

The Wellness COMPASS

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Notebook FOR Adults

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We wish to express our deep gratitude to our friends Ab and Nancy Nicholas and the Nicholas Family Foundation. While Ab passed away in 2016, their generous support continues to make this resource possible.

The Wellness Compass Notebook for Adults

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*Pay attention to what you
pay attention to.*



The Wellness
COMPASS

Introduction and Welcome

Life is a journey, and like any journey, it is important to make sure we are intentional about the direction in which we are heading. Just as many use a compass to help check their bearings and make sure they are headed in the direction they intend, we hope the *Wellness Compass Notebook for Adults* will become a trusted compass for you, offering tools and resources to support you as you pause and check your bearings regarding the significant choices you are making in your life.

The National Wellness Institute defines wellness as “an *active* process through which people become aware of, and make choices toward, a more successful existence.” Personal wellness, in all its dimensions, occurs when we commit to a continuous, lifelong process of developing a lifestyle based on healthy attitudes and actions. The wellness process we’ll explore in this book consists of increasing awareness and choosing options that encourage growth and balance in all areas of life.

The three-step process we offer in this Notebook will help you identify and reflect on your values and priorities. It will help you to see where you may need to pay more attention to the ways you are tending to the garden that is your life, noticing which areas have been well-tended, and which may be in need of additional attention and care. This Notebook will also support you as you choose next steps that will help you navigate a path toward greater well-being.



There is much in this resource to read, reflect on, and engage with, so don’t push yourself to hurry through the materials. Instead you will want to work through it slowly, breaking it down into manageable parts. You may want to digest it on your own, or talk over the concepts with a partner, trusted family member, friend, or perhaps with a group of others who are interested in exploring this resource

together. It may take several months or even a year to go through the Notebook and that is good and natural. We encourage you to come back on occasion to each area of wellness and consider making new SMART Steps if and when you feel they are needed. Remember that this is a lifelong journey that is worthy of our ongoing attention.

It is our hope that the process of working through this Notebook is an important stepping stone for you, helping to guide and support you on your way to the healthier, more balanced life that you desire.

Wishing you well on your journey,

Holly Hughes Stoner, LMFT & Scott Stoner, LMFT

1. Preparing for the Journey

The journey we are about to embark on is one that will take us through the terrain of our lives, which includes our health and well-being. We often talk about the importance of having a compass and a good set of maps so that we can more skillfully navigate and enjoy the places we encounter along the way. But first, as we would before taking any meaningful journey, we need to prepare.

The content in this chapter lays the foundation for everything we talk about throughout the rest of the Notebook, so please take the time to read and reflect on this material.

We think you will find it helpful to revisit this chapter from time to time as you engage with the other material in the Notebook. In addition to this chapter, you may also want to reference the resource appendix we've included in the back starting on p. 119.

Key Concepts and Resources

Over the next several pages we will introduce key concepts and resources that will serve as a trusty compass and guide throughout the rest of the Notebook. They are foundational to our work with adults and they are relevant for all eight areas of well-being. These include:

1. Stop, Look, Listen, and Proceed
2. Pay Attention to What You Pay Attention To
3. Listening to the Whispers
4. The Wellness Compass: Everything Is Connected
5. Practicing and Forming New Habits
6. Choosing a Mindfulness Centering Practice

1. Stop • Look • Listen • Proceed

These four steps describe an important process that will help you to listen to yourself, to learn and reflect, and then to decide on the path that will lead you toward greater balance and wholeness in all areas of your life. You have already taken the first step, which is to **stop**. You have paused in your busy life and made the commitment to take time to read this Notebook. We encourage you to honor the decision that brought you here by making time each day to stop and reflect on your desires and next steps as you seek to achieve a greater sense of well-being.

The next step in the process is to **look** closely at an area of wellness through the lens of your life as it is right now. In Step One in each chapter, we introduce an area of wellness in order to provide an opportunity for you to learn, identify, and discover important insights about your life in that area. In Step Two in each chapter, you are invited to **listen** to your deepest self in order to discern the changes you desire and are ready to make. Here you

will complete a Self-Assessment for each one of the eight areas of wellness. The results represent a present-moment snapshot of how you are currently experiencing your life. Then you have an opportunity to respond to reflection questions that, like the assessment results, will reflect back to you your present state of wellness and balance. In Step Three in each chapter, you **proceed** with specific action (SMART) steps that will lead to a greater sense of wholeness and well-being in your life.

2. Pay Attention to What You Pay Attention To

By engaging with the materials in this Notebook, you are making a proactive decision to pay attention to all aspects of your health and well-being. Paying attention to what you are paying attention to is an important first step in identifying and practicing new habits and behaviors that support the change and growth you are seeking. For example, you may want to spend more quality time with your family or close friends, but a habit of frequently checking social media may interfere with the time you could be with them. Simply noticing where your attention and energy habitually focus is one helpful way to notice areas in which you are ready to make small changes. We encourage you to start with small manageable steps, trusting that if practiced consistently, they will add up to very important and positive growth over time.

It is also true that what we pay attention to ultimately reflects our core values. For example, focusing on winning or achieving at all costs reflects that winning and achieving are our most important values. If, on the other hand, we balance this with a focus on character development, working well with others, and fostering values like perseverance, integrity, and honesty, then we are expressing a different set of core values.

As we begin to identify our priorities and values, we will get better at noticing when our attention is being divided by too many distractions. When we pay attention to what has our attention, we are less likely to waste precious time and energy and well-being on the things that don't reflect what matters most to us at this time in our lives. This frees us to pay attention to what we most deeply value.

3. Listening to the Whispers

Our lives are always speaking to us; the question is, are we listening? Often, the first sign that something needs to change appears as a “whisper.” The source of the whisper could be a partner, child, friend, or ourselves. The whisper is a sign that we may be out of balance and need to do something different.

If these whispers aren't listened to, they have a way of getting louder, as do we. We may find that we are impatient and argumentative, quick to judge, and to distance ourselves from those we care about. We may find ourselves raising our voices at our family, friends, or colleagues. We want to honor and respond to the whispers because it is easier to address and resolve a problem or issue while it is still just a whisper, rather than after it becomes a fracture and is more difficult to heal.

