

## **MODULE 1**

# **Recovery Strategies**

Enhanced Illness Management and Recovery

**66**For me a better life quality includes a balance of good health, both physical and mental, spiritual growth through worship and fellowship, a challenging, rewarding job and meaningful social, personal and familial relationships. Recovery is a journey, not a destination. For me, recovery is a state of being; a feeling of sustainable wellness and continuous growth.**99** 

— JOHN C., writer, sculptor, designer in recovery from co-occurring disorders

# **Questions** to get us started:

What does recovery from mental illness mean to you?

What does recovery from substance use problems mean to you?

Based on what recovery means to you, what changes would you like to make in your life?

How can you make those changes?

# We will cover **5 topics** in this Module:

#### Topic 1:

What is Recovery and What Helps People in the Recovery Process?

#### Topic 2:

Exploring Changes You Would Like to Make in Your Life, PART 1

#### Topic 3:

Exploring Changes You Would Like to Make in Your Life, PART 2

### Topic 4:

Identifying a Personal Recovery Goal and Making Plans to Achieve it

### Topic 5:

Following Up on Your Goal and Solving Problems

# Reminder, set an **Agenda:**

- It is helpful to set an agenda for each session with your practitioner. Here is an example below for each Enhanced IMR session:
- 1. Review the last session
- Check in on progress in specific areas. This checklist may be different each time.
- 3. Learn information about a new topic
- 4. Summarize session and decide on home practice

# **Topic 1** What is Recovery and What Helps People in the Recovery Process?

This handout is about Recovery Strategies. In it, you will learn to define recovery in your own terms. You will also explore different parts of your life to identify areas you'd like to improve. We'll start by looking at what recovery means— in substance use and in mental illness.

This session will introduce two important subjects to help you start creating your own recovery plan:

Understanding recovery

Woving forward in the recovery process

Each of these ideas will be described in detail throughout this topic. We encourage you to discuss these topics with your E-IMR practitioner, or with other group members. Talking about topics can improve your understanding and your confidence for using the information in your life.

## Understanding recovery

There is no "correct" definition of recovery from mental illness or recovery from substance use problems. Each person can define recovery in their own way—for both mental health and substance use issues. Some people think of recovery as a process, while others think of it as a goal or an end result. Some people focus on the positive effects recovery brings to their lives. To them recovery means, "living the kind of life I want," or "living a happy, healthy life." TOPIC1 What is Recovery and What Helps People in the Recovery Process?

Here are some more examples of how people have defined recovery:

"Recovery from mental illness is not like recovering from the flu. It's about recovering your life and your identity."

"Being in recovery from substance abuse means recognizing the negative effects alcohol and drugs have had on you and your loved ones, and making a choice not to use in order to reclaim your life."

"Recovery for me is having good relationships and feeling connected to others. It's about enjoying life."

"For me, recovery is having a job and living in my own apartment."

Let's Talk About It

Do any of these definitions strike a chord with you?

Which examples describe what is important to you?



For many people, being in recovery means having your symptoms well managed, so that you can enjoy life and cope with the daily highs and lows it brings. Here are some more examples of how different people look at recovery from substance use and mental health problems:

"Recovery is knowing that you can't control your own drinking and drugging, and that you have to stop. That's when my life really began."

"I will know I have recovered when I am not hospitalized anymore."

"To me, recovery means more than simply not drinking. It's about being healthy—taking care of my physical and my mental health. Without that, I know I'm just a 'dry drunk.' I'm not living a healthy life yet."

"Recovery means having more important things to do than just focusing on your problems: it's a sense of purpose, or something you want to accomplish."

#### Let's Talk About It

•••

Do any of these aspects of recovery have special meaning for you?

In what ways are recovery from mental illness and recovery from substance use problems the same? How are they different?

What does recovery from each type of problem mean to you?

# Moving forward in the recovery process

People use a variety of different strategies to help themselves in the recovery process. You probably already do things that help you in recovery. Read through the following examples of recovery strategies to learn what others have done.

#### Develop a social support system

"It helps me to have friends and family I can do things with and talk things over with. Sometimes I have to work on these relationships and make sure I stay in touch."

# Have friends and family who don't use substances

"I've found it's important to have people in my life who don't drink or use drugs. Spending time with them gives me something better to do than to use substances."

#### Stay active

"The more I do to stay active during the day, the better things go. I make a list each day of what I want to do, including both fun things and work things."

#### Express creativity

"I like to write poetry. It's a way of expressing my emotions and putting my experiences into words. It's very satisfying. Sometimes I share my poetry with others. I like to read other people's poems, too."

### Be involved in self-help programs for mental health, substance use problems, or both

"I belong to a support group for people with psychiatric symptoms. I feel comfortable there. Everyone understands what I am going through. They also have good ideas for solving certain problems."

"I go to Alcoholics Anonymous (AA) meetings. I feel good when I go there because people know me and support me. Everyone at AA meetings has had problems drinking, so I know I'm not alone."

"I found a Dual Recovery Anonymous (DRA) group that I really like and helps me. Being able to share my experiences openly with other people with mental illness and substance use problems has been a huge relief. Even more important has been supporting and helping others with similar problems."

Examples continued on next page...

TOPIC1 What is Recovery and What Helps People in the Recovery Process?

#### Be aware of the environment and how it affects you

"I concentrate much better in a quiet environment. When things get noisy, I get distracted and get irritable. I like to seek out quieter places with fewer people involved."

#### Maintain physical health

"I try to eat healthier foods, like more fruits and vegetables, and exercise most days. It makes me feel better, both physically and mentally. When I eat junk food or don't get any exercise, I feel sluggish and don't think as clearly."

#### Be in touch with spirituality

"Expressing my spirituality is essential to me. I belong to a church, but I also find spirituality in meditation and yoga."

