



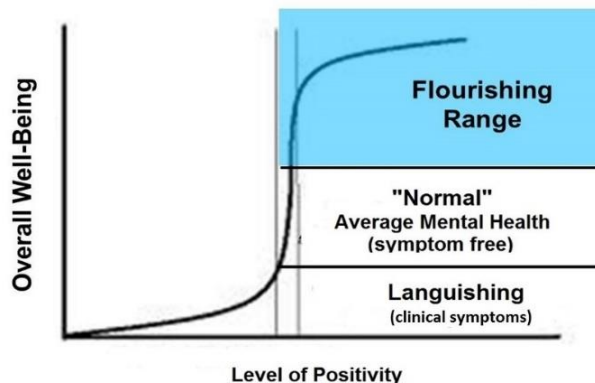
Counselling & Coaching

# CLIENT SELF-HELP WORKBOOK

The following worksheets are designed to give you a set of resources to help you prepare for, and get maximum value from, your counselling or coaching experience. Making the decision to get some help with shaping your life to make it better is not an easy one for many people. Admitting you're not doing as well as you could, or you're not in the "place" you want to be, might be considered a sign of weakness. But just pause and think for a moment...if every Olympic athlete or high-flying corporate executive or leader of any country didn't dream of doing better, we'd have no leaders, we'd have nobody to take our organisations to higher levels of effectiveness, and we'd certainly not have an Olympic Games!

**So no matter what point you're at right now, with a bit of structured work and some guidance you can...and will...make life better. This is what counselling and coaching are all about!**

So how do you know whether the help you need right now is *counselling* or *coaching*? The diagram below gives you an idea of the range of wellbeing each of us can experience – from struggling with distressing symptoms (thoughts, emotions or patterns of behaviour) through to astonishing ourselves with our achievements as we discover – and learn – that life can be truly flourishing.



If you are not troubled by clinical symptoms, and you believe you could be performing better in one or more areas of life, and you want to achieve these goals to reach your best life possible, then **coaching** is the way to go.

If you're not coping well and struggling with distressing symptoms affecting your mental wellbeing, then **counselling** to treat these symptoms and get your brain, mind and body back to "normal" is the way to go.

As you can see, there's a fine line between counselling and coaching. In fact, the work we do with our clients aims to help you move as quickly as possible from struggling with clinical symptoms and up into the "normal" zone, then work with a coaching approach to give you the life skills and knowledge to be able to flourish – this ensures that when bad times happen (as they will), the buffer zone between coping and falling apart is widened. This is what we mean by "resilience" – the capacity to bounce back quickly after bad times.

***So we invite you to use the worksheets below to get started on your journey with us....***



Your name .....

Today's date .....

## WORKSHEET 1: Symptom Assessment Profile

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Before we begin working with you to achieve the changes you want in your life, it's important to assess whether there are any clusters of symptoms suggesting a clinical disorder. We do this as an initial screening with all clients referred for counselling, and we repeat the screening about half-way through your treatment as well as at the end so we can measure your progress.

The assessment instrument we use is the **Symptom Assessment-45 Questionnaire (SA-45)**. This assessment gives us a brief, yet thorough, measure of current symptoms across 11 different domains:

- Depression (DEP)
- Anxiety (General)
- Interpersonal Sensitivity (INT)
- Hostility (HOS)
- Obsessive-Compulsive (OC)
- Psychoticism (PSY)
- Paranoid Ideation (PAR)
- Somatization (SOM)
- Phobic Anxiety (PHO)
- Global Severity Index (GSI)
- Positive Symptom Index (PST)

As well as measuring your progress, the SA-45 helps us to develop your treatment plan, focusing in specifically on symptoms that may be playing a part in making you feel unwell. The SA-45 has been validated on a normative database of over 18,000 individuals and therefore provides us with a reliable and valid instrument for our primary care setting.

If you have been given a Mental Health Treatment Plan, or you are seeking help to manage psychological symptoms causing distress, please complete the SA-45 Screening Profile on the next page and bring this with you to your appointment. We will score the profile after your initial consultation and discuss the results when you come back.

*Please be sure to answer all questions, and as there are no right or wrong answers it's important you answer honestly.*



# SA-45<sup>®</sup>

Client ID: \_\_\_\_\_ Age: \_\_\_\_\_ Gender:  Male  Female Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Other Comments: \_\_\_\_\_

Below is a list of problems and complaints that people sometimes have. Please read each one carefully. After you have done so, circle the number on the right that best describes *how much that problem has bothered or distressed you during the past 7 days, including today.* Circle only one number for each problem, and do not skip any items.