4. The Wellness Compass: Everything is Connected

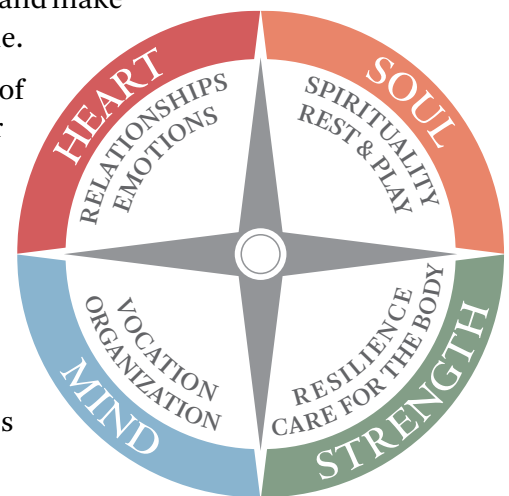
The greatest wisdom we have learned from the field of whole-person wellness is that everything is connected. Just like a mobile or kinesthetic art, every dimension of our being is interconnected—movement in one area affects all the others. We are not compartmentalized people. Whatever impacts one area of our lives (positively or negatively) has an impact on the other areas. Difficulty sleeping may be connected to any, or all, of the following: stress at work, stress in a relationship, a sense that life has lost its meaning, a change in diet, or the recent loss of a loved one. Disruption in one area will likely affect other areas, just as when you shake one element of a mobile and it moves the entire mobile. On the other hand, if the whole mobile is moving and you hold one strand still, that same calmness will radiate out to the rest of the mobile.



The Wellness Compass offers us guidance in eight areas of well-being, divided into four sections. Each of these eight areas of wellness helps to guide and equip us as we commit to being more intentional about the way we live our lives.

- **Relationships.** The ability to create and maintain healthy, life-giving connections with others.
- **Emotions.** The ability to process, express, and receive emotions in a healthy way.
- **Spirituality.** The development and practice of a strong personal value system and a meaningful purpose in life.
- **Rest and Play.** The ability to balance work and play and to renew oneself.
- **Care for the Body.** The ability to build healthy habits and practices regarding our physical well-being.
- **Resilience.** The ability to deal positively with the adversities of life.
- **Organization.** The ability to keep track of and make good use of possessions, money, and time.
- **Vocation.** The ability to get the most out of employment, educational, and volunteer opportunities.

We all have many compasses that compete to guide our lives, often outside of our awareness. When we choose the compass that we believe guides us in making healthy decisions in all areas of our lives, we have a much better chance of experiencing greater wellness and wholeness.



5. Practicing and Forming New Habits

Many of us find it challenging to form new habits, especially during times of change or increased demand on our time and attention. If this rings true for you, know that you are not alone.

The good news is that any one of us can make immediate progress toward a desired habit once we set our intentions to do so, create concrete goals and next steps, and ask for support from others.

It is helpful to remember that building a habit is a lot like exercising. If we do it occasionally, we won't see much change in our physical well-being. When we exercise regularly over a period of time, however, we become stronger, faster, more fit, and more energetic. In other words, we experience all the benefits of exercising when we exercise regularly. Small steps taken every day can make a big difference over time.

It is also helpful to keep in mind that because a new habit is not what we are used to, it likely won't come naturally. Initially, this can feel uncomfortable, time-consuming, and perhaps even draining at first. That feeling won't last. The longer we stick to our new habits, the more "comfortable" they will become.

Steps to Take When Forming a New Habit:

- Identify one habit you are trying to form, and then focus on just that one habit.
- Think of one or two concrete steps you could take to move toward your new habit.
- Set deadlines for taking those steps. Few things are more motivating than a deadline. Treat this deadline for yourself as important as one you would honor with someone else.
- Do what you need to do repeatedly. This is one of the best ways to strengthen the muscle of a behavior and to make that behavior a habit.
- Ask someone you trust and respect to help you get started and to support you as you grow this new skill. Research shows that we are much more likely to be successful when we enlist the support of others.



6. Choosing a Mindfulness Centering Practice

An essential step in the process of creating a map for growth and change is choosing and engaging regularly with a mindfulness centering practice. It is widely known and accepted by experts that we make our best choices and decisions when we are centered. For example, when we are not centered, we might find ourselves saying something along the lines of: “That wasn’t like me to say or do that” or, “I certainly wasn’t at my best last night.” Statements like these acknowledge that when we don’t act from a place of centeredness, our actions are less likely to be in alignment with our core values.

A mindful centering practice is simply a commitment to do something on a regular basis that connects us with our “best self” and/or our Higher Power. A centering practice calms us and recharges our spirits.

To help you get started, following are some examples of time-tested practices we, and others we’ve heard from, have used. This is simply a list to help “prime the pump” in case you are unfamiliar with centering practices. There are many more that you can easily discover on your own. You may already have a practice that works well for you. No matter your starting point, the main thing to remember is the importance of committing to a regular practice.

- Keep a gratitude journal and write something you are thankful for each day.
- Play a musical instrument, sing, or dance, with others or alone.
- Sit quietly in silence or while listening to music you find calming.
- Meditate on a meaningful text or quote by repeating it slowly in time with your breath.
- Spend time in nature. This practice can help connect us more deeply with creation, and with ourselves. You might try walking more slowly and pausing from time to time to pay attention to things you might not notice if you were walking at your normal pace.
- Read a book that inspires your soul.
- Choose a quote or mantra and speak it silently or out loud throughout the day.
- Practice yoga, tai chi, or other forms of spiritual movement.
- Paint, draw, or participate in any form of artistic expression.
- Write a letter to someone you love (living or someone who has passed).
- Spend time with your dog, cat, or other pet.
- Create a meditation space in your home.
- Participate in a community of faith.

2. Tools for the Journey: What's in the Notebook

In this chapter we'll take an in-depth look at how we have organized the Notebook. This is important to cover before getting started so that no matter which order you choose to move through these materials, you will be confident that you know how to navigate each section in every chapter. Our intention is that the materials are easy to read, easy to reflect on, and easy to return to as needed anytime you need to check your bearings.

Just as all areas of our lives are interconnected, so is the content in this resource. These materials have been carefully designed to support you every step of the way toward the growth and change you seek. **It has been our experience that most of us are eager to dive into a particular area of wellness, so we have designed the Notebook so that you can either proceed chapter by chapter in the order presented, or you can head straight to the chapter on the area of wellness that interests you most.** For example, if you struggle to be organized, you may want to begin with Chapter 9: *Organization*.

Because we are usually at different places in different areas of well-being, key evaluation resources have been repeated in each chapter to help you see and appreciate that how you are doing in one particular area of wellness is not likely the same as how you are doing in another area. For example, you may feel strong and stable in the area of rest and play, but notice that you aren't handling stressful situations and events very well. Please feel free to take what you need when you need it.

