



**Texas Department of Licensing and Regulation**

**Offender Education Program**

**DWI Intervention**

**Participant Workbook**

**Name** \_\_\_\_\_

**Date** \_\_\_\_\_

## TABLE OF CONTENTS

<b>Module #</b>	<b>Title</b>	<b>Page #</b>
1	Cost vs. Benefits of Drinking Alcohol	1
2	Walking Program	2
	Exercise Do's & Don'ts	3
	Leisure Time Assessment	4
	Relaxation Techniques	5-7
	Homework: Using A New Way To Deal With Stress	8
3	Values Exercise	9
	Being Your Own Best Friend	10-11
4	The ABC's of Emotions	12
	ABC'S of Emotions-Self-Analysis Example	13
	ABC'S of Emotions-Self-Analysis	14
5	Communication Styles	15
	A Bill of Assertive Rights	16
	Passive, Aggressive, Passive-Aggressive, Or Assertive?	17-18
	Dealing with Feelings: What Do I Feel?	19-20
	Criteria for Positive Self-Statements	21
	Seven Steps for Goal Setting	22
	Some Areas for Personal Goals	23
	Personal Goal Sheet	24
6	Excuses for DWI	25
7	(No Handouts)	
8	The Functional Alcoholic	26-29
9	Family Rules	30
	Family Roles	31
10	(No Handouts)	
11	Benefits of Support Groups	32
	Twelve Steps and Rewards of AA	33-34
	My Experiences at AA	35

<b>Module #</b>	<b>Title</b>	<b>Page #</b>
12	Seemingly Irrelevant Decisions Worksheet	36
	Thinking Report Worksheet	37
	Thinking Report Worksheet-Homework	38
13	Ten Warning Signs of Relapse	39
	Drink Refusal Role Plays	40
14	The Nine Steps of Action Planning	41
	George Williams	42
	My Personal Action Plan	43-44
15	Final Action Plan	45-46
	Program Evaluation (Detach after completing)	47-48

---

Date

---

Name

**Exercise #1-1**  
**Costs vs. Benefits of Drinking Alcohol**

Please list both the costs and the benefits of drinking alcohol.

1. COSTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. BENEFITS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Do you feel that the costs outweigh the benefits or that the benefits outweigh the costs? Why? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **WALKING PROGRAM**

There are many ways to begin an exercise program. This activity is easy for most people to get regular exercise, because it does not require special facilities or equipment other than good, comfortable shoes.

### *GUIDELINES FOR DEVELOPING A WALKING OR JOGGING PROGRAM*

1. A pair of sturdy, properly fitting shoes is essential equipment for both walking and jogging. Shoes with cushioned soles and arch supports that help cushion the step and protect ankle and knee joints are preferred.
2. Warm up before you begin, paying special attention to stretching the backs of the legs and thighs. Also, be sure to cool down slowly.
3. Do not push yourself. If you get tired, slow down. Try the "talk test." If you are too breathless to carry on a conversation, you are going too fast!
4. Walk or jog regularly. If you do not exercise at least three times a week, you will not experience as many of the benefits of regular physical activity as you could or make as much progress.
5. Watch out for dogs and cars. Wear light-colored clothes or a reflecting band during darkness, so that drivers can see you. Face oncoming traffic and do not assume that drivers will notice you on the roadway.

Adapted from Exercise and Your Heart, National Heart, Lung and Blood Institute, U.S. Department of Health and Human Services, Public Health Service, National Institute of Health, May 1981.

## EXERCISE DO's and DON'Ts

### EXERCISE DO's

- DO - Start each session with a warm-up period and finish with a cool-down period.
- DO - Exercise regularly. Regularity is the KEY to improvement.
- DO - Take your heart rate by feeling the pulse at the wrist or neck. Make sure you are obtaining your desired exercise heart rate.
- DO - Adjust your exercise intensity and duration to climatic conditions. Be cautious on hot and humid days.
- DO - Stop your workout if you have difficulty in breathing, chest tightness, dizziness, or loss of coordination.
- DO - Breathe deeply, forcefully inhaling and exhaling through your mouth and nose.
- DO - Wear well fitting shoes made to help cushion your step and protect your ankle and knee joints. Tennis or basketball shoes are not satisfactory for jogging or aerobic walking.

### EXERCISE DON'Ts

- DO NOT - Hold your breath. Breathe regularly through your mouth. Holding your breath can cause an increase in blood pressure.
- DO NOT - Engage in isometric exercises. They also raise blood pressure.
- DO NOT - Take a hot shower, sauna, steam bath, or whirlpool until you have cooled down completely. The excessive heat released into the blood is not able to dissipate if the skin temperature is high.
- DO NOT - Wear heavy clothing or plastic or rubber suits when exercising. They cause retention of body heat and increased core body temperature.
- DO NOT - Permit yourself to become dehydrated. Drink plenty of water.
- DO NOT - Smoke before exercising. Cigarette smoke contains carbon monoxide which displaces oxygen from the hemoglobin in your red cells, thus reducing the effectiveness of your oxygen transport system.
- DO NOT - Exercise within two hours following a full meal. Digestion requires extra blood to the intestines which can decrease blood circulation to other parts of the body.

\*Taken from the Fit for Life Program operated by the Texas Agricultural Extension Service.

## LEISURE TIME ASSESSMENT

### PLANNING

To begin a new leisure time activity, it is important to plan. Complete items 1-7 to plan for an activity you can begin in the following week. Be realistic and keep in mind that your activity should be FUN.

1. List an activity that you would like to begin.
  
2. What materials do you need to do this (e.g., ping-pong balls, cloth and thread, puzzles, skates)? How will you get these materials (buy, rent, borrow from a friend)? Who might have these materials that you could borrow, or who could help you get what you need?
  
3. How much time a day or week would you like to spend on this activity?
  
4. What would you have to stop doing or do less of to make time or money for your new activity?
  
5.
  - a. What habits or skills do you have which will make it easy for you to start this new activity? (e.g., "I'm a self-starter," "I ask for help easily," "I like music.")
  
