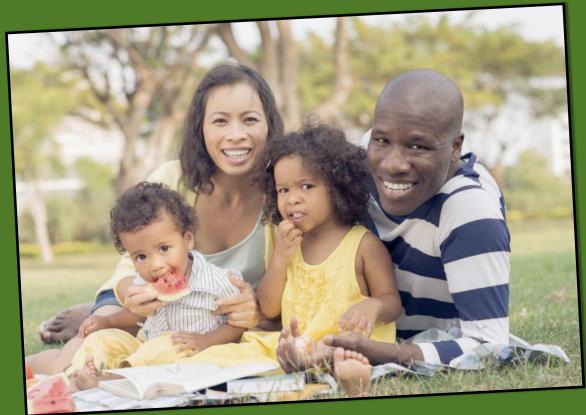


# FROM HERE

An Individual's Guide TO THERE To Success



# From Here To There

# An Individual's Guide To Success

By
Melvin Collins, Jr., M.Ed., LPC
Norman Sternfeld, M.A.
Sherry Perkins, M.A.
Ryan Fleming, M.S., LPC
Yolanda L. Salazar
Brendan Reilly



# From Here To There An Individual's Guide to Success

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Cover Melvin Collins, Jr., M.Ed., LPC

Layout Melvin Collins, Jr., M.Ed., LPC

Yolanda L. Salazar

Design: Melvin Collins, Jr., M.Ed., LPC

Authors Melvin Collins, Jr., M.Ed., LPC

Norman Sternfeld, M.A.

Sherry Perkins, M.A.

Ryan Fleming, M.S., LPC

Yolanda L. Salazar

**Brendan Reilly** 

Edited by: Silvia A. Seelig

Final Edit Yolanda L. Salazar

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# From Here To There An Individual's Guide To Success

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#### **Foreword**

#### Freedom!

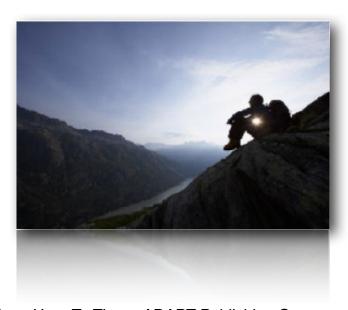
What can be more precious than having a new beginning, another chance to create a life that works? In taking this course, you have come upon a golden opportunity. The wisdom you will gain here is not available in too many places. These lessons are not usually taught in schools. Education and coaching of this type is a gift. A gift so precious, it can change your life. However you came to receive this program, please consider yourself lucky.

#### The beginning of a new you!

The "From Here to There" Program can be the beginning of a new you. Whatever your background or circumstances, you will definitely find this program will give you more power and freedom in creating the life you want for yourself and your family. Your future is wide open. All kinds of possibilities are ahead for you. The greatest thing you can do for yourself is to learn everything you can about winning in life. This course will teach you how to win at life. You have everything you need. You are smart enough. You have the energy. You have the time, and you already know a lot. Now it's time to take you to the next level.

#### What you are getting into!

The program you are about to begin will help you to develop yourself in several ways. There are ten modules to the course, and each module will focus on strengthening your ability to manage yourself, develop your life, find employment, and succeed on a job. You will be given ideas and ways to raise your self-esteem and confidence. You will have the opportunity to develop goals for your future, and you will learn to overcome obstacles and stress to make those goals happen. This course is meant to give you the knowledge, skills, and personal power to make the life you want happen.





# **MODULE I**

# **Understanding Self: An Exercise in Self- Examination and Historical Patterns**

#### **Module Overview**

This module provides a starting point as you begin your journey in search of a new direction for your life or your career. This module sets the tone for all of the modules. It reminds us that a healthy understanding of our past life patterns is a pre-requisite to an effective transition into the future. While it does not suggest that we dwell in the past, it does encourage us to look carefully at past situations to determine which situations have resulted in the greatest gains and which have resulted in less than positive outcomes. It helps us identify which of our actions should be repeated and which should be avoided in the future.

In this module, you will be invited to participate in a series of exercises, assessments, and possible group discussions designed to stimulate your personal introspection, encourage examination of life patterns, assess causes for failure, and project the actions needed to ensure future success.

#### **Topics**

- Personal Lifeline
- Self-Assessment

#### **Learning Objectives**

At the completion of this module, you will be able to:

- Examine your life experiences and identify positive periods and negative periods in your life's history
- Identify common positive and negative influences in your life's history
- Isolate personal strengths and weaknesses



# **Exploring Self-Awareness**



This unit is meant to lay a foundation for participants to become aware of the way they view themselves. This exploration into self-image, self-concept, and self-esteem can begin to open the doors for participants to upgrade their respective ideas about who they are and what they can accomplish.

We will see how we modeled ourselves in the image of our parents and how we have formed our self-image from what they said about us. We will then see how we have protected ourselves from the hurts of our past. We will come to recognize how our current problems, fears and limitations are still tied to past experiences. Though this may bring some painful memories, our goal is to use this exploration to heal and remove the limiting influence of our past.

We will begin to recognize the value of the past and recognize the value of other people who have influenced and shaped our personalities. We will also explore the parts of our past that have hurt us, and use this opportunity to heal old wounds. We will talk about the world in which we grew up, families we grew up with, and how our families helped or hurt us.

We begin in the past because so much of who we are today is shaped by past experiences. We have learned how to act, what to believe, and how to feel. For the most part, our experiences have helped us become good, healthy, happy people; however, there are troubling bits and pieces from the past that might get in the way of allowing us to be who we truly want to become.

The goal is to establish a way for participants to upgrade and update a self-evaluation. We can stop the pain of our own attacks upon ourselves. We can begin to nurture the positive skills and attitudes that are within each of us. We can begin to feel worthy and capable just by the way we view ourselves. We can be a hero to ourselves, a big person capable of big things.



Open Your Mind To The Possibilities

## **Sharing Your Past With Others**



#### An Exercise in Sharing

Instructions: After reading the following paragraphs, examine the information about your past. Sharing this information about yourself is encouraged, and it could prove to be helpful.

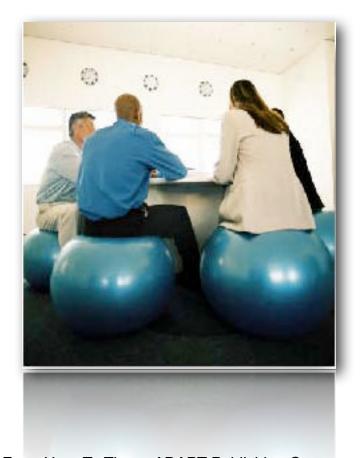
#### Question 1: "Where do you come from?"

You are invited to share your background, how you grew up, some of the things for which you are grateful, and some of the parts of your past you feel might have had some negative effect on you. Each person may take up to five minutes—enough time to share what is most important to you.

While you are sharing, the rest of us want you to understand that we, in many ways, know what you have gone through.

Many people feel uncomfortable about sharing their past. They carry shame, embarrassment, and fear into the present. If this is difficult for you, you may write a short story of your past.

It is helpful to remember that now is the present. Whatever happened in the past does not have to keep upsetting you. Now is the time for you to begin to write a new story. So, once you get the story of the past out, you can get to work on a new chapter.



## The Treasures of the Past



Instructions: Complete the list below as much as you can. Think about the people that have meant the most to you in your past. If you can't complete all ten items, don't worry; quality is more important than quantity.

	Question 2: " Who are the people who have meant the most to you in your past?"
1	Melvin Collins
2	Rose Collins
3	
4	
5	
6	
7	
8	
9	
10	

# **Learning From Life's Painful Lessons**



#### An Exercise in Healing

Instructions: Read the following paragraphs and share with someone, if you feel it is appropriate.

#### Question 3: "What happens to us when we are hurt?"

The first thing we do when our lives become painful is find a way to deal with it. Our first reaction is to protect ourselves from pain. We make decisions based on what happened and we learn to never let that hurt get to us again. Many of us have been neglected and have not been given the attention we need. Some of us feel abandoned by or cut off from people we love and need. Some of us have been abused, either physically or verbally.

When we are deprived of love, many problems can arise later in life. Often, we feel a strong need for love and approval. We can devote our whole lives to getting people to love us. Sometimes, to get love, we will devote ourselves to taking care of everybody else. Often, these are the people who hurt us in the first place.

We can become dependent or needy of other people. We can be left with the feeling that nobody loves us. We may feel deeply alone, depressed, different, or not as good as other people. In order to stifle the pain of the past, many of us will not admit that anything bothers us. We can become tough. Fear turns into anger, and emotions can easily explode. Many turn to drugs or alcohol to numb the pain and become addicted to them.

Our chance to heal the past rests with what we have learned since then and who we have become. Use what you have going for you now to let go. Begin to live life with freedom instead of a slave to the past.

Mistakes are painful; but as time goes by, it becomes a collection of experiences called Lessons. Live life and embrace life lessons!

Unknown

# **Having What It Takes To Heal The Past**



Instructions: Read the following paragraphs and share with someone, if you feel it is appropriate.

#### Question 4: "What does it take to heal the past?"

What it takes is determination to not be victims of the past. We are different now. We have learned, grown, and changed in many ways since then. From where we are today, we can look back at our past in order to let go of the pain.

We must find forgiveness for the events and people in the past. This forgiveness is not saying what happened was right. Whatever hurt you is not right. It is, rather, your way of saying you will no longer hold on to the pain. You may have a lot of fear, anger, and pain tied to the past which drains your energy. Becoming free of the drain allows you to move on with life. To heal the past, you must recognize that you have grown from your experiences, and you now have the power to understand and heal those old wounds.

What would you like to share?



# **MODULE II**

# **Healing The Past**

#### **Module Overview**

This module will walk you through an exploration of where you have come from and how it affects you as an individual today. Decisions you make, thoughts you have, and actions that you take all start from what happened to you in your past. Was it happy, sad, confusing, unreliable, or insecure? Whatever it was, it is now time for you to face it, accept it, and move on with your life. From this day on, you make yourself what you want to become, not what you were. You will answer questions that will help you to re-define yourself. You have to know your values, worthiness, and nature to release the burdens of your past.

Complete these exercises to assist you in the healing process. Take the time to complete these exercises accurately as it could be the basis and road map for the new you.

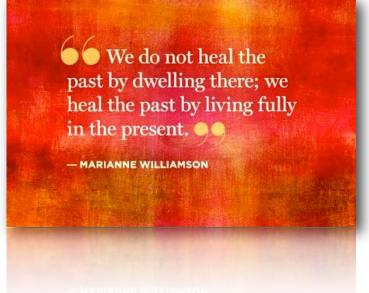
#### **Topics**

- Releasing the Burdens of Your Past
- Knowing Your Top Ten Values

#### **Learning Objectives**

At the completion of this module, you will be able to:

- Identify your hurts from the past and turn them into new beginnings
- Forgive those who have hurt you and focus on what is best for you in your life
- Identify your most important values
- Create what it is you want in your life, short-term and long-term





Instructions: Complete the exercise on this page. If you are willing to share, do so. Sharing with someone helps. There are steps we can take toward looking at the past in a new way, so we may learn from the past and begin to heal.

1. What have I done to deal with hurts from my past?  (Examples: became tough, stayed to myself, learned not to trust people, what else?)
I have looked at my past and tried to move forward from there. I have discussed this with othe djflksdjlsdlksdkldkl
2. In what ways did I become stronger from what happened?  (Examples: Became determined, able to live through anything, understood suffering)
3. What do I have going for me now that allows me to understand and heal?  (Examples: I'm on my own; I'm grown up now; I don't have to take abuse anymore.)
4. What do I understand now about the past that I didn't understand before?  (Examples: My father was a sick man; my mother was abused when she was a child; my parents were unhappy people.)
5. Am I willing to let go of the past?  Ves No
6. Am I using my past as an excuse for not growing up? Yes Vo

# **Releasing the Burdens of the Past**



Instructions: Answer the following questions about events and experiences of your past that have hurt you and those that still bother you.

1. What happened?  (Examples: What in the past is your burden? Are you still trying to hold on to these burdens?)
What do I want for myself now?
(Examples: I need to let go. I want to be free of my burdens.)
What can I do to make this happen?
(Examples: I need to talk about my true feelings about these burdens.)
2. What happened? (Examples: What in the past is your burden? Are you still trying to hold on to these burdens?)
What do I want for myself now?
(Examples: I need to let go. I want to be free of my burdens.)
What can I do to make this happen?
(Examples: I need to talk about my true feelings about these burdens.)

# **Knowing Your Values**



What's really important to you?	
What do you care about most? _	
What do you really value?	

# **Top Ten Values For You**

Examples:

Being a good parent Being self-sufficient

Making money Being popular

Being loved Being tight with your Higher Power

Being attractive Being healthy

Being sexy Being respected

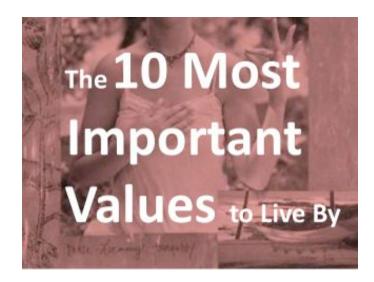
Being famous Being free to travel

Making a contribution to humanity Having adventures

Being at peace with yourself Having power

Being educated Enjoying pleasures

Being wise Having great clothes, furniture, car, etc.



# **Knowing Your Values**



Instructions: List your own top values in order of personal importance. Use some of the examples listed on the previous page or come up with your own.

0	

# What Are You Creating for Yourself?



Instructions: This is a free-form activity that will give you a chance to list any short-term "wants" that come to mind. Don't worry if you can't complete the entire page.

This year, I....

want to have	want to do	want to be



# **MODULE III**

# **Defining Personal Role Models**

#### **Module Overview**

In Module II, you were asked to look back on your life and identify what worked and what didn't. You were then encouraged to explore your own personal values and determine your goals for the future. Module III invites you to define success. Then it asks you to step outside of yourself, take a look around you, identify people that you view as successful, and describe the characteristics that you believe caused them to be successful. Finally, it invites you to evaluate yourself in terms of these attributes of successful living.

#### **Topics**

- Personal Heroes
- Habits of Powerful People
- Respecting Self and Others



#### **Learning Objectives**

At the completion of this module, you will be able to:

- Picture successful living
- Describe the individuals that have been the most influential in your life
- Identify an individual that represents a role model of successful living your personal hero
- Identify attributes that powerful people have in common
- Assess yourself against these attributes of successful people

#### **Models for the Future**



We guide ourselves forward by learning from the people we most admire and respect. Our heroes are people we wish we could be most like. They can be people we know or people we will never meet. Sometimes our heroes aren't perfect people in every respect, but there might be some part of their

characters we really like.





Who are your heroes? Guides? Mentors? The following exercise will give you a chance to discover three people who could serve as guiding lights for you. Because you respect these people, they have something that they can teach you. There are specific things about them you like. If they can be these things, you can too.

Sometimes our heroes are ordinary people: our mothers, our fathers, aunts, or friends. Sometimes our heroes are famous. They have achieved greatness, and we look up to them for that. And while we may never meet them, we can learn from them and be inspired by them. Heroes have something to teach us, something we want to learn. They are ahead of us, and we like where we'll be going if we follow their lead.



# The People Who Influenced Me



Instructions: Think about the people who have been most influential in your life. The influence could have been positive or negative. Yet, they had a significant impact on the way you think, respond to situations in your life, make decisions and act on those decisions. Take a moment and list the people who influenced you most and how they were influential.

You Can Do It! 1 Teacher 2	
Teacher 2	
3	
1	
Public 2	
Figure 3	
	$\equiv$
Family 2 Member	
Wiember 3	
Friend 2	
3	
	_
Co- Workers 2	
Workers 3	
	_
ROLE Other 2	
3	

# Who Is My Hero?



Who is my hero?	
One hero of mine is:	
The qualities I most admire about my hero are:	
The ways I am already like this person are:	
What I want to learn from this person is:	

# Who Is My Hero?



Who Is My Hero?
One hero of mine is:
The qualities I most admire about my hero are:
The ways I am already like this person are:
What I want to learn from this person is:

# Who Is My Hero?



Who Is My Hero?	
One hero of mine is:	
The qualities I most admire about my hero are:	
The ways I am already like this person are:	
What I want to learn from this person is:	

#### **The Common Thread**

Horo

MA



Instructions: The listing below includes some characteristics that have surfaced as common among highly successful people. Look through the list and indicate, with a mark (X), under the column "Hero" which of these characteristics are common in the individuals that you have selected as your heroes. Now, go back through the listing and indicate those characteristics that you believe you possess and place a check mark (V) beside them under the column "Me."