NOTE: We have included an appendix in the back of the book on pp. 119–129 where you can learn more about the resources we've used throughout the Notebook.

Okay, let's get started!

Notebook Overview and Content Outline of Each Chapter

The *Notebook for Adults* has been organized around the Wellness Compass and eight dimensions of wellness: Relationships, Emotions, Spirituality, Rest and Play, Care for the Body, Resilience, Organization, and Vocation. Chapters 3–10 invite us to explore each of these dimensions of wellness, how they are interconnected, and how we are doing in each one. We will learn and practice being more intentional about how we live our lives.

Each chapter focuses on one of the eight areas of well-being mentioned above. Within each chapter you will find a three-step process to help guide you through the material: Step One: *Learning*; Step Two: *Listening to Yourself*; and Step Three: *Living It*. Following is a brief overview of each step.

Step One: Learning

In the first section of each chapter we introduce and explore one of the eight areas of wellness. We include both information and insights from our own experience, as well as those of others, that we have found valuable and helpful.

Step Two: Listening to Yourself

In the second section of each chapter we invite you to listen to the whispers—those from within, and/or from friends, family, and others—that are letting you know what may need more of your attention. Here you will take the **Adult Wellness Self-Assessment** for one of the eight areas of wellness. The Self-Assessment is followed by an opportunity to **Map Your Current Reality** using three resource models designed to help you better understand where you are in the process of growth and change in each area of well-being. NOTE: We go into more depth with each of these models on pp. 123–125. These are followed by **Reflection Questions**. These questions offer an opportunity for you to continue to explore each of the areas of well-being, and to reflect on your own experiences.

1. Stages of Change

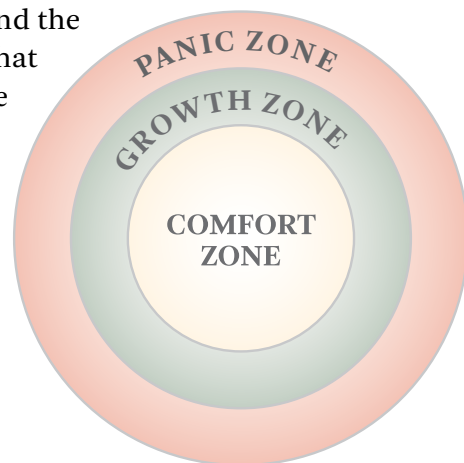


—graphic adapted from *The Transtheoretical Model*, Prochaska & DiClemente, 1983; Prochaska, DiClemente, & Norcross, 1992

Here we learn that all change is a dynamic process that follows predictable stages. It is important to note that we can be in any of the five stages when thinking about a change, even bouncing backward and forward over time. This is how change often works. It is also important to remember that we likely will be at different stages in different areas of wellness. The Stages of Change model helps us to better understand and navigate the changes we are considering making. *(Learn more about each Stage of Change on p. 123.)*

2. The Zones

This model invites us to view change and growth through three zones: the comfort zone, growth zone, and the panic zone. It is important to keep in mind that neither the comfort zone nor the panic zone are sustainable or helpful if we are truly seeking to grow and change. While requiring more attention and effort, the growth zone is where we will find optimal conditions for improving our well-being. *(Learn more about each of the Zones on p. 124.)*



3. The “J” Curve

It is helpful to remember that when making a change, even one we are excited about, things often will get more difficult before getting better. This model illustrates how we can overcome that tendency to want to return to the way things were when we feel challenged, and trust that things will stabilize and improve with time and commitment to the process. *(Learn more about the “J” Curve on p. 125.)*



—Adapted from *The J Curve: A New Way to Understand Why Nations Rise and Fall*, by Ian Bremmer, 2006

Step Three: Living It

After learning and reflecting on a particular area of well-being, and based on the results of your Wellness Self-Assessment, you will begin to map your next steps in the third section of each chapter. Here you will have an opportunity to fill out the **Mapping Your Journey of Growth and Change** page, and complete a **SMART Step Worksheet** to help clarify and decide what next steps you are ready to take in each area of well-being.

- The **Mapping Your Journey** section provides prompts and space for you to describe where you are, where you feel ready to make changes, and what might provide assistance, support, and inspiration in this area of your life. *(Learn more on p. 126.)*
- The **SMART Step Worksheet** provides a place for you to take an overarching goal (something you really want and are ready to work toward) and break it down into small doable actions using the SMART Step process. This worksheet will help you clarify and determine what next step you are ready to take toward the change and growth you seek. *(Learn more on pp. 127–128.)*

In order to make meaningful change, it is important to not skip any of the steps in the SMART Step process. Keeping in mind the cautionary phrase, *out of sight, out of mind*, once you’ve identified your SMART Step, make sure to write it down and keep it where you can see it often.

Once you’ve committed to a SMART Step, it is time to take action. Trust that small, concrete steps taken consistently and intentionally will add up to a journey filled with meaningful change and growth. Every time you successfully complete a SMART Step goal on your journey toward what matters most, it is important to share and celebrate these milestones with the people who support you and your commitment to this process.

3. Relationships



Love isn't a state of perfect caring. It is an active noun, like struggle. To love someone is to strive to accept that person exactly the way [they are], right here and now.

—Fred Rogers, *The World According to Mister Rogers: Important Things to Remember*

Step One: Learning

Few things affect the quality of our lives more than the quality of our relationships. How we interact with other people, and the quality of those interactions, determines to a large extent the satisfaction we experience in life. While there are times we might feel alone even when there are other people around, when we are able to develop healthy relationships with them, those relationships can boost our overall sense of well-being.

Think about it. A fight with someone can ruin a day, while a kind comment from that same person can brighten it. Relationships can either give us energy or drain us of needed energy. They are very important, and so we need to be intentional about how we build, sustain, and participate in them.

There are many people who enjoy a wide array of healthy, happy, life-affirming relationships: with friends, neighbors, employers, colleagues, children, parents, grandchildren, siblings, and/or extended family. Sometimes they were fortunate to be brought up in homes and neighborhoods where healthy relationships were nurtured. And some have needed to learn from others how to cultivate healthy relationships, and continue to work at it every day. It is different for everyone, but research shows that those who enjoy healthy relationships live longer, healthier lives, and so it is essential to pay attention to this area of wellness.