	Not at all	A little bit	Moderately	Quite a bit	Extremely
1. Feeling lonely	1	2	3	4	5
2. Feeling blue	1	2	3	4	5
3. Feeling no interest in things	1	2	3	4	5
4. Feeling fearful	1	2	3	4	5
5. The idea that someone else can control your thoughts	1	2	3	4	5
6. Feeling others are to blame for most of your troubles	1	2	3	4	5
7. Feeling afraid in open spaces or on the streets	1	2	3	4	5
8. Hearing voices that other people do not hear	1	2	3	4	5
9. Feeling that most people cannot be trusted	1	2	3	4	5
10. Suddenly scared for no reason	1	2	3	4	5
11. Temper outbursts that you could not control	1	2	3	4	5
12. Feeling afraid to go out of your house alone	1	2	3	4	5
13. Other people being aware of your private thoughts	1	2	3	4	5
14. Feeling others do not understand you or are unsympathetic	1	2	3	4	5
15. Feeling that people are unfriendly or dislike you	1	2	3	4	5
16. Having to do things very slowly to ensure correctness	1	2	3	4	5
17. Feeling inferior to others	1	2	3	4	5
18. Soreness of your muscles	1	2	3	4	5
19. Feeling that you are watched or talked about by others	1	2	3	4	5
20. Having to check and double-check what you do	1	2	3	4	5
21. Difficulty making decisions	1	2	3	4	5
22. Feeling afraid to travel on buses, subways, or trains	1	2	3	4	5
23. Hot or cold spells	1	2	3	4	5
24. Having to avoid certain things, places, or activities because they frighten you	1	2	3	4	5
25. Your mind going blank	1	2	3	4	5
26. Numbness or tingling in parts of your body	1	2	3	4	5
27. Feeling hopeless about the future	1	2	3	4	5
28. Trouble concentrating	1	2	3	4	5
29. Feeling weak in parts of your body	1	2	3	4	5
30. Feeling tense or keyed up	1	2	3	4	5
31. Heavy feelings in your arms or legs	1	2	3	4	5
32. Feeling uneasy when people are watching or talking about you	1	2	3	4	5
33. Having thoughts that are not your own	1	2	3	4	5
34. Having urges to beat, injure, or harm someone	1	2	3	4	5
35. Having urges to break or smash things	1	2	3	4	5
36. Feeling very self-conscious with others	1	2	3	4	5
37. Feeling uneasy in crowds, such as shopping or at a movie	1	2	3	4	5
38. Spells of terror or panic	1	2	3	4	5
39. Getting into frequent arguments	1	2	3	4	5
40. Others not giving you proper credit for your achievements	1	2	3	4	5
41. Feeling so restless you couldn't sit still	1	2	3	4	5
42. Feelings of worthlessness	1	2	3	4	5
43. Shouting or throwing things	1	2	3	4	5
44. Feeling that people will take advantage of you if you let them	1	2	3	4	5
45. The idea that you should be punished for your sins	1	2	3	4	5



Your name .....

Today's date .....

## WORKSHEET 2: What Needs To Change?

We all want to believe we're living a balanced life, but the truth is that every one of us could be doing better, particularly in some areas more so than others.

If you're considering a personal counselling or life coaching program, doing a quick audit of how well you're doing and where you need to focus your attention gives you a great starting point. The "**Wheel of Life**" is a quick and easy tool to help with this.

### *How does it work?*

The next page shows you a "wheel" segmented with 'spokes'. Each spoke is headlined with an aspect of life, and for each aspect there's a rating scale from "0" (at the centre of the circle) out to "10" on the outside rim of the circle.

### Ask yourself the following questions:

1. How satisfied are you with this part of your life? Are the activities which you are doing now in this part of your life fulfilling? Rank each aspect between 1 and 10. Take your time, and mark all your scores in the wheel.
  - 10 means you feel fulfilled and very satisfied with this part of your life.
  - 1 means you're getting very little or no fulfillment from this part of your life at present.
2. What is the *most satisfying* aspect of life right now? Think about this and consider what you are doing that makes this part of your life work well. Jot down a few ideas below:

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3. Now identify the *least satisfying* aspect of your life right now. Consider what you are doing - or what you are NOT doing - that makes this part of your life unsatisfying. Jot down a few ideas below:

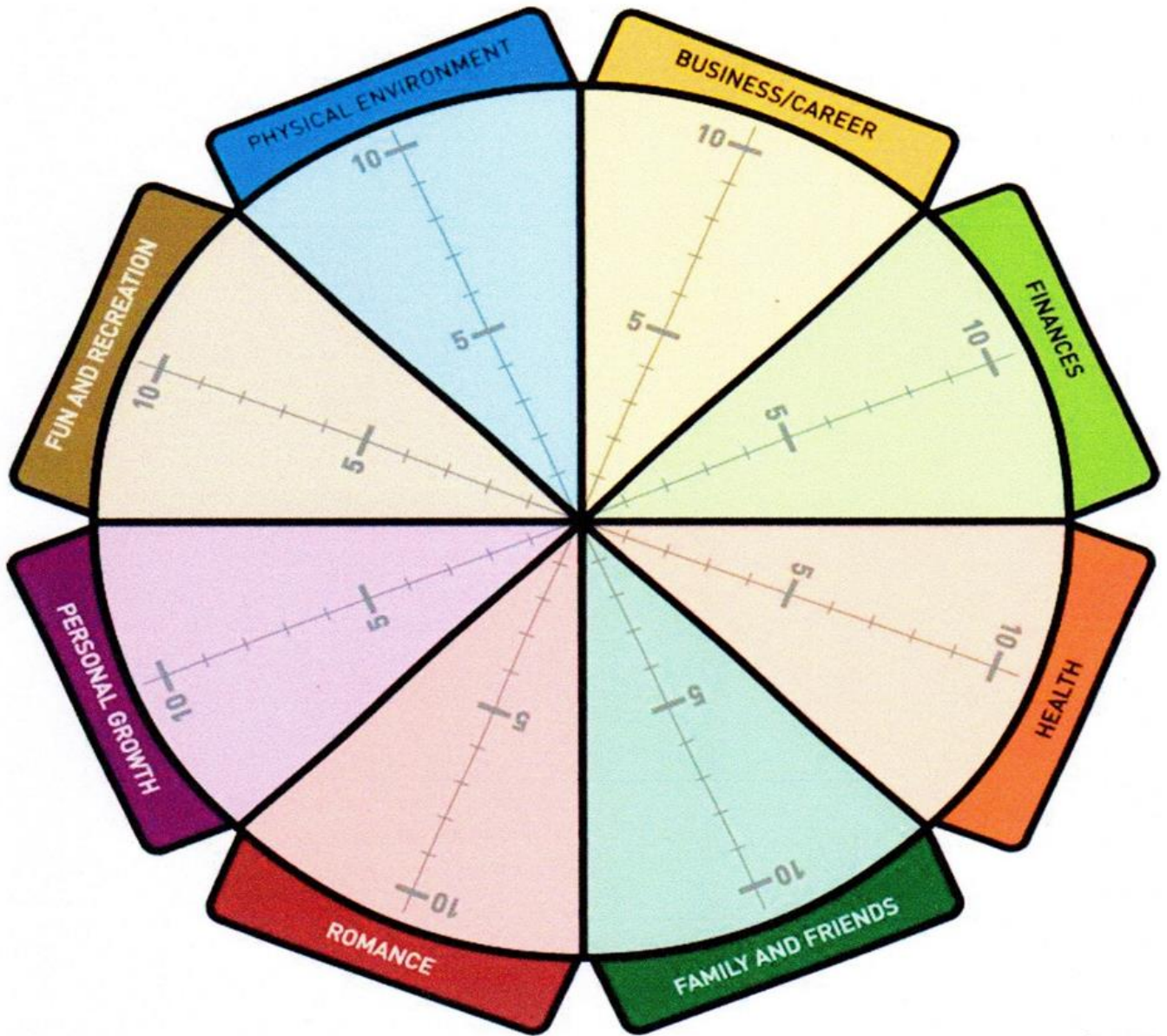
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4. Finally, choose one part of your life that you'd really like to make more satisfying. This might be the one you thought about in the previous question, or it might be another one that is important to you right now. Jot down THREE things you could change - start doing more or stop doing - that would make this part of your life more satisfying.

a. I'd most like my \_\_\_\_\_ to be more satisfying.

b. Three actions I could take to make this happen are:

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_



Your name .....

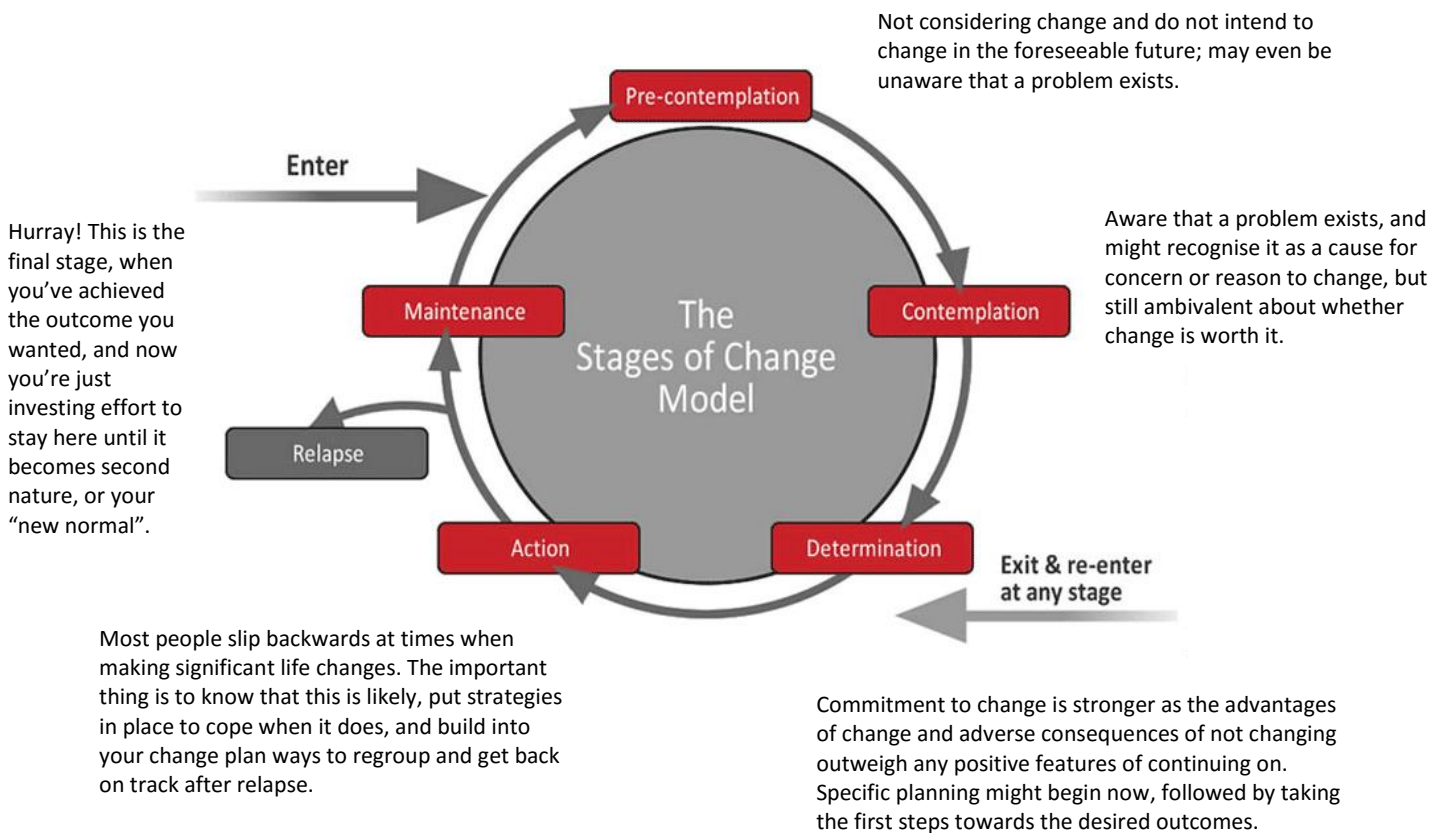
Today's date .....