#### Make time for fun

"I need time for leisure and recreation. I can't work all the time, and using substances isn't good for me. My partner and I like to see a movie every Friday night. We take turns picking out what we will watch."

#### Connect with nature

"Going to the woods, a park, a lake, or the ocean makes all the difference in the world to me. I feel calm, and at one with everything around me peaceful. Spending time in nature on a regular basis both relaxes me and re-energizes me."

#### Follow through with treatment choices

"I have chosen treatment that includes a stress management group, supported employment, and taking medication. Following through on these things makes me feel strong, like I can handle my daily challenges." TOPIC1 What is Recovery and What Helps People in the Recovery Process?



## Make it Your Own

Strategies that Help People with Recovery

The list below describes strategies that help people with recovery. Review the list with your E-IMR practitioner. Check the strategies you are already using, and the ones you would like to develop further.

Recovery Strategy	l already use this strategy	l would like to try this strategy or develop it further
Develop a social support system		
Have friends and family who don't use substances		
Stay active		
Express creativity		
Be involved in self-help programs for mental health		
Be involved in self-help programs for substance use problems		
Be involved in self-help programs for both substance use and mental health together		
Be aware of the environment and how it affects you		
Maintain physical health		
Be in touch with spirituality		
Make time for fun		
Connect with nature		
Follow through with treatment choices		



### Let's Talk About It

Which strategies do you already use? Which ones would you like to try? What step could you take in the coming week to develop a new recovery strategy? When and where would you like to take that step? What resources or information do you need to take this step? Is there someone who could help you take this step?



Create a Plan for New Recovery Strategies

Using your answers in the Let's Talk About It activity on page 7, pick a new recovery strategy to try. Then, fill in the steps below to make a plan to try this new recovery strategy.

My plan for putting a recovery strategy into practice:

TOPIC1 What is Recovery and What Helps People in the Recovery Process?

## **Home Practice**

What is Recovery and What Helps People in the Recovery Process?

Choose one of the following options to practice or make one up.

#### **OPTION 1:**

Take a step in your plan to try a new recovery strategy.

#### OPTION 2:

Share with a friend or family member what recovery from mental illness and recovery from substance use mean to you. Get the other person's viewpoint. Do they think recovery from mental illness and recovery from substance use problems are different? Make a plan for home practice this week:

What I will do

When

Where

With whom

TOPIC1 What is Recovery and What Helps People in the Recovery Process?



# Topic 2

Exploring Changes You Would Like to Make in Your Life, PART 1

In Topic 1, you learned different viewpoints for defining recovery from mental health and substance use problems. You also talked about what recovery from these disorders means to you. As you continue working towards your own personal recovery, it's important to decide which changes you would like to make in your life. Based on the changes you want to make, you can set goals, and figure out steps for achieving your goals.

This session will introduce two important subjects to help you explore which changes you would like to make in your life:

<sup>2</sup> Understanding what's important to you

How satisfied are you with different areas of your life?

Each of these subjects will be described in detail in this session. We encourage you to discuss these topics with your E-IMR practitioner, or with other group members. Talking about topics can improve your understanding and your confidence for using the information in your life.

# Understanding what's important to you

Knowing what is important to you and the things that you value in life can help you decide which areas of your life you would like to make changes in. It may take you some time to figure out how you would like your life to be different. The information in this handout can help.



Imagine how your life would be different if you didn't have any of the mental health or substance use problems you have experienced.

What would you be doing that you're not doing now?

How would areas of your life such as work, school, close relationships, or things you do for fun be different?

# How satisfied are you with different areas of your life?

As you figure out what changes you want to begin making, it can help to review different areas of your life. The questions in the next few pages of this topic will help you do this. As you examine each life area, consider the following questions:

- What do I like about my life in this area? What is going well in this area?
- What do I not like about this area in my life? What is not going well in this area?
- Overall, am I satisfied or dissatisfied with how things have been going in this area of my life?
- How would I like things to be different in this area of my life?

With your E-IMR practitioner, first read through and discuss the description of each life area on the following pages.

On pages 17-18 you will find the **Satisfaction with Areas** of **My Life Worksheet**, which lists 14 life areas in total. After you discuss each life area, you can turn to the worksheet and mark how satisfied you are with this life area, and make notes about what you'd like to change in this area. In this session, we will cover the first 7 items on the worksheet. The remaining areas (items 8 to 14) will be covered in our next session.

Please remember to bring the Satisfaction with Areas of My Life Worksheet with you to the next session.

## **KEY POINT**

Understanding your satisfaction with life and areas that are important to you is the first step in making changes that will improve your recovery.

## **1. Friendships**

Think about the friends you have had in your life—when you were younger, as you grew up, and as an adult. Think of old friends and new friends, co-workers, neighbors, people you know from a program, and people you have used alcohol or drugs with.

- What kind of friends do you have now?
- What do you do together?
- In what ways would you like your friendships to be different?

#### How satisfied are you with your friendships? Are there changes you would like to make?

Write your answers on page 17.

## 2. Family Relationships

Think about your parents, siblings, children, grandparents and other extended members of your family. Consider how often you see individual family members and how often you get together as a group.

- What kinds of things do you do when you get together with family members? Do you get along, or argue?
- Who in your family would you like to see more often? What are the barriers to seeing them?
- What has happened in the past that caused tension, or made it hard for you to get together with family members?
- In what ways would you like your family relationships to be different?



How satisfied are you with your family relationships? Are there changes you would like to make?

## **3. Close Relationships**

(Intimate)

Close, intimate relationships are usually relationships in which you share your innermost thoughts and feelings. These relationships often involve physical intimacy, including sex. Examples of close, intimate relationships include a spouse, boyfriend, or girlfriend.

Have you had close, intimate relationships in the past?

#### If yes:

Were your relationships satisfying, or were there lots of problems?

