emotions and journey through the forgiveness process. These are:

1. **Deep-Diving:** Gaining more insight into the wrong and its current impact on you
2. **Deciding:** Reflecting on what forgiveness means to you and making an empowered decision to forgive or not.
3. **Doing:** Empathizing with the wrongdoer and attempting to understand their actions to come to terms with your feelings.
4. **Deepening:** Finding growth opportunities and meaning in what has occurred.

Write your answers in the boxes provided, taking time to consider each question carefully and reflect on your feelings.

- ***Write about the wrong that you've suffered. What took place, and why do you feel it was unjust? What impact has it had on you?***



- ***What emotions has it brought up?***

- ***How has it affected your behavior?***

***What thoughts or mental processes has it affected?***

*Reflecting on forgiveness as a concept puts you in a more empowered position - with all the facts and feelings in hand, you can decide whether forgiveness is something you want to commit to. With this in mind, what does forgiveness mean to you? How would you define it?*

*Committing to your forgiveness decision means weighing up all your options before making a choice. What are the benefits of choosing to forgive the wrongdoer? What are the downsides? Be as precise as you can, considering all the potential impacts of each.*

*Releasing past hurts is one benefit of forgiveness; it is also possible to grow stronger and learn from the experience. In what ways have you grown by forgiving the transgressor?*





- *How has the decision to forgive benefitted you emotionally*

- *Has your behavior changed in any positive ways?*

- *Have there been any physical, financial, or practical benefits?*



## HOW I FEEL ACTIVITY

**I feel:** \_\_\_\_\_

Happy	Mad	Sad	Glad
Worried	Excited	Bored	Scared
Annoyed	Upset	Sick	Nervous

**I feel this way because:**


**This is what I did about it:**




**Something else I could have done is:**

Ask for help	Take deep breaths	Walk away
Do something else	Tell an adult	Talk to a friend



## FORGIVENESS WORKSHEET

**Forgiveness** is a process where someone who has been wronged chooses to let go of their resentment and treat the wrongdoer with compassion.

### Deepening Understanding of Forgiveness

Forgiveness does not mean forgetting or condoning the wrongdoing, granting legal mercy, or reconciling a relationship. You can forgive a person while in no way believing that their actions were acceptable or justified.

On the other hand, simply saying the words “I forgive you” or accepting an apology is not forgiveness. In fact, forgiveness can occur without ever speaking to the wrongdoer. Forgiveness is an emotional change that occurs within the person who has been wronged.

#### What forgiveness is:

- The decision to overcome the pain that was inflicted by another person.
- Letting go of anger, resentment, shame, and other emotions associated with injustice, even though they are reasonable feelings.
- Treating the offender with compassion, even though they are not entitled to it.

#### What forgiveness isn't:

- Reconciliation (repairing or returning to a relationship).
- Forgetting the injustice.
- Condoning or excusing the offender's behavior.
- Granting legal mercy to the offender. “Letting go” but wishing for revenge.

### The Four Phases of Forgiveness

- **The Uncovering Phase.** During the first phase of forgiveness, you will improve your understanding of the injustice and how it has impacted your life.
- **The Decision Phase.** During the second phase, you will gain a deeper understanding of what forgiveness is and make the decision to choose or reject forgiveness as an option.
- **The Work Phase.** During the third phase, you will start to understand the offender in a new way, which will allow positive feelings toward the offender and yourself.
- **The Deepening Phase.** During the final phase of forgiveness, you will further decrease the negative emotions associated with the injustice. You may find meaning in the experiences and recognize ways in which you have grown as a result.



## FORGIVENESS UNCOVERING PHASE

During the **uncovering phase** of forgiveness, you will improve your understanding of the injustice and how it has impacted your life. Use the journal prompts below to begin exploring.

**Describe the injustices you have endured. What happened? Why was this treatment unfair?**

**How have the injustices affected you? Circle any of the examples that apply, and describe them in the box below. Feel free to add something else that isn't listed.**

- painful emotions (e.g., anger or shame)
- changed worldview (e.g., “people are evil”)
- changed behavior (e.g., avoiding new relationships)
- cognitive rehearsal (recurring thoughts about injustice)
- practical costs (e.g., time or money)
- physical harm (e.g., injuries from abuse)





## FORGIVENESS DECISION PHASE

During the **decision phase** of forgiveness, you will gain a deeper understanding of what forgiveness is and make the decision to choose or reject forgiveness as an option.

**Without looking at a definition, how would you describe forgiveness?**

Many people struggle with the decision to forgive because they know that they have the right to be angry, while the offender does not have the right to kindness. Making the decision to forgive means letting go of these resentments—which you have every right to hold—so you can heal.

**What are the pros and cons of deciding to forgive the person who wronged you?**

Pros	Cons



**Whether or not you've made the decision to forgive, describe how things might be different if you decide to do so. Be as specific as possible.**





## FORGIVENESS WORK PHASE

During the **work phase** of forgiveness, you will start to understand the offender in a new way, which will allow positive feelings toward the offender and yourself.

Learning to understand the offender, and to see them as more than their wrongdoing, is an important part of forgiveness. However, it must be stressed that understanding does not mean condoning. One can understand another person without believing their actions are acceptable.