## WORKSHEET 3: How Ready Are You for Change?

Making changes in our lives isn't easy, whether it's learning to manage symptoms more effectively so they trouble us less, or whether it's to keep putting the effort into achieving a big goal. Sometimes we think we "should" make some change happen because it will make somebody else happy, and sometimes we feel driven to change but with lots of initial enthusiasm but then it fizzles out.

Exploring our *reasons for thinking about change* is the first step towards actually getting to the end point, and there are various stages we all go through on this journey. For example, most of us have had somebody tell us we need to change but we don't see any reason at all to do so – we call this the **pre-contemplation stage**.

Then there are the changes we know would be better for us but we just can't seem to get started or stay on track, the mind is willing but the heart and soul can't sustain the effort. This is the **contemplation stage**. Then with some things we actually do make the commitment, we get everything ready and our drive to succeed is strong or we might even make a few tiny steps forward – this is the **Preparation** (or Determination) stage, and success at this point can be a major factor in whether we continue into the **Action** stage. The action stage is just that – we are on the path towards the goal and often feel very excited about the gains we're making. Many people, however, hit roadblocks on the journey towards successful change and coming unstuck or **Relapse** is common. For many difficult changes, such as beating addictions, there can be several cycles of Contemplation-Action-Relapse before reaching the **Maintenance** stage. Once we've reached this final stage, the change we aimed for has become complete – we've reached the goal and now all we have to do is stay there!



The following questions<sup>1</sup> are designed to identify how you personally feel about a particular problem or goal you might have for changing right now, and what stage you are at in terms of the Readiness to Change Cycle. Start by defining the behaviour clearly in positive terms, for example, rather than saying “stop drinking” you would say “being sober”. Or you might define your target behaviour as “exercising for at least 3 hours weekly”, or “managing my moods”.

**My goal behaviour is:** \_\_\_\_\_

Read each question below carefully, and then decide how much you agree or disagree with the statements and write the score for each on the line beside the question.

Answer each question as honestly as possible using the following scale:

- 1 = Strongly Disagree**
- 2 = Disagree**
- 3 = Undecided**
- 4 = Agree**
- 5 = Strongly Agree**

1. As far as I'm concerned, I don't need to \_\_\_\_\_ . \_\_\_\_\_
2. I have been \_\_\_\_\_ for a long time and I plan to continue. \_\_\_\_\_
3. I don't \_\_\_\_\_ and right now I don't care. \_\_\_\_\_
4. I am finally \_\_\_\_\_ regularly. \_\_\_\_\_
5. I have been successful at \_\_\_\_\_ regularly and I plan to continue. \_\_\_\_\_
6. I am satisfied with not\_\_\_\_\_ . \_\_\_\_\_
7. I have been thinking that I might want to start \_\_\_\_\_ regularly. \_\_\_\_\_
8. I have started \_\_\_\_\_ within the last 6 months. \_\_\_\_\_
9. I could \_\_\_\_\_ regularly, but I don't plan to. \_\_\_\_\_
10. Recently, I have started to \_\_\_\_\_ regularly. \_\_\_\_\_
11. I don't have the time or energy to \_\_\_\_\_ right now. \_\_\_\_\_
12. I have started to \_\_\_\_\_ regularly, and I plan to continue. \_\_\_\_\_
13. I have been thinking about whether I will be able to \_\_\_\_\_ . \_\_\_\_\_
14. I have set up a day and a time to start \_\_\_\_\_ within the next few weeks. \_\_\_\_\_

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<sup>1</sup> <http://web.uri.edu/cprc/exercise-stages-of-change-continuous-measure/>