Did you feel respected by your partner?

Do you have any close, intimate relationships now?

#### If yes:

Is this relationship satisfying, or are there lots of problems?

Do you feel respected by your partner?





How satisfied are you with your close, intimate relationships? Are there changes you would like to make?

Write your answers on page 17.

## **4. Living Situation**

Think about where you currently live, whether it is alone or with others. Consider how much privacy you have, how much control you have over your life, and the quality of the conditions where you live.

- What do you like about where you live? What don't you like about where you live?
- Have you liked certain places where you lived in the past more than where you live now? What did you like more about those places?
- In what ways would you like your living situation to be different?



### How satisfied are you with your living situation? Are there changes you would like to make?

## 5. Finances

People need to have enough money to pay rent, and buy food and other essentials. It can also be important to have money to spend on children, dates, or travel. Problems with money can make it hard to get by, and can cause problems with family relationships.

- Do you have enough money to meet your daily needs, such as rent, food, transportation, and other essentials?
- Do you have money to spend on children or other people who are important to you?
- Do you have enough extra money for yourself and things you like to do?
- In what ways would you like your money situation to be different?

Ż

How satisfied are you with your financial situation? Are there changes you would like to make?

Write your answers on page 17.

## 6. Work

Think of paying jobs you have had in the past, or that you currently have. You may have had different types of jobs, used different skills, or worked part-time or fulltime. Having a job means working regularly for someone who depends on you, and pays you competitive wages for your work.

- What kinds of jobs have you had in the past?
  - What was your most interesting job?
  - What job paid the best?

What did you like doing when you worked?

What did you NOT like doing on your jobs?

- What were some advantages of working?
- Were there any disadvantages of working? If so, what were they?
- In what ways would you like your work situation to be different?



#### How satisfied are you with your work? Are there changes you would like to make?

## 7. Education

Having a certain educational level can be important to getting the kind of work you are most interested in. Examples of educational achievements include: having a high school diploma, a college degree, a master's degree, or a certificate in a specialty area (such as auto mechanics, cooking, or childcare). Having a degree can also make you feel good about yourself—like you have accomplished something.

- What kind of education have you already received?
- Would you like to get more education, such as completing a degree, a higher degree, or a special certificate?
- In what ways would you like your education level to be different?



How satisfied are you with your education? Are there changes you would like to make?



## Make it Your Own

Satisfaction with Areas of My Life Worksheet - Items 1-7

Based on your discussion of the different areas of your life, complete the following worksheet for items 1-7 below. You will complete items 8-14 in the next session. Please remember to bring this handout to your next session.

Area of my life	l am not satisfied with this area of my life	l am moderately satisfied	I am very satisfied	What do I want to change in this area? (My future hopes)
1. Friendships				
2. Family relationships				
3. Close (intimate) relationships				
4. Living situation				
5. Finances				
6. Work				
7. Education				

Remember to bring your whole Satisfaction with Areas of My Life Worksheet to your next session. This includes the items you have completed today (1-7) as well as the ones you will complete in your next session (8-14).



## Make it Your Own

Satisfaction with Areas of My Life Worksheet - Items 8-14

Based on your discussion of the different areas of your life, complete the worksheet for items 8-14. Please remember to bring this handout to your next session.

Area of my life	l am not satisfied with this area of my life	l am moderately satisfied	l am very satisfied	What do I want to change in this area? (My future hopes)
8. Physical health				
9. Fun activities/hobbies				
10. Creative expression				
11. Religion, spirituality, and nature				
12. Community involvement				
13. Mental health				
14: Substance use				

Remember to bring your whole **Satisfaction with Areas** of **My Life Worksheet** to your next session.

## **Home Practice**

Exploring Changes You Would Like to Make in Your Life, PART 1

Choose one of the following options to practice or make one up.

#### **OPTION 1:**

Share items 1–7 on your Satisfaction with Areas of My Life Worksheet with someone you trust. Get their opinion about what to work on.

#### **OPTION 2:**

Review items 1-7 on your Satisfaction with Areas of My Life Worksheet. Which areas are most important to you? Make a plan for home practice this week:

What I will do

When

Where

With whom



# Topic 3

Exploring Changes You Would Like to Make in Your Life, PART 2

Today we will continue exploring the areas of your life you would like to change. As you discuss your level of satisfaction in different life areas, you can continue using the **Satisfaction with Areas of My Life Worksheet** (pages 17-18) that you started in Topic 2 to record your answers. Remember to focus on the areas that are most important to you. You will also use this Worksheet in your next session, so please remember to bring your completed worksheet with you.

> **KEY POINT** There are many areas in life to consider when figuring out what changes to make.

## 8. Physical Health and Fitness

Your body is like a machine that takes you through life. If you don't take care of it, you can wear it out too fast and die early. If you have physical illnesses (like diabetes) or conditions (like high blood pressure), it is important to take care of them in order to remain healthy.

- How would you describe your current level of health and fitness?
- Does your current level of health and fitness prevent you from doing things you would like to do? If yes, what kinds of things would you like to be able to do?
- Do you try to follow healthy eating habits and maintain a healthy weight?
- Do you try to exercise regularly?
- Do you have any physical health conditions, such as diabetes, high blood pressure, heart problems, or arthritis? If yes, how well do you take care of them?
- Do you smoke? Would you consider quitting smoking?



How satisfied are you with your physical health and fitness? Are there changes you would like to make?

Write your answers on page 18.

### 9. Leisure and Recreation

Everyone needs some fun in their life, whether it is playing games or Suduko, having a hobby, reading, listening to music, or following the news, a TV series, a website or a sports team. Sometimes when people get too involved with alcohol or using drugs they lose balance in their lives and stop doing other fun things. It is important to have fun things to do that are not related to using substances.