  - b. What excuses are you likely to make. (e.g., "I'm too tired," "I can't afford it," "People will think I'm nuts," "I don't have anybody to do this with or to help me.")
  
6. Is there someone in your life who could encourage you or help you begin this new activity? Who? How will you ask for their help?
  
7. When will you start your new activity?

# Relaxation Techniques

## **BREATHING**

Deep relaxation and relief of anxiety are obtained by special breathing exercises. The technique is simple, easily learned and requires minimal time.

Stand in front of a mirror, turn sideways, place the palm of your hand on your stomach. Breathe in lightly and at the same time protrude (push out) your abdomen. Then breathe out lightly and easily (do not force the air out). Expiration (breathing out) should be about 4 times longer than inspiration (breathing in). When first trying these exercises, make a soft noise when breathing to provide you with a measure of inspiration and expiration.

When you feel comfortable with the rhythm of breathing, focus on the warm air as it leaves your nose, with expiration. At first, it is helpful to breathe in with your mouth slightly open and feel the cool air as it passes over the roof of your mouth, contrasting the coolness with the warm air leaving your nose with breathing out.

Expiration should be natural, not forced or active step. Your torso should almost feel as if it were collapsing inward, relaxing and sliding downward in the chair. If you are in bed, feel as if you are sinking into the mattress.

It is very normal to experience imagery while practicing breathing exercises, especially after you become familiar with the technique. Deeper relaxation can be achieved by guiding the imagery to pleasant and relaxing scenes. For example, watching waves roll in on a beach, a field of wheat swaying in a gentle breeze, the rustling of leaves, a gently flowing stream. Whatever image feels relaxing is the one to use.

Practice breathing 20 minutes twice daily. Before going to sleep at night is a very good time for the second practice session.



# Relaxation Techniques

## MUSCLE RELAXATION

Sit in a comfortable chair, lounger, or lie in bed. Starting with your toes, you will alternately contract groups of muscles and relax them, as well be outlined below, doing both sides of the body at the same time. Do not contract your muscles to the point of cramping and do not hold the contraction. The most important part of this exercise is the relaxation phase. After the initial contraction or tightening of a muscle group, slowly relax the muscles, allowing them to gradually get loose and floppy. Do not hurry. The longer the relaxation phase, the more effective.

Start with your toes (most prefer to do this with shoes off). Bunch them up, curl them, both sides at the same time and with equal strength. Next contract and relax your calf muscles. Then do the same for the quadriceps (thigh) muscles. Some prefer to do the whole lower extremity at once, providing a massive sense of relaxation. Next, tighten your abdominal muscles and slowly relax them (letting your hands flop on your lap or on the arm of your chair). Then shrug your shoulders and slowly let them relax.

Last and very important is the fact "scrunch" where you tightly close your eyes, purse your lips, and wrinkle your forehead. Slowly relax your face and allow your jaw to drop and your mouth to open.

Practice this twice daily, 20 minutes each time, and slowly. DO NOT RUSH FROM ONE MUSCLE GROUP TO THE NEXT.

Be sure to get instructions before beginning these exercises.

Once you get the routine down, begin visualizing in your eye the muscle going from a bunched-up, contracted, tight state to a loose, long, floppy state.

# Relaxation Techniques

## RELAXATION IMAGERY

Imagining or visualizing is best done with the eyes closed, using the back of your eyelids as a TV screen. The first step in building your imagery is to visualize yourself relaxing in your chair or lounger, or on your couch or bed, while practicing muscle relaxation and breathing. In addition to visualizing your muscles changing from a tight, contracted state to a relaxed, loose state, imagine your total body going soft and sinking down into the chair, etc.

The next step is to visualize a relaxing scene, one that is pleasant and relaxing. Recall a favorite vacation place, see yourself relaxed, at ease, passively enjoying the scene. Try a variety of scenes, both with yourself in them and as seen by yourself, empty of people. Keep the scenes bland, free of movement (except for trees or water), and try to imagine the feel, sound, smell, and look of every aspect. Lose yourself in the scene, leaving behind the tensions of the present. A nature scene, e.g., a beautiful waterfall, a soft spring sky, waves rolling on a beach can all work well.

Next construct an image of a warming scene. See yourself on a sunny beach, working on a tan, gazing out at the sea...or sitting in front of a blazing fire...or soaking in a hot, relaxing tub...or resting under a snug, warm quilt.

As you feel yourself relaxing and warming, you will begin to experience a "pins and needles" sensation in your finger tips. The small blood vessels in your hands are beginning to dilate, to open up, and bring more warmth. The smooth muscles around the blood vessels are relaxing and loosening, and the blood vessels (capillaries) are getting wider and expanding. Visualize the smooth muscle relaxing around the blood vessels in your hands and fingers--visualize larger and larger amounts of warm blood moving through your hands and fingers. Feel the warmth. Say to yourself, "I can feel the blood rushing to my hands and fingers." Do the same with your feet and toes.

## HOMEWORK: USING A NEW WAY TO DEAL WITH STRESS

Your homework is to use one new method of dealing with stress every day until the next session. Complete each of the following items:

1) The method used is:

2) I used this method on the following dates:

---

---

---

---

---

3) **The results were:**

---

---

---

---

---

---

---

---

## VALUES EXERCISE

**Directions:** Listed below are a number of different things which you might value. Pick the 5 items which are the most important to you. You may add to the list if you wish. Next, number the five items which you choose in order of their importance. Place a "1" next to the most important item, a "2" next to the second most important item, and so on. The least important of the five items which you choose should get a "5."