- 15. I have managed to keep \_\_\_\_\_ consistently through the last 6 months. \_\_\_\_\_
- 16. I have been thinking that I may want to begin \_\_\_\_\_ regularly. \_\_\_\_\_
- 17. I have lined up with a friend who has agreed to start \_\_\_\_\_ with me within the next few weeks. \_\_\_\_\_
- 18. I have successfully completed 6 months of \_\_\_\_\_.
- 19. I know that regular \_\_\_\_\_ is worthwhile, but I don't have time for it in the near future. \_\_\_\_\_
- 20. I have been calling friends to find someone to support me \_\_\_\_\_ within the next few weeks. \_\_\_\_\_
- 21. I think regularly \_\_\_\_\_ is good, but I can't figure it into my schedule right now. \_\_\_\_\_
- 22. I really think I should work on getting started with \_\_\_\_\_ in the next 6 months. \_\_\_\_\_
- 23. I am preparing to start \_\_\_\_\_ regularly in the next few weeks. \_\_\_\_\_
- 24. I am aware of the importance of \_\_\_\_\_ but I can't do it right now. \_\_\_\_\_

**Scoring**

To find how ready for change you are, use the following guide to add your score for each "readiness for change" scale. For example, add your scores for items 7, 13, 16, 22 to find out your total "Contemplation" score. The highest score tells you what stage you're at in terms of your readiness to change.

**Write your total for each scale below:**

MY SCORE

Pre-contemplation (non-believers) items: 1, 3, 6, 9

\_\_\_\_\_

Pre-contemplation (believers) items: 11, 19, 21, 24

\_\_\_\_\_

Contemplation items: 7, 13, 16, 22

\_\_\_\_\_

Preparation items: 14, 17, 20, 23

\_\_\_\_\_

Action items: 4, 8, 10, 12

\_\_\_\_\_

Maintenance items: 2, 5, 15, 18

\_\_\_\_\_





5. Where I want to be in 1 to 3 years' time (think "big picture" and be clear, not vague e.g. "In 3 years' time I want to have saved \$3,000", or "In 3 years' time I want to have completed a trip overseas").

6. The 3 **GOALS** that are most important to me:

A \_\_\_\_\_

because \_\_\_\_\_

B \_\_\_\_\_

because \_\_\_\_\_

C \_\_\_\_\_

because \_\_\_\_\_

7. Three **ACTIONS** I can take immediately to get myself on track to achieve my goals are:

a.

b.

c.

**GOAL-SETTING WORKSHEET:**

What's the smallest thing I'd need to do, to start on the road to <b>success</b> ?	<b>How</b> will I know I've achieved the goal? (e.g., what it will look, feel, sound like...)	<b>What</b> help do I need, or resources will I need to draw on, to achieve this goal?	Name <b>ONE action</b> I can take <b>THIS WEEK</b> to start
<b>GOAL A: By when? ..... / ..... / .....</b>			
<b>GOAL B: By when? ..... / ..... / .....</b>			
<b>GOAL C: By when? ..... / ..... / .....</b>			

Your name .....

Today's date .....

## WORKSHEET 5: Resilience Assessment

Whilst assessing symptoms that might indicate a clinical condition, it is equally important to measure our coping resources, or the core components of resilience. **Resilience** is that innate ability to “bounce back” or recover from adversity (difficult life experiences).

To understand where your resiliency skills lie, and identify those core elements that need strengthening, we can readily start to work on building up your overall capacity to cope better with the demands of life.

<p>In order to assess your coping resources, please read each of the following factors that make up resilience, and rate each according to the scale below by <u>circling the number under each item</u> that <i>best describes you in general</i>:</p> <p style="text-align: center;">1 = Least like me 10 = Most like me</p>									
<b>ACTIVE INVOLVEMENT</b>		Taking action and being energized to make things happen.							
1	2	3	4	5	6	7	8	9	10
<b>COOPERATIVE TEAMWORK</b>		Working co-operatively and collaboratively in team situations.							
1	2	3	4	5	6	7	8	9	10
<b>LEADERSHIP ABILITY</b>		Capable of demonstrating leadership when needed.							
1	2	3	4	5	6	7	8	9	10
<b>OPEN THINKING</b>		Open and adaptable in thinking and creating new ideas.							
1	2	3	4	5	6	7	8	9	10
<b>QUALITY SEEKING</b>		Committed to putting effort into achieving the best possible results.							
1	2	3	4	5	6	7	8	9	10
<b>SELF CONFIDENCE</b>		Confidence and belief in personal ability to be successful.							
1	2	3	4	5	6	7	8	9	10
<b>SELF EFFICACY</b>		Ability to handle things and find solutions in difficult situations.							
1	2	3	4	5	6	7	8	9	10
<b>EMPATHY</b>		Being able to understand the other person's feelings							
1	2	3	4	5	6	7	8	9	10
<b>SOCIAL EFFECTIVENESS</b>		Competence and effectiveness in communicating and operating in social situations							
1	2	3	4	5	6	7	8	9	10

<b>HELP SEEKING</b>			<b>Looking outside myself for others' who can help when needed</b>						
1	2	3	4	5	6	7	8	9	10
<b>STRESS MANAGEMENT</b>			<b>Self-control and calmness in stressful situations</b>						
1	2	3	4	5	6	7	8	9	10
<b>IMPULSE CONTROL</b>			<b>Keeping a check on negative emotions or urges</b>						
1	2	3	4	5	6	7	8	9	10
<b>TIME EFFICIENCY</b>			<b>Efficient planning and management of time</b>						
1	2	3	4	5	6	7	8	9	10
<b>COPING WITH CHANGE</b>			<b>The ability to adapt quickly and easily to change</b>						
1	2	3	4	5	6	7	8	9	10
<b>OPTIMISM</b>			<b>The "glass half full" approach to life</b>						
1	2	3	4	5	6	7	8	9	10
<b>OVERALL EFFECTIVENESS</b>			<b>In general, my overall effectiveness in coping with all aspects of life</b>						
1	2	3	4	5	6	7	8	9	10
<b>INTERNAL LOCUS OF CONTROL</b>			<b>Taking internal (personal) responsibility for actions and outcomes</b>						
1	2	3	4	5	6	7	8	9	10
<b>EXTERNAL LOCUS OF CONTROL</b>			<b>Accepting that external issues control or determine outcomes</b>						
1	2	3	4	5	6	7	8	9	10

Your name .....