- What do you do for fun in your life? (Think of the activities mentioned above as examples).
- Are there things you used to do for fun, but don't do anymore? If yes: What kinds of things?

Would you like to do some of those fun things again?

- Are there things you would like to try doing that you think would be fun?
- How would you like your leisure and recreation time to be different?



How satisfied are you with the amount of fun you have? Are there changes you would like to make?

## 10. Creativity

Creative expression gives a different "voice" to one's thoughts, feelings, and experiences. Doing creative activities can feel great, and your work can be appreciated by other people. It can also help you connect with other people when you appreciate their work. Examples of creative expression include drawing, painting, photography, pottery, acting, making videos, playing a musical instrument, or writing (such as blogging, writing stories, poetry, or personal reflections).

- Do you think of yourself as a creative person?
- Do you have any particular artistic talents or skills?
- Are there creative things you do in your life now that are meaningful, or bring you enjoyment?
- Are there creative things you used to do, but no longer do?

Would you like to do them again? Would you like to try something different?

In what ways would you like your creative expression to be different?



How satisfied are you with the time you spend being creative? Are there changes you would like to make?

## 11. Religion, Spirituality, and Nature

Religion, spirituality, and connecting with nature overlap with each other. All three can provide a deeper sense of meaning and understanding of oneself and one's place in the world. This understanding lets us know that we are not alone, and can make it easier to cope with the various challenges life throws us.

What do you think religion, spirituality, and nature have in common?

Religion often refers to specific religious beliefs and groups, such as Christianity, Judaism, Islam, Buddhism, Hinduism, or Shintoism. There are also different groups within main religions. For example, Christianity includes Catholics, Protestants, Baptists, Methodists, Seventh Day Adventists, Unitarians, and other denominations.

Do you belong to a religious group?

- Did you used to participate in religious activities, such as going to church or praying? What was that like?
- Are you currently active in your religion? If not, would you like to be?

Spirituality refers to a "transcendent" feeling that goes beyond the here-andnow. It's a feeling of connecting with the larger world—beyond the physical world we experience in daily life. Spirituality is often associated with feelings of peace and calm, but can also be uplifting and energizing. Religious beliefs can result in feelings of spirituality, as can – practices such as meditation and yoga, or engaging in other activities that can trigger reflection, such as communing with nature.

- Does anything in your life give you spiritual gratification?
- Have you ever practiced yoga or meditation?
- Are there things that you used to do that gave you a spiritual experience?
   If so, are you still doing them?
   If not, why not?
   Would you like this to change?

Spending time in nature can happen in many ways—such as hiking in the woods, relaxing by a lake or ocean, or with plants or flowers, canoeing down a river, or walking in a park. Activities like these have a relaxing, calming effect on many people. Some people find being in nature a spiritual or even religious experience (called transcendentalism), while others just like the peace and quiet.

- Do you like to spend time in nature?
- What kind of things do you like to do in nature?
- Did you used to do things in nature that you no longer do?
   What sorts of things?
   Do you miss doing them, or
   something like them?



How satisfied are you with the role of religion in your life? Are there changes you would like to make?



How satisfied are you with your spiritual connection? Are there changes you would like to make?



How satisfied are you with the time you spend connecting with nature? Are there changes you would like to make?

### **12. Community Involvement**

Belonging to a community gives people a connection to others and a sense of shared purpose. Examples of communities include clubs, neighborhoods, self-help organizations (such as for mental health, addiction, or both), religious groups, volunteer organizations, musical groups, political groups, or sporting groups (such as softball teams, bowling leagues, or walking or jogging groups).

Can you think of examples of communities you have been a member of in the past?

Which ones? What was that like? What did you enjoy about being in a community?

- Are you currently a member of a community?
  Which one or ones?
  What is that like for you?
- In what ways would you like your connection with community to be different?



How satisfied are you with your connection to your community? Are there changes you would like to make?

Write your answers on page 18.

## 13. Mental Health

Everyone experiences mental health challenges at some point in their lives. Some examples include feeling depressed, down, anxious, nervous, paranoid or having worrisome thoughts. The questions below can help you determine whether these kinds of challenges may be reducing your satisfaction with daily lite.

- Do you have any challenges related to your mental health that get in your way of enjoying life and pursuing goals?
- What coping strategies have you found helpful for dealing with your mental health challenges?
- If you had more effective coping strategies for your mental health challenges, what would you be able to do?
- In what ways would you like your mental health to be different?



How satisfied are you with your mental health? Are there changes you would like to make?

## 14. Substance Use

Drinking alcohol or using drugs (like marijuana, cocaine, sedatives, opioids, or speed) can rapidly spin out of control and become an addiction. Using substances can interfere with relationships, the ability to go to work or school, and the ability to take care of oneself.

What is your current substance use like?

What problems has it caused?

Does your substance use get i the way of enjoying life and pursuing goals?

If yes, how?

Have you ever tried to stop or cut down your substance use?

What happened?



How satisfied are you with your substance use? Are there changes you would like to make?



meaningful when people take steps to be healthy and satisfied with all areas of their lives.

Remember to bring your whole Satisfaction with Areas of My Life Worksheet to your next session. (pages 17-18)

## **Home Practice**

Explore Changes You Would like to Make in Your life, PART 2

Choose one of the following options to practice or make one up.

ортіол 1: Share the entire Satisfaction With Areas of My Life Worksheet with someone you trust. If you've already reviewed items 1-7, focus on items 8-14. Get their opinion about what to work on.

**OPTION 2:** Review items 8-14 on your Worksheet. Which one or two areas are most important to you?

Make a plan for home practice this week:

What I will do

When

Where

With whom



# **Topic 4** Identifying a Personal Recovery Goal and Making Plans to Achieve it

In Topic 2 and Topic 3, you explored what is important to you. You also explored your level of satisfaction with different life areas to determine which ones you'd like to change.