- \_\_\_ TO PROVIDE A GOOD LIVING FOR MYSELF AND MY FAMILY
- \_\_\_ TO STAY PHYSICALLY HEALTHY
- \_\_\_ TO BE ACTIVE IN MY SPIRITUAL FAITH
- \_\_\_ TO EAT WELL
- \_\_\_ TO GO TO SCHOOL OR GAIN NEW SKILLS SO THAT I CAN  
IMPROVE ON THE JOB
- \_\_\_ TO MAINTAIN SOBRIETY
- \_\_\_ TO GET ALONG WITH MY PARENTS
- \_\_\_ TO GET ALONG WITH MY CHILDREN
- \_\_\_ TO GET AHEAD IN MY JOB
- \_\_\_ TO SAVE MONEY
- \_\_\_ TO TRAVEL
- \_\_\_ TO HAVE GOOD FRIENDS
- \_\_\_ TO GO AS FAR AS I CAN POSSIBLY GO
- \_\_\_ TO BE HAPPY AND CONTENT
- \_\_\_ TO LIVE HONESTLY
- \_\_\_ TO MAKE A LOT OF MONEY
- \_\_\_ TO FEEL SUCCESSFUL
- \_\_\_ TO HAVE A HAPPY MARRIAGE
- \_\_\_ TO BE CREATIVE

## HOMWORK: BEING YOUR OWN BEST FRIEND

---

1. Some of us say negative things to ourselves. Most of the time, this is a habit. To become more aware of the habit, write down what you say about yourself when you:

\* Drop something valuable and break it: \_\_\_\_\_  
\_\_\_\_\_

\* Spill something: \_\_\_\_\_

\* Lock yourself out of your car: \_\_\_\_\_

\* Lose something: \_\_\_\_\_

\* Lose your temper: \_\_\_\_\_

\* Make a mistake at work: \_\_\_\_\_

2. For the next week do not give yourself put-downs or make angry statements towards yourself. When you catch yourself saying something negative, say something positive instead. For example, if you make a mistake say, "That's not like me; next time I'll..." Talk to yourself as if you are your own best friend.

3. Fill this part out after the week is over. Ask yourself how you did as your own best friend. Think about yourself during the past week and check those items which were like you during that time.

\_\_\_\_\_ I was warm toward myself.

\_\_\_\_\_ I thought mostly about my good qualities.

\_\_\_\_\_ I said positive things about myself and my abilities.

\_\_\_\_\_ I encouraged myself when things got rough.

\_\_\_\_\_ I remained calm and encouraged myself to control my emotions.

\_\_\_\_\_ I gave myself good, positive advice.

\_\_\_\_\_ I valued myself in spite of my weaknesses.

\_\_\_\_\_ I praised myself when I did well.

## The ABCs of Emotions

Bill (a 42-year-old father) has put his 3-year-old son to bed for the night. Bill wants to get some paperwork done for his boss for tomorrow. Jeff (his son) has asked for water three times. Jeff has just gotten up again and wants more water.

<b>(A)</b> <b>Activating Event</b>	<b>(B)</b> <b>Belief or Thoughts</b>	<b>(C)</b> <b>Consequences</b>
Jeff wants more water.	"This kid is a brat." "Where's his mother anyway?" "He should be able to get his own water." "I never have a second alone." "Who does he think he is, anyway?"	Anger Yells Gets a drink Does not complete paperwork

## ABC's of Emotions – Self Analysis

### Example

This example will help you complete the following two exercises. These exercises are designed to use the ABC's of emotions to see how our beliefs can affect the consequences we experience. Read the example below and discuss it as a class.

*Larry and Kim had a date for 7:00 on Friday night. Kim was to meet Larry at his apartment, then they planned to go to a movie. At 7:00 Kim was not there, and she was still not there and had not called by 7:30. Larry began to get agitated. He thought he had been stood up. He thought about other situations in the past where he felt women had treated him poorly and began to get angry. He wondered if she was cheating on him, or if she wanted to break up. At 8:10 Kim called. Larry yelled into the phone "Where the hell are you?" Kim became angry at his tone and they began to argue. Kim explained that she had been delayed because she had a flat tire and had left her cell phone at home. She told Larry she changed the tire, went home to clean up and phone him, and get her cell phone.*

1. Activating Event: Kim was not at Larry's apartment at 7:00 as planned.
2. Belief: "She stood me up." "Maybe she is cheating on me." "She probably wants to break up." "Relationships suck."
3. Consequences: Larry became agitated and angry. When Kim called they had an argument.
4. Alternative Beliefs: "Something must have come up." "Maybe she had car trouble." "Maybe she had to work late."
5. Consequences Related to Alternative Beliefs: Larry may become concerned or worried. When Kim called he would be open minded to hearing what happened rather than wound up in his own speculation, jealousy and fear. They probably would not have argued, and the evening would have proceeded from there.



## ABC's of Emotions – Self Analysis

Now use the ABC's of emotions to explore a problem that happened to you recently. List the activating event in a neutral, unemotional way. Write just the facts. Investigate your beliefs about the situation and how these beliefs affected the consequences you experienced. Explore alternative beliefs and how the consequences may have been different as a result of these beliefs.

1. Activating Event:

2. Belief:

3. Consequences:

4. Alternative Beliefs:

5. Consequences Related to Alternative Beliefs:

# COMMUNICATION STYLES

## PASSIVE:

Examples of passive behavior are:

- ☒ Being afraid to make a decision
- ☒ Changing your mind constantly
- ☒ Backing down
- ☒ Withdrawing
- ☒ Over-apologizing
- ☒ Scape-goating

## AGGRESSIVE:

Examples of aggressive behavior are:

- ☒ Negative or snide remarks
- ☒ Jokes at the expense of others
- ☒ Interrupting others
- ☒ Finding fault in others
- ☒ Loud/boisterous behavior
- ☒ Not listening
- ☒ Invading personal space/privacy
- ☒ Physical aggressiveness

## PASSIVE/AGGRESSIVE:

Examples of passive-aggressive behavior are:

- ☒ Scape-goating (taking out anger on innocent people)
- ☒ Revenge
- ☒ Not taking responsibility for difficulties
- ☒ Pessimistic about the future
- ☒ Resentment against authority figures

## ASSERTIVENESS:

Examples of assertive behavior are:

- ☒ Expressing feelings without blaming others
- ☒ Being direct and calm
- ☒ Listening
- ☒ Exploring solutions which will benefit both self and others

## **A Bill of Assertive Rights**

In communication with others...