Helpful Skills for Building Healthy Relationships

“Feel ... then Think ... then Act” describes someone who is aware that their words and actions have the potential to make their relationships better or worse, and who considers their words carefully before they speak or act. However, we all have times when we speak without thinking. **“Feel ... then Act ... then Think”** describes someone who does or says something without thinking, and the results can be hurtful.

Using “I” statements is another skill that fosters healthier relationships. It’s not helpful to say, “You were so rude because you didn’t respond to my text!” If instead we say something like “I felt hurt when you ignored me,” we will definitely get different results. Accusing the other person with a “you” statement puts the other person on the defensive, which might make them angry and make further conversation difficult. The “I” statement expresses our feelings *without accusing* the other person, leaving room for healthy conversation.

Learning to talk things through instead of acting out feelings of hurt, anger, or frustration also helps build and strengthen healthy relationships. Examples of acting out feelings could be refusing to talk to, talking negatively about, or spreading rumors about someone in our lives with whom we have a conflict. A more helpful option would be to attempt to talk things out. When we see the person with whom we are in conflict, we could ask them for a few minutes alone to work things out. We could begin by respectfully expressing our feelings (using “I” statements, of course!), while openly listening to theirs, as well.

Those are really the two choices we have: to talk or to act. If we don’t talk it out, or if we try to ignore whatever we are feeling, chances are we are going to act out our feelings one way or another.

People who study healthy relationships know that talking things out calmly is a key ingredient. Healthy relationships are grounded in talking things out respectfully.

All healthy relationships involve trust. If a relationship is healthy, each person in the relationship trusts that the other person will not betray their confidences or privacy. Trust goes both ways.

However, we must not confuse trust with keeping serious secrets that involve protecting information that is harmful to us or another person. Drug or alcohol abuse, sexual misconduct of any type, criminal behavior, and physical or emotional abuse are examples of the types of secrets someone might hold. These secrets burden the keeper of the secret. If holding the confidence of one person is in any way hurting another person, we need to evaluate the need to maintain that confidence. The same is true if someone is hurting us. We must speak up. In most cases, it will not be easy, and we will likely need the help of a trusted person. Yet, in the end, it will lead to better health.

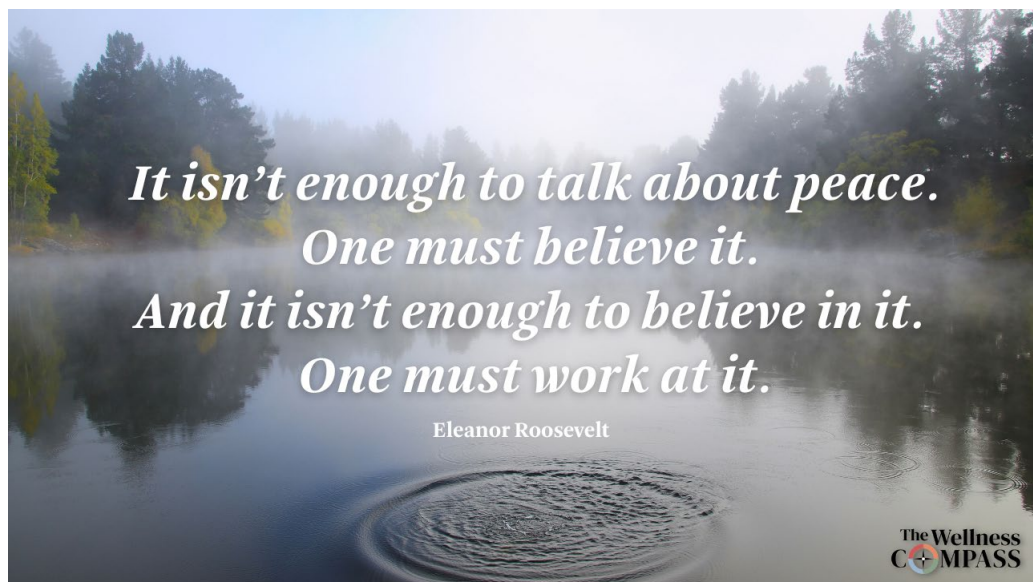
There are three important things to consider before talking about something important with anyone we care about.

1. First, think about what we need.
2. Then decide what we want to say.
3. And finally, consider what we can do to get what we feel we need.

It can be frustrating—yet ultimately helpful—when dealing with challenging relationships to start by acknowledging that we cannot change the other person. We cannot make them behave the way we want them to behave. However, what we can do is to know what we want out of the relationship, to say what we want by expressing it clearly to the other person, and then working to get what we feel we need.

NOTE: If the other person does not agree with us that a change needs to be made, or if they are not willing to work with us to come up with a compromise, then chances are things won't change. If the relationship is hurtful, or not healthy in other ways, we may need to end the relationship. Remember, we cannot make another person change. What we can do is be the best person we can be, and work to get what we feel we need.

Relationships take a lot of effort, and working through conflict with family, friends, and others is not easy. But if we tend to them, healthy relationships can be a powerful and life-giving part of our lives.



Step Two: Listening to Yourself

In this section, you will have an opportunity to pause and listen to yourself and reflect on how you relate to your relationships. First, you will take a brief Self-Assessment, and then respond to the reflection questions that follow the Self-Assessment.

Please take a few moments now to rate the statements on the following Relationships Self-Assessment. This Assessment isn't for anyone to see but you; you can respond to these statements honestly. You don't need to show your answers to anyone unless you choose to. This is an opportunity for you to listen to and better know yourself.

Be honest with yourself, and be gentle, as well. There are no right or wrong answers; the results are not in any way a judgement of you as a person. You are who you are, and this is just one way for you to see how you have been acknowledging and tending to this part of your life. Don't spend too much time thinking about each response, just enough time to rate each statement as truthfully as possible for this time in your life.



► Relationships Self-Assessment

The ability to create and maintain healthy, life-giving connections with others.

Respond to the following 10 statements with a number between 0–10, based on the following scale (*see p. 120 for examples*). Enter a “10” for any statement that does not apply to you at this time in your life. When you are done, transfer the total to your Wellness Compass on p. 122.