Today's date .....

## WORKSHEET 6: Personal Mission Statement

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Research shows that for optimal mental health, we all need to have a purpose in life and know what's most important – this gives us a sense of “true north” and guides us towards making decisions and taking actions that are most compatible with who we really are.

The following prompts will help you create a mission statement for yourself. This is not (only) about what you want to do (as found in a life plan), it's about what you want to be most remembered for (as heard in a eulogy). Take a few moments to reflect quietly on the things you'd most like to hear people say about you, if you could overhear their words.

Make a list of the key people in your life, those you hold in most regard – partner, children, closest friend, long-term work colleague, neighbour...and others. Then for each of these people, write what you would most like to hear them say about you, if asked: Person X would say... ***“What I most value about {your own name} is...”***

1. What will each person most remember about you?
2. What contribution do you most want to make to each person's life?
3. What are the values and life priorities you have in common with this person?
4. What are the most significant experiences you want to share with this person?
5. What characteristic would you like this person to most recognise in you?

Then write your mission statement below:

***It is my mission to...***

Your name .....

Today's date .....

## WORKSHEET 7: What are my strengths?

This exercise helps you identify your “signature strengths”. These are the special resources we all have to varying degrees that keep us on our own “true north” and help us get the most out of life.

When you use your signature strengths you feel energised & when you don't you feel depleted.

Read through each strength in the columns and select (circle) those you think are your 5 most prominent strengths.

You can also take this as a free test online: [www.viacharacter.org](http://www.viacharacter.org)

**The 24 Character Strengths**  
From *Character Strengths and Virtues: A Handbook and Classification* by Prof Chris Peterson and Prof Martin Seligman

*These are strengths we all possess. Which of them are strongest in you?*

<p><b>transcendence</b></p> <p><b>APPRECIATION OF BEAUTY &amp; EXCELLENCE</b> Appreciating beauty, excellence, and/or skilled performance in various domains of life</p>	<p><b>temperance</b></p> <p><b>FORGIVENESS &amp; MERCY</b> Forgiving those who have done wrong; accepting the shortcomings of others; giving people a second chance; not being vengeful</p>	<p><b>justice</b></p> <p><b>CITIZENSHIP</b> Working well as a member of a group or team; being loyal to the group</p>	<p><b>humanity</b></p> <p><b>LOVE</b> Valuing close relations with others, in particular those in which sharing and caring are reciprocated</p>	<p><b>courage</b></p> <p><b>BRAVERY</b> Not shrinking from threat, challenge, difficulty or pain, acting on convictions even if unpopular</p>	<p><b>wisdom</b></p> <p><b>CREATIVITY</b> Thinking of novel and productive ways to conceptualize and to do things</p>
<p><b>SPIRITUALITY</b> Having coherent beliefs about the higher purpose, the meaning of life and the meaning of the universe</p>	<p><b>HUMILITY &amp; MODESTY</b> Letting one's accomplishments speak for themselves; not regarding oneself as more special than one is</p>	<p><b>FAIRNESS</b> Treating all people the same according to notions of fairness and justice; not letting personal feelings bias decisions about others</p>	<p><b>KINDNESS</b> Doing favours and good deeds for others</p>	<p><b>PERSISTENCE</b> Finishing what one starts; persisting in a course of action in spite of obstacles</p>	<p><b>CURIOSITY</b> Taking an interest in ongoing experiences for its own sake; exploring and discovering</p>
<p><b>GRATITUDE</b> Being aware of and thankful of the good things that happen; taking time to express thanks</p>	<p><b>PRUDENCE</b> Being a careful about one's choices; not taking undue risks; not saying or doing things that might later be regretted</p>	<p><b>LEADERSHIP</b> Encouraging a group of which one is a member to get things done and at the same time maintain good relations within the group</p>	<p><b>SOCIAL INTELLIGENCE</b> Being aware of the motives and feelings of other people and oneself</p>	<p><b>INTEGRITY</b> Presenting oneself in a genuine way; taking responsibility for one's feeling and actions</p>	<p><b>OPEN-MINDEDNESS</b> Thinking things through and examining them from all sides; weighing all evidence fairly</p>
<p><b>HOPE</b> Expecting the best in the future and working to achieve it</p>	<p><b>SELF-REGULATION</b> Regulating what one feels and does; being disciplined; controlling one's appetites and emotions</p>	<p><b>LOVE OF LEARNING</b> Mastering new skills, topics, and bodies of knowledge, whether on one's own or formally</p>	<p><b>VITALITY</b> Approaching life with excitement and energy; feeling alive and activated</p>	<p><b>PERSPECTIVE</b> Being able to provide wise counsel to others; having ways of looking at the world that makes sense to oneself and to others</p>	<p><b>HUMOUR</b> Liking to laugh and tease; bringing smiles to other people; seeing the light side</p>

Now for each of your top 5 strengths, write where (and with whom) you MOST use each strength, and where (or with whom) you could INCREASE use of this strength:

STRENGTH	CURRENTLY USING...	COULD USE MORE WITH...
1.		
2.		
3.		
4.		
5.		