# Characteristics of Successful People

IVIC	
	Keep their word (no matter what)
	Set appropriate priorities
	Follow through on their promises
	Know their own strengths and abilities
	Leverage available resources
	Strive for excellence in everything they do
	Commit to a lifetime of learning (always willing to try something different)
	Surround themselves with other successful people
	Focus on the "bull's eye" and not the "bull"
	Celebrate their successes and set new goals for new successes
	Believe in themselves; show confidence
	Demonstrate courage
	Have a sense of peacefulness about them
	Exude energy and charisma



# **Personal Notes**



Personal Notes



# MODULE IV Choosing The Way You Are

#### **Module Overview**

In this module, you will learn to overcome change. Change is inevitable. It will happen whether you are ready for it or not. Making positive changes in your life can make you stronger. You will examine your strengths and your weaknesses and discover the truth about yourself. Learning how to improve your weaknesses will help you move forward and re-shape your future.

Choosing the way you are helps you to understand whether there is room for change in your future. Knowing what you don't like about yourself is half the battle, and changing it, is the other. This module will allow for change to happen.

#### **Topics**

- Change and Getting Past It
- Choosing the "You" You Want To Be
- Creating Your Future
- Skills With Which to Build Your Future

#### **Learning Objectives**

At the completion of this module, you will be able to:

- See yourself truthfully
- Change the things you don't want in your life
- Release your self-limiting beliefs
- Understand what you can control and what you can't
- Create a new future for yourself



# Instructions: Read the following paragraphs. Ask yourself questions and discuss with others, if you feel it is appropriate.



Before change can happen, we have to see the truth about ourselves. This part of the course is about becoming free to be the best we can be.

Rarely do we closely examine how we conduct our lives. We all have strong points and weaknesses. We are proud of our strengths and we cover our weaknesses. We are looking for a better way of being ourselves.

Sometimes, we want a change, but we make excuses for why we have to stay the same. It is time to admit that some of what we do just doesn't work. We, too often, do the same things over and over, despite knowing it will never bring us the happiness and satisfaction we want in our lives.

As we work, it is clear that our present has been shaped by our past. If we continue to live our lives based on the past, we are doomed to keep repeating it. This is like driving a car with your eyes fixed on the rear view mirror. No wonder we keep crashing!

We all have ideas and beliefs about what kind of person we are. We have specific images of ourselves. We see the good in ourselves and we see the ways we wish we could change. Right now is an important time of change. We are growing up, moving forward, and overcoming mistakes and problems that have held us back. This is a great time to discover who we are, instead of who we were.

Make Yourself Notes		

#### **How You See Yourself**



Instructions: Complete the exercises on your own, then share your results with a friend, if possible. List some of your strong points.

We all have strengths and weaknesses. Knowing that you have strengths can give you confidence about shaping your future. This list will help you be clear about the ways you think of yourself.

#### I am....or I can be.....

1	IFICAN
2	DREAM
3	
4	
5	
6	
7	
8	
9	
10	Actually, I Can.

# What's "Wrong" With You



The first step toward really changing is accepting yourself the way you are. The next step is to become clear about your problems by telling the truth.

You may have been trying to change things about yourself that you don't like. It is common for people to get down on themselves about things they want to change, as if self-hate would really work. It is time to let go of your bad feelings toward yourself. Everything you have done, whether good or bad, has been done for a reason. Now you can begin to understand *why* you do the things you do. You have a choice about how to better live your life. Now is the time to release your guilt and shame.

Admitting your weaknesses is a powerful way to begin improving them. We usually try to hide things about ourselves that we feel are weak or bad. Some of the things you have thought, felt or done may make you feel ashamed. For the sake of positive change, let's take "bad," "wrong" and "shame" out of it. These negatives or weaknesses are the challenges in your life. This is where the greatest growth and change can take place. You will discover you are not locked into characteristics. Observe how "I am" becomes "I used to be."

Instructions: Read the above paragraphs. Ask yourself questions, write down some of your thoughts about this and discuss with others, if you feel it is appropriate.

# I'd Like To Change

If you have been told all your life that you can't do something, this has created self-limiting "I am's" in your life. However, now is the time to kick those self-limiting "I am's" out of your life. Don't let anyone in your community, your coworkers, your friends, and yes, even your family, no especially your family! Things that you felt you didn't have control over as a child, you can now do as an adult.



#### Self Limiting "I Am's"

List some of the weaknesses or undesirable things you would like to change about yourself.

Instructions: Write down any "Self-Limiting I Am's" you feel you are experiencing in the Notes below. Be honest; this is mainly for your eyes only. If you can't fill the page, don't worry; quality is more important than quantity.

Notes
IT'S NEVER TOO LATE TO CHANGE YOUR LIFE.
TO CHANGE YOUR LIFE.

# **Getting Past "The Way You Are"**



Sometimes we hold onto negative beliefs about ourselves because they are a built-in excuse for avoiding growing up and being skillful. We act as if the way we have behaved in the past is the way we are now and the way we will always be. Look at these "I can'ts" and see if any fit you. You will be surprised how easy it is to let go of these self-limiting belief s.

Stop using these excuses. They are just that - EXCUSES!

Instructions: Read this page and see if any of these statements fit you. Work through them and discuss with a friend, if you feel it is appropriate.



# The Bad Habits Checklist



This checklist is meant to help you recognize and get control over some patterns that have kept you from having the life you want. Checkmark () the answer that best describes your situation.



Self-Worth	SOMETIMES	RARELY	NEVER
1. I blame myself for everything			
2. I reject compliments or praise			
3. I take things too personally			
4. I feel different from the rest of the world			
5. I feel like a victim			
6. I am afraid of making mistakes			
7. I have a very hard time making decisions			
8. I feel a lot of guilt			
9. I feel ashamed of who I am			
10. I feel my life isn't worth living			
11. I think that I'm not quite good enough			
12. I pick on myself for everything (the way I look, act, think)			
13. I get really angry if someone else blames or criticizes me			
14. I deny that I have any problems when I know I have			





Self-Worth (continued)	SOMETIMES	RARELY	NEVER
15. I feel like I have to constantly help others in order to be loved			
16. I try to prove that I am good enough			
17. I feel like no one else could possibly like or love me			
18. I settle for being needed			
19. I am afraid to let myself be who I am			
Controlling	SOMETIMES	RARELY	NEVER
20. I think and talk a lot about other people			
21. I worry sometimes over event the silliest things			
22. I wonder why I never have any energy			
23. I check on people			
24. I focus my energy on other people's problems			
25. I do not do things because I'm so upset about somebody or something			
26. I'm full of shoulds			
27. I try to control events and people through helplessness, guilt, coercion, threats, advice-giving, manipulation, and domination			
28. I feel controlled by people or events			





Denial	SOMETIMES	RARELY	NEVER
29. I ignore problems or pretend they aren't happening			
30. I stay busy so I don't have to think about things			
31. I lie			
32. I overeat			
33. I spend money compulsively			
34. I get depressed and sick			
35. I feel like I'm going crazy			
Dependency	SOMETIMES	RARELY	NEVER
Dependency  36. I worry other people will leave me	SOMETIMES	RARELY	NEVER
	SOMETIMES	RARELY	NEVER
36. I worry other people will leave me	SOMETIMES	RARELY	NEVER
36. I worry other people will leave me  37. I seek love from people who are incapable of loving	SOMETIMES	RARELY	NEVER
<ul><li>36. I worry other people will leave me</li><li>37. I seek love from people who are incapable of loving</li><li>38. I center my life around someone else</li></ul>	SOMETIMES	RARELY	NEVER
<ul><li>36. I worry other people will leave me</li><li>37. I seek love from people who are incapable of loving</li><li>38. I center my life around someone else</li><li>39. I desperately seek love and approval</li></ul>	SOMETIMES	RARELY	NEVER







Communication	SOMETIMES	RARELY	NEVER
43. I blame and threaten			
44. I say what I think will please people			
45. I say either everything or nothing is my fault			
46. I take myself too seriously			
47. I ask for what I want indirectly, drop hints and hope people will read my mind			
48. I think what I have to say is unimportant			
49. I have a hard time saying what I'm really feeling			

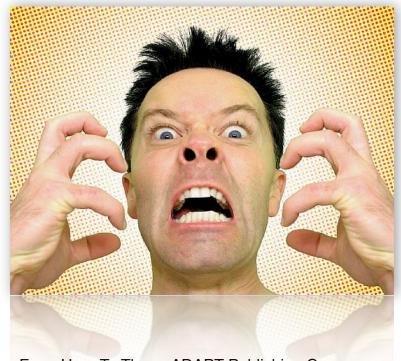
Without communication, there is no relationship. Without respect, there is no love. Without trust, there is no reason to CONTINUE.

Trust	SOMETIMES	RARELY	NEVER
50. I don't trust myself			
51. I don't trust other people			
52. I trust unworthy people			
53. I lose faith and trust in my Higher Power			





Anger	SOMETIMES	RARELY	NEVER
54. I feel very scared, hurt or angry			
55. I am afraid of my own anger			
56. I am afraid of other people's anger			
57. I stuff down angry feelings			
58. I live with angry people			
59. I cry a lot, get depressed, overeat, get sick, do mean and nasty things to get even, act hostile, have violent temper outbursts			
60. I punish others for making me angry			
61. I feel safer with anger than with the hurt feelings underneath them			



### Choosing The "YOU" You Want To Be



Instructions: Read the following paragraphs and share with someone, if you feel it is appropriate.

Throughout this part of the course, we have been looking at the ways we can be. We are not our actions because we can change our actions and still be ourselves. For the same reason, we are not our thoughts, our opinions, our beliefs or our feelings. We can change all of those and still be ourselves. We are human beings. We have the power to create ourselves.

As we begin to explore the skill of becoming ourselves, it is very useful to see what being skillful is about. It is about having choices and flexibility. We can adapt, we can change, and we can be bigger than we ever thought possible. This is personal skill—the skill to create ourselves and to be the people we want to be, rather than the people we were.

### **Creating The Future**

Instructions: Read the following paragraphs. Ask yourself questions about your future and make a list of what you see. Share with someone, if you feel it is appropriate.

So far, we have seen that our lives have been shaped by the past. We see that it is possible to become aware of ourselves as we act in the present. Now we will see how it is possible to create our own future. For most people, the future is a blank. We expect it to be more of the same or expect it to just happen. It sure is hard to see into the future. There are so many possibilities and paths to follow. Who knows what's going to happen to us? Are we as helpless as a little rowboat being tossed about in the ocean? Or are we more like the captains of our own ships, steering ourselves from one major point in life to the next?

Discipline is choosing between what you want now, and what you want most.

Abraham Lincoln

Where are you steering yourself?

One thing is for sure. If you are taking this course, you care

about your future. You care or you have a commitment to make your future better than what you have known in the past. You may not know exactly what you want, but you know you want something. You will now have a chance to discover the skill you have for creating your future.

## **Developing Life Skills**



Instructions: Read the following pages and share this information with someone, if possible.

Becoming skilled means learning to change the things you can change, accepting the things you cannot change, and having the wisdom to know the difference.

#### **Challenges Life Offers**

- Meeting your basic survival needs: food, clothes, shelter
- Meeting your children's needs: love, attention, guidance
- Finding jobs, relationships, money, time
- Staying healthy, having a body that serves your purposes
- Caring for others, friends and family
- Conquering your fears



#### Things You Can Influence But Have No Control Over

- The other people in your life
- The circumstances that you are born into
- The passing of time
- Mistakes

#### **Things Over Which You Have Some Control**

- What you think, believe, and feel
- What you do or don't do
- What attitudes you adopt
- What you want
- How you are trained to meet challenges in life

You may not choose all the events that occur over the course of a lifetime, but you do choose how to experience those events.

#### Skills With Which to Build the Future



Instructions: Read through the following skills. You may want to think about what each skill means to you. Understand that there are no right or wrong answers. Make a list for each item, if you desire.

- 1. **Success** There is no better foundation on which to build. Draw confidence from your experiences of success.
- 2. **Self-Communication** Speak positively and lovingly to yourself. Keep a positive image and faith in yourself.
- 3. **Bonding** Create partners. Allow yourself to become close to the people who mean the most to you.
- Values Become clear about what matters most to you. Have trust in your own values.
- 5. **Self-Responsibility** You can be a leader to yourself. You need not depend on anyone else for your survival or success.
- 6. **Meaning** Judgments and evaluations can either hurt you or help you in life. It is wise to know that you give meaning to what happens for you.
- 7. **Risk** The risks involved in meeting challenges head on include the possibility of messing up, looking foolish, or suffering a set-back. The rewards for taking positive risks are excitement, accomplishment, and fulfillment.
- 8. **Models** There is a power in learning from people who you respect and admire. We all learn from each other. Choose your models wisely and you will learn well.





# MODULE V Self-Respect

#### **Module Overview**

This module provides insight into how to respect yourself, about who you are, and about how you feel. It will focus on your self-image, self-esteem, and self-confidence. Your self-image is how you see yourself. Self-esteem is how you feel about yourself. Self-confidence is having belief in your abilities.

You will have the opportunity to evaluate your wants, needs, and goals. An intense exercise is provided for you to write down your goals regarding self, family, career, community and everything else about your life.

#### **Topics**

- Self-Image, Self-Esteem, and Self-Confidence
- Knowing What You Want
- Your Goals

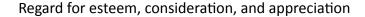
#### **Learning Objectives**

At the completion of this module, you will be able to:

- Learn from your mistakes
- Examine your wants, needs, and goals
- Know how to achieve what it is you really want



#### **About Respect**





#### **About Yourself: Who You Are**

Instructions: Read the following paragraphs. Ask yourself questions and discuss with someone, if you feel it is appropriate.

There is no one exactly like you in all the world. You are a unique and valuable human being. There is a respected place for you in your family, in your community and in the world. You may not have always been treated with the respect you deserve. You may not have always shown yourself the respect you deserve. Few of us have been known for the goodness and greatness we are capable of as human beings.



We are not out to change the world. We cannot force others to know and respect us. All we can do is begin to respect ourselves. We can live our lives in ways that reflect the greatness within us.

We make mistakes. We will let ourselves down. And, because we care so much about being the best people we can be, it will bother us when we mess up. Our greatest skills are the power to learn from our mistakes, the will to keep growing, and the determination to become the people we know we can be.

#### Your Self-Image: The Ways You See and Think About Yourself

Your self-image is the way you see yourself in your mind. It is your awareness of many aspects of yourself. The way you see yourself depends on the judgments you make as you compare yourself to other people. Are you pretty, plain, or unattractive? Are you smart, average, or dumb? We all have an image of ourselves that influences everything we think, say, and do.





Instructions: Ask yourself the following questions, think about your answers, and be prepared to discuss them with someone, if you feel it is appropriate.

What image(s) do you have of yourself?

Is your self-image from your past or have you changed as you have grown?

Is your self-image positive or do you see yourself negatively?

Instructions: Update and upgrade your self-image. You are great and it's time you noticed!

# Your Self-Esteem: The Way You Feel About Yourself

Instructions: Read the following paragraphs and discuss them with someone, if you feel it is appropriate. Sharing this information about yourself is encouraged and it could prove to be helpful.

Many people talk about the concepts of self-image and self-esteem as if they were the same thing. Self-image is the concept we have of ourselves. In this section, we are thinking of self-esteem as pride in ourselves. Positive self-esteem may include feelings of pride in who you are. People with positive self-esteem may feel worthy



and deserving of good things happening to them. Negative or poor self-esteem may involve feelings of self-hate, shame, or may involve feeling like a nobody.