- ➡ I have the RIGHT to say "no" without feeling guilty.
- ➡ I have the RIGHT to say "I don't know."
- ➡ I have the RIGHT to make mistakes--and be responsible for them.
- ➡ I have the RIGHT to say "I don't understand."
- ➡ I have the RIGHT to change my mind.
- ➡ I have the RIGHT to judge my own behavior.
- ➡ I have the RIGHT to be responsible for the results of my behavior.
- ➡ I have the RIGHT to make no excuses for my behavior.

Likewise, in communication with me, other people have these same rights.

## PASSIVE, AGGRESSIVE, PASSIVE-AGGRESSIVE, or ASSERTIVE?

**Instructions:** Read each of the following scenarios. Decide whether the person discussed is being passive, aggressive, passive-aggressive or assertive. Write a "P" for passive, "AG" for aggressive, "PA" for passive-aggressive or "AT" for assertive in the blank provided.

\_\_\_\_\_ Jim is dating a woman named Ruth and has come to care a lot for her. One evening, Ruth invites him to a party. During the party one of Ruth's friends offers Jim cocaine. Jim does not want to use cocaine, but he accepts and pretends that he has used it before. Later, Jim regrets giving in to something he did not want to do.

\_\_\_\_\_ Recently, Beth has gained weight, and her husband Ben has been nagging her about it. One evening, Ben calls Beth "fat" in front of their friends. Beth reacts by making jokes about Ben's masculinity. The evening ends with both Ben and Beth calling one another vicious names. Their friends leave feeling embarrassed.

\_\_\_\_\_ Jeff and Terry recently bought a new home. For the last two nights a neighbor's stereo has been keeping them awake at night. Jeff goes to the neighbor's home and, in a friendly but firm tone of voice, tells the neighbor that the music has been keeping them up at night. He asks that the neighbor turn down the music after 9:00 p.m.

\_\_\_\_\_ Henry has not had a good Monday at work. Besides having a hangover, the forklift he was operating broke and his supervisor screamed it was his fault. Because he wants to keep his job, he says nothing but leaves work angry at his boss. When he arrives home, his wife mentions that the washing machine is making a funny sound. Henry snaps back at her saying, "You must have done something to it. You broke it, you get it fixed; I'm not your maintenance man!"

\_\_\_\_\_ Tony has had a lousy day. When he arrives home he finds that his wife has not cooked dinner. He becomes very angry and asks her why she can't even cook a simple meal.

\_\_\_\_\_ Jim's supervisor criticized him for something he did not do. In order to avoid problems, Jim apologizes, saying, "I'm sorry I was so stupid. I'll never let it happen again."

\_\_\_\_\_ Bob is at a party and wants to get to know other people. Reluctantly, he walks up to a group of people talking, stands closely, and waits for them to invite him into their conversation.

\_\_\_\_\_ One of Al's employees made a mistake which cost him over \$200. Al tells his employee that anyone with "half a brain" could do better. In a loud threatening voice he tells the employee, "You better get your act together and I mean quick!"

\_\_\_\_\_ Stella has become disgusted with her husband, Ted. He continuously drops his clothes on the floor beside their bed instead of in the laundry basket. To avoid confrontation, she has decided not to do any more of his laundry.

\_\_\_\_\_ Don and Ginger are having serious financial problems and have agreed to keep their spending down. Don comes home with three new shirts costing over \$100. Ginger asks Don for an explanation. She tells Don that he has broken their agreement to keep spending to a minimum and asks him to return the shirts to the store.

\_\_\_\_\_ Junior, who is just recently married, cannot understand why his wife, Susan, is so upset with him. For the third weekend in a row he has gone on fishing trips with the guys, leaving her at home with their new baby. Susan is now threatening to leave and go home to her mother. Junior, who does not feel up to another fight, storms out of the house tripping over the family dog who is taking a nap on the doorstep. Junior kicks the beloved pet hard enough to send her howling across the lawn.

\_\_\_\_\_ Betty has been waiting in line to purchase some new clothes. The salesperson has been carrying on a personal conversation for several minutes and seems to be ignoring her. Betty, in a voice loud enough to be heard, tells the clerk that she has been waiting several minutes and asks to be waited on now.