In Topic 4, we will help you to choose one area of your life to work on changing, and to define a long-term goal in that area. This will be called your Personal Recovery Goal. You are encouraged to choose something that is meaningful to you and makes you feel excited about recovery.

Working on a Personal Recovery Goal is an important part of being in the E-IMR program. Throughout the rest of the program, you will work with your E-IMR practitioner (and other supportive people) to make progress towards your Personal Recovery Goal.

If you achieve your goal or change your mind, that's okay. You can set a different Personal Recovery Goal, and work towards achieving that.

This session will introduce four important subjects to help you choose a Personal Recovery Goal and make a plan to achieve it:

😹 Setting your Personal Recovery Goal

Introducing the Goal Tracking Sheet

Breaking down your Personal Recovery Goal into Short-term Goals

🖌 Breaking down Short-term Goals into Steps

## **KEY POINT**

Working on a Personal Recovery Goal to improve your life is an important part of the E-IMR program.





# Make it Your Own

Change Worksheet

Based on the discussion you just had about the area of your life you would most like to change, complete the Change Worksheet below.

What is the area of my life I would like to change?

What is the change I would like to see?

How would my life be better if this change happened?

## Setting your Personal Recovery Goal

Review your Satisfaction with Areas of My Life Worksheet (pages 17-18) and the Change Worksheet (page 30) again, and think about which area of your life you would most like to make changes in

Think about a goal that could be accomplished in 6 months to a year.

Some people like to start on the area of life that is most important to them. Others like to start on an area in which they have already made some progress. Still others like to start with an area that rekindles their hopes and dreams.

When you identify the area of your life that you would most like to change, and how you would like to change it, you are ready to set your Personal Recovery Goal.

In setting your Personal Recovery Goal, you don't have to worry about choosing whether to work on your mental health or your substance use. Everyone in E-IMR gets help making changes in those areas. We encourage you to use this opportunity to choose another area to work on.

- **1.** Try to be specific about the change you would like in your life.
- 2. Describe the change using positive terms about what you would like to happen (such as "making one or two new friends" or "getting a job") instead of negative terms about what you don't want to happen (such as "not going into the hospital" or "not having relapse"). As mentioned before, focus on a change you could make in 6 months or a year.

Here are some examples of goals set by other people in recovery:

Move into my own apartment

Have my children in my life again

Finish a community college degree

Find a friend who would like to do fun things together

...

## Let's Talk About It

How would you describe your Personal Recovery Goal?

Is your goal specific?

Does your goal describe something positive to work toward?

How will you know when your goal has been reached?

How confident are you that you can achieve this goal?

## Introducing the Goal Tracking Sheet

Many people find it helpful to record their Personal Recovery Goal so that they can monitor their progress as they work towards this goal. As you complete this topic, you will be asked to fill in your own **Goal Tracking Sheet**.

You will find a blank Goal Tracking Sheet on page 33 of this module. The Goal Tracking Sheet is a helpful tool for recording your personal goal, then breaking it down into short-term goals and manageable steps. This sheet is also used to keep track of how things are going with achieving your goal.

An additional Goal Tracking Sheet for changing or continuing your goals can be found on page 34. You can use this extra form whenever you want to set a new Personal Recovery Goal.

# Instructions for using the Goal Tracking Sheet:

Start a new Goal Tracking Sheet whenever you set a Personal Recovery Goal. You should also start a new Goal Tracking Sheet if you significantly change an existing goal. Add new continuation pages as you continue to work on the short-term goals. You should also add new continuation pages if you set new shortterm goals.

You will find an example of Eduardo's completed Goal Tracking Sheet after the blank Goal Tracking Sheet and the blank Continuation Page.

# Let's Talk About It

Now let's discuss what can help you reach your Personal Recovery Goal.

What strengths do you have that will help you achieve your goal?

Who can help you achieve your goal?



## Make it Your Own

Turn to your blank **Goal Tracking Sheet** (page 33) and record your Personal Recovery Goal. Also record your strengths and any people who can support you to achieve your goal.

## **Goal Tracking Sheet**

**Instructions:** Use this sheet to record progress toward goals, including steps taken, new steps, and new goals. Make copies of as many continuation sheets as you need to keep tracking and updating your goals. Review progress on your goals at least once a month.

Name:\_\_\_\_\_ Date Personal Recovery Goal set: \_\_\_\_\_

My strengths:

People who can help me with my goal: \_\_\_\_\_

My Personal Recovery Goal:

Short Term Goals Related to My Personal Recovery Goal (check off the steps as they are achieved)

oal:		Goal:		Goal:	
tart date:		Start date:		Start date:	
steps:		Steps:		Steps:	
<b>]</b> 1.		□1.		□1.	
2.		□2.		□2.	
□3.		□3. <u>.</u>		□3.	
□4.		4.		□4.	
Date reviewed	j:	Date reviewed	:	Date reviewed	······································
Achieved?	☐ Fully ☐ Getting there ☐ Not started	Achieved?	□ Fully □ Getting there □ Not started	Achieved?	□ Fully □ Getting there □ Not started

## **Continuation Page** for Goal Tracking Sheet

Continued or New Short-term Goals (check off the steps as they are achieved)

Goal:	Goal:	Goal:
Start date:	C	
	Start date:	Start date:
Steps:	Steps:	Steps:
□1.	□1.	□1.
□2.	□2.	□2.
□3.	□3.	□3.
□4.	□4.	□4.
Date reviewed:	Date reviewed:	Date reviewed:
Achieved? □Fully □Getting there □Not started	Achieved? ☐ Fully ☐ Getting there ☐ Not started	Achieved? ☐ Fully ☐ Getting there ☐ Not started