We have many perceptions of ourselves, relating to different areas of our lives. People may have good feelings about their job performance, but feel poorly about themselves in their social relationships. Developing personal skills comes more from having positive self-esteem (pride in yourself) than anything else. So, if your self-esteem needs improvement, this is the time to learn to respect yourself. This part of the course is devoted to you doing just that.

# Your Self-Confidence: Belief in Your Abilities



Instructions: Read the following paragraphs and should you feel like sharing it with someone, please feel free to do so.

Your self-confidence is your opinion of how well you can handle the challenges that come up in your life. Self-confidence is an important part of your overall self-concept. Everything you do is shaped by your belief in whether you can succeed or not. If you believe in yourself, you will study, practice, and continue to learn until you get it. If you have little faith, little confidence, or believe you can't learn, you are more likely to give up when you feel things are getting too hard. Thoughts like, "I'll never get this," or "I can't do it," deprive you of the chance to learn and try new things.



You can build your self-confidence by recognizing your accomplishments and abilities. There is so much you have learned and so much you can already do. It is never too late to improve your self-confidence. Chances are, you are more capable of learning and doing more now than ever before. Remember, little by little, your confidence will grow as you make mistakes and learn from them. For you to really move forward in life, learning and working, you will need all the self-confidence you can give yourself.

#### An Exercise of Discovery

A doscription of mo

About Yourself: Self-image, Self-esteem, Self-confidence

Instructions: This is a self-discovery activity. You are encouraged to share with someone, if you feel it is appropriate.

Use the space provided to describe your thoughts and feelings about yourself. Include whatever you wish. Describe how you see yourself, what you think of yourself, your attitudes about yourself and your confidences. The important thing is getting your thoughts out. Don't worry about spelling or grammar. Just write honestly with whatever comes to mind.

A description of me	

# **Knowing Yourself And Knowing What You Really Want**



Instructions: Read the following pages and make a list of what you really want. Share with someone, if you feel it is appropriate.

We are about to generate more than 100 specific goals. As we go through these exercises, we will talk about many goals and wants. Whatever we cover, if it's something you want, list it. Don't try to keep it down. Once the looking process starts, we recognize our wants and desires and begin to tell the truth about what we want in our lives.

Most of us hold back our true desires, keeping what we really want out of our everyday thoughts.

It can be painful not to have the things you want. Wanting can be a source of suffering. Many of us think the solution for suffering is to stop wanting things, but that cuts off our connection to desire, motivation, caring, passion, satisfaction, and fulfillment. We have to figure out how to get what we want, yet not suffer from what we don't have.

All our wants are not material. We also desire experiences, relationships, and status.

People have a tendency to deny their true desires and to say they don't want things they really do want. We explain or rationalize away unusual dreams and desires. The most common barriers people place between their personal realities and their desires are:

- The unwillingness to confront the possibility of failure.
- The belief that they don't deserve to get what they want.



## Instructions: Read the following paragraph. Completing this exercise should tell you a lot about your self-respect. Plan to share it with someone you respect.



Everyone has experienced moments of personal growth, accomplishment, achievement, and success. These may have been recognized by others or they may have been private victories. These achievements become a basis for a deeper sense of self-respect. Use this list as an opportunity to recognize what you respect in yourself.

I respect myself for

Instructions: If you feel comfortable, sharing the results below will encourage self-esteem, self-image, and self-confidence.



#### Use this page to write a personal success story

Title of Sto Name of A Date	ory Nuthor		
	Beginning of Story	(Details)	
STO			
RY	Míddle of Story	(Details)	
ARD	End of Story	(Details)	

## Instructions: Read the questions below and jot down your thoughts. Be prepared to discuss these thoughts with someone, if you feel it is appropriate.



These are very powerful questions to ask yourself.

How often has your fear of failure, not being good enough, or not being able to make it, stopped you from doing something you wanted to do?

How many times have you struggled with the questions, "Am I good enough?" or "Do I deserve to have what I want?"

In order to recognize what you want, you need to remove the clutter covering your true intentions. The conflict between what people think they should want and what they really do want robs many lives of satisfaction. Each of us has some desires that do not fit with what we should do, or what we should have. Discovering your goals can be a wonderful experience. Never look at goals as a burden. Look at them as an adventure.

Denying what you want, for any reason, can produce an underlying discontent and an attitude that will rob you of a satisfying life. Don't give up on your dreams.

What prevents you from having what you want?

Notes

#### **Your Goals**



#### What is a goal?

A goal is a target, a point of completion for a pre-determined desire or want. Our minds want to see the light at the end of the tunnel. It is difficult for us to get motivated without having a target. Without goals, we tend to stop progressing and drift aimlessly, taking what comes our way. A goal is a statement of an intention or desire to see something happen in our lives. A goal is any one thing, action, condition, experience, or quality we want in our lives.

When you reach a goal, you deliver your potential. It is terrible to waste your potential.

#### Why write down your goals?

There is value in writing down your wants and desires. Some people feel overwhelmed or uneasy about writing down everything they want. It seems there is just too much to consider and comprehend. Thinking about what is wanted in life is one of our favorite pastimes, yet nothing gets done. It also uses up the energy we should be using to produce some results.



#### Writing down your goals is the single most valuable action you can take to accomplish what you want.

Thinking about your goals is usually quite different from writing them down. Unwritten goals often remain vague or fancy dreams. Writing goals makes them more real, concrete, and specific.

#### Writing down your goals can get you halfway toward accomplishing them.

Think of your goals list as your miracles list. Keep it, store it away and then take it out every so often to review it. Check off the miracles that have happened and add new miracles you would like in your life.

The mind is a goal seeking mechanism. Put a goal in front of your mind and if you care about that goal, you will figure out how to reach it. We are sometimes reluctant to feed goal orientation into our minds for fear of failing or feeling undeserving. Sometimes we aren't even sure exactly what we want.

In time, see how many of the goals that you turn over to your mind are reached. You will discover that you certainly do control your life.

#### **Beginning Your Goals Search**



As we get ready to begin our focusing exercise, there are three basic divisions we will be examining.

- 1. What experiences do you want for yourself?
- 2. What relationships do you want with others and how can you improve existing relationships?
- 3. What material items do you want?

When you go through these questions and create your list, make sure you write down your goals and not just what you think others would expect you to write down. Own the goals you care about. Be willing for your goals to happen. Some of your goals may seem unattainable, but if they are dreams or visions you care about, be willing for them to happen. Believe in yourself. Envision your goals as achievable. If you come up with a goal that is truly unattainable, then, let it go and find one that is within reach.

Write exactly what you want. Look at how you structure your goals and how general you are. You may be vague and unclear about your goals. One of your goals might be to get a good job.

Define what a better life or a good job would be for you. Think hard about what you really want. Write in a positive language. Say what you do want rather than making a goal something that you would not like. For instance, something you think other people expect of you.

You can have a goal like, "I don't want to hit my kids." When you think about this goal, the first thing that comes to mind is an image of hitting your kids. We have to create a more positive picture of what we can do. So you might rephrase that goal to, "I want to be more patient and loving with my kids" which creates a different image and is what you want to tell your mind to do.



Instructions: Use this page to write down your specific goals and what needs to be done to achieve them.



Goal	———— long term goal —	Due Date
Details and Spe	ecifics	
·		
	— what needs to be done fur	st?
	what needs to be done fur	Due Date
	what needs to be done fur Supportive Short Term Goals	
	·	
	·	
	·	
	·	
	·	
	·	Due Date 1



Instructions: What follows is an extensive exercise which should encourage you to come up with multiple answers to each question. There are several pages, so don't become discouraged. If you feel the question is something you do not want to deal with at the time, skip it and come back to it later. Make yourself as comfortable as possible in completing this exercise. Again, this is an activity which will be seen by you only, but should you feel like sharing, feel free to do so or participate in a conversation with someone.

Complete the following sentences several times. Use the examples to help guide you. Copy the example only if it is truly one of your goals. Be honest with yourself.

I like to see myself as  Ex: I like to see myself as an understanding person.
2. In the area of formal education, I want to earn and learn  Ex: I want to earn my GED, trade school, college degrees, certifications.
<ol> <li>In the area of improving my physical abilities, I want to learn or improve</li> <li>Ex: I want to learn to play tennis, swim or just get regular physical exercise.</li> </ol>
4. In regard to operating machinery, I want to learn  Ex: I want to learn how to use certain tools, drive a car or bus, drive a forklift or operate office machinery.



5. In the area of hobbies, I want to learn to  Ex: I would like to play the guitar or the piano.
6. As a way to improve my income, I want to learn to  Ex: I want to learn how to do a family budget and learn how to save money for my family's future.
7. As a way of improving myself, I want to do or learn to do  Ex: I want to take yoga, learn how to meditate and be more relaxed with positive thinking.
8. In the area of practical skills around the house, I want to do or learn to  Ex: I want to be a better cook, build something or learn how to repair my own cars.





9. What else do I want to learn?  Ex: I would like to learn to play cards and games, be more fulfilled.	
10. Regarding my body and my health, I want  Ex: I want to keep my blood pressure down, lose/gain weight or get checked regu	ularly.
11. What do I want for my body that doesn't exist now?	
Ex: I want to reach my ideal weight, be physically able to do things without poop	ing out.
12. List any goals for physical conditioning, shape, weight and tone.  Ex: I want to know that I can walk, swim, hike and be physically and medically say	fe.
13. What have I been putting off improving with regard to my body?  Ex: I want to get my symptoms checked and reassured that I am well.	IF YOU REALLY WANT SOMETHING, THEN GO FOR IT. LIFE IS SHORT.
	12000
	Y.Shan



14.		parts of my body ircle appropriate item	need attention? os and add new ones, o	as needed.		
Hea	ırt 🔃	Eyes	Feet	Spine		
Lun	gs	Hair	Throat			
Ears	5	Stomach	Sinus			
	Ex: I w	I have about my to the sant to maintain regularies of the sant to maintain regularies of the sant to t	lar dental check-ups.  O See			IF YOU DON'T KNOW WHAT YOU WANT, YOU END UP WITH A LOT YOU DONT.
	LA. I W	unt to see un opinina	lmologist, gastroenter	ologist, chiropractor.		AUI DUNE  AUI DUNE  TOTALISTE  TO
17.		cal conditions I hav		with and what I wan	t to change al	bout them
18.			do I want to start?	? ation, stress reduction.		



19. Habits I need to stop  Ex: I need to stop smoking, drinking cokes, eating too much sugar, staying up late.
20. As a way of improving my self-image, I want to change thoughts and feelings about myself.  Ex: I want to be more assertive, more compliant, more reasonable.
21. What do I want to change about my opinion of my  Ex: Circle appropriate items and add new ones, as needed.
Confidence Creativity Independence Spirituality Personal Strength
Attractiveness Ambition Talents Sexuality Mental Strength
Energy Responsibility Sensitivity Intelligence Gracefulness
22. What attitudes do I hold about myself that I would like to lose?  Ex: I want to remain calm when receiving criticism and I want to control my facial features (frowns, rolling eyes).
23. The changes I want to make in my daily routine are  Ex: I want to go to bed a little earlier and get one more hour of sleep. I want to cook more meals at home.



24.	Concerning ways I use or spend my time, I want to  Ex: I want to be on time more. I want to spend less time watching TV.
25.	There are incomplete projects I want to finish.  Ex: I want to finish cleaning old clothes out of my family's closets.
26.	List any treats I want to provide for myself.  Ex: I want to treat myself to a bubble bath. I want to have a girls' day out.
27.	What goals do I have about my transportation (the way I get around on a daily basis)?  Ex: I want to learn how to use the bus system. I want to have a dependable car.
28.	What things are in my life that are not okay? What do I want to do about them?  Ex: I feel tired too much. I want to get more sleep and be able to get exercise three times a week.



29.	What do I want to change or improve about my communications with people?  Ex: I want to contact the people I care about most often on a regular basis.
30.	With whom do I want to communicate?  Ex: I want to speak with my old friend, Margaret. I want to speak more often with Aunt Mae.
31.	What do I want to communicate to that person (people) and what do I want to accomplish?  Ex: I want to catch up and stay in touch. I want to keep our relationship alive and growing.
32.	What results do I want from this communicate with them?  Ex: I want to visit, take pictures, make memories.
33.	What else do I want to create through my communications?  Ex: I want to leave behind a journal or diary of my life experiences with these individuals.



34. In what ways do I want to be more creative?  Ex: I want to act in a play in a community theater. I want to work with children at a	a community center.
35. What do I want to do for my  Ex: I want to spend more time with them. I want to be more involved in their lives.	
Children:	
Parents:	
Partner:	
Friends:	
36. I want to contribute to community groups and organizations  Ex: I want to work the food pantry. I want to volunteer at church, school, neighborh	ood drives, recycling.
37. Regards causes or problems that I care about, I want to  Ex: I want to work toward changing the prison system.	
38. Contributing to my own life, I want to improve  Ex: I want to realize what I really want.	BREATHE DEEP & ASK YOURSELF
	- PFAIIY
	-WANT?



39. Do I want to run for an elected office in my community, church or club?  Ex: I want to lead a group project.		
40. What do I want to eliminate from my life?  Ex: I want to eliminate boredom, tiredness and loneliness out of my life.		
41. Regarding entertaining and social situations, I would like to or I want to Ex: I want to go out more with friends and family to parties, dinner and movies.		
42. What do I really want my relationship to be with  Ex: I want to improve my relationship with my loved ones.		
My partner (husband, boyfriend, lover):		
My children:		
My brothers and sisters:		
My parents:	You want to know who i	
My co-workers: need in m		
My neighbors: life, then read the fi		
My extended family:	word again.	
	word again.	



43. What type of romantic relationship do I want to have? What would be my perfect relationship?  Ex: I want to have someone to care about me as much as I care about them.	
	NEVER PLAN A FUTURE WITH SOMEONE WHO HAS NO FUTURE PLANS FOR THEMSELVES.
44. What old disagreements, hurts and heartbreaks do I want to heal?  Ex: I want to clear the air by communicating with the people who have hurt me in the po	ast.
45. What do I want in my relationship with my Higher Power?	
Ex: I want to visit my place of worship more often.	
46. How do I want others to observe my appearance?  Ex: I want others to let me know when I look good or don't look good.	
Ex. 1 want others to let me know when 1 look good of don't look good.	
47. Goals I have about my wardrobe  Ex: I want to look good in what I wear on a daily basis.	
Clothes (in general):	
Shoes:	
Jackets/Coats:	
Underwear:	



48. Goals I have about my hair  Ex: I want my hair to be becoming to my face, shape and age.
Length:
Color:
Style:
49. Goals I have about my complexion and skin  Ex: I want to use appropriate skin products.
Makeup:
Lotions:
Skin condition:
50. What else do I want others to see in me?  Ex: I want others to notice when I improve my appearance.
51. Regarding my interactions with others, are there any habits I want to eliminate?  Ex: I want to be pleasant and avoid any annoying tendencies I may have.
Interrupting people Bragging Borrowing things Breaking promises
Talking loudly Criticizing others Impressing others Being late
Talking softly Not talking at all Driving too fast Being sloppy
52. With respect to my attitude toward others, what do I want to change or improve?  Ex: Prejudices, feeling superior, feeling inferior, feeling anger and hatred, blaming others for my problems, dominating, feeling overpowered



53. In the area of sex, what do I want that I don't have now and what do I want to be different?  Ex: I want my relationship to be a meaningful and fulfilling one.
54. What things do I want from my career?  Ex: I want to have a satisfying job with good pay and great benefits.
55. What advancement or career path do I want for myself?  Ex: I want recognition for the good work I do, as well as, advancement, status, future and satisfaction.
56. What type of work do I want?  Ex: I want to be happy in my job selection.
Work for a large company?
Work for a small company?
Work for myself?
57. What would be my perfect job?  Ex: I want a job helping people and make a difference in people's lives.