## DEALING WITH FEELINGS: WHAT DO I FEEL?

I feel EXCITED

I feel CONFIDENT

I feel CONTENTED

I am RELIEVED

I feel CHEERFUL

I am AMUSED

I feel WITTY

I feel BEAUTIFUL

I feel FASHIONABLE

I am HOPEFUL

I feel COURAGEOUS

I feel GOOD

I feel WONDERFUL

I feel NOBLE

I feel BOASTFUL

I feel FRIENDLY

I feel COURTEOUS

I feel RIGHTEOUS

I feel GRIEF

I feel HURT

I feel PRETTY

I feel DUTIFUL

I feel DISGUSTED

I am DISCONTENTED

I feel REGRETFUL

I feel AGGRAVATED

I feel DEJECTED

I feel WEARY

I feel RIDICULOUS

I am HOPELESS

I am AFRAID

I feel CAUTIOUS

I feel INDIFFERENT

I am SATISFIED

I feel MODEST

I feel HATEFUL

I feel RESENTFUL

I am JEALOUS

I feel WRONGED

I feel ACCUSED

I feel SELFISH

I feel GUILTY

I feel MISCHIEVOUS

I am UNDECIDED

I feel BAD

I feel FRUSTRATED

I am FLATTERED

I feel DISINTERESTED

I feel INNOCENT

I feel PURE

I feel WORTHY

I am TIRED

I feel LOST

I feel SEXY

I feel NON-ESSENTIAL

I am IMPATIENT

I feel AFFECTIONATE

I am IMPATIENT

I feel NAUSEATED

I feel SMOTHERED

I am SAD

I feel LONELY

I feel SMALL

I feel PAINED

I feel EMPTY

I feel CONDEMNED

I feel HUMILIATED

I feel CORNERED

I feel CHILDISH

I am MAD

I feel ANGRY

I feel SUSPICIOUS

I feel UP-TIGHT

I feel PUT-DOWN

I am NERVOUS

I feel STRANGE

I am HAPPY

I am THANKFUL

I feel SCARED

I am TIRED

I am SLEEPY

I feel LOVABLE

I feel CONFUSED

I am HUNGRY

## **Criteria For Positive Self-Statements**

- ▶ I must be **POSITIVE**
- ▶ Stated in the **PRESENT** tense
- ▶ Describe **YOU**, not someone else

## **Examples of Positive Self-Statements:**

I eat healthy foods.

I am a kind and loving person.

I handle my feelings well.

I am confident.

I feel comfortable with others.

I am in control of my time.



## SEVEN STEPS FOR GOAL SETTING

- STEP #1** - Choose an area for change or improvement.
  
- STEP #2** - Explain why this is important to you.
  
- STEP #3** - State your goal. (What would you like to accomplish?)
  
- STEP #4** - Write a positive self-statement to support the goal. (This statement should describe you as if you had already achieved the goal. It should be positive, in the present tense, and describe you--not someone else.)
  
- STEP #5** - List any obstacles. (Things that can get in the way of you achieving the goal.)
  
- STEP #6** - Identify solutions.
  
- STEP #7** - Write positive self-statements for solutions.

## ***SOME AREAS FOR PERSONAL GOALS***

Learning a new sport  
Improving skills with an old sport  
Losing weight  
Not smoking  
Listening to children  
Listening to wife/husband  
Mending an argument  
Getting a raise  
Learning to dance  
Budgeting money  
Improving physical appearance  
Managing time  
Learning something new at work  
Relaxing  
Reading  
Organizing  
Getting a new hobby  
Making a new friend  
Making suggestions at work or at home  
Complimenting others  
Getting enough sleep  
Spending time alone  
Spending time with children or wife/husband  
Stop drinking  
Not eating sweets/junk food  
Writing letters or keeping in touch  
Communicating love for family  
Going back to school

# ***Personal Goal Sheet***

Your task is to set a goal for yourself. Choose something that is important to you personally. Complete items 1-7 and sign your name to make a commitment to achieve your goal.

1) Area chosen: \_\_\_\_\_

2) Why it is important to me: \_\_\_\_\_

\_\_\_\_\_

3) My goal is: \_\_\_\_\_

\_\_\_\_\_

4) My positive self-statement is: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5) Some obstacles are: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6) Solutions are: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7) Positive self-statements for solutions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# EXCUSES FOR DWI/Drug Arrests:

## EXCUSES FOR 1st DWI/Drug Arrest:

- 1) \_\_\_\_\_  
\_\_\_\_\_
- 2) \_\_\_\_\_  
\_\_\_\_\_
- 3) \_\_\_\_\_  
\_\_\_\_\_

## EXCUSES FOR 2nd DWI/Drug Arrest:

- 1) \_\_\_\_\_  
\_\_\_\_\_
- 2) \_\_\_\_\_  
\_\_\_\_\_
- 3) \_\_\_\_\_  
\_\_\_\_\_

**\*\*NOTE:** If you have had more than 2 DWI/Drug Arrests, fill out this form for your next to last and last DWI/Drug Arrests.

# THE FUNCTIONAL ALCOHOLIC

**1. *The functional alcoholic DOES NOT NECESSARILY:***

Drink a large amount  
Have hangovers  
Miss a lot of work  
Drink during the day, or even during the week  
Drink every day, week, or month  
Look bleary-eyed  
Have slurred speech or stagger  
Get unpleasant or belligerent with other people  
Drink in the morning  
Become physically abusive  
Become verbally abusive  
Crave a drink  
Show up late for work  
Have any kind of withdrawal symptoms  
Get a DWI  
Ever look drunk  
Have blackouts  
He/she doesn't look like an alcoholic

**2. *The functional alcoholic is a: husband, wife, doctor, lawyer, etc.***

**3. *The functional alcoholic does not necessarily get drunk every time he/she drinks.***

**4. The functional alcoholic DOES have personal problems that are caused by or related to the use of alcohol, such as:**

Social problems	Emotional problems
Self-esteem problems	Sleep problems
Financial problems	Legal problems
Sexual problems	Spiritual problems
Thinking problems	Employment problems
Mood problems	Family problems
Relationship problems	Health problems
Flash anger problems	

**5. The family might notice that their functioning alcoholic MAY:**

- ☐ Drink the first couple of drinks quite rapidly, but that isn't such a big deal, is it?
- ☐ Fix a drink first thing upon arriving home to relax, to calm down after a hard day; it seems to be an innocent enough ritual.
- ☐ Require a drink before dealing with any family problems, i.e., Johnny's report card, washing machine breakdown, Aunt Matilda coming to visit, etc.
- ☐ Consume a "drink or two" more, even after others have quit.
- ☐ Have a ritually important night-cap "in order to sleep."
- ☐ Frequently seem unable to have just one or two drinks, but doesn't seem to get really "drunk."
- ☐ Show discomfort in situations where no alcohol is available, i.e., avoids restaurants where no liquor is served.
- ☐ Avoid any activity where there is no chance of a drink.
- ☐ Make an excuse to leave early where the alcohol flow is moderate, even though others are having a good time.
- ☐ "Draw a blank" about events which occurred while drinking, which would normally be remembered (blackouts).

- ☐ Explain his/her drinking, even though no one asked.
- ☐ Make a big deal out of not drinking for a few days, weeks, or even months.
- ☐ Make promises that are not kept.