Your name .....

Today's date .....

## WORKSHEET 8: PERMA Profiler

One central idea at the core of wellbeing is that of “**flourishing**”. Positive Psychology and coaching define flourishing (also known as “thriving”) as living life to the full – it means having the best possible outcomes and is essential for our lives to be satisfying and meaningful.

Professor Martin Seligman has given us a simple model to help us plan our lives so we increase our chance of flourishing. He calls this **PERMA**. By making sure that every day we focus attention and energy onto each of the building blocks of PERMA, we stand a good chance of the day being a good one.

How well are you living life according to the PERMA model?

Complete the quick self-assessment below by rating yourself on each scale (circle the number that best describes you at present:

#	Question	Response Anchors
1	In general, to what extent do you lead a purposeful and meaningful life?	not at all <span style="float:right">completely</span> 0   1   2   3   4   5   6   7   8   9   10
2	How lonely do you feel in your daily life?	not at all <span style="float:right">completely</span> 0   1   2   3   4   5   6   7   8   9   10
3	How much of the time do you feel you are making progress towards accomplishing your goals?	never <span style="float:right">always</span> 0   1   2   3   4   5   6   7   8   9   10
4	In general, how often do you feel anxious	never <span style="float:right">always</span> 0   1   2   3   4   5   6   7   8   9   10
5	How often do you become absorbed in what you are doing?	never <span style="float:right">always</span> 0   1   2   3   4   5   6   7   8   9   10
6	In general, how would you say your health is?	terrible <span style="float:right">excellent</span> 0   1   2   3   4   5   6   7   8   9   10
7	In general, how often do you feel joyful?	never <span style="float:right">always</span> 0   1   2   3   4   5   6   7   8   9   10
8	To what extent do you receive help and support from others when you need it?	not at all <span style="float:right">completely</span> 0   1   2   3   4   5   6   7   8   9   10
9	In general, how often do you feel angry?	never <span style="float:right">always</span> 0   1   2   3   4   5   6   7   8   9   10
10	How often do you achieve the important goals you have set for yourself?	never <span style="float:right">always</span> 0   1   2   3   4   5   6   7   8   9   10
11	In general, to what extent do you feel that what you do in your life is valuable and worthwhile?	not at all <span style="float:right">completely</span> 0   1   2   3   4   5   6   7   8   9   10
12	In general, how often do you feel positive?	never <span style="float:right">always</span> 0   1   2   3   4   5   6   7   8   9   10



13	In general, to what extent do you feel excited and interested in things?	not at all <span style="float: right;">completely</span>									
		0	1	2	3	4	5	6	7	8	9
14	To what extent have you been feeling loved?	not at all <span style="float: right;">completely</span>									
		0	1	2	3	4	5	6	7	8	9
15	How satisfied are you with your current physical health?	not at all <span style="float: right;">completely</span>									
		0	1	2	3	4	5	6	7	8	9
16	In general, how often do you feel sad?	never <span style="float: right;">always</span>									
		0	1	2	3	4	5	6	7	8	9

**Check the box beside each building block that you have attended to TODAY, and write ONE THING you could do tomorrow to increase your PERMA**

- P - POSITIVE EMOTIONS** (pleasure, fun, gratitude): For you to experience flourishing, you need positive emotion in your life. Any positive emotion like peace, gratification, satisfaction, inspiration, hope, curiosity, and love falls into this category, and it is very important to remember to enjoy yourself in the here & now.

TOMORROW I WILL...	
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- E - ENGAGEMENT** (losing ourselves & being absorbed in work, hobbies, the moment): When you are truly engaged in a situation, task, or project, you experience a state of flow. Time seems to stop, you lose your sense of self as you concentrate intensely on the present challenge, and you are in the zone. The more you have this type of engagement and flow, the more likely you are to experience wellbeing.

TOMORROW I WILL...	
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- R - RELATIONSHIPS** (those who touch our hearts, our souls, our minds): Humans are social animals and good relationships are central to wellbeing. People who have meaningful, positive relationships with others are much happier than those who don't. Quality relationships with many people really impact your happiness.

TOMORROW I WILL...	
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- M - MEANING** (a sense of purpose and fulfilment): Meaning comes from serving a cause bigger than yourself. Whether this is working toward a goal, helping other people, through religion, or a cause that helps others in some way, you need meaning in your life to increase wellness.

TOMORROW I WILL...	
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- A - ACCOMPLISHMENT** (learning and moving forward with endeavours big and small; knowing and using our strengths): Many of us strive to better ourselves in some way, whether it's mastering a skill, achieving a goal, or winning some competition. Accomplishment is an important factor that contributes to your flourishing.

TOMORROW I WILL...	
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Your name .....

Today's date .....