58.	If I had free time, I would like to  Ex: I would like to work with the elderly and disabled in a volunteer situation.
59.	What would I like to do for my vacations? Where? How long?  Ex: I want to go to the beach in Florida for a week. I would like to go hiking in the mountains of Colorado.
	The more you know who you are, and what you want, the less you let things upset you.  - Stephanie Perliet.
	Puth hypyl fix com
60.	Would I want to participate in any sports? Which ones? How often?  Ex: I want to play softball once a week.
61.	Are there any new projects I would like to start?  Ex: I want to build a new patio in my back yard.
62.	Concerning money, what are my goals?  Ex: I want to spend less money and buy more useful things, as well as, save more money.



63. What goals do I have regarding my earnings?  Ex: I want my earnings to cover all my necessary expenses comfortably.
64. How much do I want to earn on a weekly, monthly basis or yearly basis?  Ex: I want to earn \$
Weekly: \$
Monthly: \$
Yearly: \$
65. What goals do I have about saving money?  Ex: I want to get on a regular method of saving money for the future.
Per month:
Per year:
Five years:
Ten years:
Twenty years:
66. What goals do I have about my net worth?  Ex: Assets (possessions)  Liabilities (expenses)
1 year:
2 years:
5 years:
10 years:



67.	What goals do I have about loans and debts?  Ex: I would like to work out a plan to pay off my loans, collect money owed apply for credit cards.	me, take out new loans, build credit,
68.	What goals do I have about investments?  Ex: Real estate, stocks, bonds, gems, jewelry, coins	
69.	Regarding money, what attitudes, beliefs or ideas do I want to cha	ange, improve or remove?
70.	What goals do I have regarding owning a home?  Ex: I want to own my own home one day.	WHEN YOU KNOW WHAT YOU WANT, AND YOU WANT
		T BAD ENOUGH, YOU'LL FIND A WAY TO GET IT. JIM ROHN WWW.VERYBESTQUOTES.COM
71.	What kind of home do I want?  Ex: I want a two-story house. I want a condo. I want a town home.	WAY TO GET IT.  JM ROHN was verificated too.



72. What do I want in a house?  Ex: I want three bedrooms, two baths, a large back yard and a two-car garage.
73. The home I want to own or live in would be  Ex: Where? in the suburbs? In the countryside?
City:
Rural:
Suburbs:
Neighborhood:
What size: square feet
What price: \$
Style:
Number of bedrooms: Number of bathrooms:
74. What furnishings, things around and inside my home, do I want?  Ex: I want new patio furniture.
Furniture Carpets Appliances Draperies Antiques
Bedrooms Cabinets Living Rooms Garage Kitchen
Den Plants Dining Rooms China (dishes) Silverware
Linen Yard Modernizing Keepsakes Decorating
Paintings Lighting Flooring Patio furniture Pool
Other improvements:



75.	What goals do I have about owning a vehicle?  Ex: Car, boat, motorcycle, motor home, camper, any other vehicles
Yea	:: Make: Model:
Col	or: New or used: Price: \$
Exti	as:
76.	Do I have any goals about getting items related to hobbies or interests that I have?  Ex: Cooking, sewing, camping, fishing, hunting, skiing
77.	Are there any tools or power tools that I want that I don't have now?  Ex: I would like to have a complete drill set.
78.	What sporting goods do I want that I don't have now?  Ex: I would like to buy myself a set of golf clubs.
79.	What clubs or organizations do I want to join?  Ex: I want to join the local recreation center.



80. In the areas where I spend most of my time, what changes do I want to make?  Ex: I want to plan my time more usefully and effectively.
81. What do I want to buy or acquire for myself?
Ex: I want a computer, jewelry, fitbit, iPad, Kindle Fire.

#### Kofi Annan (UN)

To live is to choose. but to choose well, you must know who you are and what you stand for, where you want to go and why you want to get there.



Image Credit: Wikipedia





## **Living A Successful Life**



Instructions: Enjoy reading the following quotations. Feel free to share them and your feelings with someone or just read them aloud.

What others have said to inspire us to greatness...

"I have learned that success is to be measured not so much by the position that one has reached in life, as by the obstacles which he [she] has overcome while trying to succeed." ~Booker T. Washington





"A slave is one who waits for someone else to come and free him [her]." ~Ezra Pound



"Failure isn't failing at the task at hand. Failure is giving up on yourself." ~Donna deVerona



"He [she] achieves success who lives well, laughs often and loves much...who leaves the world a better place than he [she] finds it...who always looks for the best in others and gives them the best he [she] has."

~Anonymous



## **MODULE VI**

## The Power of Integrity

#### **Module Overview**

This module will provide us with the meaning of integrity. A person with high integrity means you are honest, reliable, and trustworthy. Integrity is the quality of possessing and adhering to high moral principles or professional standards.

Having high integrity is not easy. To have high integrity, you must do what is right, fair, and honest. Having high integrity also means you must not be easily influenced by others. Also, a person with integrity does not take the easy way out.

Having high integrity is perhaps the most difficult quality to achieve, but once achieved, it is the most satisfying quality one can possess.

#### **Topics**

- Benefits of High Integrity
- Consequences of Low Integrity

#### **Learning Objectives**

At the completion of this module, you will be able to:

- Tell the difference between high integrity and low integrity
- Identify the qualities of doing the right thing
- Complete the Living With Integrity Exercise in good conscious



Instructions: Reading the following paragraphs and discuss. Sharing could prove to be helpful.

Integrity: Honesty, straightforwardness, morality

You have integrity. You can be honest, straightforward, and moral. Why is it that we don't always act or feel this way? Because we are human. Our purpose in life is to learn from the wisdom within ourselves. We naturally know right from wrong, good from evil, and falsehood from truth.

We tend to think poorly of ourselves when we act in disappointing ways. This damages our self-esteem, self-respect, and self-image. Remember, if we had no integrity, we would not recognize lapses as wrong. We believe we should always be perfect. However, we should look upon ourselves with compassion and give ourselves permission to live, grow, and learn from our mistakes.

is knowing the right path to take...

is taking it

Integrity

The World is watching

## **Choosing Integrity**



You can create your reality by the choices you make in your life. You can choose to make integrity an important part of your life. It takes a courageous person to live with high integrity. Courageous people are better able to achieve the things in life they value the most, while those who lack courage will find their way blocked by their fears. Don't be afraid to do the right thing by demonstrating integrity. By maintaining good integrity, you can become a person who can be trusted and respected by others. You can be valuable.

When you demonstrate integrity, you open the door for others to follow your lead. Things that are taught are done so through example, so the best way to teach integrity is to live it yourself. It is good to encourage your family, friends, and especially, children to practice good character through integrity. We teach integrity to people by treating them with integrity and by letting them observe how we interact with others on a level of high integrity.

Don't jeopardize a good thing. Building a level of high integrity can take some time and effort. You can work hard at earning other people's respect and trust. It is a precious commodity and should not be taken lightly. Everything that you put into this accomplishment can be easily destroyed with just one act of low integrity. Don't let it happen to you!

#### **Benefits of High Integrity**

There are many rewards for exhibiting high integrity. You can make others happy and make yourself happy, as well. Having high integrity can bring you peace of mind. You can feel satisfied and good about doing the right thing. We already discussed about gaining the trust and respect of others when you do the right thing. Become an inspiration to others.

#### **Consequences of Low Integrity**

Just like high integrity has its rewards, low integrity has its consequences. You may get into trouble with the law and pay a fine or be punished. You could have a bad reputation to the point of people never trusting you again. You would feel guilty about doing the wrong thing. You would most definitely lose people's trust and respect in you.



## **Living With Integrity**



Instructions: Read the following situations below. This activity is one that should be shared with someone in order to prove helpful to you. If you do not feel like sharing, then work these situations out on paper. Put them aside and read them later to see if you still agree with the things you wrote. Write down what you would do in each situation and list why you would do that. Remember, sharing does help.

Review these tough real-life problems. Discover how you think and what you would do. Sometimes right and wrong is unclear. We want to do the right thing, but what that is can be very confusing. Listen to yourself. See what reasons and excuses you have for deciding *your* sense of what's right and wrong, *your* wisdom and what *you* stand for.

You're having a wonderful romantic weekend. Your partner wants you to take Monday off so you can spend more time together. Do you call in sick?
2. You're the owner of a neighborhood grocery store. A customer, a single mother of four children, is caught stealing \$30 in groceries. You suspect she has been stealing for years. Do you press charges?
3. You want a child, but your spouse (partner) does not. Do you stop using contraceptives without telling him/her?
4. You are a primary school teacher. A pupil is trying very hard, but is still failing. Do you fail the student outright?

## **Living With Integrity**



5.	The price tag on the pants you are buying is \$28, but the salesperson has only rung up \$24. Do you ask if there is a mistake?
6.	Your elderly mother (or mother-in-law) can no longer manage alone in her house and she doesn't like nursing homes. Do you take her in?
7	Vou are applying for a job, that requires experience you don't have. Do you claim that you have the required
/.	You are applying for a job that requires experience you don't have. Do you claim that you have the required experience?
_	
8.	You are not physically ill, but you just don't feel like going to work. Do you call in sick?
	V
9.	You see someone shoplifting in the neighborhood grocery store. Do you tell the owner?
10	. Your 15-year old daughter wants your permission to get birth control pills. Do you consent?



## **MODULE VII**

## Honoring and Respecting Each Other

#### **Module Overview**

This module will help you understand yourself as you learn to understand others. The more you learn from others, the more it helps you to appreciate, accept, and respect those individuals. You can never stop learning. You should never want to stop learning. This is a way of renewing, refreshing, and enlightening your life on a regular basis.

In this session, you will complete exercises that will give you the opportunity to explore your feelings with regard to respect, disrespect, and diversity. You will also be able to put yourself into the position of teaching others about respect. Learning and teaching respect can be very rewarding.

#### **Topics**

- Honoring Each Other
- Respecting Each Other
- Treating Others With Respect
- The Power of Diversity
- The Golden Rule

#### **Learning Objectives**

At the completion of this module, you will be able to:

- Identify the ways you respect yourself and each other
- Identify the positive factors of diversity
- Write about your feelings and situations

RESPECT PEOPLE'S FEELINGS

Even if it doesn't

mean anything

to you,

it could mean

everything to them.

## **Honoring Each Other**



Instructions: Read the following paragraphs and ask yourself questions. Share with someone with whom you feel comfortable, if possible.

The clearest way we can know if we respect ourselves is to observe the way we respect other people. We can think of the other people in our lives as mirrors of ourselves. Whatever we like in others, is what we like in ourselves. Similarly, the things we dislike about them are the same things we dislike in ourselves. We are full of rules about how people should behave. When someone breaks our rules we are left with resentments and grudges. In this way, we build walls and become bitter. The cost of resentment is high. There is no joy when we are full of hate.

The problem of getting along with others is made worse by the likelihood that sometime in your life, somebody really did do something bad to you. While it may take some time, the only solution is to forgive those people. Giving forgiveness helps you. Giving your forgiveness is not necessarily saying that what the person did was right. It allows you to give up your grudges, free yourself of hate and let you have peace in your life. The way to forgive is through grace and compassion. Grace is our ability to be generous in our judgments of others and accept them as different from yourself. Compassion is a deep feeling of concern for the suffering of another person, and it allows us to accept other people's mistakes.

## **Respecting Each Other**

Instructions: Read the following paragraph and see if it fits any part of your life.

We rarely thank people for what they do and who they are. We may say, "I love you" or "Thank you" but that does not fully express how grateful, appreciative, and respectful we are of that person's role in our life. Perhaps all we want is to be appreciated and know we are loved. Beginning to appreciate and respect the other people in your life is a huge and wonderful step.



## **Treating Others With Respect**



To show others respect is to show consideration or thoughtfulness in relation to somebody or something. Treating people with respect can be a very natural thing. It does not take much to be nice, considerate, and thoughtful of other people's feelings. It's really quite simple. Just treat others the way you would like them to treat you.

Let's talk about some of the ways we can respect others.

- Listen to others when they have an opinion and really listen. Don't just take the time to hear them; listen, really, really listen. Value their opinion.
- Stop being rude to people by not making fun of them or insulting them, which is never pleasant for anyone.
- Gossip is never acceptable. You disrespect others when you talk behind their backs.
- Always be considerate of other people and their feelings.
- Don't be overly aggressive with others. Don't force your opinions or wants on them.

Diversity can be a wonderful thing. There are so many people in this world that may not look or talk exactly as we do. But, guess what? We are all human, one and the same. We are all mothers, fathers, brothers, sisters. We all love and live the same way. However, we do have different cultures, languages, religions, and backgrounds. For that reason, we should all get along with each other and learn from each other. Learning an individual's culture or language can be very interesting, fun and informative. To do this, we must have respect for each other.

You may find that you like someone, once you get to know them. All it takes is to learn a little something about them. Take the time to learn things from people (of all races, cultures and religions). The more you know about someone, the better you can deal with that individual. It is possible for you to not particularly care for someone. If you know something about them, at least you will know why it is you don't like them. It is okay not to like someone because of personality clashes or such, but it is not all right to disrespect anyone at any time for any reason.

Remember the things we learned earlier about respecting others. Here are a few more things to think about with people who are different from us.

- Don't make or say racist remarks, and don't follow someone else's lead when they tend to do this.
- Don't stereotype people.
- Let people know that you have an interest in their culture.
- Appreciate diversity.
- Learn something from someone who is different from you.
- Try to understand where people come from and some (if any) of the barriers they have faced in their lives.
- Don't ever assume that everyone wants to be like you. Let everyone express their own individuality.

## Respect



Instructions: Complete the following exercise. Answer the questions as honestly as possible. If you feel it is appropriate, share the questions and answers with someone.

1.	What is your definition of respect?
2.	What would you describe as being disrespectful?
3.	List at least three situations where a person has shown disrespect to another.
4.	List the ways that other people are different from you.
5.	List some positive things about knowing someone who is different from you.
6.	Can you think of a situation in which you were shown respect or were disrespected in any way? Write about how it made you feel.

Respect is synonymous with the Golden Rule "Do unto others as you would have them do unto you."

## Respect



Instructions: Complete the following exercise. Answer the questions honestly. If you feel it is appropriate, share the questions and answers with someone with whom you feel comfortable.

1.	You are in a group of 8 people of all races and cultures. An Asian person comes up and asks for directions to the post office. A couple of your friends decide to steer this person in the wrong direction because they think it would be funny. Do you do the right thing or do you go along with the joke?
2.	Your child comes up to you and tells you her friends at school are not being nice to the new girl in thei class. What do you, as a parent, want your child to know and do in this situation?
3.	Is there something about you personally for which you have received bad treatment or been made fun of If yes, how did it make you feel?
4.	Have you ever seen anybody else receive poor treatment or been disrespected? Was there something tha you could have done in this situation?
5.	Describe how you will teach your child(ren) about respecting others. Even if you don't have children now describe it as if you did.

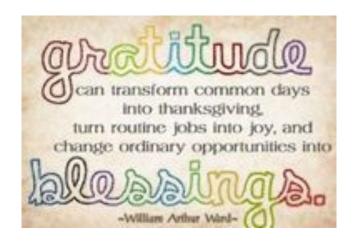
#### **Group Activity: Appreciation and Thanks**



Instructions: For a day or maybe a few days, go around and tell people what you like about them, what you have learned from them or what you respect about them. They may or may not respond to you; they don't have to.

**Be gracious.** See if you can accept hearing wonderful things about yourself. Have courage. What you have to say is a gift. Give freely. It will not cost you, but it may enrich your life.







# MODULE VIII Stress Management

#### **Module Overview**

Stress is a natural response to life changes. Changes in our jobs, careers, homes, family, life-styles, and even our bodies all evoke a stress response. Module VIII offers some practical assistance to those who are experiencing the stress of job or life transition. It helps those affected to understand the causes and symptoms of stress response and take proactive measures to combat the feelings and manage the stress response.

#### **Topics**

- Problem-Solving
- Dealing with Stress
- Identifying Stress-Related Symptoms
- Ten Guidelines to Mastering Stress

## **Learning Objectives**

At the completion of this module, you will be able to

- Write a basic definition of stress
- List 10 symptoms of a stress response
- Evaluate the level of stress in your life in accordance with these 10 attributes
- Describe five of the ten ways to master the stress response



#### We All Have Problems



All of us have problems; we are under pressure. Who has life just the way they want it? Few of us have enough time, money and opportunity to live a stress-free life. Besides, a totally stress-free life would be ultimately boring and dull. The ideal is to live a life that is exciting and challenging, but that is also peaceful and healthy. Achieving that balance is the goal of this stress management program.