# **EXAMPLE:** Goal Tracking Sheet

Name: Eduardo Date Personal Recovery Goal set: March 15

My strengths: determined, creative, good at finding things on the internet

People who can help me with my goal: <u>Jenny, my brother, my sponsor</u>

My Personal Recovery Goal: Move into my own apartment

Short Term Goals Related to My Personal Recovery Goal (check off the steps as they are achieved)

Goal:	Goal:	Goal:	
Find apartments close to transportation	Learn to do my own laundry	Learn to cook	
Start date: March 15th	Start date: April 3rd	Start date:	
Steps:	Steps:	Steps:	
A1. Figure out how much I can afford for rent and utilities	X1. Watch a laundry video on YouTube	□1. Ask Jenny how she learned to cook	
⊠ <sup>2.</sup> Look at a list of possible apartments online or on an app	□2. Buy laundry detergent and fabric softener	□2. Find a simple recipe to try from a cookbook or website	
□3. Fill out at least one application	X3. Locate a Laundromat nearby and find out how much it costs	□3. Ask Jenny to help me cook the dish at her place	
□4.Practice what I am going to say when I call about an application or apartment	□ 4. Pick a date to go there and do one load of laundry	☐ 4. Go shopping for the ingredients	
Date reviewed: April 3rd	Date reviewed: April 10th	Date reviewed:	
Achieved? ☐ Fully Cetting there ☐ Not started	Achieved? ☐ Fully A Getting there Not started	Achieved? □ Fully □ Getting there ☑ Not started	

## Breaking down your Personal Recovery Goal into short-term goals

Remember your Personal Recovery Goal may take 6 months to 1 year to reach. It is helpful to break down this larger goal into two or three short-term goals. Short-term goals should be able to be accomplished in about 6 weeks. You can work on more than one of these short-term goals at a time.

Here are some examples of Personal Recovery Goals and how they have been broken down into short-term goals:

#### Finish community college degree

- 1. Enroll in a class for the next semester
- 2. Develop coping strategies to deal with stress in a classroom
- 3. Improve my reading stamina

# Find a friend who would like to do fun things together

- 1. Identify fun activities to do with another person
- 2. Improve my conversation skills
- 3. Improve my appearance.

#### Get a part-time job

- 1. Identify jobs | liked in the past
- 2. Start a daily schedule for myself
- 3. Enroll in a supported employment program

# Let's Talk About It

How would you break down your Personal Recovery Goal into 2 or 3 short-term goals?

Are these goals concrete and specific?

Will you know when each goal is achieved?

Are the goals related to your Personal Recovery Goal?

Are you confident you could make progress towards each shortened goal in 6 weeks? If not, what could you do to increase your confidence?



## **Goal Tracking**

Turn to your **Goal Tracking Sheet** (page 33) and write down 2 or 3 short-term goals related to your Personal Recovery Goal.
### Breaking down your Short-term Goals into Steps

Once you have identified some shortterm goals to work on, it can help to break these goals into small steps. Each step reflects something you could accomplish in about 6 days. Working on steps towards short-term goals makes it easier to see that you are making progress towards your goals. You can also reward yourself for each step you take along the way.

Here are some examples of steps for achieving short-term goals in E-IMR:

## Develop coping strategies I can use to deal with stress in a classroom

- 1. Make a list of things that I am stressed about now
- 2. Make a list of strategies for coping with stress (like relaxed breathing)
- 3. Pick a strategy and practice it a few times when I am not stressed
- 4. Use the strategy at least once when I am stressed

## Identify fun activities to do with another person

- 1: Make a list of activities I used to enjoy
- 2. Pick an activity I would like to try again
- 3. Make a list of people I know who also like the activity and might try it with me
- 4. Contact someone to ask them to join me in the activity

## Let's Talk About It

What do you think are the advantages of breaking down your goal into smaller goals?

How would you break down your short-term goals into small steps?

Are the steps concrete and specific?

How confident do you feel that you could make progress towards these steps in about 6 days?

**KEY POINT** Breaking down a long-term goal into small goals, and manageable steps makes it easier to achieve.



## **Goal Tracking**

Turn to your **Goal Tracking Sheet** (page 33) and write down 2 - 4 steps for each of your short-term goals.

TOPIC 4 Identifying a Personal Recovery Goal and Making Plans to Achieve it





## **Topic 5** Following up on Your Goal and Solving Problems

Congratulations on getting started on working toward your recovery goal.

Everyone is capable of recovery from mental illness and substance use disorders. The rest of this program will teach you more strategies for helping you make progress toward your recovery goals and living an enjoyable, rewarding life!

This session will cover four important subjects to help you follow up on the progress you have made toward your goal, use problem solving techniques, and find helpful resources:

Tracking your Personal **Recovery Goal** 

Solving problems

The Step-by-Step Method of Problem Solving

Appendix of Educational Resources and Mental Health Services

### Tracking your Personal **Recovery Goal**

KEY POINT

Following up on your

goal is very important.

Once you have set your Personal Recovery Goal and worked out the steps to reach it, it is important to follow up and track your progress. Throughout the rest of this program, you can use the Goal Tracking Sheet to record your progress.

Your goals may change over time, either because you have achieved them, or because you have decided another goal is more important. These types of changes are all part of the recovery process. If your goals change, you can modify your Goal Tracking Sheet to reflect the new goals, or start a new Goal Tracking Sheet.

## Solving problems

In the Home Practice section of the previous topic, you selected a step to take toward one of your short-term goals. Let's take time to review how that went.

First, give yourself credit for any progress you've made on taking the step you selected. If you didn't work on taking a step towards your goal, what might help you take a step now?

Perhaps you didn't make progress because you ran into an obstacle or problem. No one has a completely smooth path to reach their goals. It's natural to experience problems and challenges. When you run into a problem, you may be able to solve it by: addressing the problem, or thinking of another way of doing the step, or identifying a different step you can take towards your goal. You might be able to figure this out on your own, or you might have someone help you change your plan.