## WORKSHEET 9: Healthy Mind Platter for Healthy Brain Matter

The Healthy Mind Platter has seven daily essential mental activities necessary for optimum mental health. These seven daily activities make up the full set of “mental nutrients” that your brain and relationships need to function at their best. By engaging every day in each of these servings, you promote integration in your life and enable your brain to coordinate and balance its activities. That is, you build the strongest connections between parts of the brain and the most balanced way to ensure your mind stays sharp and resilient. These essential mental activities strengthen your brain's internal connections and your connections with other people and the world around you (*Dan Siegel, Mindsight Institute*).

How well are you nourishing your brain?

### The Healthy Mind Platter



*The Healthy Mind Platter, for Optimal Brain Matter*

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- |                        |  |
|------------------------|--|
| <b>Focus Time</b>      | When we closely focus on tasks in a goal-oriented way, we take on challenges that make deep connections in the brain.  |
| <b>Play Time</b>       | When we allow ourselves to be spontaneous or creative, playfully enjoying novel experiences, we help make new connections in the brain.  |
| <b>Connecting Time</b> | When we connect with other people, ideally in person, and when we take time to appreciate our connection to the natural world around us, we activate and reinforce the brain's relational circuitry. |
| <b>Physical Time</b>   | When we move our bodies, aerobically if medically possible, we strengthen the brain in many ways.  |
| <b>Time In</b>         | When we quietly reflect internally, focusing on sensations, images, feelings and thoughts, we help to better integrate the brain.  |
| <b>Down Time</b>       | When we are non-focused, without any specific goal, and let our mind wander or simply relax, we help the brain recharge.   |
| <b>Sleep Time</b>      | When we give the brain the rest it needs, we consolidate learning and recover from the experiences of the day.   |

Your name .....

Today's date .....

## WORKSHEET 10: How Well Do You Manage Your Waking Hours?

Have you ever stopped and calculated how many hours you literally have to do the stuff that's important to you every week? In a week, the maximum time we have available to us is 168 hours (7 x 24 hours). Assuming you sleep for about 8 hours every night, this leaves 112 hours for everything else. Now let's assume you spend 8 hours per day at work five days per week (= 40 hours) plus say 1 hour per day commuting from home to work and back (=5 hours), so far we're left with 67 hours. Now let's take another hour per day for personal hygiene (x 7) leaves 60 hours. That still leaves us with about 8.5 hours per day for everything else - preparing meals and eating, cleaning up, and so on.

How do you use your leftover time? Are you frittering it away on meaningless activities?

Stephen Covey's method (below) provides a useful way to start thinking about how we "spend" our waking hours every day. The more time spent on activities in Quadrant 4, the less satisfying life will be. Aim to spend the most time each day on Quadrant 2 activities.

	<b>URGENT</b>	<b>NOT URGENT</b>
<b>IMPORTANT</b>	<p style="text-align: center;">Quadrant #1 <b>"NECESSITY"</b></p> <hr/> <p style="text-align: center;">Your Key Action: <b>"MANAGE"</b></p> <hr/> <p style="text-align: center;"><b>Common Activities</b></p> <ul style="list-style-type: none"> <li>- Crises</li> <li>- Deadline-driven activities</li> <li>- Medical emergencies</li> <li>- Other "true" emergencies</li> <li>- Pressing problems.</li> <li>- Last minute preparations</li> </ul>	<p style="text-align: center;">Quadrant #2 <b>"QUALITY &amp; PERSONAL LEADERSHIP"</b></p> <hr/> <p style="text-align: center;">Your Key Action: <b>"FOCUS"</b></p> <hr/> <p style="text-align: center;"><b>Common Activities</b></p> <ul style="list-style-type: none"> <li>- Preparation and planning</li> <li>- Values clarification</li> <li>- Empowerment</li> <li>- Relationship-building</li> <li>- True recreation</li> </ul>
<b>NOT IMPORTANT</b>	<p style="text-align: center;">Quadrant #3 <b>"DECEPTION"</b></p> <hr/> <p style="text-align: center;">Your Key Action: <b>"USE CAUTION or AVOID"</b></p> <hr/> <p style="text-align: center;"><b>Common Activities</b></p> <ul style="list-style-type: none"> <li>- Meeting other people's priorities and expectations</li> <li>- Frequent interruptions:</li> <li>- Most emails, some calls</li> <li>- Urgency masquerading as importance</li> </ul>	<p style="text-align: center;">Quadrant #4 <b>"WASTE"</b></p> <hr/> <p style="text-align: center;">Your Key Action: <b>"AVOID"</b></p> <hr/> <p style="text-align: center;"><b>Common Activities</b></p> <ul style="list-style-type: none"> <li>- Escapist activities</li> <li>- Mindless tv-watching</li> <li>- Busywork</li> <li>- Junk mail</li> <li>- Some emails</li> <li>- Some calls</li> </ul>

Now think about all the activities you've done so far today, since waking up, and list them in each of the following quadrants (putting beside each the amount of time you spent on that activity). *For example*, you might have spent 1-hour dressing and grooming for a meeting (Quadrant 2, 1 hr); perhaps you spent 90 minutes throughout the day on Facebook (Quadrant 4, 1.5 hrs).

- Where are you spending most of your waking time?
- How effective is this for achieving the life you want?
- What do you think would happen if you made some changes?