Never	Sometimes		Half of the Time		Most of the Time		Always			
0	1	2	3	4	5	6	7	8	9	10
I am satisfied with the quality of the relationships I have with my spouse, partner, children, extended family, and/or close friends.										_____
I am satisfied with the amount of time I spend with the important people in my life.										_____
I am satisfied with the honest conversations I am able to have with those who are important to me.										_____
My friends and family can count on me when they need help.										_____
I am able to forgive family and friends for past or present hurts.										_____
In my close relationships, I am very satisfied that there is a good balance between give and take.										_____
I am able to resolve conflict in healthy ways with family and friends. We are able to talk through problems before they can fester.										_____
I feel good about the levels of trust, respect, and honesty I have in my relationships.										_____
I feel good about the impact my use/or non-use of alcohol and other drugs has on my relationships with family, friends, and/or colleagues.										_____
I am able to identify and then work to change or end an unhealthy relationship when needed.										_____
TOTAL SCORE										_____

Mapping Your Current Reality

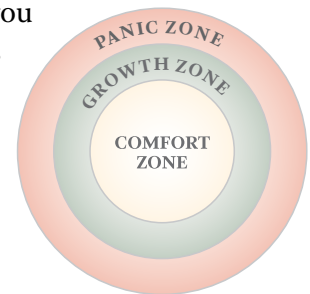
In this section we invite you to map your current reality using three models of growth and change that we introduced on pp. 16–17. As you consider the area of well-being we are focusing on in this chapter, think about where you are in the process of growth and change. For example, if you don't feel that you need to or have not considered making any changes in this area of your life, you're likely in the precontemplation stage for #1, the Comfort Zone in #2, and perhaps at the upper left side of the J Curve in #3. It is important to keep in mind that we are all in different stages of change in each area of well-being.

We encourage you to mark in some way where you are in the process of change using these models. As we've mentioned before, this is a present-moment snapshot of where you currently find yourself in this area of well-being. Remember, there are no "right" or "wrong" or "good" or "bad" responses. Using tools like these, you will be able to measure and track your growth over time.

1. **Stages of Change.** Circle the stage you feel best describes where you are right now in your thoughts about making a change in the area of relationships. (*Learn more about each Stage of Change on p. 123.*)



2. **The Three Zones.** Place an "x" or other mark in the Zone you feel best describes where you find yourself right now as you consider making the change you have in mind. (*Learn more about each of the Zones on p. 124.*)



3. **The "J" Curve.** Most people expect that if they choose to make a change, things will automatically get better, but in reality things frequently get harder before they get better. This is why many people are tempted to go back to the familiar. Here we invite you to place an "x" or other mark in whatever place along the J Curve that best represents where you are in the process. Are you finding it more challenging than you expected? (*Learn more about the "J" Curve on p. 125.*)



—Adapted from *The J Curve: A New Way to Understand Why Nations Rise and Fall*, by Ian Bremmer, 2006

Reflecting

The following questions will be helpful as you think about relationships. Feel free to respond to all of the questions, or only to those that apply to you at this point in your life. And keep in mind that your responses are intended for your personal reflection, and there's no obligation to share your answers with anyone, unless you decide to do so.

As you mapped your current reality on the previous page, did you discover anything new about yourself? Were there any surprises? Ah-ha's? Describe.

Go back to the Self-Assessment you took on p. 23. Was there anything that stood out to you? Why? Describe in detail here.

Which relationships in your life are life-giving? Which relationships could use more of your attention?

Write about a conversation you had with someone where you spoke or acted without first thinking. How did the situation unfold? Tell the story here.

Think about that same conversation, but this time imagine you thought before you spoke. What might have been different? What hurt feelings or conflict could have been avoided?

Do you regularly use “I” statements? Or, do you often find yourself focusing instead on your complaints about the other person? What kind of results are you getting? How might using more “I” statements help you strengthen your relationships?

How would you like to be known in your close relationships? What qualities do you value most?

Would your response to the question above require any changes on your part to be seen that way? What might need to change about how you engage with others? What specifically could you do?

What is one thing you could do differently this week to help improve an important relationship?

It is important to take time regularly to reflect on where you currently find yourself in the area of relationships. We hope this step of learning and reflecting has been helpful and meaningful. Now let's take the next steps toward living it.

Step Three: Living It

Mapping Your Journey of Growth and Change

“You Are Here” | Describe where you are right now in your life in the area of relationships.

“Wish You Were Here!” | Describe what it will be like when you are where you want to be in this area of wellness.

Inspiring Quote | Choose an inspiring quote that will motivate you as you navigate the next steps on your journey of growth and change. This quote could be from a song, a poem, a famous author, a spiritual text, or other source. Write your chosen quote here.

Mindfulness Centering Practice | Choose and write down a practice you would like to try that would support you in this area of well-being. To help, we have included a list of suggested practices on p. 13.

Support from Others | Are there others you trust and respect whose support and feedback you will want or need? List them here.

Previous Successes | What previous successes have you had in making positive changes in this area of your life that could serve as hope and inspiration? Describe.

Challenges | What resistance within yourself or others might arise as you seek to make changes?

Overarching Goal | List one or two goals that you have for yourself in this area. They may be long- and short-term goals (*see worksheet on next page*). For both long- and short-term goals, remember to start with small steps.

SMART Step | List the SMART Step from the worksheet on the following page that you will take within a specific timeframe (we suggest no longer than two weeks from now) that will move you toward your main goal. A SMART Step is a step that is Specific, Measurable, Achievable, Relevant, and Time-bound.

SMART Step Worksheet



Area of Wellness:

Relationships

Date: _____

<p>Overarching Goal: What do you really want in this area of wellness? Can be a short- or long-term goal.</p>	
<p>Specific: What exactly will you do? Think <i>who, what, where, when,</i> and/or <i>how</i> you will do this.</p>	
<p>Measurable: Describe in detail how you will know when you have been successful.</p>	
<p>Achievable: Choose something you know you can do, or at least are reasonably sure you can do. Then describe in detail how you will make it happen.</p>	
<p>Relevant: Explain why this is so important at this time in your life. Connect this <i>why</i> to your core values for inspiration and motivation.</p>	
<p>Time-bound: Make sure you have a clear start date and deadline, or timeline, for your SMART Step. Add it here.</p>	
<p>Possible Obstacles: What challenges might come up for this SMART Step?</p>	<p>Possible Solutions: What are some options and/or resources to consider?</p>
<p>Accountability Partner: List someone you trust and respect with whom you can share your SMART Step.</p>	

Keeping in mind the cautionary phrase, *out of sight, out of mind*, once you've identified your SMART Step, make sure to write it down and keep it where you can see it often.

As you navigate your journey of growth and change, it is important to take time to celebrate every small win along the way. You are making choices every day that will bring a greater sense of balance and well-being to your life.

For more on the importance of the SMART-Step process, see pages 127–129.