Modern times are stressful times. We are pulled in too many directions, bombarded with stimulation, overloaded, overfed, overtired and overtaxed. We've been sold the notion that the way to relax is to have a cigarette and a beer. We've inherited a world that is polluted, irradiated and ozone-depleted. Our lives can easily get out of balance. We can be stressed from so many directions that it's often hard to sort out the mess.

## **Recognizing Your Stress**

While we can talk about stress generally, it is most helpful if you will take a few moments to consider where your stress is coming from. Recognizing and identifying the real sources of your stress can help you target in on what you can do to manage the load you carry. Read through the Personal Stress Profile, right after you review the Symptoms of Stress Checklist. Score yourself wherever you fit on the continuum between the ideal and the disastrous. When you complete this survey, circle the ones with the high numbers. This is where you should direct your attention in creating your own personal stress management plan.



## **The Symptoms of Stress Checklist**



Instructions: Review these symptoms and checkmark ( ) which apply to you. Add your own to the list.

Physical	Emotional	Behavioral
Muscle Tensions	Nervousness	Too Much Coffee
Back Pain	Anxieties	Smoking Cigarettes
Headaches	Crying, Screaming	Drinking Alcohol
Grinding Teeth	Worrying	Overeating
Stomach Upset	Negative Thinking	Overeating Sweets
Racing Heart	Can't Keep Still	Loss of Appetite
Heartburn	Irritable Outbursts	Taking Tranquilizers
Diarrhea	Apathetic	Using Painkillers
Constipation	Depressed	Poor Sleep Habits
Cramps	Loss of Pleasure	Overly Critical
Weak Immunity	Drained	Accident Prone
High Blood Pressure	Overwhelmed	Withdrawn, Distant
Low Blood Sugar	Feel Victimized	Overworking
Low Energy	Pessimistic	Broken Promises
	Loss of Sex Drive	Escaping Behaviors
	Forgetfulness, Lack of Concentration	Too Much TV, Sleeping, Spending, Gambling

## **A Personal Stress Profile**



Instructions: How stressed are you? How balanced and healthy are you? Circle the number that best applies to you and how you live your life.

Your Work  1 • 2 • 3 • 4 • 5 • 6 • 7 • 8 • 9 • 10  Pressure/Stress
Your Personal Life           1 • 2 • 3 • 4 • 5 • 6 • 7 • 8 • 9 • 10           Unhappy/Depressing         I Love My Life
Your Lifestyle  1 • 2 • 3 • 4 • 5 • 6 • 7 • 8 • 9 • 10 Unhealthy, Toxic, Exhausting
Your Finances  1 • 2 • 3 • 4 • 5 • 6 • 7 • 8 • 9 • 10  Overwhelming, Frightening
Relationships  1 • 2 • 3 • 4 • 5 • 6 • 7 • 8 • 9 • 10 Unhappy, Lonely Loving, Supportive, Conflicts, Hurts & Angers
Personal Power  1 • 2 • 3 • 4 • 5 • 6 • 7 • 8 • 9 • 10  Weak, Defeated, Burned Out
Adaptability  1 • 2 • 3 • 4 • 5 • 6 • 7 • 8 • 9 • 10  Rigid, Resist Change
Time  1 • 2 • 3 • 4 • 5 • 6 • 7 • 8 • 9 • 10  Time Urgent, Pressure, Hurried, HarriedEnough Time for Everything, Relaxed, Unhurried
Self-Esteem  1 • 2 • 3 • 4 • 5 • 6 • 7 • 8 • 9 • 10  Down on Myself, Can't Accept Who & How I Am
Self-Expression  1 • 2 • 3 • 4 • 5 • 6 • 7 • 8 • 9 • 10  Keep Everything In, Stifled, Inhibited

0

## **Managing Stress and Transition**



What happens when we are suddenly forced into a major change in our lives? The outcome depends on us, by whom we are and by how we think. Each individual will deal with change in his or her own way. For some people, change means new opportunities, a blessing in disguise, or a chance for something better to happen. For others, change comes as a shock and as a loss.

For those who have had too many unwelcome changes in their lives, major life transitions can bring about panic and disability. Instead of reacting to change with optimism and excitement, some will feel dread and lose their capacity to respond to the challenge. Anyone going through a major life transition will have some mixed feelings about leaving a lifestyle behind.

You are challenged not to waste your energies being upset. If you remain trapped in fear or anger, you will fail to prepare yourself for what lies ahead. This Module is designed to prepare you for coming changes. It can help you to muster your energy, emotions, attitude, and confidence to make this time of change an opportunity to create a better life.

Your challenge is to speak up for yourself, and you might need assistance in doing so. The guides you are given in this Module provide you an edge.

Perhaps most importantly, you will need to keep a positive attitude. In transition after change, you are challenged to be creative and resourceful. Down the road, you will need to keep yourself motivated. This Module is designed to keep your heart and mind healthy, positive, and successful.

## **Managing A Transition**

While it is true that the coming change will affect you, exactly how it affects you is largely up to you. Look inside your head to discover how you have been thinking and what you have been imagining about the coming change. This Module will help you examine your thoughts about the upcoming changes you face. It can help you learn to be positive, productive, and resourceful in the attitude you carry into the future.



## What's On Your Mind



## **Something to Think About**

Instructions: When you consider an upcoming change in your life, what things come to your mind?  What have you been thinking regarding the upcoming change?	
What attitudes do you have about the change?	
What have you been saying about it?	



## **Belief Inventory**



My thoughts on the upcoming change...

Instructions: What do you believe will be the outcome of the change to come? How does this make you feel? Write your thoughts below.

My thoughts on upcoming change

## **Facing the Transition**

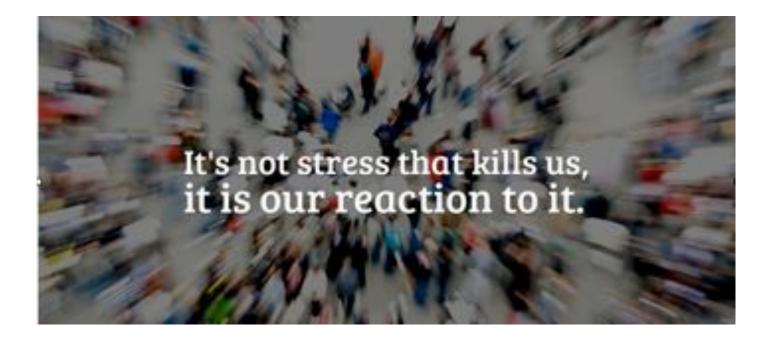


An important step in gaining control of yourself and your situation is to recognize what you are facing. You may have a good reason for concern. Some people resist change during times of transition.

- Your security, routine, and expectations are disrupted. You don't know what's going to happen next.
- You are reminded your power is limited. What is happening to you is beyond your control. Facing the sense of powerlessness can evoke feelings of loss and anxiety.
- You may secretly doubt your ability to make it through change.
- Change can make you look and feel awkward. You may be embarrassed by your feelings and by things that you don't know how to do.

## What Are You Saying About the Transition?

The purpose of this Module is to put you in charge of successfully managing the changes in your life. Facts are facts. Life is changing. Whether we think this change is good or bad, will affect how we respond. We hold a variety of opinions about any circumstance. Primarily, these opinions include looking at things as good/bad, right/wrong, smart/stupid. Your feelings, motivation, confidence, and behavior all spring from how you are thinking.



## **Taking a Positive View**



#### **Something New to Think About**

Instructions: Share your thoughts about how the coming change is a good thing for you. What is right or timely about these changes? Compile a list of the good things about this change in your life below.

Good things about this change in my life are	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

#### The Four "C"s

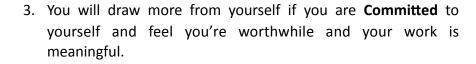


You may find the following ideas helpful in coming up with a practical attitude that is attainable, motivating, and sustainable over the coming times. These **Four "C"s** were developed by psychologists who studied the attitudes of people who were able to remain strong and hardy in the face of change.

1. You can bring out the best in yourself when you look upon change as a **Challenge** and as an opportunity for you to make new and better things happen.



2. You can improve your chances for success and reduce your level of suffering by focusing your attention and energy on the things that you can **Control**.





4. You are not alone. You will find power, renewal and strength in being **Connected** to support from the people in your life and perhaps from your religious or spiritual beliefs.



Since you have the option of holding any number of attitudes, opinions, or beliefs about these circumstances, why not choose the most productive and healthy attitude possible? See if you can find ways to strengthen your thinking through the use of the **Four "C"s**.

## Learn A Better Way: Top Ten Guidelines To Mastering Stress



- 1. Identify and address the stresses in your life. Become very clear about what wears on you. Find a healthy way to take on your load.
- 2. Observe the way you increase or decrease the stress in your life. Notice how you work yourself up and calm yourself down. Use your mind as a positive guide to making the best for yourself.
- 3. Let your whole "way of being" lighten up. Find an easier, healthier approach to life. Practice acceptance, humor and patience. Practice being a calmer, more peaceful you.
- 4. Live your life in a healthy way. Take excellent care of your body. Eat healthy, stay fit, stretch, get good rest, and give yourself what you need.
- 5. Let go of habits that weaken, sicken, or could harm you. Do whatever it takes to get unstuck from self-destructive habits, addictions, or behavioral patterns.
- 6. Find a good balance for what is important to you. Create a well-rounded life. Make time for the things you care about.
- 7. Find more joy, happiness and satisfaction in your life. Appreciate and acknowledge yourself and others. Express your love and happiness. Practice feeling good. Bring energy, enthusiasm, and delight back into your life.
- 8. Nourish and cultivate great relationships with the people in your life. Communicate, tell the truth, and connect with others. Let people love you.
- 9. Work on building a strong self-esteem. Find your importance in responding to the stresses you face.
- 10. Make a contribution. Be a positive light in the world. Remain calm when others are not. Come from your higher self. Live as an inspiration.

## Living a Healthy Life



This section contains some suggestions and ideas to help you balance the effects of stress on your body, mind and spirit. May you learn to bring healthy peace, relaxation, and pleasure to yourself.

#### **Learning to Relax**

Set time aside for quality relaxation. About twenty minutes is a workable amount of time for a busy person. Create a space for you to lie down. Lying on your back is best, so make it really comfortable and balanced so you can easily get to a position of maximum comfort and support.

Go through your body with awareness and feel for the tension you carry. Relax the tension you find. Release layers of tension in small batches that bring you closer and closer to total release. By your own guidance, patiently bring yourself to a state of deep relaxation. Learn to relax your scalp, face, neck, shoulders, and chest. Bring warmth to your heart, soothe your belly, release your pelvis, and rest your legs. Relax from the crown of your head to the pads of your toes. Relax down to your bones. Relax your soul.

Learn to practice this full version of a complete relaxation daily. Also learn to practice mini-versions as you need to during the day. Any time you feel tensions creeping in, practice releasing the stress in your life.

#### **Contemplation**

In conjunction with the practice of relaxation, you may wish to practice contemplation.

This involves quieting your mind. There are many beneficial practices available during this time. Some may use this time for meditation. Some may use this time for heartfelt prayer.

Others may use this quiet for repeating affirmations and self-suggestions or to listen to CDs or other inspirational materials. Your mind can be a source of tremendous support and renewal when you take the time to quiet and focus your inner thoughts.

#### **Breathing For Renewal**

Together with your relaxation, learn to practice deep breathing. Deep breathing supercharges oxygen through the bloodstream bringing a healthy energy and renewal to ourselves. Practice your deep breathing at the beginning of every relaxation session. Also, take several "breath breaks" during your day.

When you breathe deep, allow your chest maximum expansion. Fill your lungs to the top. When you breathe out, let more out than usual and refill your lungs with fresh air. The increased oxygen supply will nourish all of your organs, clear your mind, and refresh your spirit.

#### **Making the Best of Your Situation**



Consider the tale of two very well-known people. One person, let's call him Elvis, had everything a person could want. He was famous, rich, and loved by millions. People came from all over just to see him wriggle. Was Elvis happy? Evidently he was not. Elvis needed heavy medicine just to keep going. Elvis was dead before his time. Elvis was not making the best of his situation. Let's call the second person Mother Teresa. She lived in the poorest slums in India. She was surrounded by the despair of lepers and beggars. She lived a life of service and celibacy. She lived 87 years, had no wealth, few possessions, and a heart that knew no boundaries. She had more to do and more love to give. Mother Teresa went far beyond making the most of her situation.

#### **Getting Into Your Life**

It is sad and stressful to live in dissatisfaction. Many people go through life with the feeling they have not reached a point of happiness. Perhaps with a promotion, or a new house, or just the right person, then they will be happy. The problem is that in the meantime, life just passes by. Life happens whether we're enjoying it or not. While exploring how to get the most out of life, it is important you must come away understanding that life happens one moment at a time. There is only the present time. In an instant, we get to create another moment of right now. Whether it is obvious or not, we construct the quality of every one of our moments. We paint them joyful or stressful. It seems that when we are fully participating in the present, when we are lost in what we are doing, we disappear. Thoughts, analysis, likes or dislikes, all disappear and we become a conduit of energy which creates our source of work that flows through us. It is then that we can draw upon great energy without great effort. This may be our goal. May we find a way to create good in our life? May we learn to be the best we can be? May we enjoy every day of the ride, and may we keep ourselves balanced, flowing, and healthy?

#### **Thinking Clearly**

The way people think about change is a good predictor of how people will manage change. When you think about the change you are going to face, you'll discover your beliefs, interpretations, and judgments. Examine how what you say shapes your reaction.

It is understandable if this transition has shaken you up. If you are shaken, don't try to be entirely positive. Whatever you have been concerned about, afraid of, or upset over should be examined. This is a place to get it all out so you can face your thoughts and fears. Recognize how your thoughts affect you. Begin to look for positive and productive ways to think about transition.

## **Wrong Thinking**



Instructions: Think of a situation that is causing stress in your life at the present time. Complete the worksheet below, and think about what negative results might occur if the situation continues.

Stress Maker	(This is causing me stress.)
Reaction	(This will likely happen if things don't change.)
Impact	(If this happens, I will)
Response	(Then this will happen.)
Result	(Ultimately, this will happen in the end.)

## **Right Thinking**

Instructions: Think of a situation that is causing stress in your life at the present time. Complete the worksheet below thinking about what positive results might occur, and what you might do to ensure continued positive results.

Stress Maker	(This is causing me stress.)	
Reaction	(This will likely happen if things don't change.)	
Impact	(If this happens, I will)	
Response	(Then this will happen.)	
Result	(Ultimately, this will happen in the end.)	

#### Remember!



Fear and faith can't operate effectively in the same place at the same time.

#### **Passivism**

False

**E**vidence

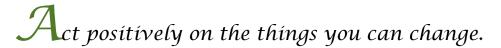
**A**ppearing





#### **Activism**

 ${\cal F}$ ace the situation with optimism.



 $oldsymbol{J}$ mmerse yourself in the belief that victory will prevail.

Tame your tendency to rely on tangible proof or time to control your hope.

 ${\mathcal H}$ old on even when the majority of the evidence points to failure.





## **MODULE IX**

## Personal Life Planning and Family Management

#### **Module Overview**

This section looks at your healthy lifestyle from a holistic perspective. It recognizes that your success as an individual is based upon your ability to effectively manage your job, career, home, family, and your finances. When one or more of these factors is out of balance, it has the potential to impact all of the others.

Module IX offers some solutions for managing a personal or household budget, particularly during times of reduced income. It offers some realistic approaches for paying bills, managing income, and making wise use of limited funds. It also provides some very basic no nonsense guidance to parents and prospective parents on disciplining children fairly and sensibly by suggesting strategies for managing a household and family.