## Let's Talk About It

Did you complete the step you identified in the previous session?

If you completed the step, what was helpful in doing so?

If you did not complete the step, what got in the way? What made it hard?

What would have made it easier to take the step? Do you need any other resources?

Would it help to break down the step into smaller, more manageable steps?

TOPIC 5 Following up on Your Goal and Solving Problems

### The Step-by-Step Method of Problem Solving

Sometimes it's hard to address a problem that gets in the way of achieving a goal. It can be confusing to know what to do. Many people find it helpful to follow a step-bystep method of solving problems and addressing obstacles. You can use the method described here any time in E-IMR or in other parts of your life.

#### STEP 1:

Define the problem you'd like to solve.-Be as specific as possible.

#### STEP 2:

Brainstorm ideas for solving the problem, and list at least three possible solutions. Get other people's ideas whenever possible. Don't evaluate the solutions at this stage.

### STEP 3:

Briefly state the advantages (pros) and disadvantages (cons) for each possible solution. Start with the pros.

### STEP 4:

Choose the best way to solve the problem. Be as practical as possible.

### STEP 5:

Plan steps to carry out the solution. Think about "who, what, when, and where."

### STEP 6:

Set a date for evaluating how well your plan is working. First focus on the positive: What has been accomplished? What went well? Then look at whether your problem has been solved. If it has not been solved, decide whether to revise your plan, or try a new one.

### KEY POINT

Encountering problems is common when you are working toward your goal. Don't get discouraged.



**FOR EXAMPLE:** Eduardo was living at home and had the goal of getting his own apartment. He was finding this difficult, so he asked his brother Martin to help figure out some possible solutions, using step-bystep problem solving.

On the following page you will see the worksheet Eduardo and Martin completed together. Review it and see what you think.

## EXAMPLE: Eduardo's Step-by-Step Problem Solving Worksheet

**STEP 1.** Define the problem as specifically and simply as possible. I've been looking for an apartment and I can't find one I can afford

STEP 2. List at least three possible solutions to the problem. Don't evaluate them yet.

a. Look for apartments farther from downtown

b. Move in with roommates

c. Look for a part-time job

**STEP 3.** For each possible solution, list one advantage (pro) and one disadvantage (con).

	Possible solution	Advantage/pro	Advantage/con
a.	Look for apartments farther from downtown	Apartments are usually cheaper when they aren't right downtown	They might be too far from the bus lines
b.	Move in with roommates	Sharing rent saves money	I don't want to live with strangers
с.	Look for a part-time job	A job would give me more income to spend on rent	Jobs are hard to find

**STEP 4.** Choose the best solution or combination of solutions. What has the most chance of succeeding? *Look for a part-time job* 

STEP 5. Plan the steps for carrying out the solution. Think about who, what, when, and where.

- a. Look for help wanted signs in the neighborhood (start tomorrow and take pictures of the signs with my phone)
- b. Talk to a family member to see if they know of any jobs available (ask at cousin's birthday party next week)
- c. Pick out clothes that I could wear to an interview (ask Jenny to help me this weekend)
- d. Find out about supported employment programs (talk to my E-IMR practitioner about who I could contact and follow up next week)
- e. Contact the guy I used to run deliveries for to see if there are any openings (make sure his phone number is saved in my phone or get it from Patrick)

**STEP 6.** Set a date to follow up.

One month from now, have lunch with Jenny and give her an update about what I have gotten done so far. If I don't have a good lead on a job, ask her to help me revise the plan or try a new one.

When you follow-up give yourself credit for what you have done. Decide whether the problem has been solved. If not, decide whether to revise the plan or try another one. Record your answer here.

When following up on his plan, Eduardo congratulated himself on completing Steps A and B. He decided to keep going on the remaining steps.



## Make it Your Own

Step-by-Step Problem Solving Worksheet

On the next page (45), you will find a blank worksheet to use for problem solving. You can use it to solve a problem related to taking the step you identified in the last topic. Or, you can use it to solve another problem in your life, such as "finding an activity that I can do with my family," or "learning to cook a new main dish," or "saving money for the holidays," or "cleaning up one room of my apartment."

Once you have chosen a problem to focus on, use it to complete the Problem Solving Worksheet.

# Let's Talk About It

Which were the easiest problem solving steps to complete?

Which were the most challenging steps to complete?

How do you think the plan you developed in Step 5 will work?

## **Step-by-Step Problem Solving Worksheet**

**STEP 1.** Define the problem as specifically and simply as possible.

a. \_\_\_\_\_

**STEP 2.** List at least three possible solutions to the problem. Don't evaluate them yet.

b.\_\_\_\_\_

c. \_\_\_\_\_

**STEP 3.** For each possible solution, list one advantage (pro) and one disadvantage (con).

Possible solution	Advantage/pro	Advantage/con
a.		
Ь.		
с.		

**STEP 4.** Choose the best solution or combination of solutions. What has the most chance of succeeding?

STEP 5. Plan the steps for carrying out the solution. Think about who, what, when, and where.

a.	
b.	
c.	
d.	
e.	

STEP 6. Set a date to follow up.

When you follow-up give yourself credit for what you have done. Decide whether the problem has been solved. If not, decide whether to revise the plan or try another one. Record your answer here.

# Recovery Corner

**66 BIPOLAR DISORDER AND DRINKING** took me in and out of hospitals, and away from caring for my four little girls. Unfortunately, my treatment team focused only on what medications would stabilize my depression and prevent manic episodes. There was no discussion about what I really valued, what recovery meant to me, and how I wanted my life to be different. So, I kept on drinking and my mood kept on cycling out of control.

This went on for several years, until someone asked me, "Is this what you really want for your life?" It was during one of my hospitalizations and my daughters had just visited. It got me to thinking about what I really cared about most in my life—my girls. It began to dawn on me that my drinking and mood swings were keeping me from achieving my most important goal, of being a good mother.