4. Emotions



The best and most beautiful things in the world cannot be seen or even touched. They must be felt with the heart.

—Helen Keller

Step One: Learning

In and of themselves, our emotions are neither good nor bad. What is helpful or unhelpful is the way we choose to express them, how we relate to them, and what we do with them. While handling and expressing all of our emotions isn't always easy, it is essential to our well-being.

What is important to remember is that all of our emotions ultimately serve as trustworthy guides, helping us make sense of the world around us and better understand where we fit in that world. It is also important that we learn to recognize our emotions and learn from them. For example, fear isn't a "fun" or "positive" emotion, but it often serves a very important function to help keep us safe.



Imagine your emotions existing on a continuum, or on a scale from zero to ten. Think of the emotions on the bottom end of the scale—zero to four—as the difficult or unpleasant emotions, such as fear, worry, anger, and sadness. Now think of the emotions at the top end of the scale—six to ten—as the pleasurable emotions, such as joy, laughter, love, and excitement. Right in the middle, at number five, is considered the neutral point, where we don't experience much of anything, pleasant or unpleasant.

Here is an important insight: There is a strong connection between the degree to which we are comfortable feeling and expressing unpleasant emotions and the degree to which we feel and express pleasurable emotions. Difficulty feeling and/or appropriately expressing unpleasant emotions

usually means we also will have difficulty feeling and expressing positive emotions. While we know that we all have the full range of emotions, we experience difficulties when we either hide our emotions from view, or let them explode.

In the Academy Award-winning 2015 movie *Inside Out*, we saw, through the story of a family moving cross country, how one family wasn't able to fully deal with all the emotions that came with such a big change. The movie showed how all of our emotions *will* come out eventually, and how important it is to share all of our emotions as we face a major change. Like the family in the movie, for many of us one emotion can overtake the others if we are not careful. This powerful yet playful movie shows us why it is important to pay attention to all of our emotions. It reminds us that the full spectrum of emotions are equally important as they help us know how we are experiencing the world around us. They also help guide us, letting us know what we need to acknowledge in the changes taking place around us.

Our emotions are meant to help us recognize situations that are both healthy and unhealthy, and to help guide us through those moments. It takes time to both learn to express our emotions in healthy ways, and to listen respectfully to the emotions of others. Learning how to handle our emotions and the emotions of others is an important skill that will impact everything we do.

No matter what range of emotions we are experiencing, we can choose to keep them bottled up inside, or we can choose to express them in healthy ways. It is up to us.

The Self-Assessment statements in Step Two provide several examples of how we know we are functioning emotionally in a balanced way. On the other end of the spectrum, we know we are not functioning well emotionally when we become irritable with others, when we withdraw from family and friends, turn in on ourselves, or when we are tempted to drink, smoke, or use other drugs in an attempt to cope. When we make these kinds of choices, we run the risk of losing our ability to manage emotions and stress in healthier ways. For example, we might find it harder to concentrate, at work or at home, and we might find it more difficult to live a fulfilling and healthy life.

We find that healthy emotional mind-sets and behaviors, while not always easy to do, are easier to practice when we are also sleeping well, exercising, eating right, and keeping the rest of our lives in balance.

One of the first indications or whispers that an area of your life is in need of your attention may be a change in the way you handle your emotions.

If you do notice a change, pay attention to what has been happening around you and how you have reacted. Take time to examine what is going on, looking at all of the areas of your life and identifying which ones may be in need of more attention. Use it as an opportunity to grow and ... be gentle with yourself; we all have challenging days. Creating a healthy life is a life-long process. We are in it for the long game.

It is important to note that there will be times when emotions naturally will be more difficult to navigate, particularly when we are going through any sort of transition. Following are just a few examples of common transitions many of us will face at some point in our lives.

- Starting, changing, or retiring from a career
- Beginning or ending an important new friendship or romantic relationship
- Choosing a life partner
- A family member or friend is sick or dying
- Becoming a parent or grandparent
- Children leaving home
- Starting at a new job or school, or moving to a new community

The support of others will help us to better navigate through times of transition. It is important to have people we can talk to, confide in, and trust: a friend, partner, spouse, therapist, adult child, sibling, and/or clergy person.

It is also important to resist the temptation to pull away from others. Don't be afraid to reach out and stay connected with others who are comfortable with what you are going through. It is helpful to remember that we are stronger together than we are by ourselves.

Our emotions are a gift. They allow us to experience life on a deeper, more vital level. When ignored, pushed aside, or left to fester, emotions can be harmful, causing damage to our physical health, relationships, and overall well-being. When handled well, emotions can enhance relationships, our health, and can open us to new opportunities in life.



Step Two: Listening to Yourself

In this section, you will have an opportunity to pause and listen to yourself and reflect on how you relate to your emotions. First, you will take a brief Self-Assessment, and then respond to the reflection questions that follow the Self-Assessment.

Please take a few moments now to rate the statements on the following Emotions Self-Assessment. This Assessment isn't for anyone to see but you; you can respond to these statements honestly. You don't need to show your answers to anyone unless you choose to. This is an opportunity for you to listen to and better know yourself.

Be honest with yourself, and be gentle, as well. There are no right or wrong answers; the results are not in any way a judgement of you as a person. You are who you are, and this is just one way for you to see how you have been acknowledging and tending to this part of your life. Don't spend too much time thinking about each response, just enough time to rate each statement as truthfully as possible for this time in your life.



▶ Emotions Self-Assessment

The ability to process, express, and receive emotions in a healthy way.

Respond to the following 10 statements with a number between 0–10, based on the following scale (*see p. 120 for examples*). Enter a “10” for any statement that does not apply to you at this time in your life. When you are done, transfer the total to your Wellness Compass on p. 122.