#### **Topics**

- Personal Life Management
- Managing Home and Family
- Budgeting and Home Finance
- Basic Parenting Skills

#### **Learning Objectives**

At the completion of this module, you will be able to:

- Perform an evaluation of personal wellness
- Evaluate personal patterns and habits
- Identify some methods of improving personal shopping patterns
- Develop a basic household budget
- List five tips for effective parenting

## **Developing a Healthy Style of Living**



#### Instructions: Read the following paragraphs and share with someone, if you feel it is appropriate.

The purpose of this unit is to help us learn a lifestyle that supports our health, rather than exhausts it. Being healthy is our natural state. Our bodies are incredible. We are able to fight off infections, recover from accidents, and heal ourselves. However miraculous our bodies may be, we are not indestructible. Lifestyles and patterns are major factors in most of today's diseases. It is our responsibility to give our bodies whatever is needed to do their job.

We have outgrown the time when our parents are responsible for telling us what to eat, when to exercise, and when to go to bed. Taking care of ourselves is our job. The goal of this unit is to involve you in discovering what works for you and what doesn't.

## Winning the Game of Life

Instructions: Read the following paragraphs and if you feel like sharing, feel free to do so.

Have you ever thought that life is a lot like a game? There is a start and an end, when you are born and when you die. There are rules to play by. You can win or lose, get ahead, and fall behind. Some people play the game better than others.

You can play the game of life several ways. Some people play fair; some don't. Some people tackle challenges head-on, and some people avoid them. There are different ways to keep score. For some, your success is measured by how much money you make. For others, the score is kept according to how happy you are, or how much you are loved.

As in a game, there is a way to lose in life. However, there are very few mistakes that can't be overcome. Perhaps the only way to truly lose the game of life is to absolutely give up. The most important winning strategies in life are the ones you make on an everyday basis. Our daily habits and everyday choices can either be the most self-destructive or the most life-enhancing choices we make. As you become more aware of your lifestyle, ask yourself an important question. Are you taking good care of your playing piece, or will you be off the board before you want to be?

## **Wellness Self-Test**



Instructions: Check the most appropriate response to each of the questions below by placing a check mark  $(\checkmark)$  next to either Yes or No.

#### **Self-Responsibility**

1. Do you agree your health is affected more by you than by doctors, hospitals, or fate?		
YES	NO NO	
2. Have you read any books or ma	gazines on health?	
YES	NO	
3. If the pay was attractive and other parts of a job were desirable, would you turn down a job if it posed a threat to your health? (Ex: Poisonous chemicals or pollutants)		
YES	NO	
4. Do you make the effort to avoid Their use may mask symptoms	I using over-the-counter medications, such as nose sprays or antacids? and not solve the real problem.	
YES	NO	
5. Do you believe that you can enj	oy life even though you still have to deal with tough problems?	
YES	NO	
6. Do you keep any kind of diary, journal or planner to keep track of your progress, goals or just for staying in touch with yourself?		
YES	NO	
7. Have you made a special comm	itment to your health?	
YES	NO	
8. Do you make the most of every day instead of just living for occasions such as Christmas and Saturday nights?		
YES	NO	
9. When you see a doctor, do you ask a lot of questions? Do you make the final decision about whether you will follow the doctor's advice?		
YES	NO	
10. Do you recognize that difficult times and events in your life can be special opportunities for new growth and valuable change?		
YES	NO	

## **Wellness Self-Test**



Instructions: Check the most appropriate response to each of the questions below by placing a check mark  $(\checkmark)$  next to either Yes or No.

#### **Nutritional Awareness**

11. Do or did your parents, friends, or others use sweets or other foods as rewards? (Ex: "If you're good, I'll buy you an ice cream cone.")			
YES NO			
12. Do you use food as entertainment with a greater concern for pleasure than for nourishment?			
YES NO			
13. Do you regularly consume such foods as processed meats (hot dogs, bacon, lunch meat), colas, sugar cereals, desserts and fast foods?			
YES NO			
14. Do you have intense conversations (arguments) while eating?			
YES NO			
15. Do you believe that if you exercise, you will need to eat more, therefore, believing exercising will never help you lose excess weight?			
YES NO			
16. Do you have a tendency to eat when you are bored, depressed, upset or otherwise bummed out?			
YES NO			
17. Do you believe food preferences (your likes and dislikes) are hereditary and cannot be changed?			
YES NO			
18. Are you satisfied with the health safeguards the government uses to insure that food additives won't be harmful?			
YES NO			
19. Do you often go on fad diets or crash diets to lose weight only to gain it all back?			
YES NO			
20. Do you keep a food journal of foods you eat throughout the day?			
YES NO			

## **Wellness Self-Test**



Instructions: Check the most appropriate response to each of the questions below by placing a check mark  $(\checkmark)$  next to either Yes or No.

#### **Physical Fitness**

21. Are you aware of your current fitness level as measured by any of the following: resting pulse, heart recovery rate, percent body fat to lean muscle tissue?		
YES NO		
22. Do you regularly participate in any spor	ts? (Ex: softball, tennis, golf, basketball, volleyball)	
YES NO		
23. Do you regularly participate in individual exercise activities? (Ex: walking/hiking, bicycling, aerobics, yoga)		
YES NO		
24. Do you feel that you are more active no	w than you were a year ago?	
YES NO		
25. Are you aware of the benefits of different kinds of exercise, such as building endurance, strength training, or increasing flexibility?		
YES NO		
26. Do you have a balance of different kinds of activities in your exercise program?		
YES NO		
27. Do you enjoy activities? (If you are not exercising, answer No.)		
YES NO		
28. Do you feel good about the way your body looks?		
YES NO		
29. Do you belong to a health club or a group that supports and motivates you in exercising regularly?		
YES NO		
30. Do you go out of your way to get some extra exercise from everyday life? (Ex: take the stairs instead of the elevator, walk instead of drive to nearby places)		
YES NO		



## **Stress Awareness and Management**

31. Are you aware that you have the potential to change your blood pressure, blood circulation, heart rate, hormones, muscular tensions and the temperature in your hands and feet?				
YE	ES		NO	
32. Can you	recall some time or ti	mes	in the past week when you used deep breathing or deep relaxation?	
YE	ES		NO	
	33. There is more than one technique for managing stress. Do you use some method of balancing yourself in times of stress?			
YE	S		NO	
34. Are you aware that you create your own feelings? Your continued reaction to a stressful event is a matter of your own choice? Are you also aware of the power you possess to decide how you will feel about an event?				
YE	ES .		NO	
35. Are you alert to stress symptoms, such as trying to do more than one thing at a time, fingernail biting, cold hands and feet, twitches, muscle tension, or head and neck aches?				
YE	ES .		NO	
36. Do you recover quickly from the effects of emotionally charged events (such as bad news, bad luck, or breakdowns)? Are you one who is most likely to keep your head when others are losing theirs?				
YE	ES [		NO	
37. Do you sleep well?				
YE	ES		NO	
38. Do you use imagery, visualizations, meditation, or other advanced techniques to achieve desired states of inner peace, serenity, or higher levels of creativity?				
YE	ES .		NO	
39. Do you find it easy to express a full range of emotions? (Ex: joy, sorrow, anger, laughter)				
YE	ES		NO	
40. Can you experience failure without great upset? Can you usually recognize a chance for new growth and direction when you have a setback?				
YE	ES .		NO	





41. Do you see society supporting unhealthy lifestyle habits in ways that make overeating, smoking, or drinking seem attractive and normal?		
YES	NO	
	laughter? Can you remember a recent time when you laughed at our sense of humor above average? (Answer Yes only if all three of rwise, answer No.)	
YES	NO	
43. Can you clearly imagine yours relate to others?	elf healthy? Can you imagine how great you could feel, look, act, and	
YES	NO	
44. Do you truly enjoy the activiti	ies in which you now spend most of your times?	
YES	NO	
45. Over time, have you develope	ed a positive self-concept?	
YES	NO	
46. Do you make an effort to ackr yourself to others, and resist wish	nowledge your own special and unique qualities, resist comparing ning you were someone else?	
YES	NO	
47. Are you generally willing to be	e assertive and stand up for yourself in order to meet your needs?	
YES	NO	
48. Do you live and work in a sup healthy lifestyle?	portive environment, and are most of your friends interested in a	
YES	NO	
49. Do you make an effort to mod	derate possessions and to limit waste of natural resources?	
YES	NO	
50. Do you make a point to limit s boredom?	self-destructive concepts such as blame, worry, guilt, jealousy and	
YES	NO	

## **Having A Healthy Lifestyle**



Works for me	Doesn't work for me
Good eating habits	Drinking too much
Exercising regularly	Too much caffeine
"Loving life" attitude	Overeating
Good sex	Fatty foods
Being heard	Dragging myself out of bed
Keeping my space clean	Anger
Avoiding negative people	Cigarette smoking
Close loving relationships	Others' pleasure
Being organized	Being bossed around
Keeping clean	Depressed — looking to the end
Scheduling	Worry
Paying bills on time	Overweight
Enough sleep	Being confused
Time for myself	Unwelcome surprises
Peace of mind	Forgetting
Cleaning	Procrastination
Individual time with loved ones	Noise pollution
Relaxation	Too much TV
Budget	
Productive around house	
Trust	

## IMPROVE YOU.



## **Having A Healthy Lifestyle**



Instructions: Fill out what you discovered works in your lifestyle and what doesn't. If you have difficulty in completing this activity, refer to the previous page for examples.

Works for me (Ex: good eating habits)	Doesn't work for me (Ex: drinking too much)

## **Learning a Strategy of Change**



Instructions: Read the following strategies and see how they can fit into your life.

- 1. Pick some part of your life you really want to change. You may pick a behavior, a problem, a condition, or anything that you have been wishing to change. This will be the focus of learning-how-to-change.
- 2. Become clear about what changes and results you would like to see.
- 3. Learn to tell the whole truth about your patterns.
- 4. Discover why you are depending on these patterns or problems. What are you getting out of it? What are your reasons for continuing this way?
- 5. Become clear and honest. Really look at what these problems are costing you, all its negative consequences and the real reasons to change.
- 6. Resolve the conflicts between the side of you that wants to change and the side of you that wants to stay the same. Learn to find better ways to satisfy your underlying needs.
- 7. Discover your objections to changing. Let your vision of the future guide you to the changes that will lead to your desired self.
- 8. Commit yourself to being satisfied with your life exactly the way it is.



## **Picking an Item to Change**



Instructions: Pick one problem you would really like to change about yourself. Write it below and declare to yourself that you are willing to start to change.

I would like to	change
Instructions: Write down whatever you would chang how your solution can be a positive improvement. For oblem.	ind a realistic and desirable replacement for you
In order to solve my prob	lem above, I would

## **Working To Change Personal Habits**



Habits — human beings are prone to them. Why?

Instructions: Read the following paragraphs. Ask yourself questions and discuss with others, if you feel it is appropriate.

How many people drive? Do you remember what it was like when you first tried to learn how to drive? You had to remember how to do every little thing. You had to remember the seat belts, where the gears were, and where the key went. There is so much to keep track of and remember.

What is driving like for you now? You just get in and vroooom! All the little bits and pieces of the process have become one large piece of information.

Your mind organizes and becomes familiar with sequences, then connects them together so you can move on to the next thing to attend to. For instance, do you think about what it's like to brush your teeth anymore? No. All these routines are automatic.

These everyday routines are now in the mind as one large piece of information. This is the way habits are formed.

Our habits begin with a need. They may continue a whole lifetime and serve us well. Or, we may outgrow the need for a certain habit, yet find it difficult to break. This is when you realize how difficult it can be to break old habits and develop better ones.



## **Learning How To Tell the Truth**



The truth has no crutch. If it limps, it's probably a lie.

~Author Unknown

Instructions: Read the following paragraphs. Sharing this information is encouraged and it could prove to be helpful.

Habits become old, especially those whose repeated use can become harmful or self-destructive. Habits associated with feeding, protecting, or pleasuring ourselves can become deeply entrenched in our behaviors and very difficult to change. We need only to observe our own actions and choices to discover which habits still serve us and which have become problems. Changing habits requires more than wishing, trying, and hoping. Real habit change can be one place where you really have to learn what being skillful means. Change is not really about willpower. The secret behind successful change is actually self-awareness. "Ye shall know the truth and the truth shall make you free."

There are many ways to look for the truth. Questioning ourselves about what is really going on with regard to habits or patterns we want to change is the way to begin to get to the truth. Questions can be very general, such as, "What is this habit or pattern really about for me?" This question asks us to examine why we depend on the habit or pattern.

Even though most "bad" habits cause us harm, we become attached to them and dependent upon them because they were once useful to us. It is important for us to find the underlying intention or purpose of the habit. When we finally eliminate our unwanted habits or patterns, it will be because we have found a better way of taking care of ourselves.

One thing about the truth, it is!

## **Self-Awareness Leads to Self-Control**



Instructions: Develop self-awareness by completing the following exercise. Be honest about your habit or habits and how you would deal with them. If you feel it is appropriate, share the questions and your answers with someone with whom you feel comfortable.

1. Describe your habits or patterns as honestly and completely as possible.
2. State the problem or problems with your habits honestly and completely.
3. Describe why you are depending on your habits. Describe what you are getting out of it and what you think these habits or patterns are providing you. What is the underlying motivation for your habits?
4. What are you afraid you would miss or lose without these habits? What is stopping you from making the change you want? Why do you honestly feel you are avoiding or resisting making the change you desire?
5. How do you stop yourself from initiating this change? What attitudes and emotions do you have associated with these habits?



6. What negative things do you fear would happen if you changed these habits? What might you face? What might you feel? What truth about yourself might you have to deal with? What has been the underlying dissatisfaction giving value to these habits?
7. Describe what these habits or patterns have and will continue to cost you?
8. Describe what you would like to see replace your pattern, if you actually did make the change you want.
9. What benefits would you derive from changing these habits? Give the difficulty and stubbornness of habits, are these benefits worth the energy and attention required for a meaningful change?
habits, are these benefits worth the energy and attention required for a meaningful change?  10. What would be your first steps in beginning a change? What actions have you begun that you really
habits, are these benefits worth the energy and attention required for a meaningful change?  10. What would be your first steps in beginning a change? What actions have you begun that you really
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habits, are these benefits worth the energy and attention required for a meaningful change?  10. What would be your first steps in beginning a change? What actions have you begun that you really feel good about? When will you take the next step?
habits, are these benefits worth the energy and attention required for a meaningful change?  10. What would be your first steps in beginning a change? What actions have you begun that you really feel good about? When will you take the next step?

## **Your Health**



Instructions: Describe any health problems you are currently experiencing. Include health problems that you are being treated for and any problems you would like to get taken care of. If you have something going on that bothers you or worries you, write it down. In describing the problem, answer questions such as: How long have you had this problem? What have you done for it in the past, and what do you want to do about it today?

My health

## **Parenting**



We have just concluded looking into your past. You may have noticed that for better or worse, your parents played a big part in shaping your life. You may now begin to fully see that you are, at present, very much a part of what some day will be your children's past. The kind of parenting you give your child or children will go a long way in shaping them as adults. Thankfully, there are very few mistakes that can't be overcome.

It's interesting that students take courses in math, science, history, and English. There are classes in metal working, wood working, physical education, art, and music; however, little is done to prepare our young adults to become good parents. Nowhere do we learn tenderness, discipline, communication, parental guidance, and love. We are left to our own logic and reasoning, and we frequently use the same parenting techniques that were used on us. This module has been designed to break the trends of poor parenting and to replace bad habits with good ones. It has been developed to help you overcome some of the mistakes that commonly occur in parenting.

Let's begin by exploring our current parenting methods.



## **Parenting Exercise**



Instructions: Read each of the statements below and place a check mark ( $\checkmark$ ) next to the description that is true for methods we use or would use in disciplining your children. Add some of your own.

Discipline	SOMETIMES	USUALLY	NEVER
1. I tend to "lose it" with my children due to frustration			
2. I spank them without realizing what I have picked up to spank them with			
3. I send them to bed without their dinner			
4. I shut them up in a room until they are ready to apologize			
5. I try to shake some sense into them			
6. I take away things that are important to them			
7. I find myself yelling at them to get their attention			
8. I just let their Dad/Mom handle it			
9. I just let my mom handle it. They respect her			
10			
11			
12			

## **How Do You Rate?**

- How many of these parenting methods were used on you when you were a child?
- Did they work?
- What would you have changed about the way you were treated as a young child?