**6. *The functional alcoholic MAY miss work, at first sporadically, because of:***

The 24-hour flu (especially popular on Monday)

- |                     |                          |
|---------------------|--------------------------|
| Sinus headaches     | Food poisoning           |
| "Allergy flare-ups" | Minor accidents          |
| Upset stomach       | Severe illness in family |
| Death in family     | Cramps                   |
| Back pain           | Bad cold                 |
| Migraine            | Car trouble              |
| Toothache           |                          |

Illnesses that are often related to excessive use of alcohol but provide legitimate excuses in themselves, i.e., ulcers.

**7. *The functional alcoholic may have the family convinced that THEY are the cause of symptoms, such as:***

- ☐ Disinterest in family projects, home repairs, gardening, meal preparations, kids' school work, going out, or staying home
- ☐ Irritability ("throwing a fit") over trivial things or argumentativeness
- ☐ Aloofness or sarcasm
- ☐ Ever-wider mood swings--super happy or very down
- ☐ Melancholy and/or extremes of anxiety
- ☐ Forgetfulness, i.e., appointments not kept, errands not done
- ☐ Disinterest in sex or an aggressive attitude toward sex
- ☐ Spending more time alone
- ☐ Any change in personal appearance, weight loss, or weight gain

- ☐ Skipping meals or picking at food
- ☐ Annoyance over or evasion of any discussion of his/her drinking
- ☐ Complaints over the use or lack of money
- ☐ Procrastination
- ☐ Becoming more and more withdrawn and isolated

And, still, none of these signs may seem to be directly connected to excessive drinking. There are always other explanations, such as the death of a friend or relative, job pressure, health problems, divorce or separation, "passages."



## "FAMILY RULES"

(Identify the family you grew up in by circling the most accurate number.)

HEALTHY

NOT HEALTHY

	VERY HEALTHY		A LITTLE HEALTHY		NOT SURE -- A LITTLE OF BOTH		A LITTLE UNHEALTHY		VERY UNHEALTHY	
Children are free to talk about all subjects	1	---	2	---	3	---	4	---	5	Many subjects are taboo (kept secret)
Children are free to express inside feelings	1	---	2	---	3	---	4	---	5	Do not share inside feelings
All feelings are O.K.	1	---	2	---	3	---	4	---	5	Only "certain" feelings are O.K.
Individual differences accepted	1	---	2	---	3	---	4	---	5	Children must conform
Family atmosphere is relaxed (comfortable)	1	---	2	---	3	---	4	---	5	Atmosphere is tense (uncomfortable)
Family faces and works through stress	1	---	2	---	3	---	4	---	5	Family avoids dealing with stress
Children are faced with few "shoulds" (should do this/should do that)	1	---	2	---	3	---	4	---	5	Children are faced with many "shoulds"
Each child is responsible for his/her own action	1	---	2	---	3	---	4	---	5	Parents try to control the responsibility of the child (often using criticism, punishment, shaming)
The child is more important than what he/she does	1	---	2	---	3	---	4	---	5	The child's action is more important than the person they are

## "FAMILY ROLES"

ROLE	CHIEF ENABLER	HERO	SCAPEGOAT	LOST CHILD	MASCOT
WHAT YOU SEE:	Hostility Martyrism	Over-Achiever Hard Worker Very Responsible	Hostility Defiance Responsible Angry	Independence Anger Passive	Immaturity Fragility Aloofness Clown Cuteness
WHAT THEY FEEL:	Hurt/Anger Guilt & Low Self-Worth	Inadequacy Loneliness Guilt	Rejection Hurt & Guilt	Unimportant Loneliness	Fear Anxiety Confused
TRY TO BRING TO A TROUBLED FAMILY:	Responsibility	Worth	Distraction	Relief	Fun and Humor
WHAT DEFENSES THEY USE:	Deny problem; super serious; cries	Excel in school; does "right"; Self-pity; Inconsistency	Gets into trouble; Breaks the law; Struggles to succeed	Withdraws; Avoids any stress rules	Hyperactivity Clowning; Distracting
WITHOUT HELP:	Fears "going crazy"; Cannot make decisions	Marries dependent person; Workaholic; Prone to heart attacks; Never wrong	Trouble in school; Prison; Drugs; Youth cults	Often dies at early age; no zest for life; Sexual identity problems	Ulcers; clown Marries hero for care
WITH HELP:	Insides match outsides,	Accepts failure; Makes good decisions.	Accepts responsibility; Responsible for self.	Talented, Creative, Imaginative, Good counselor, Courageous	Takes care of self; Fun to be with; Sense of humor.

## **BENEFITS OF SUPPORT GROUPS**

1. Fulfill our need for affiliation.
2. Provide the opportunity for sharing common problems and experiences.
3. Offer alternative solutions to problems and assist us in the problem-solving and decision-making process.
4. Provide us with encouragement for change.
5. Increase our communication skills.
6. Encourage us to be honest with ourselves and others.
7. Offer us a sober environment to meet and interact with others.
8. Many support groups, such as AA, offer a structured, step-by-step program for recovery.
9. Increase self-awareness through feedback from others.
10. Encourage self-evaluation and growth.
11. Develop a sense of self-esteem.
12. Increase our knowledge of our problem(s).
13. Increase our feelings of self-worth.
14. Let us know that we are not alone--that others have the same problem and that others sincerely care about us.
15. Assist us in restoring balance and serenity.

**TWELVE SUGGESTED STEPS OF  
ALCOHOLICS ANONYMOUS:**

1. We admitted we were powerless over alcohol - that our lives had become unmanageable
2. Came to believe that a power greater than ourselves could restore us to sanity
3. Made a decision to turn our will and our lives over to the care of God as we understood Him
4. Made a searching and fearless moral inventory of ourselves
5. Admitted to God, to ourselves and to another human being the exact nature of our wrong
6. Were entirely ready to have God remove all these defects of character
7. Humbly asked Him to remove our shortcomings
8. Made a list of all persons we had harmed, and became willing to make amends to them all

**TWELVE REWARDS TO THE  
TWELVE STEP PROGRAM:**

1. Hope instead of desperation
2. Faith instead of despair
3. Courage instead of fear
4. Peace of mind instead of confusion
5. Self-respect instead of self-contempt
6. Self-confidence instead of helplessness
7. The respect of others instead of their pity and contempt
8. A clean conscience instead of a sense of guilt.