Never	Sometimes			Half of the Time			Most of the Time			Always
0	1	2	3	4	5	6	7	8	9	10

People who know me would say that I handle my emotions in healthy ways. _____

I avoid using alcohol, other drugs, and other possibly addictive behaviors to deal with my emotions. _____

I can feel and express the full range of emotions (sadness, fear, joy, laughter, etc.) with people I trust. _____

When someone I care about is upset I am comfortable listening, rather than telling them what to do or detaching from them. _____

I have a solid and healthy sense of self-confidence. _____

I feel good about the way I handle my emotions and how they affect my relationships. _____

I do not feel responsible for other people’s emotions. _____

I am able to communicate my emotions in a positive way without being irritable, critical, or angry. _____

I know the early warning signs of depression and anxiety, and would seek help if I recognized these signs in myself. _____

When I am feeling emotionally overwhelmed, I am able to turn to others for support and help. _____

TOTAL SCORE _____

Mapping Your Current Reality

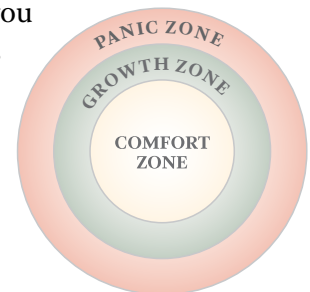
In this section we invite you to map your current reality using three models of growth and change that we introduced on pp. 16–17. As you consider the area of well-being we are focusing on in this chapter, think about where you are in the process of growth and change. For example, if you don't feel that you need to or have not considered making any changes in this area of your life, you're likely in the precontemplation stage for #1, the Comfort Zone in #2, and perhaps at the upper left side of the J Curve in #3. It is important to keep in mind that we are all in different stages of change in each area of well-being.

We encourage you to mark in some way where you are in the process of change using these models. As we've mentioned before, this is a present-moment snapshot of where you currently find yourself in this area of well-being. Remember, there are no "right" or "wrong" or "good" or "bad" responses. Using tools like these, you will be able to measure and track your growth over time.

1. **Stages of Change.** Circle the stage you feel best describes where you are right now in your thoughts about making a change in the area of relationships. (*Learn more about each Stage of Change on p. 123.*)



2. **The Three Zones.** Place an "x" or other mark in the Zone you feel best describes where you find yourself right now as you consider making the change you have in mind. (*Learn more about each of the Zones on p. 124.*)



3. **The "J" Curve.** Most people expect that if they choose to make a change, things will automatically get better, but in reality things frequently get harder before they get better. This is why many people are tempted to go back to the familiar. Here we invite you to place an "x" or other mark in whatever place along the J Curve that best represents where you are in the process. Are you finding it more challenging than you expected? (*Learn more about the "J" Curve on p. 125.*)



—Adapted from *The J Curve: A New Way to Understand Why Nations Rise and Fall*, by Ian Bremmer, 2006

Reflecting

The following questions will be helpful as you think about emotions. Feel free to respond to all of the questions, or only to those that apply to you at this point in your life. And keep in mind that your responses are intended for your personal reflection, and there's no obligation to share your answers with anyone, unless you decide to do so.

As you mapped your current reality on the previous page, did you discover anything new about yourself? Were there any surprises? Ah-ha's? Describe.

Go back to the Self-Assessment you took on p. 35. Was there anything that stood out to you? Why? Describe in detail here.

Are you comfortable feeling and expressing the full range of emotions: sadness, fear, anger, gratitude, joy, etc.? Are some easier to express than others? Describe.

Are you comfortable listening and being present to someone who is hurting, upset, or very emotional? How might this impact your relationships?

Do your emotions ever “get the best of you,” causing you to say or do things you later regret? Have you noticed a pattern of when this happens? Explain.

Maybe you are feeling proud of something you have accomplished, or excited about something you are planning. Maybe you have experienced a hurt that needs to be dealt with, or maybe you are going through a transition that is challenging. Write about why you think you are feeling the ways you are currently feeling. What’s going on?

Have you recently experienced a major life transition? If yes, do you have a family member, friend, or other trusted person you can turn to for support? List them here.

It is important to take time regularly to reflect on where you currently find yourself in the area of emotions. We hope this step of learning and reflecting has been helpful and meaningful. Now let’s take the next steps toward living it.

Step Three: Living It

Mapping Your Journey of Growth and Change

“You Are Here” | Describe where you are right now in your life in the area of emotions.

“Wish You Were Here!” | Describe what it will be like when you are where you want to be in this area of wellness.

Inspiring Quote | Choose an inspiring quote that will motivate you as you navigate the next steps on your journey of growth and change in the area of emotional well-being. This quote could be from a song, a poem, a famous author, a spiritual text, or other source. Write your chosen quote here.

Mindfulness Centering Practice | Choose and write down a practice you would like to try that would support you in this area of well-being. To help, we have included a list of suggested practices on p. 13.

Support from Others | Are there others you trust and respect whose support and feedback you will want or need? List them here.

Previous Successes | What previous successes have you had in making positive changes in this area of your life that could serve as hope and inspiration? Describe.

Challenges | What resistance within yourself or others might arise as you seek to make changes?

Overarching Goal | List one or two goals that you have for yourself in this area. They may be long- and short-term goals (*see worksheet on next page*). For both long- and short-term goals, remember to start with small steps.

SMART Step | List the SMART Step from the worksheet on the following page that you will take within a specific timeframe (we suggest no longer than two weeks from now) that will move you toward your main goal. A SMART Step is a step that is **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime-bound.

SMART Step Worksheet



Area of Wellness:

Emotions

Date: _____

<p>Overarching Goal: What do you really want in this area of wellness? Can be a short- or long-term goal.</p>	
<p>Specific: What exactly will you do? Think <i>who, what, where, when,</i> and/or <i>how</i> you will do this.</p>	
<p>Measurable: Describe in detail how you will know when you have been successful.</p>	
<p>Achievable: Choose something you know you can do, or at least are reasonably sure you can do. Then describe in detail how you will make it happen.</p>	
<p>Relevant: Explain why this is so important at this time in your life. Connect this <i>why</i> to your core values for inspiration and motivation.</p>	
<p>Time-bound: Make sure you have a clear start date and deadline, or timeline, for your SMART Step. Add it here.</p>	
<p>Possible Obstacles: What challenges might come up for this SMART Step?</p>	<p>Possible Solutions: What are some options and/or resources to consider?</p>
<p>Accountability Partner: List someone you trust and respect with whom you can share your SMART Step.</p>	

Keeping in mind the cautionary phrase, *out of sight, out of mind*, once you’ve identified your SMART Step, make sure to write it down and keep it where you can see it often.

As you navigate your journey of growth and change, it is important to take time to celebrate every small win along the way. You are making choices every day that will bring a greater sense of balance and well-being to your life.

For more on the importance of the SMART-Step process, see pages 127–129.

5. Spirituality



Spirituality comes from spiritus, which means life, breath, aliveness. Spirituality is aliveness on all levels.

It must start with our body aliveness. ...

When people are grateful, they come alive.

—David Steindl-Rast

Step One: Learning

Our spirituality gives our life direction and purpose, inspires us, gives us the energy to live, and guides our life choices. It is worth noting that spirituality is not the same as religion, although devoting oneself to a particular religion is one way in which a person can express their spirituality.