## What Our Children Need From Us



#### 1. Unconditional Acceptance and Love

Our children need to know they are loved no matter what they do. They need to understand we separate how we feel about them from how we feel about their behavior.

#### 2. Instruction and Guidance

Our children need ongoing instruction and guidance. They need to know how we think and how we arrived at the decisions we make. They need to be able to reason through situations to arrive at a logical and rational decision.

#### 3. Encouragement

Our children need encouragement, motivation and persistence to excel despite possible failure or rejection. They need to know we're in their corner, cheering them on, whether they're winning, losing, struggling or strutting.

#### 4. Discipline

There are times when our children's behavior is unsatisfactory and we need to discipline our children and guide them to more appropriate behavior.

#### 5. Clarity of Communication

We need to be clear in our communication. There should be no misinterpretation of what we expect of our children and what behavior will or will not be tolerated. Our children need clear and predictable behavior from us. They need to be able to count on us to deliver what we promised and to do what we said we're going to do, whether it is pleasant for them or not.



## What Our Children Need From Us



#### 6. Honesty

We need to be honest with our children. We need to be honest in our dealings with them and with others in their presence. They need to be able to believe in us. They need us to demonstrate character, a sense of conviction, trustworthiness, integrity, and reliability.

#### 7. Modeled Behavior

Our children need us to practice what we preach. As parents, we must live what we teach. We can't say that education is critical and then refuse to learn new things. We can't insist on honesty and then demonstrate flagrant dishonesty in their presence.

#### 8. Safety

Our children need us to practice what we preach. As parents, we must live what we teach. We can't say that education is critical and then refuse to learn new things. We can't insist on honesty and then demonstrate flagrant dishonesty in their presence.

#### 9. Quality Time

Our children need quality time alone with us which is uninterrupted by clients, customers, projects or programs. They need to feel like they're important to us and that they matter. Whether it's 15 minutes or 3 hours, they need for us to look at them and listen to them and give them our undivided attention.

#### 10. Age Appropriate Independence

When the time is right, our children need us to trust them to sprout their wings and fly — to soar to their height's capability. They need to explore their potential and to try again and again. Sometimes, we're there to catch them, and sometimes, we're there to put on the bandage. Sometimes, we're just there to quietly encourage and guide.

## **Common Mistakes Made by Parents**



1

We confuse discipline with punishment. Discipline is the training or experience that corrects, molds, or strengthens a child's personality and behavior. Punishment is a penalty or harsh treatment of a child for the breaking of a rule.

2

We forget children, like adults, have good days and bad days. They also have attitudes, personalities and special needs. They're individuals, and as parents, we need to be flexible and creative in guiding them.

3.

Gifts are not always the answer. We reward too frequently and too flamboyantly. We try to live out our own fantasies in the lives of our children. We want them to have everything that we didn't have..

4

We're inconsistent in our discipline. The punishment doesn't fit the crime. Time out is not always the answer. We promise punishment and don't deliver as promised. We let too much time pass between the infraction and the punishment.

5.
We
discipline
frequently
when we're too
angry to be
effective.

6

We allow our own pride to keep us from dealing with our children when and where we should.

7

We don't practice what we preach. We say one thing and do another.

8.
We try to be friends with our children rather than parents.

9. conf

We confuse respect for the person with respect for the position.

10.

We try to replace personal bonding and interaction with our children with presents, purchases and material things.

For a full workbook on Discipline and Children, please refer to the book, *Discipline: Children Don't Come With Instructions* at <a href="https://www.wpmgnetwork.com">www.wpmgnetwork.com</a>. Just click on Books.



# **MODULE X**Achieving Employment

## **Module Overview**

This module prepares you for the job of finding a job. Everyone encounters difficulties, doubts, and anxious moments in the quest to achieve rewarding employment. Out-of-work people, people trying to get back into the workplace, soldiers returning home and even ex-offenders often face many obstacles. Module X shows you how to overcome these additional bumps in the road and teaches you about the programs and services specifically designed to assist you with the process.

## **Topics**

- Re-Integration Issues and Programs
- Tell Me About Yourself
- Preparing Resumes, Completing Applications and Interviewing
- The Journey of Growth and Development

## **Learning Objectives**

At the completion of this module, you will be able to:

- Identify certain programs to assist in re-integration
- Tell the story about yourself
- Address specific resume and application issues
- Productively approach sensitive interview questions

## **Re-Integration Issues and Programs**



A definition of re-Integration is "to restore to a condition of belonging."

Re-integration can mean many things. It could mean the person facing long-term unemployment or a military person returning home to find employment or it could mean an individual who has been in rehab or even an individual returning to society after serving a prison sentence.

It is hard enough to find a job when you are simply looking for a job or when you have been fired from a job or even when you have simply decided to make a career change. However, when you attempt to step into the work world again, after being gone for a while, it can prove to be a difficult task.

#### **Long-Term Unemployment**

Long-term unemployment is experienced by people who have been out of work for long periods of time and studies have shown that these individuals have a hard time finding a new job, as well as, keeping that job. The study showed that about one-third of those unemployed workers eventually gave up and stopped looking for work.

There are very important economic reasons to help the long-term unemployed get back to work. The study showed that after 15 months of long-term unemployment, these individuals were more than twice as likely to have withdrawn from the labor force than the short-term unemployed. "Spillover effects on the community as a whole" can also be affected by long-term unemployment because it reduces investments in housing. People with jobs cannot buy homes plus it also induces some people to participate in criminal activities just to make it. However, very few government programs are able to help the long-term unemployed get back to work. Generally, the workforce programs are designed for individuals who have been out of work for only a short period of time. The government provides funds to help these people through the time it takes for them to find another job.





## Long-Term Unemployment continued...



The long-term unemployment issue is a dramatic one and the numbers of unemployed individuals rises every day. In the face of such a tantamount issue, private citizens have begun to address this issue on their own terms. They have launched or been a part of programs and projects to help this group of people get back on their feet and find adequate employment. Unfortunately, these are programs that have been started in various and different locations in the country, but some have hopes of being re-created in other areas. If there is any interest on your part to partake of any of these programs, please do research on them and contact the key people involved. Some of the programs found are:

#### 1. Platform to Employment (P2E)

**Program information**: This five-week bootcamp focuses on both skills development and emotional support. The programming is based on individualized needs. Attention is placed on boosting participants' digital presence on LinkedIn, among other networks.

**Location**: The program is based in Bridgeport, Connecticut and has expanded to Chicago, Cincinnati, Dallas, Minneapolis and San Diego, among other locations.

**Finding employment**: P2E graduates land internships after their training with businesses that have made deals with the privately-funded program.

#### 2. LA Fellows Program

**Program Information**: Founded in 2010, the program seeks out qualified middle-managers and pairs them to work with struggling local non-profits. Candidates are selected by taking part in an interview process, and once accepted, are given seven weeks of training for computer and networking skills.

Location: Los Angeles, California

**Finding employment**: After their training, program participants are matched up with local non-profits, where they start with 100 hours of volunteer work. Seventy percent of the 230 participants have, then, gone on to land full-time jobs.

#### 3. Institute for Career Transitions

**Program information**: The program is being launched this month by MIT Professor Ofer Sharone. It will focus primarily on workers between the ages of 40 and 65 who also have college degrees. The program, which is being largely funded by MIT, is still in an experimental period, and so, some of the participants will receive coaching over a three-month period, while others will not. The program will test different coaching strategies to see which have the greatest success in landing jobs for its participants.

**Location**: Cambridge, Massachusetts

**Finding employment**: The program is beginning with a class of 60 workers, though Sharone has said he will make more spots available to respond to the early interest.

#### Long-Term Unemployment continued...



#### 4. Neighbors-Helping-Neighbors

**Program information**: Led by volunteers, the program is free and open to any worker seeking help "reinvigorating their job search," as the program's website describes. The program is a forerunner in the growing movement of workers providing support systems for each other.

**Location**: The program began in River Edge, New Jersey, and now has 27 meeting locations throughout the Garden State. It has expanded into Boston and Washington, D.C. and is actively recruiting volunteer leaders across the country.

**Finding employment**: The program asks participants to attend weekly "accountability" meetings where members are expected to help each other with networking and job search tips in a pay-it-forward model.

#### 5. Community Ventures

**Program Information**: The state-run programming in four Michigan cities, including Flint and Detroit, works with each hire for up to a year and in conjunction with local organizations, help with a range of needs, including clothing, transportation, daycare and financial literacy education.

Location: Throughout Michigan

**Finding employment**: Matches the long-term unemployed workers with in-state employers who participate in the program. They include such manufacturers as Lapeer Plating & Plastics, based out of Flint. In the first year of the program, Community Ventures helped 923 workers find jobs.

#### RETURNING FROM THE MILITARY

When an individual is ready to leave the military, there are many things to think about: family, benefits, home life, and yes, a job! This is the time to start thinking about how can I apply my skills and talents to jobs outside the military. This transition has many facets and there are many decisions to make prior to even leaving the military. Transition assistance is available to assist the discharged individual adjust to his/her new surroundings. It is a big change, not just for the returning soldier, but for the spouse and the family, as well.

There are many, many programs that can be tapped into to reach out for help with just about everything that will be faced in this transition. The services and programs on the following pages are just a few of what is out there for the returning soldier.

## **Programs and Services for Veterans, Service Members, Families & Caregivers**



#### **Government Resources**

<u>California's Operation Welcome Home</u> – Helps connect Veterans and their families to civilian and government employment opportunities.

<u>Career One Stop Military Spouse Resources</u> – Locate resources for spouses of members in the military. <u>eBenefits</u> – Learn about tools for updating personal information, monitoring claims, applying for benefits and managing your healthcare.

<u>Military HOMEFRONT</u> - Offers programs serving troops and families, including child care and counseling services, help for family members with disabilities, and legal assistance.

<u>Military OneSource</u> – Speak to live Military OneSource consultants that are available 24 hours a day. Information and assistance available to Active Duty Service Members, Reservists and family members.

<u>National Resource Directory (NRD)</u> – Provides access to services and resources for the Veteran and military communities to support rehabilitation and reintegration.

<u>Navy Fleet and Family Support Program</u> – Find resources to assist Navy family members in job searches, resume building, interview tips, and career planning.

<u>Real Warriors, Real Battles, Real Strength</u> – Find information on the processes of building resilience, facilitating recovery and supporting reintegration of returning service members, veterans and their families.

<u>Seamless Transition</u> – Provides returning OIF/OEF Active duty, Reserve and National Guard members a site about the medical, financial and other benefits offered to Veterans and their dependents.

<u>U.S. Army Behavioral Health</u> – Find information for Army soldiers and their families on health issues, including PTSD, pre- and post-deployment stress screening and suicide prevention.

<u>U.S. Army Hooah 4 Health</u> – Learn about some of the challenges and issues you can expect during the final stage of deployment. Use the site's tips to help with reunification with your loved one.



#### **Non-Government Resources**



<u>Armed Forces Crossroads</u> – Users can find resources and information covering spouse support, education, deployment, casualty and loss, relocation, financial information and more.

<u>Care2Tri</u> – An organization originally founded as a vessel to help those with disabilities gain a sense of fulfillment by including them in triathlons that is now bringing the same opportunities to veterans and wounded heroes.

<u>Coalition for Iraq & Afghanistan Veterans</u> – Partnership of organizations that provide services to Operation Enduring Freedom and Operation Iraqi Freedom Veterans and their families.

<u>Iraq and Afghanistan Veterans of America (IAVA)</u> – Advocates and educates on behalf of Iraq and Afghanistan Veterans and their families. Provides information on mental health, traumatic brain injury (TBI), VA health care and benefits, health coverage for National Guard and Reserve, educational benefits and more.

<u>National Military Family Association</u> – Provides information on education, employment, health care and finances and the Military Spouse Scholarship Program and an Operation Purple Program, which provides leadership camps for teens, family retreats at national parks and camps geared to address the needs of children and families of our nation's wounded Service Members.

<u>Operation Homefront</u> – Provides emergency assistance and information to Service Members, Veterans and their families to help support their urgent household needs.

<u>Purple Star Veterans and Families Coming Home</u> – Find a guide to help prepare for service member's homecoming.

<u>Rebuild Hope</u> – Provides emergency and short-term financial assistance to the families of severely wounded OIF/OEF Veterans as they strive to build healthy and stable civilian lives.

<u>Swords to Plowshares</u> – Provides national advocacy as well as local emergency shelter, mental health services, residential rehabilitation programs, job referrals, and legal representation to Veterans and their families.

<u>Warrior Gateway</u> – Connects members of the military community, their spouses and families to the resources they need for transitioning to civilian life.

We encourage all returning military to take advantage of these wonderful programs and services available to them so that they can gain knowledge and practical tools needed to make the switch back to civilian life a transition of confidence. Soldiers can visit their installation's transition assistance office to learn more about services, scheduling appointments and possibly enrolling in classes.



## **Returning To Work After Rehab**



Returning to work after being gone for several weeks or even months can be an awkward transition to deal with because it may seem that things are different or new people now are working at your workplace. Rehab can be either from an injury or illness or it could mean drug addiction rehab. Either way, the transition is the same. You need to re-adjust to your new surroundings.

Employers and co-workers will try to accommodate you to work sites or offices and try to make things easier and guide you through a smooth transition. Stay confident and know that you will be into the swing of things within a short period of time.

#### **Returning to Work After an Injury**

If you have had an injury, either on the job or outside of the job, here are some things to think about:

**Rejection**: You may be asking yourself if your employer or even other employers can reject you because of your injury and rehab. If you are able to return to work and your body and mind are both ready to perform the day-to-day tasks, your employer should not have a problem with you coming back to your job or even when you are applying for a new job. If the employer gets the confidence from you that you are qualified and able to do the job, there should be no problem.

**Performance**: When you get back on the job, what happens if you can't perform your job? This is an issue sometimes that cannot be determined until you get to the work site. If you get back to your job and all of a sudden, you become incapable of performing that job, then, it is time to sit down with your supervisor and discuss what your issues. Most of the time, this is something that can be resolved by changing job duties or work sites. If you are not able to lift certain items or can't sit or stand for long periods of time, an employer always has other jobs where you can be accommodated. You just need to keep the lines of communication open so that both you and the employer are on the same page.

**Treatments**: You will also be thinking about being able to continue any medical treatments once you have gone back to work. Most employers are willing to allow time for an employee to take the time needed to complete their medical treatments. It all goes back to getting you back on the job. The quicker and most effective method of getting better is to continue being treated by your physician so that you can return to work with a clean bill of health.

Job Guarantee: Finally, you will want to know if your job is still guaranteed to you. This will always depend upon the employer, of course! Many employers will probably discuss with you their course of action prior to your leaving work. They should spell out how much time they are willing to wait, how they will deal with you once you come back and whether you will be able to perform the same job as before. Again, everything is a notion of keeping the lines of communication open. You should always discuss everything that your doctor is telling you and share all this information with your employer so that they can be a part of your healing process.

#### **Returning to Work After Drug Rehab**



Returning to work after drug rehab is a very crucial part of the recovery process for many former addicts. Work can provide a structured routine and offer opportunities for socialization and positive interactions in a safe, controlled environment. Work can stimulate the mind and put the brain to use in more constructive ways. Work builds new skills and it helps individuals in recovery expand on their potential in ways that they never would have imagined.

It may be difficult for many employers to be most welcoming to someone in recovery. It may even be the same with co-workers. However, businesses are now trying to do better and because of this, there are many ways an employer can look at someone trying to get back into the workplace who has had these issues in their past.

Many employers are using a "Return-to-Work" Agreement. This is a written document that outlines specifications for the nature of how the returning employee will return to their work site. It has to be something that both parties can agree to and both parties will sign, to include a confidentiality statement protecting both parties. Some recovering addicts may want to be open about their abuse, however, not everyone may be ready to do this. The employee deserves respect for their privacy, so the employee should be the one to make the decision on how their return will be handled.

The Americans with Disabilities Act (ADA) protects employees from being fired for poor job performance due to substance abuse, as long as the employee has chosen to enter treatment. That's why it is important that both parties agree to the conditions stated in the "Return-to-Work" Agreement.