Once I stopped drinking, my bipolar disorder began to stabilize, and I was able to stay out of the hospital and take care of my daughters. Recovery for me has been staying sober, taking my medication, and being present in my daughters' lives. **99** 

---- Sharon

## **Home Practice**

Following up on your goal

Choose one of the following options to practice or make one up.

**OPTION 1:** If you did not complete the Problem Solving Worksheet during the session, take some time at home to finish it.

ортіол 2: If you completed the Problem Solving Worksheet during the session, follow through on the plan you made in Step 5. Make a plan for home practice this week:

What I will do

When

Where

With whom

## **Goal Tracking**

Looking at your goal tracking sheet, which step will you work on this week? To complete this step, I will use the following plan:

When

Where

The step I will work on

With whom



Following up on your goal is very important.

Encountering problems is common when you are working toward your goal. Don't get discouraged.

## **Educational Resources and Mental Health Services**

The following is a list of organizations, mental health services, and educational services you may want to contact for further information or assistance.

Alcoholics Anonymous Alcoholics Anonymous is an international self-help organization that uses the Twelve Step philosophy of recovery to help people with alcohol use problems stay sober and to help other people with alcohol use problems become sober. The website has helpful information and provides links to locate local meetings.	www.aa.org
<b>Dual Recovery Anonymous</b> Dual Recovery Anonymous is an independent organization that encourages and supports self-help for individuals with substance use and mental health problems (co-occurring disorders). DRA groups are based on the Twelve Step philosophy of recovery and encourage individuals to build healthy support networks.	www.draonline.org
<b>Depression and Bipolar Support Alliance (DBSA)</b> The mission of DBSA is to provide hope, help, and support to improve the lives of people living with depression or bipolar disorder. DBSA pursues and accomplishes this mission through peer-based, recovery- oriented, empowering services and resources when people want them, where they want them, and how they want them.	800-826-3632 www.dbsalliance.org
Mental Health Media Mental Health Media seeks to improve understanding of mental illness through the production of video-based programs for use by people with psychiatric conditions, their families, mental health practitioners, administrators, and educators, as well as the general public.	Mental Health Media 25 West Street, Westborough, MA 01581 USA 617-562-1111 800-969-6642 http://www.mentalhealth-media.org/

APPENDIX EDUCATIONAL RESOURCES AND MENTAL HEALTH SERVICES		
Mental Health Recovery Mary Ellen Copeland has developed a number of publications and programs for helping people in the recovery process, including the Wellness Recovery Action Plan (WRAP). Her website offers a free newsletter, articles, and a list of publications and workshops available for purchase.	802-254-2092 mentalhealthrecovery.com	
National Center for PTSD The National Center for PTSD is dedicated to research and education on trauma and PTSD. The website has a variety of resources including information about how to find help.	Veteran's crisis line: 1-800-273-8255 (press 1) https://www.ptsd.va.gov/	
National Empowerment Center (NEC) NEC is an award-winning provider of mental health information, programs, and materials with a focus on recovery. It can refer you to a local support group or help you to set up a new group. Newsletter and audiovisual materials are also available.	www.power2u.org	
National Institute on Alcohol Abuse and Alcoholism (NIAAA) NIAAA is leading the nation's efforts on alcohol use disorder and is committed to translating scientific discoveries for use by the public. Its efforts support research on alcohol use in the United States and around the world and educational materials can be found on the website.	https://niaaa.nih.gov/	
National Institute on Drug Abuse (NIDA) NIDA contributes to the improvement of individual and public health by advancing the science of drug use and addiction. Scientific findings along with helpful information and educational materials can be found on the website.	https://www.drugabuse.gov/	
National Institute of Mental Health (NIMH) NIMH is engaged in research for better understanding, more effective treatment, and the eventual prevention of mental disorders. Its website provides educational materials and an excellent list of free publications on psychiatric disorders, including a comprehensive listing of resources for help.	www.nimh.nih.gov	

.

٤Ì

National Mental Health Consumers' Self-Help Clearinghouse This organization provides information about psychiatric disorders, technical support for existing or newly starting self-help groups, and a free quarterly newsletter for consumers. It sponsors an annual conference. Spanish anguage services are available.	800-553-4539 www.mhselfhelp.org
<b>Psychiatric Rehabilitation Association and Foundation</b> The mission of USPRA is to advance the availability and practice of psychiatric rehabilitation so that all individuals with a serious mental illness have access to the supports they need to recover. Website contains an area of information for people in recovery.	7918 Jones Branch Drive, Suite 300 McLean, Virginia 22102 703-442-2078 www.psychrehabassociation.org
Substance Abuse and Mental Health Services Administration Publications Ordering This website is an educational service offered by the Substance Abuse and Mental Health Services Administration (SAMHSA). It provides a large variety of free (or very inexpensive) publications and videos about mental illness and effective treatment.	1-877-SAMHSA-7 (877-726-4727) http://store.samhsa.gov/home
Self-Management and Recovery Training (SMART Recovery) SMART Recovery is a recovery support group in which participants support each other in recovery from substance use disorders using a research-based program and tools. There is a wide variety of resources and training available, as well as online support groups and listings of in-person meetings.	866-951-5357 www.smartrecovery.org
State and Local Resources Your state's Department of Human Services often shares valuable information about state initiatives and available services. Ask you E-IMR provider, or search online for your state's DHS for help locating services in your area.	Many states and local communities have self-help and advocacy organizations, such as the Pennsylvania Mental Health Consumers Association (717- 564-4930; www.pmhca.org) and Advocacy Unlimited (860-667-0460 www.mindlink.org) in Connecticut.

.

.

. . . ter an anti- <u>----</u> term a station routed . . . . • •

•