- |     |   |     |   |
|-----|---|-----|---|
| 9.  | Made direct amends to such people wherever possible, except when to do so would injure them or others   | 9.  | Real friendships instead of loneliness.                                       |
| 10. | Continued to take personal inventory and when we were wrong promptly admitted it  | 10. | A clean pattern of life instead of a purposeless existence                    |
| 11. | Sought through prayer and meditation to improve our conscious contact with God, as we understood Him, praying only for the knowledge of His Will for us and the power to carry that out | 11. | The love and understanding of our families instead of their doubts and fears. |
| 12. | Having had a spiritual awakening as the result of these steps, we tried to carry this message to alcoholics and to practice these principles in all our affairs                         | 12. | The freedom of a happy life instead of the bondage of an alcoholic obsession  |

## HOMEWORK ASSIGNMENT "MY EXPERIENCES AT AA"

Your homework assignment is to attend at least two AA meetings during the next week. The items below will help you look at your experiences at AA more closely. Complete each item and return this sheet during the next class session.

A. I attended AA on the following dates:                      First name & phone # of AA contact:


B. In the space below describe your feelings and thoughts about the AA meetings which you attended. Be specific! What did you like best? What did you like least? How did you feel about being there?

C. Do you intend to go back to AA? Why, or why not?

## Seemingly Irrelevant Decisions Worksheet

Describe a situation when you made a decision that did not seem that important at the time which turned out to have grave consequences. This situation can involve work, family, financial situations, addiction and recovery, or any other sphere of life.

**Seemingly Irrelevant Decision** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Consequences** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Thinking Report Worksheet

A thinking report is a tool to help us recognize thinking errors, avoid problems that would stem from them, and learn new ways of thinking and new ways of coping based upon the new thought processes. This report will help identify the situations that are causing problems for us, recognize our thoughts and feelings about those situations, and the attitudes and beliefs behind our thinking. Fill out the following thinking report on a situation that has recently happened to you that led to a problem in your life.

**Situation** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Thoughts about the situation** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Feelings about the situation (largely based upon our thoughts)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attitudes and Beliefs behind these thoughts** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Thinking Report Worksheet---HOMEWORK

A thinking report is a tool to help us recognize thinking errors, avoid problems that would stem from them, and learn new ways of thinking and new ways of coping based upon the new thought processes. This report will help identify the situations that are causing problems for us, recognize our thoughts and feelings about those situations, and the attitudes and beliefs behind our thinking. Fill out the following thinking report on a situation that has recently happened to you that led to a problem in your life.

**Situation** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Thoughts about the situation** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Feelings about the situation (largely based upon our thoughts)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attitudes and Beliefs behind these thoughts** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## TEN WARNING SIGNS OF RELAPSE

1. **EXHAUSTION** - Allowing yourself to become overly tired or in poor health
2. **DISHONESTY** - This usually begins with little lies with fellow workers, friends, and family, then come important lies to yourself. You may begin making up excuses for missing meetings or counseling sessions or for going into situations which threaten your sobriety.
3. **IMPATIENCE** - Things are not happening fast enough for you.
4. **MORE FREQUENT NEGATIVE MOODS AND EMOTIONAL OVER REACTIONS** - Feeling overwhelmed by anger, depression, frustration, guilt, loneliness, or boredom
5. **SELF-PITY** - Asking yourself, "Why do these things always happen to me?" "Why do I have to have the alcohol problem?" -or- "No one appreciates me."
6. **COMPLACENCY** - You begin letting up on routines of sobriety because everything is going well. More relapses occur when things are going well than otherwise.
7. **ISOLATION** - You begin to isolate yourself rather than deal with the challenges of being with others. This may come when you're doing well ("I don't need anybody now") or when you are doing poorly ("If only they knew!") The result is loneliness, which makes you ripe for relapse.
8. **AVOIDING PROBLEMS** - Problems seem to get worse because you are avoiding them.
9. **HOPELESSNESS** - You begin to feel unable to change your life. You think about the "good old times" when alcohol provided quick relief from your problems.
10. **IGNORING ADVICE/SUGGESTIONS FROM OTHERS** - A feeling that you have all the answers. No one can tell you anything. You ignore suggestions and advice from others.

## DRINK REFUSAL ROLE PLAYS

Often an individual's sobriety fails due to an inability to deal with peer pressure. The following is a list of ten common situations that involve peer pressure. Role-playing some of these situations will help you learn the skills needed to handle these problems if they arise. Please read the list and pick three which you would like to see role played.

1. Someone tells you, "You were more fun when you were drinking and smoking dope!"
2. You are at a party where everyone is drinking; the guy giving the party asks you what you want to drink.
3. At the fifteenth annual reunion of your family, your uncle taps the keg and offers you the first cold one.
4. It is the middle of August and you have spent the last twelve hours working on your '57 Chevy trying to get it to run. It is still not working right. At 11:30 pm or so you are sitting on your front porch trying to cool off. A carload of your friends stops by and offers you a beer.
5. You are at a bar and someone sends a drink over to you.
6. You are meeting new people who don't know you don't drink.
7. You are at your sister's 30th birthday party; in the backyard of her house she hands you a joint and says "I love you bro, thanks for being here". To add to the pressure, there is nothing else to do since the barbeque has not finished cooking.
8. You have just spent 10 hours working construction in the hot July sun. Six of you are riding back to town in the back of your boss' truck. He stops at Circle K, buys two cold six packs and tosses a can of beer to you.
9. "Mr. Right Now" picks you up at the Serenity Group annual dance and fundraiser. You like each other right away, go to his place, start to get close and he offers you some coke, "Really good stuff," he says.
10. You are eating at a hamburger joint with some friends and when you get back from the restroom you find that they have bought you a beer to go with your burger and fries.