Returning to work can be challenging for the returning employee, especially when dealing with overly curious co-workers. Inappropriate questions could be asked or an insensitive co-worker could make a rude comment. That is why it is important and recommended that maybe a couple of co-workers be apprised of the situation whereby they can be supportive in certain situations. The employer knows that they have to be supportive of the returning employee and should, therefore, set the stage, so to speak. The employer should focus on the individual's new attitude and professional focus on the job.



The employer also needs to be aware of ensuring that the returning employee not overly-focus on the job by creating "workaholism." Once the employee becomes comfortable in their work situation, they may use the job as an excuse not to have to deal with other challenging situations and emotions outside the workplace. It is important that the returning employee makes time to reconnect with their family and friends, doing things that will fill their other side of life. Family and friends are very important to this individual as they will need the support of everyone with whom they have a connection.



There is a program called the Community Re-Integration Program that is a time-limited outpatient psychiatric rehabilitation program. This is dedicated to providing the support and services needed to assist mental health consumers achieve their optimal level of social and occupational functioning. They provide therapeutic, social and recreational opportunities that promote the achievement of mental health goals, teach skills and address the quality of life issues.

#### **Returning From Incarceration**

During the course of our work, we have been faced with participants or individuals who have come to us for services with resumes, interviewing and ultimately, finding employment. We have come to find out that many of these individuals have background issues and it, then, becomes more difficult to provide the services required by that individual.

Re-entering society after serving a prison sentence presents various challenges. Those with a criminal history can face many barriers, to include receiving governmental benefits, gaining successful employment, regaining custody of children and even, obtaining housing. Vocational programs may not be available in all prison settings or even upon release which limits the ability of those with a criminal history to update their job skills in order to obtain proper and adequate employment. Many of these individuals are suffering with mental or physical illnesses with very limited means of getting the attention and sometimes, treatment that they need. All of these issues are in addition to problems facing these individuals due to society not accepting the fact that these individuals have been imprisoned and served time in jail or prison.

There are various issues to employing someone with a background, be it felony or misdemeanor. This presents some huge barriers to employment and huge challenges. Many states will allow their employers to deny employment to individuals who have been arrested, but possibly not convicted of a crime. Many states, as well, allow their employers to deny jobs to anyone with a criminal background, regardless of how long ago the crime occurred.

That is the biggest issue we face in assisting these individuals get a job. We know that these individuals are trying to come back into society and regain their stance in their communities. It can be very difficult when the community does not always welcome them with open arms. In their communities, they have to find employers who are willing to hire them and give them a second chance to succeed. Many employers will post to the community that they will hire ex-offenders. However, when they show up to apply for their jobs, many of these employers have invariably refused employment to

these individuals, simply because of their criminal background. Many of these individuals possess the qualifications, skills and experience to perform the job, but yet, are not given the opportunity to prove themselves.





On the other hand, there are many employers out there who will take that chance and give an individual the opportunity to do just that — prove themselves. These employers find that many of these individuals are perfectly able to complete the job tasks and duties without any issues or problems.

Within the past several years, there has been more emphasis put on developing resources and programs and making more and better services available for ex-offenders. Some resources have been established through intermediaries. These intermediaries may come from private organizations, non-profits or even churches to help address issues of employment, substance abuse, stable housing, vocational skills and even the establishment of a stable support network.

Job training and mentoring programs have shown promise in assisting the former inmate to learn new, or adapt existing, skill sets for a new and challenging career.

Research into this predicament faced by former inmates has resulted in finding various programs and resources for assisting them in finding employment, job training, as well as, mentoring programs. Some of these are:

**The National H.I.R.E. Network** provides links to community-based organizations and government agencies that assist with job-related and legal services, tips for completing employment applications, and help understanding what an employer can and cannot review in terms of criminal history.

**The U.S. Department of Labor** sponsors America's Service Locator which is a resource hub that connects individuals to employment and training opportunities available at local One-Stop Career Centers. It provides information for a wide range of services, including career development and educational opportunities.

**Fair Shake** is an online resource center for former inmates, their families, employers, property managers, and other community members. It provides a Re-Entry Tool Kit with information on employment, relationships, how to deal with rejection, and more. It also has a searchable service directory for additional resources.



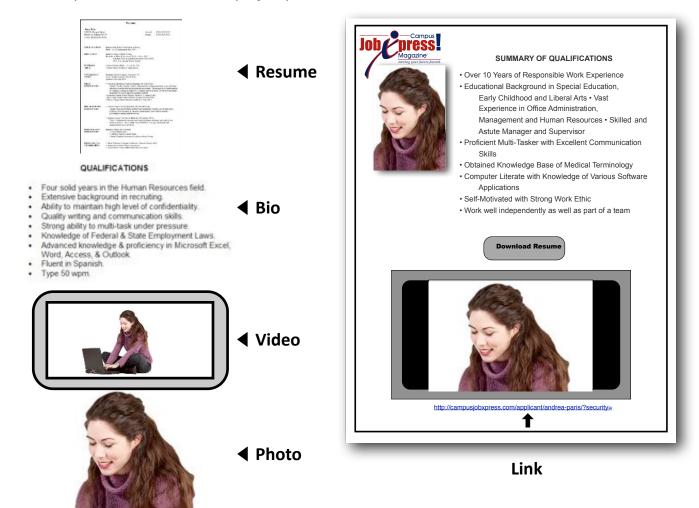
## **Applications and Resumes**



In completing applications and preparing resumes, people have to be careful what they say or do when presenting these documents. If you are looking to get back into the workplace from whatever situation you have come, it is necessary to remember to answer all questions honestly and completely. To retain your footing on your journey to employment, avoid volunteering too much information about issues that many employers consider negative. Use your resume and application as tools to highlight your qualifications. Another tool to use would be an Employment Web Page.

The WPMG Network offers all users the ability to register onto their website and create what is known as an Employment Web Page. This page will house your resume, a Summary of Qualifications (Bio), your photo, a short one-minute or less video and a URL link to all this information. The URL link can be provided directly to employers or individuals whom you feel can have access. The Employment Web Page can be created by you, used by you and by others you allow, and it can be amended or changed as you see fit.

For more information on the Employment Web Page, log on to campusjobxpress.com and register to become a user. Once you have registered, you will be asked to complete your profile and half-way down the page, you will see where you can submit your resume, photo, summary of qualifications, as well as, your bio video for review to be uploaded. If you have any questions regarding any of these instructions, please send a quick e-mail to info@campusjobxpress.com



### **Returning Employees Application Issues**



The Question?

The only goal of submitting a job application is to attain an interview where you can convince an employer that you have what it takes to make their company better. But many applications ask some form of the following question for which you may feel there is no good response.

Have you ever been off work for more than ten years?

Have you ever filed workman's compensation for an injury on the job?

Have you ever been in substance abuse rehab?

Have you ever been fired from a job?

Have you ever been dishonorably discharged from the military?

How do you answer?

- A. Yes
- B. No
- C. Leave blank

"The secret of happiness is not in doing what one likes, but in liking what one do."

Only three choices?

Or is there? How about:

D. Will discuss in interview

- Truthfully responding 'Yes' may make you feel as though you won't be given a fair chance.
- Lying and answering 'No' may get a foot in the door for an interview, but will likely result in another job search when the truth is brought forth.
- Leaving any application question blank may indicate that you are trying to hide something or that you are unable to follow instructions.

Answer D allows you to remain honest, indicates that you have nothing to hide, and it gives you the opportunity to discuss the issue at the appropriate time. It is always best to answer these types of questions face-to-face.

## **Reason For Leaving**



Many applications request a brief explanation for leaving previous positions. Imagine you are hiring someone to take care of something you consider valuable. Circle the answers you would prefer to see.

Went to Jail

Paroled

Re-located

Got Fired

**Contract Ended** 

Remember to avoid volunteering too much information considered negative by employers. A tactful response does so while answering truthfully.

## What the Employer Thinks When They See a Gap in Employment

When reading a potential employee's work experience, a red flag is raised for employers when one job ends in 1998 and the next one isn't started until 2002. A series of questions flashes through their mind.

"What did this person do for those years?

Today's criminal justice systems provide ample work opportunities to offenders during incarceration. If you took advantage of these opportunities, include them. Treat the position as you would any position. Highlight the skills you developed and the contributions you made. Here are some examples:

ED SMITH CORRECTIONAL FACILITY, San Antonio, Texas

#### Custodian

Duties: Responsible for maintaining cleanliness of high traffic bathroom facilities

- Followed detailed instructions
- Adhered to correctional facility safety guidelines

STATE OF TEXAS, Houston, Texas

#### Accounting Clerk

<u>Duties</u>: Responsible for using standard accounting systems to receive, validate, and process data for subsidiary and budgetary accounts

- Carried out daily and weekly maintenance
- Performed troubleshooting for minor machine errors
- Assisted with the training of new associates

<sup>&</sup>quot;Did they do anything?"

<sup>&</sup>quot;Do they have something to hide?"

<sup>&</sup>quot;Were they unemployable?"

<sup>&</sup>quot;Are they too lazy to work?"

<sup>&</sup>quot;Did they get fired from a job and don't want to tell me?

<sup>&</sup>quot;Did they orchestrate the downfall of Enron?"

## **Training Programs**



If you completed a training program or acquired a specialized skill while incarcerated, include these accomplishments. Beyond highlighting a skill you possess, this shows prospective employers that, though incarcerated, you have not been lazy, and you have chosen a path to better yourself by continuing your education.

#### **8 Application Tips**

- 1. Avoid negative subjects and information unrelated to potential employment.
- 2. Dress and groom professionally when personally submitting an application. You may receive an interview on the spot.
- 3. Never lie about experience or qualifications.
- 4. Write neatly using a black ink pen.
- 5. Answer every question.
- 6. Read and follow instructions carefully.



- 7. When attaining an application, get two. Use one to draft answers and the second to fill out neatly and completely.
- 8. Avoid abbreviations or slang.

#### 2 Additional Very Important Tips!

- Follow-up within 5 to 7 days.
- Don't give up. Persistence is your most important job seeking attribute!

For a full workbook on Resume Writing, please refer to the book, *Introduction to Resume Writing* or *10 Steps to a Job Search* at <a href="https://www.wpmgnetwork.com">www.wpmgnetwork.com</a>. Just click on Books.

## **Tell Me About Yourself**



The following page is an exercise that we encourage you to complete because it is making you tell *your* story. It is very important to tell your story. This story will tell people all about your work history, education, as well as, your training. You will be able to address everything about yourself. If you should have a negative factor in your background or some other issue that you don't really want to tell anyone, but you feel that your employer may find out about it, then, it is necessary to bring it out in the open. You want your new employer to hear something like this from you. That is why we encourage you to take time so that you can put it into words at your own relaxed leisure. You can tell the story better than anyone else.

We actually use this exercise for individuals who want to create a bio video about themselves. At first, people are shy about having themselves recorded, but after they begin the process and they see that it can bring good results, they are more receptive to the idea.

We urge people to start the video with, like I said above, your background in work history, education and training. Speak to the jobs that you have had, especially if they pertain to the job you are interviewing for along with any good projects you've completed. It is important to tie your education into the job you want, as well as, any training or workshops that you have attended. Also, plan to speak to any certifications you may have or awards and accomplishments that you have attained. Be mindful, though, **you only have 30 seconds** to get all this in, so speak clearly and concisely, but make sure that you are very distinctive with your pronunciations and words.

The second part is where you will tell about those negative factors, should you need to address any. If you don't have any of this to report, then, use this space to talk a little more about your personal life, but don't get so very involved. For instance, you could talk about any volunteer experience that you have or you could speak to projects you have been involved in or even talk about special skills that you have not addressed in your resume or applications. Very simply put, this could be a bragging spot for you. But, again, remember, for this section, you only have 15 seconds.

The next part is considered the Closing. This is where you let the employer or interviewer know what you, as an individual, can do for their company. Tell them all about the skills and qualities that you bring and what attracted you to their position. Always make sure that you tell the story in a positive note. Don't bring any other negative factors into your closing. You have covered that briefly in the second part of this exercise. You have to close fast so that you don't take too much time out of someone's busy schedule, because for this section, again, you only have 15 seconds.

Do the best you can to create your story and tell it in the amount allotted. Perhaps, you may have a little more to tell than what time we are giving you. It's no problem; you can take a little more time, but just a little. Don't go overboard. Get in everything that is needed, but don't make it a movie. It is just a bio. Good Luck!

Instructions: Use this form for structuring your story using the format outlined for you below. Print the form, if you can. Should you need to write more, use the back of the form to complete your story and your thoughts.



## Tell Me Something About Yourself

Three Parts to the Introduction Question t should be in three parts and it should be only one minute	
Part 1: Tell Your Background	
A. Work History	
3. Education	Ö
C. Training	nds
Part 2: Tell About Your Negative Factor (if you have one, such a felony or a misdemeanor)	s a
A. Keep the statement brief and to the point	S
B. Be Sincere	cond
C. Be Honest	_
Part 3: Closing	
A. Tell the employer what you can do to help them	- <u>-</u>
B. Be specific in what you can do	Seconds
C. Keep your message positive	

## THIS EXERCISE IS ALL ABOUT TELLING YOUR STORY!

## **Tell Me About Yourself Checklist**



#		
1	How do you feel you should look for your video interview?	
2	If you could, what would you do to make yourself look better?	
3	Do you feel you are dressed appropriately and explain why?	
4	Did you follow the outline on the previous page and say everything that you needed to say about yourself?	
5	Can you speak for a whole minute about yourself?	
6	Have you spelled out your most important accomplishments?	
7	Do you have a timer so that you will know not to go over one minute?	
8	Can you simply and accurately explain everything that you need to say?	
9	Do you think that you can be personable and friendly-looking and why do you think this?	
10	Do you feel you can smile at appropriate times?	
11	Do you like what you see when you look in the mirror?	
12	Do you feel you can properly thank the interviewer so that you leave them with a good feeling about you?	

## **Conclusion**



## The Journey of Growth and Development

"Everything that happens to you is your teacher. The secret is to learn to sit at the feet of your own life and be taught by it."

~ Polly B. Berends

Congratulations on completing the course. Now, the rest of your life awaits. You have taken major steps on your own personal journey of growth and development. You can see that you don't stop growing just because you're not a kid anymore. There is always more to learn. The most important thing you are to get from this course is like any journey. What matters is where you're going and not from where you've come. Life is only moving in one direction and that is forward.

In completing the course, you have taken a good look at yourself, your life, where you've come from and where you are going. While it is really impossible to know the future, all we can do is grow into the future we want for ourselves. The circumstances of your life may be difficult and the immediate outlook uncertain. In reality, though, the circumstances do not determine who you are or how you experience your days. The creation of who and how you are in this world may be the most precious freedom left to you. The aim of this course was to give you the tools to create yourself into the possible you, the you that you want to be!







One of the amazing parts along the journey of growth and development is that whatever has been in your way will come up later for you to clear out of the way. This may appear as problems and breakdowns that you never wanted to deal with. Guaranteed, things will come up. This is when this course will prove the most valuable. Keep the course alive. Use it as much as you can and build upon what you have learned and discovered for yourself. Sometimes, you will mess up, but remember, the path to mastery is through problems, failures and breakdowns. This is where you will develop the skills to make your ever-growing idea of what's possible for you to fully come alive.

As on a journey, there is always a next step. Once you have dealt with the past and have created yourself to be the person you want to be in the present, the next step is not really about you anymore. The next step will be who you are for other people, for the community who surround you and whose lives you touch. Contributing and inspiring others is the direction that personal greatness takes. Look deeply into what may be your true purpose here on earth, a purpose worthy of your very life. This is where to find what is truly the next step on your journey.



Lastly, you are reminded that what you have learned here is not for you alone. Please share the wisdom, insights and growth you have created and discovered within yourself. You have the opportunity to transform your life. Every day, you have the opportunity to transform the quality of your life. All we really ever have is the experience of each of our moments as they pass us by. May you practice and master the power of creating precious moments in your life.









## The WPMG Family Wishes You Much **Success In Your Choices For Life!**