**Respond to one of the following prompts:**

**What was life like for the offender as they grew up? May this have impacted their behavior? What was life like for the offender at the time of the offense?**

**List the feelings you currently have toward the offender.**



**Did you list any positive feelings toward the offender? If so, describe them. If not, describe how your negative feelings have changed over time. Have they lessened?**



## FORGIVENESS DEEPENING PHASE

During the **deepening phase** of forgiveness, you will further decrease the negative emotions associated with the injustice. You may find meaning in the experiences and recognize ways in which you have grown as a result.

**How have you benefited by forgiving the offender? Consider how forgiveness has affected your emotional health, behavioral changes that resulted from the injustice, and time/energy spent thinking about the offender.**

**Describe how you have grown because of the injustice you endured and your efforts to forgive. How has your worldview changed? Are you stronger than you were before deciding to forgive?**



## Reference List

### **Module 1 - Combating Isolation**

5 Ways to Combat Loneliness | How Social Isolation Affects Your Health |  
The Science of Feeling Lonely & How to Overcome It  
How to Combat Loneliness in 10 Practical Steps  
7 Signs You're Not Dealing With Your Grief and Loss  
5 Things About Grief No One Really Tells You  
We don't "move on" from grief. We move forward with it | Nora McInerney  
When Someone You Love Dies, There Is No Such Thing as Moving On | Kelley Lynn | TEDxAdelphiUniversity  
We All Have Mental Health  
What is Mental Health?  
The Five Ways to Wellbeing - boosting mental wellbeing  
Developing a Wellness Toolbox for Physical and Emotional Wellness

### **Module 2 - Acceptance and Commitment Therapy**

What is acceptance & commitment therapy? What is Acceptance Commitment Therapy?  
Acceptance - Mindfulness Principle - Jon Kabat-Zinn - Attitudes of Mindfulness.  
Introducing the ACT Hexagon  
ACT Treatment for Trauma  
The Journey of Life: A Metaphor for Values in ACT  
Values vs Goals - By Dr. Russ Harris  
How To Identify Your Core Values: Acceptance and Commitment Therapy (ACT)  
Defusion: How to Detangle from Thoughts & Feelings  
Defusion: A Core Process in the ACT Hexagon Model  
What is Cognitive Defusion in Acceptance and Commitment Therapy?

### **Module 3 Community Therapy**

Social Support & Wellness | Chandra Story | TEDxOStateU  
The Power & Science of Social Connection: Emma Seppälä TEDx  
Peer Support Groups  
Side by Side The Power of Peer Support  
NAMI Mental Health Support Groups: A Safe Space  
Why Social Connections Matter to Your Health



Social Well Being - Importance Of Social Connections - Social Life - Social Interactions

Social Connection

James Arthur - Recovery

The Connection the Addict Craves | Jason Hyland | TEDxBostonCollege

## Module 4 - Gratitude

An Experiment in Gratitude | The Science of Happiness

The No.1 Habit Billionaires Run Daily

Psychology behind Manifestation | Keta Kokhtashvili | TEDxLCCUniversity

What is Manifestation? Explained for Beginners | Mel Robbins

4 Proper Steps to Manifest According to Science | Mel Robbins

Change Your Life With These 10 Affirmations! (Learn This)

Positive Self-Talk

THE MENTAL SCIENCE OF POSITIVE AFFIRMATIONS - Steve Maxwell on London Real

## Module 5 - Life Skills

10 Life Skills Explored

13 Skills everyone should master

Importance of life skills | why are life skills important?

Setting Healthy Boundaries

How to Set Boundaries & Stop People Pleasing

A beginners guide to setting boundaries

Communication - Basics and Importance

Effective Communication

Importance of Communication

How miscommunication happens (and how to avoid it) - Katherine Hampsten

Forms of Communication

Budgeting Basics!

The Importance of Budgeting

Simple ways to budget and save money | ABC News

Anger Management Skills Workshop | Module 01 - 02

Anger Management Skills Workshop | Module 03

Anger Management Skills Workshop | Module 04

Anger Management Skills Workshop | Module 05

Anger Management Skills Workshop | Module 06



## Anger Management Techniques

### **Module 6 – Meditation**

10 Mind-Blowing Benefits of Meditation

The Scientific Power of Meditation

Does Meditation Really Work?

10 Minute Meditation for a Growth Mindset

Ask and You Shall Receive, Guided Meditation to Manifest Positive Outcomes

10-Minute Meditation For Anxiety

10-Minute Meditation For Stress

### **Module 7 – Mindfulness**

What is Mindfulness?

7 Principles of Mindfulness #mentalhealth #KatabZinn

What are the 7 principles of mindfulness?

10-Minute Daily Meditation 10-Minute Meditation For Healing

Daily Calm | 10 Minute Mindfulness Meditation | Present 10-Minute

Developing A Growth Mindset

Growth Mindset vs. Fixed Mindset

Growth Mindset

4 Steps to a developing a Growth Mindset

### **Module 8 - Acts of Kindness**

How You Treat People Is Who You Are! (Kindness Motivational Video)

The Science of Kindness

How You Treat People Is Who You Are! (Kindness Motivational Video) The Selfish

Benefits of Kindness

The Philosophy of Pay It Forward

An Inspiring Story of Paying It Forward

Pay it forward facebook pages Today Tonight 17.09.2013

The Power of Forgiveness | The Science of Happiness