## THE NINE STEPS OF ACTION PLANNING

**STEP #1: Identify the problem** - This step involves deciding exactly what the problem is. The problem should be written in brief, yet specific, terms. The problem should be your own, not someone else's.

**STEP #2: Long-range goal** - This is just the reverse of the problem. It is a statement of how you would like things to be. It is always stated as a positive.

**STEP #3: Positive affirmation** - This is a written statement of how you look and feel, as if the goal has already been reached.

**STEP #4: Describe forces for and against reaching the goal** - In simple terms, this is a list of those things which will help you reach the goal and of those which will stand in the way.

**STEP #5: Identifying the first short-range goal** - (First Success) Short-range goals are the stepping stones towards the larger one written at Step #1. A useful question is to ask yourself, "What will I have to achieve by one month (any specified time frame will do) in order to meet my long-range goal?" The short-range goal needs to be specific, related to the long-range goal, and you must be able to see the results once it is achieved.

**STEP #6: Taking action** - This involves listing the activities and/or actions that you will take to reach the short-range goal.

**STEP #7: Getting help** - In this step you will describe who will help and how. Also, list any persons with whom you will share the plan.

**STEP #8: Back-up plan** - This is a plan which you can turn to if the first one fails. By having a back-up plan available, you will have fewer setbacks.

**STEP #9: The next step** - In this step you write the next short-range goal and list the actions that will be required to reach it.

## **GEORGE WILLIAMS**

George Williams is 34 years old. He has been drinking heavily for 6 years. Recently, George admitted that he is an alcoholic and began attending A.A.

George is married and has two children: a 10-year-old boy and a 7-year-old girl. He has been married for 12 years.

Although George has quit drinking, he still has serious problems with his wife. He says that she doesn't seem to understand what he has gone through and seems to "pick at" everything he does. Although he understands why she is resentful, he just wishes she would forgive and forget.

George feels that he must deal with his problems with his wife soon. He is afraid that if the situation doesn't get better he will start drinking again.

With the help of the instructor and other class members, complete an Action Plan for George.

## MY PERSONAL ACTION PLAN

**DIRECTIONS:** Fill out this personal action plan following the instructions given in class. If you need help, raise your hand, and the instructor will help you.

- 1) Describe the problem in one sentence.
  
  
  
  
  
  
  
  
  
  
  
- 2) Set a long-range goal. How would you like it to be in six months? (Be sure to be as positive and be as specific as you can.)
  
  
  
  
  
  
  
  
  
  
  
- 3) Write a positive affirmation.
  
  
  
  
  
  
  
  
  
  
  
- 4) a) What will push you towards making the changes needed to meet this goal?  
  
  
  
  
  
  
  
  
  
  
- b) What will stand in your way?

- 5) What is the first step towards meeting this goal? (What would it have to be like in one month in order for you to meet your six-month goal?)
  
- 6) What will you do in the next month in order to achieve this first step? (This should include participation in AA or some other self-help group, participation in counseling, or entering a treatment program.)
  
- 7) Who will help you and what will they do?
  
- 8) What will you do if this plan doesn't work?
  
- 9) What will be the next step if this plan does work?

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_

## FINAL ACTION PLAN

**Directions:** Please review your Action Plan and make any needed changes. Consider any suggestions from other class members, friends, family members, and the instructor. Think through your plan very carefully--it will be an important part of your recovery. During the Exit Interview your instructor will discuss the plan with you and approve it or negotiate additional changes with you. This plan will then become your plan for the rest of your probation supervision.

- 1) Describe the problem in one sentence.
  
  
  
  
  
  
  
  
  
  
- 2) Set a long-range goal. How would you like it to be in six months? (Be sure to be as positive and be as specific as you can.)
  
  
  
  
  
  
  
  
  
  
- 3) Write a positive statement.
  
  
  
  
  
  
  
  
  
  
- 4)
  - a) What will stand in your way?
  
  
  
  
  
  
  
  
  
  
  - b) What will push you towards making the changes to meet this goal?



- 5) What is the first step towards meeting this goal? (What would it have to be like in one month in order for you to meet your six-month goal?)
  
  
  
  
  
  
  
  
  
  
- 6) What will you do in the next month in order to achieve this first step?
  
  
  
  
  
  
  
  
  
  
- 7) How will you get help?
  
  
  
  
  
  
  
  
  
  
- 8) What will you do if this plan doesn't work?
  
  
  
  
  
  
  
  
  
  
- 9) What will be the next step if this plan does work?

(DETACH AND TURN IN TO YOUR INSTRUCTOR)

DATE: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_

**PROGRAM EVALUATION**

Looking back on the past 15 weeks of this program, please rate each item in terms of its helpfulness to you. Rate each item from 1 (**NOT** helpful at all) to 7 (**VERY** helpful). Make your rating by placing a mark along the line which best describes your feelings about that item.

A. LECTURES

	1	2	3	4	5	6	7	
Not helpful at all								Very helpful

B. VISUAL AIDS

	1	2	3	4	5	6	7	
Not helpful at all								Very helpful

C. VIDEOS

	1	2	3	4	5	6	7	
Not helpful at all								Very helpful

D. HANDOUTS

	1	2	3	4	5	6	7	
Not helpful at all								Very helpful

E. HOMEWORK

	1	2	3	4	5	6	7	
Not helpful at all								Very helpful

F. GROUP DISCUSSIONS

	1	2	3	4	5	6	7	
Not helpful at all								Very helpful

G. MEETINGS WITH INSTRUCTOR

	1	2	3	4	5	6	7	
Not helpful at all								Very helpful

COMMENTS: