

my  
**RETRACKING**  
folder



RETRACKING

name:



RETRACKING



date:

Dear

Maybe you are reading this because you are having, or have had, some difficulties at your school? Think about this as an opportunity to stand back and take a breath.

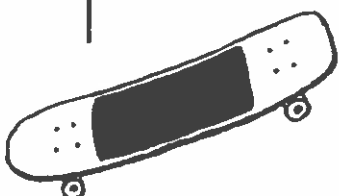
Things obviously haven't been going well for you. Maybe you don't understand why? Sometimes, it's difficult, when you're stuck in the mud, to remember how you got there and to know how to get yourself out of it again.

Your RETRACKING folder will help you to take a look at yourself, at other people in your life and to get you back on the path which is leading to where YOU want to go.

There are people here to help you, to listen to your concerns and to give you a hand out of the mud. It's important to give them the opportunity and the time to move forward with you ... we understand that you may well be feeling that some of the adults in your life have let you down recently or that they are out to get you; but some do want to help ... give them a chance!

Think of this as a journey together ...

**ON THE ROAD AGAIN !**

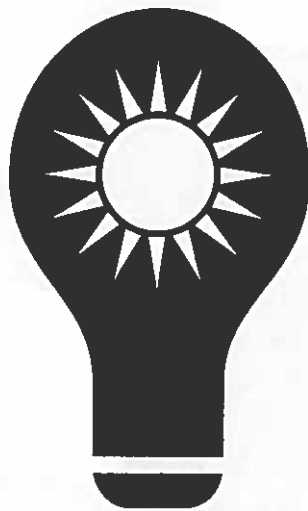


RETRACKING



SECTION A

# AWARENESS







# MY FACT FILE

FULL NAME

\_\_\_\_\_

NICKNAMES

\_\_\_\_\_

DATE OF BIRTH

\_\_\_\_\_

AGE

YRS

\_\_\_\_\_

MTHS

\_\_\_\_\_

A favourite photo of me



HEIGHT

\_\_\_\_\_

WEIGHT

\_\_\_\_\_

SHOE SIZE

\_\_\_\_\_

HAIR COLOUR

\_\_\_\_\_

EYE COLOUR

\_\_\_\_\_

MY FAVOURITE CLOTHES INCLUDE

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# HOME AND FAMILY FACTFILE



My Home

MY ADDRESS IS

---

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I HAVE LIVED HERE FOR .....YEARS

MY OWN SPACE / BEDROOM



---

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---

---

MY MOST TREASURED POSSESSIONS ARE

PETS

--	--





IN MY HOME THE FOLLOWING PEOPLE LIVE:



COMMENTS?

_____	AGE	_____
_____	AGE	_____
_____	AGE	_____
_____	AGE	_____
_____	AGE	_____
_____	AGE	_____
_____	AGE	_____

OTHER FAMILY MEMBERS WHO LIVE ELSEWHERE

COMMENTS?

_____	AGE	_____
_____	AGE	_____
_____	AGE	_____
_____	AGE	_____
_____	AGE	_____
_____	AGE	_____

HAVE A GO AT DRAWING YOUR FAMILY TREE!



# MY FAVOURITE/ LEAST FAVOURITE THINGS



LOVES



HATES

_____	COLOUR	_____
_____	 FOOD	_____
_____	MUSIC	_____
_____	BAND	_____
_____	TV PROG	_____
_____	MAGAZINE	_____
_____	PLACE	_____
_____	 PERSON	_____
_____	TEACHER	_____
_____	SPORT 	_____
_____	BOOK	_____
_____	COMPUTER GAME	_____



# IMPORTANT PEOPLE IN MY LIFE

1. List below all the people who are important to you.
2. Next to their names put L for Like or D for dislike.
3. In the next column indicate by number, from 1 to 7 (1 = most liked, 7 = least liked), how much you like them.
4. If you can, briefly give your reasons.
5. Put an L in the next column if they like you, or D if they don't.
6. In the following column indicate by number (as in 3.) how much you think that they like you.
7. Give your reasons why.



NAME	LIKE/DISLIKE L OR D	HOW MUCH? 1 - 7	WHY?	LIKE/DISLIKE L OR D	HOW MUCH? 1 - 7	WHY?



# WHO DO I TRUST?

Which of the important people in your life do you feel able to talk to and trust?

Have another look at your previous list of important people.

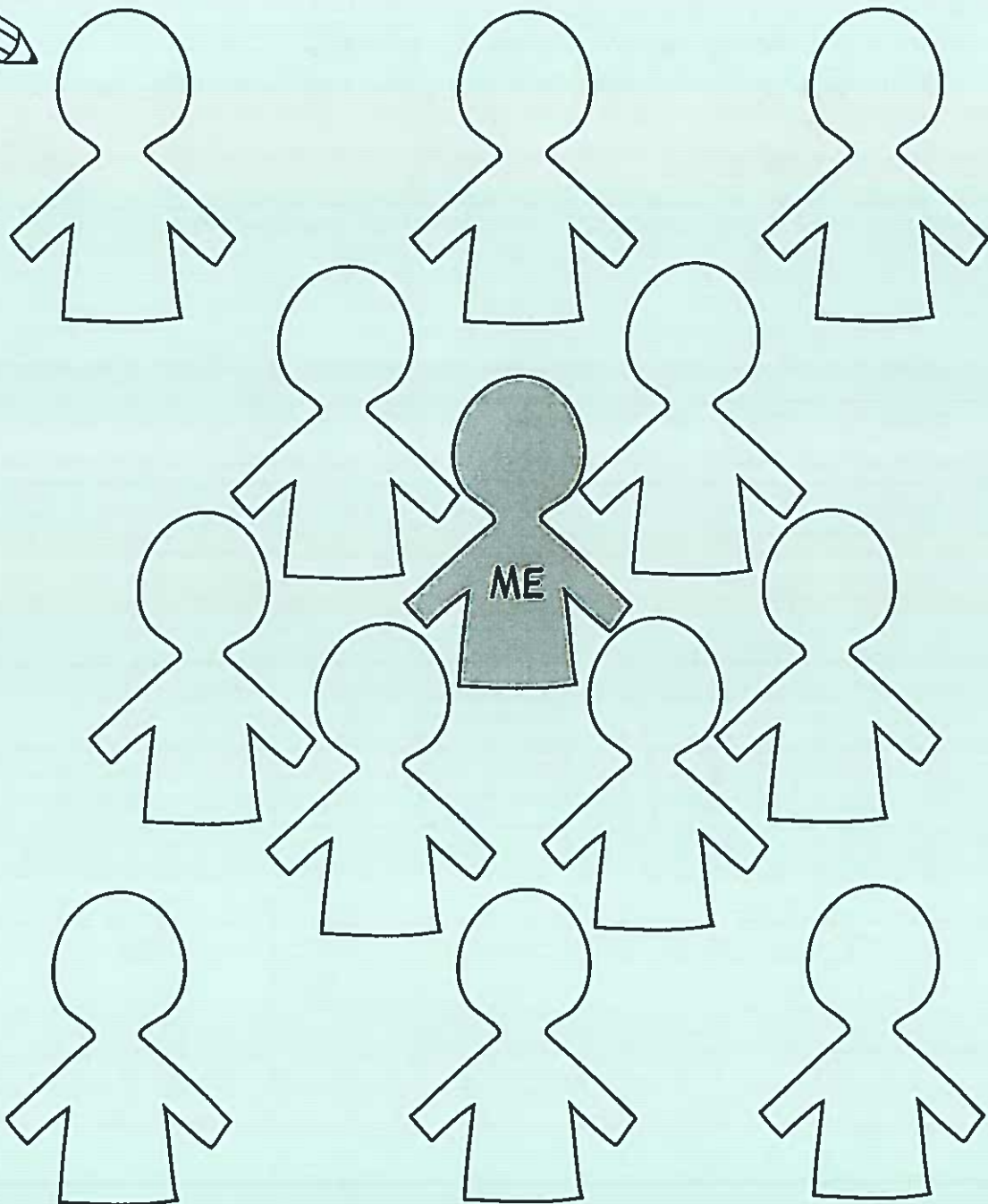
The figures below represent these people.....you are the one in the middle!

Those closest to you are the ones you trust the most.

Those furthest away you trust the least.





Write their names on their bodies.

In their heads write the topics that you would feel able to trust them with the most.



# GETTING TO KNOW ME



	OFTEN	SOME-TIMES	NEVER
I AM SHY			
I GET ANGRY 			
I AM FRIENDLY WITH OTHERS			
PEOPLE DON'T UNDERSTAND ME			
I GET BORED 			
I WORRY ABOUT THE FUTURE			
I MESS AROUND			
OTHER PEOPLE TRUST ME 			
I GET THE BLAME FOR WHAT OTHERS HAVE DONE			
I AM LONELY			
I ENJOY HAVING RESPONSIBILITY			
I LIKE HOW I LOOK 			
I DO THINGS WITHOUT THINKING OF THE CONSEQUENCES			
I AM RUDE TO OTHER PEOPLE			
I FEEL GUILTY ABOUT THINGS I DO			

# WHAT AM I?

DRAW A CIRCLE AROUND THE WORDS WHICH DESCRIBE YOU THE MOST



kind      boring      honest      helpful      lazy

happy      greedy      funny      nasty      angry

interesting      reliable      dishonest      successful

depressed      popular      impulsive      careless

well organised      gentle      crafty      sensible      sad

intelligent      good looking      warm      humourous

hard working      cruel      dull      exciting      uncooperative

thoughtful      anxious      unattractive      failure

even tempered      quick thinking      aggressive      relaxed

stupid      lovable      vindictive      loyal      jealous



# MY JOURNEY SO FAR

Below is a map of the journey that you have been on since your birth until today.

Mark on the road any important events which have stuck on your mind.

Have you ever reached any "cross roads" or "junctions" where you might have chosen a different route? If so draw, these in.

If you need more space then draw your own map on a separate piece of paper.



TODAY



BIRTH





# MEMORIES



MY HAPPIEST MEMORY IS .....



MY EARLIEST MEMORY IS .....



MY SADDEST MEMORY IS .....



MY MOST FRIGHTENING MEMORY IS ....





# MORE ABOUT ME .....



I FEEL HAPPY WHEN \_\_\_\_\_



I HATE \_\_\_\_\_

I WISH THAT I WAS \_\_\_\_\_

I WORRY ABOUT \_\_\_\_\_

THE THING THAT MAKES ME ANGRY IS \_\_\_\_\_



MOST PEOPLE THINK THAT I AM \_\_\_\_\_

I FEEL JEALOUS WHEN \_\_\_\_\_

WHEN PEOPLE SHOUT AT ME I FEEL \_\_\_\_\_

WHEN I LEAVE SCHOOL I HOPE THAT \_\_\_\_\_

IT MAKES ME FEEL CONFUSED WHEN \_\_\_\_\_



THE BEST THING THAT COULD HAPPEN TO ME IS \_\_\_\_\_

I FEEL GUILTY WHEN \_\_\_\_\_

THE MOST IMPORTANT THING IN MY LIFE IS \_\_\_\_\_

I FEEL SUCCESSFUL WHEN \_\_\_\_\_

I THINK THAT I HURT OTHERS WHEN \_\_\_\_\_



# I AM GOOD AT .....

CIRCLE THE THINGS THAT YOU ARE GOOD AT.



staying calm

listening to people

asking questions

making others laugh

controlling my temper

saying thanks

talking to new people

saying sorry

helping others

being sympathetic

resisting pressures / saying NO

talking about myself

showing I like people

talking to the opposite sex

giving compliments

sharing / giving

taking turns / being fair

talking to my parents

talking to my teachers



# MY WORST NIGHTMARE...!!

Rate the following events from "least frightening" (1) to "most frightening" (5).



A VISIT TO THE DENTIST



1 2 3 4 5

INJECTIONS

1 2 3 4 5

LIFTS OR OTHER SMALL SPACES

1 2 3 4 5

GETTING LOST



1 2 3 4 5

MEETING NEW PEOPLE

1 2 3 4 5

BEING IN TROUBLE WITH PARENTS



1 2 3 4 5

BEING IN TROUBLE WITH TEACHERS

1 2 3 4 5

BEING IN TROUBLE WITH THE POLICE



1 2 3 4 5

TRAVELLING ALONE ON A BUS OR TRAIN

1 2 3 4 5

BEING STARED AT



1 2 3 4 5

GOING TO HOSPITAL



1 2 3 4 5

BEING SHOWN UP IN FRONT OF OTHERS

1 2 3 4 5

ANY OTHERS...?



RETRACKING

# FRIENDS AND OTHERS

## TRUE OR FALSE?



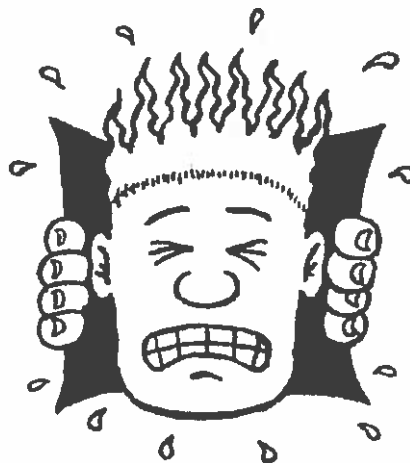
I HAVE GOT LOTS OF FRIENDS	TRUE	FALSE
MY PARENTS LIKE MY FRIENDS	TRUE	FALSE
I HAVE A GOOD SOCIAL LIFE	TRUE	FALSE
MY FRIENDS SOMETIMES GET ME INTO TROUBLE	TRUE	FALSE
I SOMETIMES GET MY FRIENDS INTO TROUBLE	TRUE	FALSE
I AM ABLE TO KEEP MY FRIENDS	TRUE	FALSE
MOST OF MY FRIENDS ARE OLDER THAN ME	TRUE	FALSE
I HAVE HOBBIES AND INTERESTS	TRUE	FALSE
OTHER PEOPLE COPY WHAT I DO	TRUE	FALSE
I COPY WHAT OTHER PEOPLE DO	TRUE	FALSE
I LIKE TO BE THE CENTRE OF ATTENTION	TRUE	FALSE
MY SOCIAL LIFE IS MORE IMPORTANT TO ME THAN SCHOOL	TRUE	FALSE
THERE IS NOTHING TO DO WHERE I LIVE	TRUE	FALSE
MY PARENTS RESTRICT MY SOCIAL LIFE	TRUE	FALSE
I NEED LOTS OF EXCITEMENT IN MY LIFE	TRUE	FALSE



# SCHOOL!!!

WHAT DOES THAT WORD DO FOR YOU?  
ON THE WALL BELOW WRITE AS MANY WORDS AS YOU CAN, DESCRIBING  
THE THOUGHTS AND FEELINGS THAT YOU HAVE ABOUT SCHOOL.



# TARGET SETTING

What do YOU think are the areas of your school life that have room for improvement?

Which are the bits that let you down, leave you feeling frustrated, get you into trouble or make you feel a failure?

What would you like to set as improvement targets for the future?

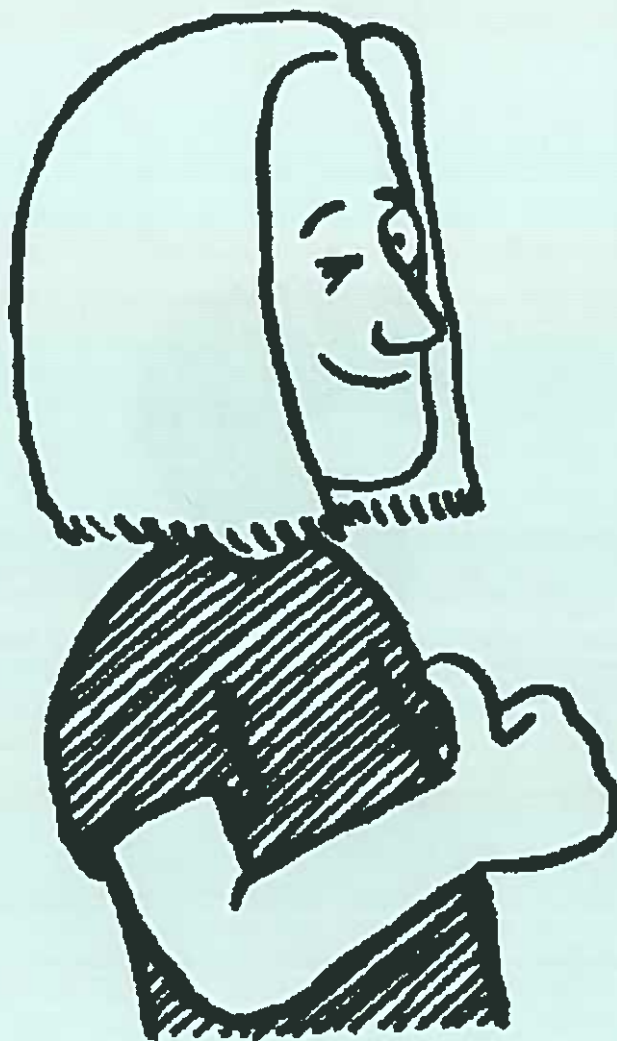
<u>AREA</u>	<u>COMMENT</u>
READING	➡
SPELLING	➡
HANDWRITING	➡
MATHS	➡
SCIENCE	➡
LANGUAGES	➡
P.E	➡
TECHNOLOGY	➡
HUMANITIES	➡
CLASSROOM BEHAVIOUR	➡
PLAYGROUND BEHAVIOUR	➡
RELATIONSHIPS WITH STAFF	➡
RELATIONSHIPS WITH OTHER STUDENTS	➡



**SECTION B**

**UNDERSTANDING**







# CONCERNS ABOUT MYSELF

Having had a chance now to have a look at yourself in the first section of RETRACKING, perhaps it's time to have a think about your main anxieties and worries. Look back through some of the early worksheets and try to pick out five main concerns about your life.



1



2



3



4



5



Do you feel that you have the power to effect any of these problem areas?



# WHAT DO OTHER PEOPLE THINK OF ME?

Our behaviour is often very different, depending upon who we are with and where we are. How do you think other people see you?

Below are a number of statements which others may, or may not, use to describe you. Using a different colour for friends, parents and teachers, draw a circle around the phrases which people might use to describe you. It is quite possible that some statements may have more than one colour.



I'M GOOD FUN TO BE WITH

I CAN ALWAYS BE TRUSTED

I ALWAYS THINK OF MYSELF

I NEVER SHARE MY FEELINGS

I TAKE LIFE VERY SERIOUSLY

I AM NOTHING BUT TROUBLE

I AM GENEROUS

I AM CLEVER

I DO EXCITING THINGS

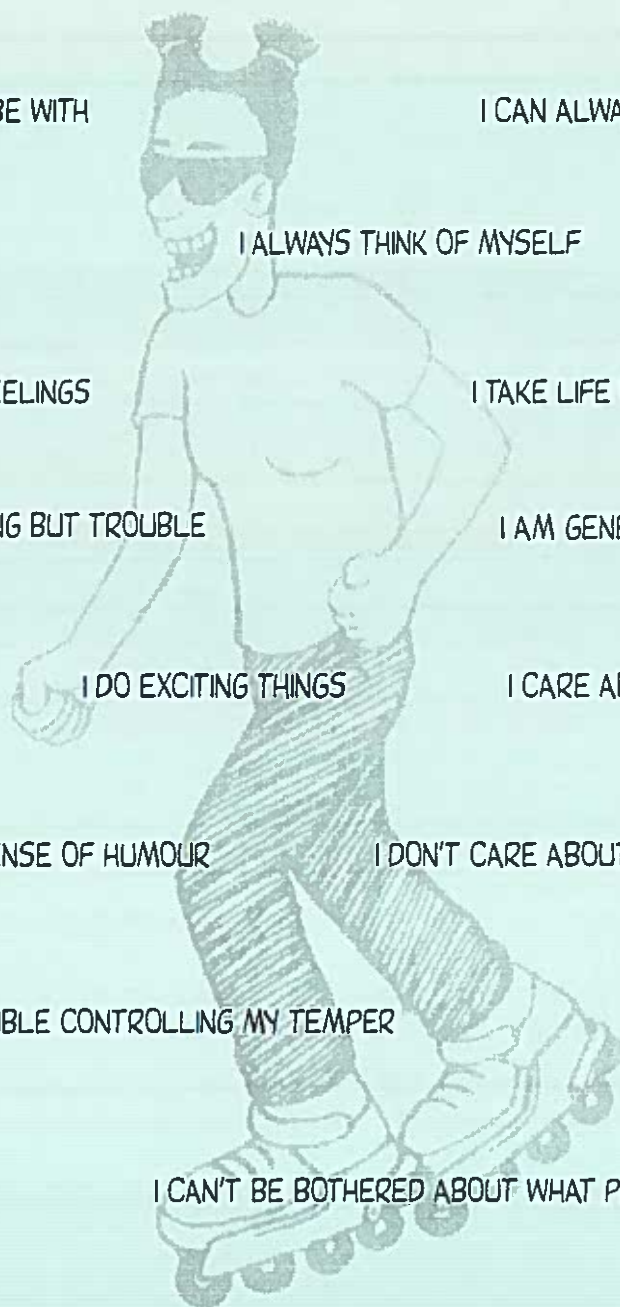
I CARE ABOUT OTHER PEOPLE

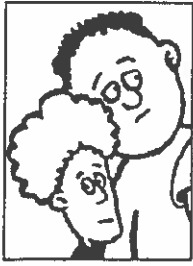
I HAVE A GOOD SENSE OF HUMOUR

I DON'T CARE ABOUT THE FUTURE

I HAVE TROUBLE CONTROLLING MY TEMPER

I CAN'T BE BOTHERED ABOUT WHAT PEOPLE THINK





# OTHERS' CONCERNS FOR ME?



HAVING DECIDED THAT YOUR MAIN WORRIES ARE ABOUT YOURSELF, HAVE A THINK ABOUT WHAT OTHER PEOPLE'S CONCERNS MIGHT BE FOR YOU. YES, THEY DO CARE!

PARENTS

TEACHERS

FRIENDS

DO THEIR CONCERNS MATCH YOURS?  
CAN YOU UNDERSTAND WHY THEY ARE WORRIED?





# HOW DID I GET HERE?

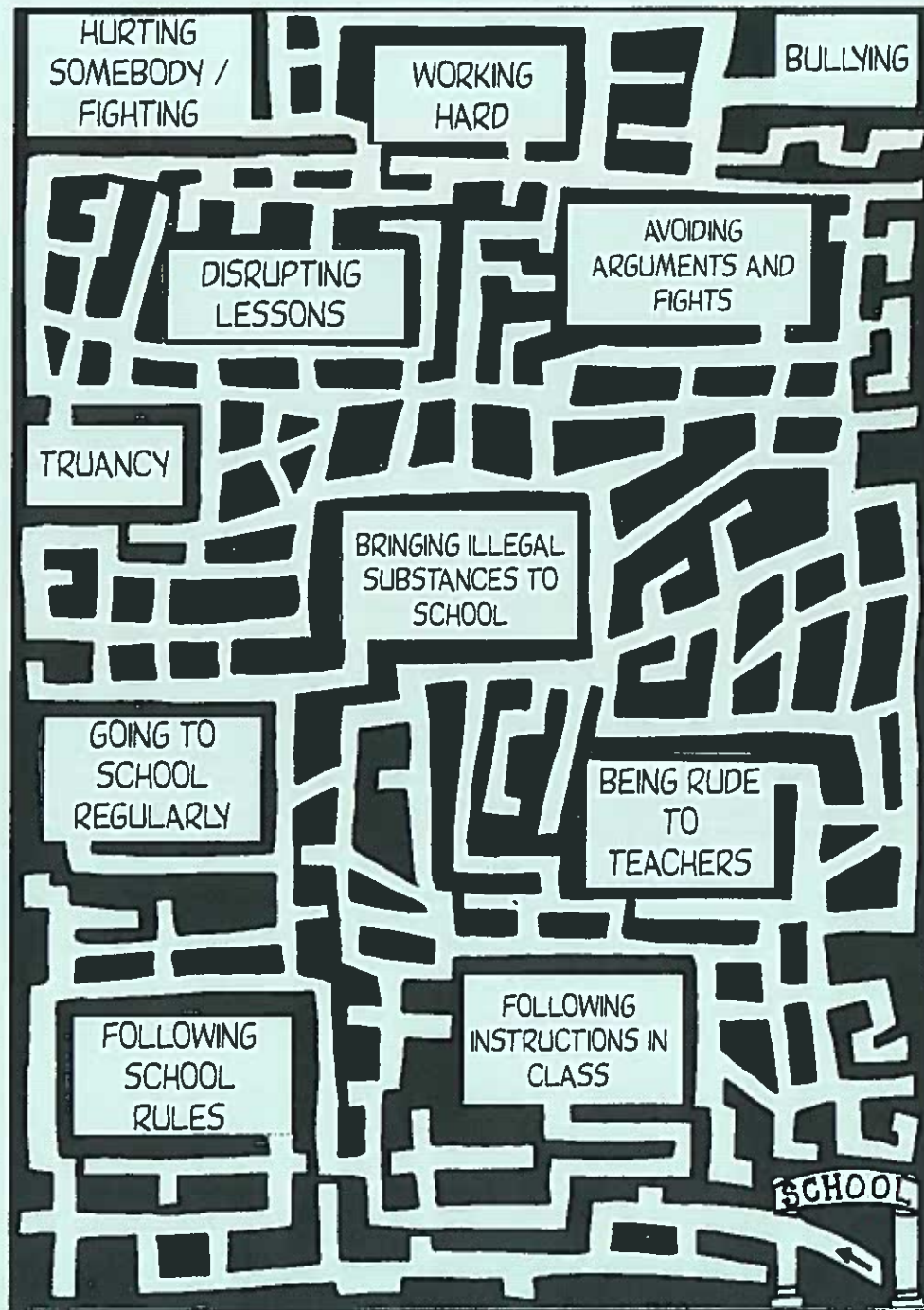
We are faced by a number of choices about the way that we behave and the roads that we chose to follow in life.

Below is a maze representing your time at school.

See if you can find the paths that you have chosen to follow.

What were the other ways you could have gone?

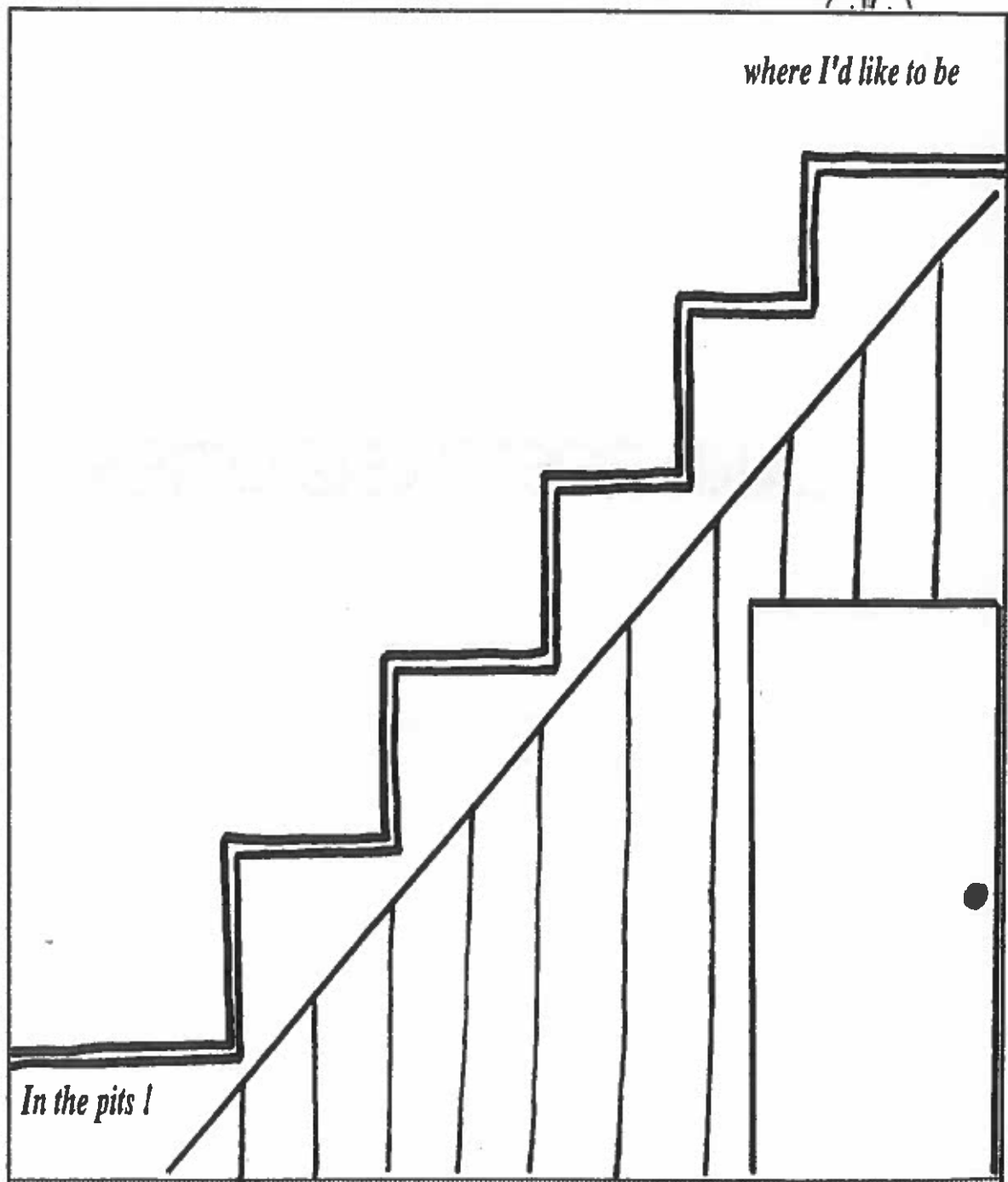
Any ideas about what stopped you from taking them?



RETRACKING

# STAIRWAY TO HEAVEN!!

Below is a staircase which represents your life.  
The bottom step is when you felt at your lowest... in the pits!  
Whereabouts on the staircase are you now?  
What happened to get you off the bottom step?  
What steps do you need to take in order to get to the top?  
(WHAT'S IN THE CUPBOARD?!)



# RIGHTS...

As human beings, living in society with other human beings, we all have certain rights.

Can you make a list of what you consider to be *your* rights?

I have given you a couple of examples to keep going....



1. I HAVE THE RIGHT NOT TO BE HUNGRY OR THIRSTY.
2. I HAVE THE RIGHT TO BE LISTENED TO.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

## ...AND RESPONSIBILITIES

Other people have such rights too.

You have the responsibility to make sure that you don't deny them these rights.

What are your responsibilities towards other people?




1. I SHOULD NOT HURT OTHER PEOPLE PHYSICALLY OR VERBALLY.
2. I SHOULD LISTEN TO WHAT OTHER PEOPLE ARE SAYING TO ME.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.



# HOW DO I RATE?

How much control do you feel you have over various aspects of your life?  
Complete the following rating scale to find out.



	<u>COMPLETELY UNDER</u> <u>MY CONTROL</u>			<u>COMPLETELY OUT OF</u> <u>MY CONTROL</u>		
1. GOING TO SCHOOL EACH DAY	1	2	3	4	5	6
2. TIME I GET UP IN THE MORNING 	1	2	3	4	5	6
3. WHAT I HAVE TO EAT	1	2	3	4	5	6
4. THE CLOTHES THAT I WEAR	1	2	3	4	5	6
5. WHAT TIME I GO TO BED	1	2	3	4	5	6
6. WHO MY FRIENDS ARE	1	2	3	4	5	6
7. MY MOODS 	1	2	3	4	5	6
8. HOW MUCH MONEY I SPEND	1	2	3	4	5	6
9. WHAT TIME I COME HOME IN THE EVENING	1	2	3	4	5	6
10. MY STATE OF HEALTH	1	2	3	4	5	6
11. WHAT OTHER PEOPLE THINK OF ME	1	2	3	4	5	6
12. MY TEMPER 	1	2	3	4	5	6





# GOOD THINGS/BAD THINGS



Fill in the table below as fully as you can.

Look carefully at the completed table and answer the following questions;

1. Can you bring any of the good things more under your control?
2. Can you bring any of the bad things under your control?
3. How do you intend to make this happen?

GOOD THINGS IN MY LIFE



BAD THINGS IN MY LIFE

WHICH ARE  
AS A  
RESULT OF  
MY OWN  
ACTION

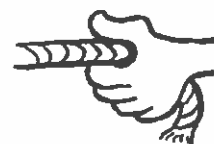
WHICH ARE A  
RESULT  
OF THINGS  
OUTSIDE  
MY CONTROL








# PUSH ME...PULL ME



Although we have choices about the way that we behave, there are also many pressures upon us which may influence our decisions... some PUSH us in one direction whilst others PULL us along another route.

In the chart below try to list as many of the pressures you experience, either pushing you towards what adults might think of as "problem behaviour" or pulling you away from the same behaviour.






<p>PUSH</p> <p>E.G. PRESSURE FROM FRIENDS</p>	<p>PULL</p> <p>E.G. MUM / DADS ANGER</p>



# PREVENTING THE PUSH?

Now that we have discovered what might be pushing you towards "problem behaviour" what do you think we could do to reduce the power of "the push"?

PUSH	WHAT COULD BE DONE TO REDUCE THE PUSH?
 <p>e.g. pressure from friends</p>	 <p>make new friends? don't be a sheep?</p> 



RETRACKING

# EXCUSES...EXCUSES!!!

We all make use of EXCUSES at times to explain our behaviour.  
Below is a list of excuses which you might use to explain what you do at school.  
Tick the ones you think you may have used on a regular basis.  
Underline the two excuses which are your favourites.

1. IT WASN'T MY FAULT!
2. WE WERE ONLY HAVING A BIT OF FUN
3. YOU'RE ALWAYS PICKING ON ME / US!
4. THEY MADE ME DO IT
5. I WAS BORED AND THERE WAS NOTHING ELSE TO DO
6. IT WAS AN ACCIDENT!
7. I FORGOT .... I'VE GOT A LOT ON MY MIND!
8. I COULDN'T LET MY MATES DOWN COULD I?
9. I'M NOT THE ONLY ONE .... EVERYBODY WAS DOING IT
10. IT'S JUST A PHASE I'M GOING THROUGH
11. THEY WERE ASKING FOR IT WEREN'T THEY?
12. I JUST WANTED TO PROVE THAT I COULD DO IT
13. IT SEEMED LIKE A GOOD IDEA AT THE TIME
14. I JUST DIDN'T THINK
15. THEY WERE REALLY ANNOYING ME, WHAT DO YOU EXPECT?



CAN YOU THINK OF ANY OTHER GOOD ONES?



# HOW CONFIDENT AM I?

Give yourself a score of 1-5 for your level of confidence in the following situations.

1 = not at all confident

5 = extremely confident



- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1. BEING WATCHED BY LOTS OF PEOPLE               | 1 | 2 | 3 | 4 | 5 |
| 2. SMILING AT PEOPLE I DON'T KNOW VERY WELL      | 1 | 2 | 3 | 4 | 5 |
| 3. NOT BLUSHING                                  | 1 | 2 | 3 | 4 | 5 |
| 4. SHOWING MY FEELINGS                           | 1 | 2 | 3 | 4 | 5 |
| 5. UNDERSTANDING WHAT OTHER PEOPLE ARE FEELING   | 1 | 2 | 3 | 4 | 5 |
| 6. KEEPING A STRAIGHT FACE                       | 1 | 2 | 3 | 4 | 5 |
| 7. GOING INTO A ROOM FULL OF PEOPLE              | 1 | 2 | 3 | 4 | 5 |
| 8. JOINING A GROUP OF PEOPLE ALREADY TALKING     | 1 | 2 | 3 | 4 | 5 |
| 9. WALKING PAST A CROWD LOOKING IN MY DIRECTION  | 1 | 2 | 3 | 4 | 5 |
| 10. ASKING SOMEBODY THE WAY                      | 1 | 2 | 3 | 4 | 5 |
| 11. USING A TELEPHONE                            | 1 | 2 | 3 | 4 | 5 |
| 12. ASKING FOR HELP                              | 1 | 2 | 3 | 4 | 5 |
| 13. GIVING SOMEBODY A COMPLIMENT                 | 1 | 2 | 3 | 4 | 5 |
| 14. RECEIVING A COMPLIMENT                       | 1 | 2 | 3 | 4 | 5 |
| 15. EXPLAINING MY FEELINGS TO SOMEBODY           | 1 | 2 | 3 | 4 | 5 |
| 16. BEING TOLD OFF BY SOMEBODY                   | 1 | 2 | 3 | 4 | 5 |
| 17. EXPRESSING MY OPINIONS CLEARLY               | 1 | 2 | 3 | 4 | 5 |
| 18. ASKING A QUESTION IN A MEETING OR IN CLASS   | 1 | 2 | 3 | 4 | 5 |
| 19. ACCEPTING CRITICISM FROM OTHERS              | 1 | 2 | 3 | 4 | 5 |
| 20. COMPLAINING ABOUT SOMETHING/ SOMEBODY        | 1 | 2 | 3 | 4 | 5 |
| 21. APOLOGISING                                  | 1 | 2 | 3 | 4 | 5 |
| 22. BEING ASKED FOR AN OPINION IN A GROUP/ CLASS | 1 | 2 | 3 | 4 | 5 |
| 23. SAYING 'NO' WHEN ASKED TO DO SOMETHING       |   |   |   |   |   |
| I DON'T AGREE WITH                               | 1 | 2 | 3 | 4 | 5 |
| 24. BEING INTERVIEWED                            | 1 | 2 | 3 | 4 | 5 |
| 25. ASKING SOMEBODY FOR A FAVOUR                 | 1 | 2 | 3 | 4 | 5 |



# BEFORE, DURING AND AFTER?

Sometimes it is helpful to try and work out how and why a "problem" has occurred, after it is all over.

Think about, and then describe below three incidents in which you have been involved fairly recently:



1


LOSING MY TEMPER

2

BEING IN TROUBLE AT HOME

3

BEING IN TROUBLE AT SCHOOL

ON THE FOLLOWING PAGE,  FILL IN THE GRID WITH REFERENCES TO THE INCIDENTS THAT YOU HAVE DESCRIBED ABOVE.





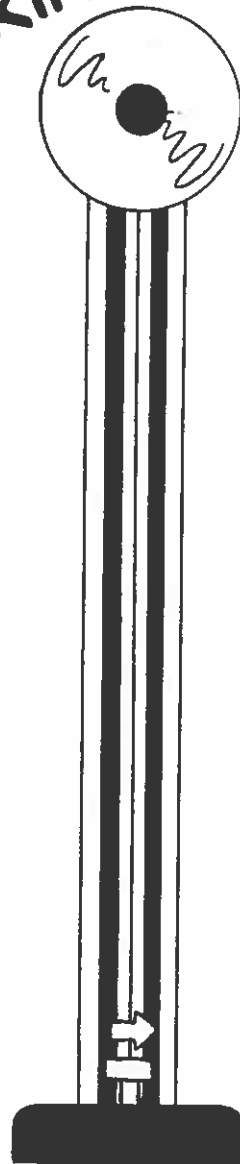
TIME	PLACE	WHO WAS THERE	WHAT WAS HAPPENING	MY FEELINGS BEFORE	WHAT HAPPENED	CONSEQUENCES	FEELINGS AFTER
1							
2							
3							

# HITTING ME HARD

Different situations often lead to the creation of a variety of feelings for all of us. On this Fairground machine indicate the situations which affect you ... from leaving you feeling calm and relatively unaffected, to hitting you hard and making your bell ring!



**BRRRING !!**  
**BRRRING !!**



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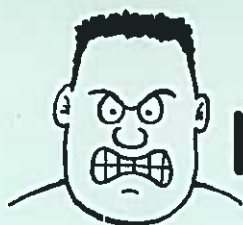
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**COOL AND COLLECTED!**



**RETRACKING**



# IT MAKES ME SO ANGRY!!!

Complete the following sentences as honestly as you can.



I LOSE MY TEMPER WHEN \_\_\_\_\_

WHEN I DON'T AGREE WITH PEOPLE I USUALLY \_\_\_\_\_

I CAN'T STAND \_\_\_\_\_

I FEEL LIKE HITTING PEOPLE WHEN \_\_\_\_\_

WHEN PEOPLE TELL ME WHAT TO DO I \_\_\_\_\_

WHEN I AM ANGRY I \_\_\_\_\_

THE LAST TIME THAT I WAS ANGRY WAS \_\_\_\_\_

WHEN PEOPLE ARE ANGRY WITH ME I FEEL \_\_\_\_\_

OTHER PEOPLE MAKE ME ANGRY WHEN THEY \_\_\_\_\_

I MAKE MY PARENTS ANGRY WHEN I \_\_\_\_\_

I MAKE MY TEACHERS ANGRY WHEN I \_\_\_\_\_

THE WORST THING THAT I COULD DO TO SOMEBODY IS \_\_\_\_\_





# SWINGS AND ROUNDABOUTS

Sometimes we're "up" and sometimes we're "down",... that's life!

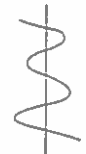
Think about your average day and record your mood swings from the moment that you wake in the morning and the time that you eventually go to sleep at night.

List the high and low points which occur during your day, at the appropriate times.

Draw a curving line to join these points, e.g.



WAKE



SLEEP



LOWS

SIGNIFICANT EVENTS



NORMAL

WAKE

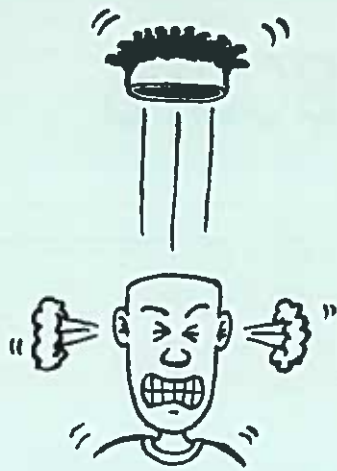


HIGHS

SIGNIFICANT EVENTS

SLEEP





# PUSHING THE BUTTON

We all have our own "buttons" which can be pressed by other people, or by things that happen to us, causing us to lose our tempers.

Try to list as many ways as you can which will make the following people blow their tops!

YOUR PARENTS AND OTHER FAMILY MEMBERS



YOUR TEACHERS



YOUR FRIENDS



YOU



# THE TEN COMMANDMENTS

In the Bible there is the story of Moses and the time God spoke to him, telling his people about the "laws" or commandments that they should follow?

Here are just a few to remind you:

YOU MUST NOT KILL



YOU MUST NOT STEAL

YOU MUST NOT COMMIT ADULTERY



YOU MUST NOT BEAR FALSE WITNESS  
AGAINST YOUR NEIGHBOUR



Do you understand what these mean? Check it out.

We all have our own "commandments" about how we think people, including ourselves should behave.

On the following sheet make a list of your personal commandments.

Which do you think are the most important?



# MY TEN COMMANDMENTS



1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_





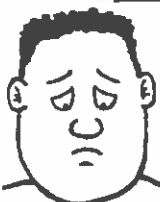
# SPEAKING..... WITHOUT WORDS?!

Human beings have many different ways of communicating their feelings without necessarily having to use the spoken word. We can give clear messages to others by the way we stand or sit, by our movements, through our eyes and by the tone of our voice. Look through newspaper photographs and study the faces and positions of the people caught by the camera.

What do they tell us, without having to read the stories attached?

Have a go at filling in the grid below, trying to work out how we are able to tell the particular mood that somebody is in.



MOOD	EYES	BODY POSITION/ MOVEMENTS	TONE OF VOICE
SHY			
 AGGRESSIVE/ ANGRY			
CONFIDENT			
 SAD			
SURPRISED			





# BODY LANGUAGE/ TONE OF VOICE

Here are a few useful ideas about the ideas about the sort of phrases that you might use to fill in your grid.

UPRIGHT AND RELAXED    HUNCHED SHOULDERS    LOOKING DOWN    STARING

FROWNING    SMILING    RAISING EYEBROWS    CLEARING THROAT

WHINING VOICE    HEAD ON HANDS    COVERING MOUTH WITH HANDS    POINTING FINGERS

SHAKING FIST    SNEERING    EYES WIDE OPEN    SHOUTING    LEANING FORWARD

TALKING FAST    STUMBLING OVER WORDS    PACING AROUND    ARMS FOLDED

VOICE COLD AND HARSH    VERY QUIET VOICE    BITING NAILS

PICKING AT CLOTHES    LOUNGING IN CHAIR    HANDS CLASPED BEHIND BACK

See if you can think of any other phrases.

Try some of these things out - how do they make you feel?  
During the following week look carefully at the body language of other people and listen to their tone of voice.

Also, take time to think about how you are sitting, standing and speaking when you are with other people.

# WHAT MAKES A GOOD TEACHER?

Think back to some of the teachers who have taught you during your time at school .

What do you think are the essential ingredients needed to make a good teacher?

Circle T for true, or F for false.



GOOD TEACHERS ARE VERY STRICT	T	F
GOOD TEACHERS DON'T MAKE A FUSS IF MY HOMEWORK ISN'T DONE	T	F
GOOD TEACHERS DON'T ASK QUESTIONS ABOUT MY LIFE OUTSIDE SCHOOL	T	F
GOOD TEACHERS KEEP THEIR CLASSES QUIET	T	F
GOOD TEACHERS HELP ME WITH MY HOMEWORK	T	F
GOOD TEACHERS LET ME CHOSE WHAT I WANT TO DO	T	F
GOOD TEACHERS APOLOGISE IF THEY MAKE A MISTAKE	T	F
GOOD TEACHERS LET ME CALL THEM BY THEIR FIRST NAMES	T	F
GOOD TEACHERS ARE FAIR	T	F
GOOD TEACHERS LISTEN TO ME	T	F
GOOD TEACHERS DON'T TELL ME OFF IF I DO SOMETHING STUPID	T	F
GOOD TEACHERS DON'T TELL ME OFF IF I MAKE A MISTAKE	T	F

Underline ones which you think are the most important ingredients.





# ...AND WHAT MAKES A GOOD STUDENT?

We've had a think about what we would like our teachers to be like... perhaps it's worth turning things around for a moment and having a think about how teachers might like their students to be? Draw a circle around those words or phrases which describe a "good student" from a teachers point of view.



HARD WORKING

POLITE

SENSE OF HUMOUR

TALKATIVE

HOLDING STRONG PERSONAL VIEWS

WELL MANNERED

LAZY

UNCOOPERATIVE

HANDS HOMEWORK IN ON TIME

CHALLENGING

TRUSTWORTHY

ALWAYS QUIET

TOTALLY INVOLVED IN THEIR WORK

WILLING TO HELP OTHERS

CHEERFUL

INTELLIGENT

ALWAYS GETS EVERYTHING RIGHT

KNOWS ALL THE ANSWERS

NEVER NEEDS HELP WITH THEIR WORK

ACCEPTS CRITICISM

PERFECTLY BEHAVED

PUNCTUAL

Some of these statements look obvious, but perhaps they need thinking about ?

With a coloured pen underline those phrases which you think that teachers might use to describe you.



RETRACKING



# STUDENT EXPECTATIONS



During your time at school you have obviously come across a variety of students often with very different ideas about how they, and other people, should behave.

What do you think OTHER STUDENTS EXPECT FROM YOU,  
in terms of behaviour, when you are at school?

Make a list below, trying to think about your behaviour both in lessons  
and around the school generally.



1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

HOW DO YOU EXPECT OTHER STUDENTS TO BEHAVE, ESPECIALLY YOUR FRIENDS?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

HOW DO YOUR LISTS COMPARE? HOW DO THEY MATCH TEACHER EXPECTATIONS?



A VARIETY PACK ....  
YOUR WEEKLY TIMETABLE

On the following page fill in the timetable plan to show your present or, if you are no longer at school, your most recent weekly timetable.

Colour in green those bits of the week that you enjoyed the most.

Colour in orange the sessions that were "OK"

Colour in red the areas that you really hated!

On the second timetable sheet design your ideal weekly timetable.

Be as creative as you like!

In the two boxes below list the teachers that you enjoy working with and those that you least enjoy.



Next to their names try to describe the reasons why you do or don't like them.

[illegible]

# MY PRESENT OR MOST RECENT WEEKLY TIMETABLE

PERIOD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY





# MY IDEAL TIMETABLE



PERIOD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY



# KEEPING IN CONTROL

In order to stay in control of events that happen to us, we all need to take time to consider the things that we think, say and do. If we don't take time to STOP AND THINK it often goes disastrously wrong.

On the grid below have a go at filling in the things that you think you should or should not do/ think/ say.



This is quite a difficult exercise so here are a few questions to help you along;

Are there other things that I could be doing to keep me busy and out of trouble?

What kinds of things am I doing at the time when I usually get into trouble?

What am I usually talking about at the time when I get into trouble?

What could I say/ talk about, to avoid getting in to trouble?

What kind of things am I doing or thinking about when I am not in trouble?

THINGS I SHOULD ...

THINK

SAY

DO

(TO STAY OUT  
OF TROUBLE!)

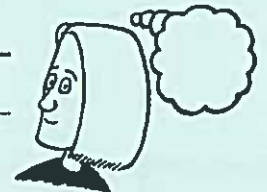
THINGS I SHOULDN'T ...

THINK

SAY

DO

(OR I'LL GET  
INTO TROUBLE!)



RETRACKING

# HOW HONEST AM I?

What are your opinions on the following situations?

Do you think that they are HONEST or DISHONEST?

Which ones do you think that you might be tempted to do?

Put a tick in the appropriate column.... try to be honest in your answers!

<u>SITUATION</u>	<u>HONEST</u>	<u>DISHONEST</u>	<u>TEMPTED</u>
1. COPYING SOMEBODY'S HOMEWORK			
2. FINDING £5 IN THE STREET AND KEEPING IT			
3. TELLING LIES TO MY PARENTS			
4. TELLING LIES TO MY FRIEND			
5. CHEATING IN AN EXAM			
6. TAKING SOMEBODY'S BIKE WITHOUT ASKING			
7. SAYING I'M OLDER IN A PUB OR CINEMA			
8. CHEATING AT CARDS			
9. SHOPLIFTING			
10. NOT RETURNING THINGS I'VE BORROWED			
11. DRIVING A CAR UNDERAGE			
12. DRINKING ALCOHOL UNDERAGE			
13. HAVING SEX UNDERAGE			
14. TAKING AND DRIVING AWAY A CAR			
15. MUGGING			
16. NOT WEARING MY SEATBELT ON A CAR JOURNEY			
17. CHEATING ON MY GIRLFRIEND/ BOYFRIEND			
18.			
19.			
20.			

On another piece of paper have a go at putting these various "offences" in order of seriousness, from 1. as the least serious, to 20. as the most serious.



RETRACKING



# FRIENDS AND TEMPTATIONS

Maybe you have already been involved in breaking the law?  
If so, make a list of the sort of things which you have done which would  
be thought of as "criminal":



---

---

---

---

---

What stops you from doing these things more often? \_\_\_\_\_

What do you get out of it? \_\_\_\_\_

How far are your friends involved with you in offending? \_\_\_\_\_

Put T for true or F for false next to the following statements:

- |   |   |   |
|---|---|---|
| 1. I USUALLY OFFEND BY MYSELF                                   | T | F |
| 2. MY FRIENDS ENCOURAGE ME TO DO THINGS I DON'T WANT TO DO      | T | F |
| 3. IF I STOPPED OFFENDING SO WOULD MY FRIENDS                   | T | F |
| 4. I WOULDN'T HAVE ANY FRIENDS IF I STOPPED OFFENDING           | T | F |
| 5. I ENCOURAGE MY FRIENDS TO DO THINGS THEY DON'T WANT TO DO    | T | F |
| 6. MY FRIENDS DON'T OFFEND                                      | T | F |
| 7. MY FRIENDS LOOK UP TO ME BECAUSE I OFFEND                    | T | F |
| 8. MY FRIENDS ARE TOO SCARED TO DO THE THINGS THAT I WANT TO DO | T | F |
| 9. MY FRIENDS TRY TO STOP ME FROM OFFENDING                     | T | F |
| 10. I GOT INTO TROUBLE FIRST BECAUSE OF MY FRIENDS              | T | F |





## SECTION C

# MOVING FORWARD







I'M JUST USELESS AT EVERYTHING... THERE'S NO POINT IN TRYING.

IT'S EVERYBODY ELSE'S FAULT, NOBODY UNDERSTANDS  
ME SO WHY SHOULD I BOTHER?

SCHOOL IS A WASTE OF TIME... I'LL NEVER ACHIEVE ANYTHING THERE.

I'VE JUST BEEN BORN WITH THIS AWFUL TEMPER,  
THERE'S NOTHING THAT I CAN DO ABOUT IT.

I'VE ALWAYS HAD PROBLEMS WITH MY READING AND SPELLING...  
THEY ALL THINK THAT I'M STUPID.

NOBODY CARES ABOUT WHAT HAPPENS TO ME.

I'LL NEVER GET WHAT I WANT OUT OF LIFE.

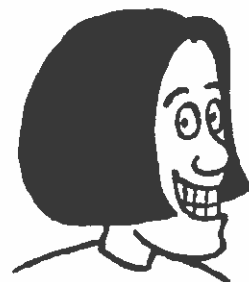
I JUST DON'T SEEM TO BE ABLE TO MAKE OTHER PEOPLE LISTEN TO ME.

NONE OF MY TEACHERS WANT TO HELP ME...  
THEY ALWAYS TAKE ME THE WRONG WAY.

... are these some of the thoughts that go through your head?  
... do you really think that your situation is totally hopeless?  
... would you like some help to change things for the better?

IN SECTION 3 LET'S MOVE ON TOGETHER AND DISCOVER  
SOME WAYS OF THINKING AND LIVING MORE POSITIVELY.

TURN THE PAGE FOR SOME  
**POSITIVE THOUGHTS AND  
CHALLENGES**



RETRACKING



# LET'S THINK POSITIVE!!!



I'M NOT PERFECT... BUT WHO IS? WE'VE ALL GOT OUR STRENGTHS AND OUR WEAKNESSES.

WE ALL MAKE MISTAKES SOMETIMES, BUT WE CAN LEARN THROUGH THEM AND NOT LET THEM HAPPEN AGAIN.

THERE'S LOTS OF THINGS THAT I AM GOOD AT.

I'M NOT VERY SKILLFUL AT SOME OF THE THINGS THAT I DO BUT I CAN PRACTICE THEM AND GET BETTER.

I HAVE MY OWN IDEAS AND OPINIONS BUT I AM NOT VERY GOOD AT EXPRESSING THEM YET... I WILL GET BETTER.

LOTS OF PEOPLE CARE ABOUT ME AND WANT TO HELP ME.

I CAN MAKE CHOICES ABOUT WHAT HAPPENS TO ME.

I CAN MAKE SENSIBLE PLANS FOR THE FUTURE AND ACHIEVE WHAT I WANT IN LIFE.

EDUCATION HAS AN AWFUL LOT TO OFFER, BOTH AT SCHOOL AND AT COLLEGE... I CAN TAKE WHAT I LIKE FROM IT AND CHANGE MY LIFE FOR THE BETTER.

.... come on then, let's get going... moving forward to a positive future where you are in control....



# BACK TO THE FUTURE... WHERE WILL I BE?



Ten years from now where will I be?

What will I be doing?

Who will I be with?

MORE IMPORTANTLY

..... Where would I like to be?

..... What would I like to be doing?

..... Who would I like to be with?

IN TEN YEARS TIME I WILL BE ..... YEARS OLD



AREA	WILL BE	WOULD LIKE TO BE
HEIGHT		
WEIGHT		
HAIR COLOUR		
AMOUNT OF EXERCISE		
SMOKING?		
ALCOHOL?		
EATING?		
COUNTRY / TOWN OF LIVING		
TYPE OF HOME		



AREA	WILL BE	WOULD LIKE TO BE
PERSONALITY		
EDUCATION / QUALIFICATIONS		
COLLEGE / UNIVERSITY		
CAREER / JOB... PLACE / SALARY / PEOPLE PROMOTION ETC		
HUSBAND / WIFE / PARTNER		
CHILDREN		
PETS		
CAR / BIKE / OTHER		
HOBBIES / INTERESTS		
FRIENDSHIPS		
TRAVEL / HOLIDAYS		
OTHER		





# ACHIEVING THE UNACHIEVABLE?



Is there a big difference between what I think "I will be" in ten years time and "what I would like to be"?

How can I set about achieving my ideal goals?

First of all try to think about the BENEFITS of achieving your goals... then the BURDENS of not achieving them

Look at the following example and then have a go at working out your own BENEFITS AND BURDENS on the following sheet.

## GOAL:

- \* I WILL GET MYSELF A PART TIME JOB

## BENEFITS:

- \* I WILL HAVE MORE MONEY FOR MYSELF
- \* I WILL GET EXPERIENCE OF WORKING
- \* I CAN GET A REFERENCE FOR THE FUTURE
- \* MY MUM AND DAD WILL BE PLEASED WITH ME
- \* I CAN GET PEOPLE PRESENTS
- \* MY TIME WILL BE OCCUPIED

## BURDENS:

- \* I WON'T HAVE MUCH MONEY
- \* I WILL HAVE TO RELY ON MUM AND DAD FOR MONEY
- \* I WON'T BE USED TO WORKING
- \* I WILL GET BORED AND PERHAPS GET INTO TROUBLE
- \* I'LL FEEL JEALOUS OF FRIENDS WHO ARE EARNING MONEY

## PLANS TO ACHIEVE MY GOAL:

- \* LOOK FOR A JOB... IN THE PAPERS / SHOP WINDOWS
- \* ASK FRIENDS / NEIGHBOURS FOR ADVICE / INFORMATION



GOAL: \*

BENEFITS: \*

\*

\*

\*

\*

\*

BURDENS: \*

\*

\*

\*

\*

PLANS TO ACHIEVE MY GOAL:

\*

\*

WHO CAN HELP ME:

\*

\*

\*

\*







# PROBLEM SOLVING



During the next ten years of your life you will face a number of problems which you will overcome in order to become a happy and successful adult.

List below the main problems that you think are facing you in the future.

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Can you put these problems in order, with the most difficult at the top and the least difficult at the bottom.

Do you feel that any of these problems cannot be solved?



# FIVE STAGE PROBLEM SOLVING



Sometimes it feels as if the problems that we face have no real solutions. Here is an easy way to get to grips with any problems... it may not provide your ideal solution but at least it will help you to explore all of the alternatives and decide upon the best way forward.

1

STATE CLEARLY WHAT THE PROBLEM IS  
THAT YOU WANT TO SOLVE.

2

WRITE DOWN AS MANY POSSIBLE SOLUTIONS  
TO YOUR PROBLEM AS YOU CAN THINK OF.  
(BE AS IMAGINATIVE AS YOU WANT TO BE).

3

DECIDE WHICH OF THESE SOLUTIONS ARE  
POSSIBLE AND WHICH ARE IMPOSSIBLE.

4

CHOOSE THE SOLUTION WHICH YOU THINK IS  
THE MOST ATTRACTIVE AND THE MOST POSSIBLE.

5

DECIDE WHAT YOU NEED TO DO IN ORDER  
TO MAKE YOUR SOLUTION HAPPEN.

On the following page is an example of this five stage plan in action.



# A PROBLEM!

1

MUM AND DAD NEVER GIVE ME ENOUGH MONEY TO DO THE THINGS THAT I WANT TO DO

2

- A) TALK TO THEM AND EXPLAIN THAT I NEED MORE MONEY
- B) OFFER TO DO SOME JOBS AROUND THE HOUSE TO EARN SOME EXTRA
- C) FIND A PART TIME JOB
- D) SHOUT AND SCREAM UNTIL THEY GIVE ME MORE
- E) BORROW MONEY FROM MY FRIENDS
- F) STEAL SOME



3

- A) THEY NEVER LISTEN AND THEY CAN'T AFFORD IT ANYWAY
- B) POSSIBLE BUT THEY STILL WON'T BE ABLE TO AFFORD IT
- C) POSSIBLE BUT IT'S QUITE DIFFICULT TO FIND A JOB AROUND HERE
- D) MIGHT WORK BUT IT MAKES EVERYBODY ANGRY AND UPSET ... NOT WORTH THE HASSLE!
- E) I WOULD STILL HAVE TO PAY THEM BACK
- F) I'D PROBABLY GET FOUND OUT ... TROUBLE WITH THE POLICE, MUM AND DAD UPSET, ETC.

4

OFFER TO DO SOME JOBS AROUND THE HOUSE

PROS WON'T HAVE TO JOB HUNT  
USEFUL FOR MUM AND DAD  
QUITE EASY WORK  
CAN FIT IT IN WHEN I FEEL LIKE IT

CONS: CAN THEY AFFORD IT?  
I DON'T LIKE HOUSEWORK

5

- A) DECIDE WHICH JOBS NEED TO BE DONE
- B) DECIDE WHICH JOBS I WOULD LIKE TO DO
- C) MAKE A LIST, WITH THE ROUGH TIME NEEDED FOR EACH JOB
- D) TALK TO MUM AND DAD ABOUT IT
- E) NEGOTIATE A PRICE PER JOB AND WHEN THEY SHOULD BE DONE
- F) GET ON WITH IT!



On the following page is an empty "problem solving" sheet.  
Have a go at working through one of the issues that you identified  
as a potential problem for your future.

If you are feeling REALLY POSITIVE have a go at more than one!

# PROBLEM SOLVING SHEET

1

MY PROBLEM

2

POSSIBLE SOLUTIONS

- A)
- B)
- C)
- D)
- E)

3

SOLUTIONS EVALUATED

- A)
- B)
- C)
- D)
- E)

4

BEST SOLUTION

5

WAY TO ACHIEVE BEST SOLUTION

- A)
- B)
- C)
- D)
- E)



# DRAWING UP AN AGREEMENT

If you would like to make some changes in your life it is sometimes helpful to make a contract with yourself, stating clearly what it is that you would like to change, how this could happen and who can help to make it happen.

## Agreement for Change

*I am going to change the following things:*

\*  
\*  
\*

*In order for this to happen these things must occur:*

\*  
\*  
\*  
\*  
\*

*These people have offered to help me achieve these changes:*

\*  
\*  
\*

signature \_\_\_\_\_

signature \_\_\_\_\_

signature \_\_\_\_\_

*If these changes don't occur then the following is likely to happen:*

\*  
\*  
\*

*We will review this agreement on \_\_\_\_\_ (date)*

*signed by \_\_\_\_\_ (date \_\_\_\_\_)*





# MANAGING OUR ANGER

In the previous sections we looked at the sorts of situations which might lead to you losing your temper.

Now we need to look in more detail at the "triggers", as the thoughts that are going on in your head and at ways in which we can stop your anger from becoming a negative force.

★ WHEN ARE YOU LIKELY TO LOSE YOUR TEMPER?

...ARE YOU TIRED? FRUSTRATED? TENSE? HUNGRY? TIRED? SAD? IRRITATED?









★ WHAT ARE THE PHYSICAL SIGNS OF ANGER IN YOUR BODY?

...MUSCLES TIGHT? RAPID BREATHING? POUNDING HEART? CLENCHED FISTS?

★ WHAT'S GOING THROUGH YOUR MIND?

...IT'S ME OR HIM! I'LL SHOW THEM! IT'S NOT FAIR! I'VE GOT TO WIN THIS ONE!

Just being aware of some of these things is half the battle ... once aware that you are in danger of blowing, try some of the following:

-  TRY TO RELAX (SEE NEXT SECTION FOR TECHNIQUES)
-  TAKE DEEP CONTROLLED BREATHS
-  GIVE YOURSELF A MOMENT TO THINK ABOUT WHAT IS HAPPENING - COUNT TO 5/10/20
-  USE A MAGIC WORD IN YOUR HEAD EG, STOP! OR CALM!
-  TRY TO DISTRACT YOURSELF EG, SING A SONG IN YOUR HEAD OR COUNT BACKWARDS FROM TWENTY
-  WALK AWAY
-  SAY SOME POSITIVE THINGS TO YOURSELF (SEE NEXT PAGE)
-  TRY TO IMAGINE A SOOTHING SCENE IN YOUR HEAD EG, ON A RIVERBANK OR FLOATING ON AN AIRBED ON THE SEA





# GIVE YOURSELF A GOOD TALKING TO !!!



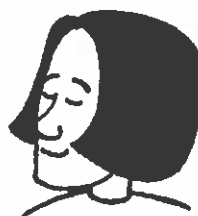
Practice some of the following positive "self-statements":

☺ I KNOW THAT THIS COULD BE DIFFICULT BUT I CAN HANDLE IT AND STAY IN CONTROL

☺ TAKE SOME DEEP BREATHS

☺ CALM ... CALM ...

☺ RELAX THOSE MUSCLES



☺ THINK OF MY RELAXING SCENE

☺ THIS PERSON HAS THE PROBLEM, I'M NOT GOING TO LET THEM GET TO ME

☺ I'M NOT GOING TO TAKE THIS PERSONALLY

☺ MY VOICE WILL STAY QUIET AND CALM (EVEN IF I'M SHOUTING INSIDE!!)

WELL DONE ... I DID IT !



See ... you can do it. Remember, practice makes perfect !

On the following page is a kind of diary for you to keep over the next week or two. Practice your responses and keep a record of your successes.



RETRACKING





# AN EYE ON YOURSELF?



During the course of the next week keep record for yourself of how many times you have achieved the following things.

Simply put a circle around the next number each time you have a success

<u>GOAL</u>	<u>NUMBER OF TIMES ACHIEVED</u>
SPOKE QUIETLY INSTEAD OF SHOUTING EVEN THOUGH I WAS ANGRY	1 2 3 4 5 6 7 8 9 10
WALKED AWAY FROM POSSIBLE TROUBLE	1 2 3 4 5 6 7 8 9 10
STOPPED MYSELF FROM SWEARING AT SOMEBODY	1 2 3 4 5 6 7 8 9 10
FELT ANGRY BUT COOLED MYSELF DOWN	1 2 3 4 5 6 7 8 9 10
STOPPED MYSELF FROM HITTING SOMEBODY	1 2 3 4 5 6 7 8 9 10
AVOIDED AN ARGUMENT BY TALKING AND LISTENING	1 2 3 4 5 6 7 8 9 10
SPOKE POLITELY TO SOMEBODY I DON'T LIKE	1 2 3 4 5 6 7 8 9 10
.....	1 2 3 4 5 6 7 8 9 10
.....	1 2 3 4 5 6 7 8 9 10

## WELL DONE !!







# LET'S RELAX!



Learning to relax is an extremely important and valuable thing to do. It doesn't come naturally to many of us and we need to practice the skills involved in order to become better at it.

Learning to relax stops us from:

- ✓ GETTING PHYSICALLY TENSE
- ✓ HAVING HEADACHES
- ✓ GETTING TIRED
- ✓ BECOMING ANXIOUS AND IRRITABLE
- ✓ HAVING SLEEPLESS NIGHTS
- ✓ GETTING INTO ARGUMENTS AND FIGHTS



## RULES FOR RELAXATION



DECIDE UPON A DAILY ROUTINE FOR YOUR RELAXATION PRACTICE,  
ie, WHEN AND WHERE

CHOOSE SOMEWHERE QUIET TO PRACTICE WHERE YOU WON'T  
BE DISTURBED

DON'T PRACTICE IF YOU ARE HUNGRY OR IF YOU HAVE JUST  
HAD A MEAL

BREATHE THROUGH YOUR NOSE, TAKING DEEP REGULAR BREATHS

TRY TO BE CONSCIOUS OF USING YOUR STOMACH MUSCLES TO  
BREATHE WITH

Turn now to the following pages for specific instructions...  
no falling asleep please !!



RETRACKING



# LET'S RELAX THOSE MUSCLES !!



1. LIE DOWN OR SIT SO THAT YOU ARE FEELING REALLY COMFORTABLE.
2. CONCENTRATE ON THE FEELINGS IN YOUR MUSCLES AS WE TRY TENSING OR RELAXING THEM.
3. STARTING WITH YOUR **HANDS AND ARMS**, CLENCH YOUR FIST TIGHTLY AND TENSE THE MUSCLES IN YOUR ARMS. VERY SLOWLY RELAX THEM. REPEAT SEVERAL TIMES.
4. NOW THINK ABOUT YOUR **SHOULDERS**. HUNCH THEM UP TIGHTLY, NEARLY TOUCHING YOUR EARS. SLOWLY LET THEM RELAX. REPEAT A NUMBER OF TIMES.
5. KEEPING YOUR **EYES** CLOSED SCREW THEM UP TIGHTLY THEN GRADUALLY RELEASE YOUR EYELIDS UNTIL THEY ARE TOTALLY RELAXED. REPEAT.
6. TIGHTEN UP YOUR **EYEBROWS** BY DRAWING THEM TOGETHER THEN SLOWLY RELEASE THE TENSION IN YOUR FOREHEAD. REPEAT.
7. TENSE YOUR **JAW** BY BITING YOUR BACK TEETH TOGETHER TIGHTLY. THEN LET YOUR JAW GET HEAVIER AND HEAVIER UNTIL TOTALLY RELAXED. REPEAT.
8. TO RELAX YOUR **NECK** LET YOUR CHIN FALL FORWARD ONTO YOUR CHEST UNTIL THE MUSCLES IN YOUR NECK FEEL QUITE TIGHT. SLOWLY PULL IT BACK UNTIL YOU FEEL RELAXED. REPEAT.
9. PULL YOUR **STOMACH** IN AS TIGHTLY AS YOU CAN THEN GRADUALLY RELAX THOSE MUSCLES AND REPEAT.
10. USING YOUR HEELS PUSH DOWN HARD AGAINST THE FLOOR UNTIL YOU FEEL THE **TOPS OF YOUR LEGS** ARE AS TIGHT AS POSSIBLE. SLOWLY RELAX AND THEN REPEAT. FOR THE **BOTTOM HALF OF YOUR LEGS** POINT YOUR TOES AS HARD AS YOU CAN THEN SLOWLY RELEASE AND REPEAT.

GO THROUGH THE WHOLE SEQUENCE AGAIN.



# LEARNING TO BREATHE ...

Sounds a bit daft doesn't it?! We all know how to breathe, it's the first thing that we ever do and we never even have to think about it... could be serious if we were to stop!

Actually there are different ways to breathe and sometimes we have to consciously get our breathing under control. Think about times in the past when:

- ★ you've been frightened
- ★ somebody has been sleeping
- ★ you've been running
- ★ you've felt angry
- ★ you've been upset

There are noticeable variations in our breathing patterns at such times.

It is possible to get our breathing under control to decrease tension, to relax our muscles, to decrease our heart and pulse rate or even to increase our alertness by providing more oxygen to our brain. Try the following:

*Sit quietly but comfortably on a chair with your hands resting in your lap.*

*Keep your back straight but relaxed so that your lungs are able to operate efficiently.*

*Keep your head straight but relaxed with your eyes gently closed.*

*Take a deep, silent breath, through your nose. Feel the breath travelling deeply into your lungs... feel your chest expanding slowly.*

*Let the breath out through your mouth, slowly and calmly feeling your lungs empty.*

*Take another deep breath and feel what is happening to your chest as the air flows through your nose, down your windpipe and inflates your lungs.*

*Now breathe out again through your mouth, slowly and quietly.*

*Keep repeating the process at your own pace enjoying the feelings of peace and relaxation.*





# USING OUR IMAGINATIONS

As we have already said, one of the ways to help us relax when we're feeling tense and angry is to use our imagination to picture a pleasant, peaceful scene.

Here is an example of one to help get you started. It is much better however to draw your own imaginary scene, based perhaps on happy memories from your past... be creative, it's your own private world.

Begin by getting yourself relaxed, using the relaxation and breathing exercises that we have already tried. Let all other feelings go... breathe slowly and calmly... close your eyes...

Listen as this is read to you .....

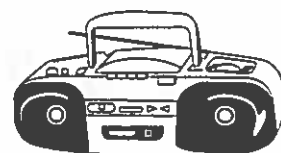
*We are going on a short but gentle journey. We are going into the woods... walking along a winding path through the softly waving trees. It is a beautiful, sunny, warm day with a few cotton wool clouds floating gently across a blue sky. The sun is warm on the skin of your arms and you can feel the breeze softly ruffling your hair. By the side of the path colourful, scented flowers grow in small groups. A young rabbit basks in the sunlight, cleaning his soft fur and nibbling on the lush green grass. You can feel the earth warm and firm under your feet.*

*The path ends at the banks of slowly babbling stream. You sit on a mossy tree trunk at the side of the stream, dipping your feet into the tumbling water which bubbles and sings around your ankles. The water is soft and cool upon your feet as the sun continues to warm your face and arms. The breeze blows a leaf from a nearby tree and you watch as it floats silently down coming to rest upon the surface of the water which carries it away downstream. You close your eyes and listen to the sounds of the water, the birds singing cheerfully in the trees and the leaves rustling gently in the late afternoon air.*

*You can stay here for as long as you like, feet dipped in the stream... there are no pressures to leave... you are calm and happy... no worries... all is well...*



# RELAX IN OTHER WAYS?



There are no right or wrong ways to relax... over time we all develop our own strategies for winding down and making ourselves less tense.

Sometimes it might be



- ... spending time with our friends
- ... or being by ourselves
- ... reading a book
- ... or watching a good movie
- ... going for a walk
- ... or going on a spending spree
- ... playing computer games
- ... or drawing a picture



It's important to be aware of our own methods of relaxation.

Have a go at listing the things that you have found help to wind you down when you are feeling tense or angry:

## MY RELAXATION RECIPE

1

2

3

4

5

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RETRACKING



# I CAN!!

I expect that there have been times in the past when adults around you have said things like:

"WHY ON EARTH DID YOU DO THAT... HAVEN'T YOU GOT ANY WILLPOWER?"

"YOU'RE ALWAYS LETTING YOUR FRIENDS GET YOU INTO TROUBLE... WHY CAN'T YOU KEEP AWAY FROM THEM OR SAY NO!?"

"WHY ARE YOU SO WEAK?... YOU GIVE UP TOO EASILY... YOU'LL NEVER BE ABLE TO HOLD A JOB DOWN WHEN YOU LEAVE SCHOOL"



Do you think that there's anything in what they say?

Do you sometimes find it difficult to stick with things, to resist the pressures of other people or of other things?

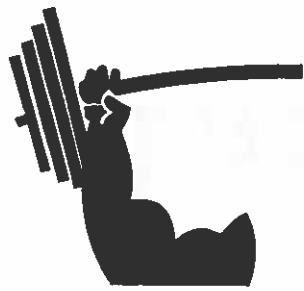
Do you often find it difficult to concentrate?

We all have our personal weaknesses... those soft spots where our willpower seems to totally disappear.

FOOD? DRINK? SWEETS? CIGARETTES? FUN?  
COMPUTER GAMES? SLOT MACHINES? TV? DRUGS?  
FAST CARS?

Make a list of your weaknesses





# EXERCISING YOUR WILLPOWER



Is your willpower soft and flabby?  
Could it do with some exercise to shape it up?  
Do you want to get it back under your control?  
Which of your weaknesses do you want to convert into a strength?

---

Have a go at the following exercises to prove to yourself that you do have willpower.

1. **I WILL...** COUNT BACKWARDS FROM 100 EVERY MORNING BEFORE I EAT MY BREAKFAST
2. **I WILL...** SMILE AT EVERYBODY I MEET TODAY
3. **I WILL...** STAND ON ONE LEG FOR 2 MINUTES BEFORE I TURN THE TV ON TODAY
4. **I WILL...** ONLY DRINK WATER THIS MORNING
5. **I WILL...** TOUCH MY TOES TWENTY TIMES BEFORE I GO TO BED
6. **I WILL...**
7. **I WILL...**
8. **I WILL...**

(USE YOUR OWN IDEAS FOR THE FINAL THREE)





# MY WILLPOWER CONTRACT

Complete the following contract with yourself, stating clearly which willpower exercise you are going to follow for this week. Keep a record of your success.

THIS WEEK I WILL... \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TIME \_\_\_\_\_ PLACE \_\_\_\_\_

*signed*.....

*witness*.....

MON

TUES

WEDS

THURS

FRI

SAT

SUN

(TICK EACH BOX WHEN COMPLETE)

I WILL REWARD MYSELF AT THE END OF THE WEEK WITH:

\_\_\_\_\_



# STOPPING AND THINKING



Do you remember, in the previous sections, we spent some time looking at some of the reasons that might have led you getting into trouble, at school, at home or in the community?

We talked about "*pushes and pulls*", about "*body language*" and "*keeping in control*". In this section we have thought about "*willpower*" and might even have tried some exercises aimed at developing greater *self control*.

If you were to take a moment, thinking again about some of the situations which have led to uncomfortable consequences for yourself, you would probably agree that if you had given yourself time to think about the possible outcomes you might not have gone ahead?

SITUATION ➡ MY REACTION ➡ CONSEQUENCES

STOP!

THINK!



WHAT WILL I GAIN FROM DOING THIS?

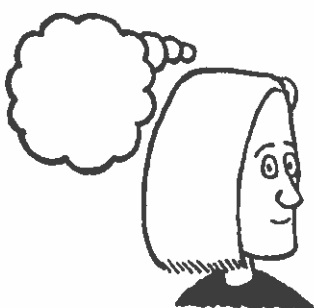
WHAT WILL I LOSE FROM DOING THIS?

WHAT WILL OTHERS GAIN IF I DO THIS?

WHAT WILL OTHERS LOSE IF I DO THIS?

This extra link in the chain of events need only take a matter of seconds, yet it might save you an awful lot of trouble in coming hours and days!

Have a go at filling in a simple diary (overleaf) for the coming week, aiming to keep aware of your responses and possible consequences.



# STOP AND THINK DIARY

DAY AND DATE

TIME & PLACE

WHO WAS THERE

WHAT WAS HAPPENING

WHAT I DID

WHO GAINED WHAT?

WHO LOST WHAT?

DID I STOP AND THINK? YES/NO

WHAT MIGHT HAVE OCCURRED IF I DIDN'T STOP AND THINK? (OR, IF I DID?)





# GETTING MY OWN WAY!

We all like to have our own ways at times (if not all the time!) but sometimes we don't always go about achieving this in a positive or helpful way.

If we want to convince other people about our needs and our solutions we need to:

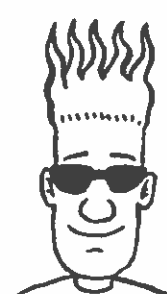
- ➡ STOP AND THINK ABOUT WHAT EXACTLY WE WANT TO ACHIEVE
- ➡ EXPRESS OUR THOUGHTS AND FEELINGS CLEARLY
- ➡ AVOID ANTAGONISING OTHERS
- ➡ LISTEN TO THEIR OPINIONS
- ➡ MAKE SURE THAT WE DON'T LOSE OUR TEMPER
- ➡ STAY FOCUSED UPON WHAT WE WANT IN A FIRM BUT CALM MANNER
- ➡ BE AWARE OF OUR BODY LANGUAGE... KEEP IN CONTROL

If we manage to do all of these things then we could be described as being **ASSERTIVE**.  
How is this different from being **AGGRESSIVE**?

Sometimes we are the opposite of this and would be described as being **NON-ASSERTIVE**.

Can you think of a time when you have been

- 1 Aggressive? \_\_\_\_\_  
\_\_\_\_\_
- 2 Non-assertive? \_\_\_\_\_  
\_\_\_\_\_
- 3 Assertive? \_\_\_\_\_  
\_\_\_\_\_



You buy an expensive pair of jeans at a shop in town. When you get home you discover that there is a stain on one of the legs. You wanted to wear them to a party that night and the shop has closed now.

HOW WOULD YOU FEEL? WHAT ARE THE POSSIBLE RESPONSES?

1

AGGRESSIVE?

\_\_\_\_\_

2

NON-ASSERTIVE?

\_\_\_\_\_

3

ASSERTIVE?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

You have lent your favourite computer game to one of your friends. When you eventually get it back it no longer runs on your computer. It has a virus which might have contaminated your other games.

HOW WOULD YOU FEEL? WHAT ARE THE POSSIBLE RESPONSES?

1

AGGRESSIVE?

\_\_\_\_\_

2

NON-ASSERTIVE?

\_\_\_\_\_

3

ASSERTIVE?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



You have just finished changing after a PE lesson at school when one of the other students accuses you of having taken a purse out of her bag. You have not been anywhere near her things and have been with your friends all the time.

HOW WOULD YOU FEEL? WHAT ARE THE POSSIBLE RESPONSES?

1

AGGRESSIVE?

---

---

2

NON-ASSERTIVE?

---

---

3

ASSERTIVE?

---

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During a French lesson a number of people in your class have been messing about. The teacher loses his patience and puts the whole class in detention after school the following day. You don't think that this is very fair and you have a long standing arrangement to go to the cinema that evening. If you attend the detention you will be unable to get home in time to get changed and get out again.

HOW WOULD YOU FEEL? WHAT ARE THE POSSIBLE RESPONSES?

1

AGGRESSIVE?

---

---

2

NON-ASSERTIVE?

---

---

3

ASSERTIVE?

---

---







# HOW WELL DO I LISTEN?



We all expect people to listen to us... but sometimes, if we are honest, we are not very good at listening to them.

THINK OF A TIME WHEN YOU WEREN'T LISTENED TO. HOW DID IT MAKE YOU FEEL?

NOW THINK OF A TIME WHEN YOU DID FEEL LISTENED TO. HOW COULD YOU TELL THAT THE OTHER PERSON WAS LISTENING?

## Some things to remember about listening:

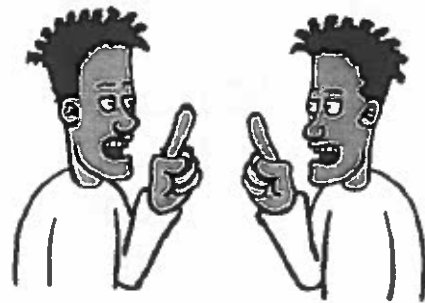
- 1 Always look at the person who is talking... in the eyes if possible.
2. Give them all of your attention... don't be distracted by what is happening around you.
3. Ask if you have any questions or if you don't understand what they are saying.
4. Do your best not to interrupt.... hear them out.
5. When they have finished speaking have a go at summarising what they have said to you.
6. Keep thinking about your body language and tone of voice... keep calm even if you don't agree with what they are saying.





Now take it in turns with your partner/tutor... one to talk and the other to listen.  
 Use a watch or a timer, aiming to talk or to listen for about 2 minutes.  
 Swap places so that the "talker" now listens and the "listener" talks.  
 When the speaker has finished, the listener must try to sum up what has been said.  
 You can talk about whatever you like but if you are stuck, here are a few ideas:

A FAVOURITE TV PROGRAMME OR FILM  
 FAMILY  
 A GOOD PARTY YOU'VE BEEN TO  
 A MEMORABLE HOLIDAY  
 FRIENDS  
 GOSSIP




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REMEMBER that it is even more difficult to listen effectively if you are feeling threatened, eg.

- \* if you are being "told off"
- \* if you think that the other person is being unreasonable
- \* if they are being critical about you
- \* If they are pressing one of your "triggers", ie talking about something that you find hurtful or sensitive.



but remember to stay CALM, remember those relaxation/breathing tips



it is much more impressive if you can *keep cool, listen quietly and respond calmly*.

IF YOU ARE LEFT FEELING HURT, UPSET, ANGRY, IRRITATED, FRUSTRATED ETC.  
 BY WHAT IS BEING SAID TO YOU THEN THERE IS A VERY POWERFUL WAY OF  
 LETTING THE OTHER PERSON KNOW HOW YOU ARE FEELING.  
 WE CALL THEM 'I MESSAGES'.



# "YOU" MESSAGES AND "I" MESSAGES

Often when we are involved in a "conflict" situation with somebody else, we end up attacking them verbally and giving them "YOU" messages e.g.

**YOU'RE ALWAYS GETTING ON AT ME!**

**YOU NEVER TRUST ME**

**I WISH YOU'D STOP NAGGING**

**YOU NEVER LISTEN TO WHAT I'M SAYING**

**YOU'RE REALLY GETTING ON MY NERVES**

Can you think of some of the "YOU" messages that other people have given you?

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HOW DO THESE STATEMENTS MAKE YOU FEEL?

It is possible to magically transform statements like these into far more positive messages which still can convey your feelings, but in a less threatening manner. We call these "I" messages, eg

**'WHEN YOU SAY THINGS LIKE THAT I FEEL AS IF YOU ARE ALWAYS CRITICISING ME'**

**'I FEEL AS IF YOU DON'T TRUST ME WHEN YOU ASK ME QUESTIONS LIKE THAT'**

**'WHEN YOU KEEP TELLING ME TO DO THINGS I FEEL TIRED AND IRRITABLE'**

**'I SOMETIMES FEEL FRUSTRATED BECAUSE YOU DON'T SEEM TO LISTEN TO WHAT I SAY'**
















RETRACKING



HAVE A GO AT CHANGING SOME OF THESE "YOU" MESSAGES TO "I" MESSAGES

(remember, the key is to let the other person know how you are feeling)

"YOU"		"I"
WHY DO YOU ALWAYS SHOUT AT ME?		
YOU ARE ALWAYS IN A BAD MOOD		
YOU ARE ALWAYS PICKING ON ME		
YOU ALWAYS WANT TO KNOW WHERE I'M GOING		
YOU NEVER TELL ANYBODY ELSE OFF FOR TALKING IN YOUR LESSON		
YOU NEVER LET ME JOIN IN WITH YOUR GROUP		
WHY DON'T YOU EVER INVITE ME TO YOUR PARTIES?		
YOU ARE ALWAYS BORROWING MY CLOTHES		
YOU ARE ALWAYS LATE WHEN WE ARRANGE TO MEET		
YOU NEVER MARK MY HOMEWORK		
WHY DON'T YOU EVER NOTICE ME WHEN I'M BEING GOOD?		
CAN'T YOU JUST LEAVE ME ALONE?		



# RETRACKING Certificate

This is to certify that ..... has achieved the following

\*

\*

\*

\*

\*

My targets for the following six months will be

\*

\*

\*

My long term goal is

\*

Student's signature .....

Tutor's signature