Spirituality, whatever that looks like for each of us, helps us to define our core values and beliefs, those we turn to to guide all of the important decisions in our lives.

In ethical situations we face each day, our spirituality helps us decide how we will respond, such as how we treat others, how we share what we have, or decide whether or not to gossip, lie, or steal. For example, if honesty, respect, and integrity are core values for you, they will guide how you treat others, as well as provide guidance when, say, an opportunity to be dishonest or disrespectful presents itself. Spirituality is what grounds our core values and beliefs, as well as our moral and ethical standards.

Another way to think about spirituality is to think of it like the root (value) system of a tree. In order for trees to grow tall and weather storms, droughts, and other extreme conditions,

they need to have strong root systems. Roots literally keep trees well-grounded, just as our spirituality does for us.



The spiritual aspects of our lives grow when we deepen and enrich our lives through the experiences that give our lives meaning and direction, and help us clarify our values.

Core Values

Knowing our core values and having the courage to act on them is an important part of our spirituality, as our values guide how we live our lives. They are our compass.

The following exercise will help you to begin to clarify your core values. It is a challenging exercise that will be more meaningful if you can do it silently and mindfully when you have time to be alone.

To identify the values that are most important to you, gradually narrow the list below by striking through values that are less important to you.

This does not mean that you don't think they are meaningful. The ones you cross out may be important but just aren't the *most* important to you at this time in your life. The goal is to eventually narrow your list to a few values that you hold as most meaningful and relevant right now. If a value important to you is not on the list, please feel free to add it.

Pay attention to your inner dialogue as you narrow the list to just a handful. Your process will reveal interesting things about yourself.

acceptance	attractiveness	community	contribution	ecology	family
fun	helpfulness	humor	intimacy	logic	pleasure
responsibility	self-esteem	stability	tradition	wisdom	accuracy
authority	comfort	courtesy	excellence	flexibility	generosity
honesty	independence	justice	gentleness	popularity	risk
self-awareness	strength	virtue	success	achievement	beauty
compassion	creativity	integrity	forgiveness	growth	hope
hard work	knowledge	moderation	power	safety	service
being mindful	wealth	adventure	authenticity	caring	honor
love	dependable	fame	friendship	health	humility
truth	peace	leisure	loyalty	orderliness	practical
self-control	simplicity	tolerance	punctual	gratitude	kindness
patience	faith/spirituality	_____	_____	_____	_____

After you have narrowed down your list of values, think about *whether or not those around you can tell that those values are the most important ones for you.*

Developing our spirituality helps ground us in something larger than ourselves, and from that place we will be better prepared for any tough times that might come our way. Like all things that truly matter, spirituality must be practiced for it to grow.

While we have included a list of mindfulness centering practices on p. 13, the following offer more specific suggestions for ways to engage those practices that you might want to consider to further enrich the spiritual part of yourself.

- Pick a quote that inspires or empowers you, and read it every morning. Tape it to your bathroom mirror, keep it in your wallet, or put it on your refrigerator.
- Focus and quiet your mind. Sit outside or find a favorite spot. Relax and be still. Try meditation.
- Listen to music that helps you feel positive and alive.
- Use paints, music, or other art mediums to explore your creative side.
- Give back to your community: volunteer your time and energy to a positive cause.

Another simple practice is journaling. Journaling is more than writing down what you liked or didn't like about the day. When you journal, you have the opportunity to have a private conversation with yourself. Like most new skills, journaling takes time and practice to make it feel natural. A great place to start is to write about things you are grateful for from your day. Paying attention to the small things that you might otherwise take for granted is a great spiritual practice.

You might want to try what is known as “breath meditation.” As you sit somewhere quiet, relax and breathe in and breathe out a few times. Then, as you exhale, begin to think about what you want to have less of in your life (fear, anger, worry, disappointment, shame, and so on). Then, as you inhale, think of what you would like to replace those things with (calm, acceptance, patience, confidence, etc.). Keep breathing this way for a while, breathing in what you value and letting go of the rest as you exhale. You don't need to breathe differently than you normally do. Just relax, and breathe.

You can also use walking as a way of centering and calming yourself. Take a walk, but leave your phone and other distractions behind. With each step, try to be in the moment, enjoying and appreciating the world around you as it is right now. If you are upset, this can be a helpful way to not only calm down, but also to begin to let go of what is causing your upset and to gain a new perspective. You could also go for a run by yourself, finding a peaceful place to sit somewhere along the way. Sit and quietly listen to your breathing.

Step Two: Listening to Yourself

In this section, you will have an opportunity to pause and listen to yourself and reflect on how you are nurturing your spirituality. First, you will take a brief Self-Assessment, and then respond to the reflection questions that follow the Self-Assessment.

Please take a few moments now to rate the statements on the following Spirituality Self-Assessment. This Assessment isn't for anyone but you; you can respond to these statements honestly. You don't need to show your answers to anyone unless you choose to. It is a chance for you to step back and take a look at the spiritual dimension of your life.

Be honest with yourself, and be gentle, as well. There are no right or wrong answers; the results are not in any way a judgement of you as a person. You are who you are, and this is one way for you to see how you have been tending to this part of your life. Don't spend too much time thinking about each response, just enough time to rate each statement as truthfully as possible for this time in your life.



Mapping Your Current Reality

In this section we invite you to map your current reality using three models of growth and change that we introduced on pp. 16–17. As you consider the area of well-being we are focusing on in this chapter, think about where you are in the process of growth and change. For example, if you don't feel that you need to or have not considered making any changes in this area of your life, you're likely in the precontemplation stage for #1, the Comfort Zone in #2, and perhaps at the upper left side of the J Curve in #3. It is important to keep in mind that we are all in different stages of change in each area of well-being.

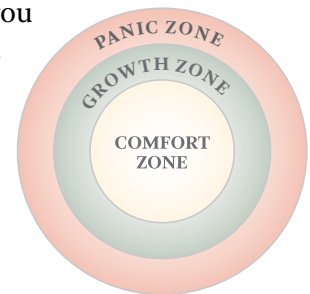
We encourage you to mark in some way where you are in the process of change using these models. As we've mentioned before, this is a present-moment snapshot of where you currently find yourself in this area of well-being. Remember, there are no "right" or "wrong" or "good" or "bad" responses. Using tools like these, you will be able to measure and track your growth over time.

1. **Stages of Change.** Circle the stage you feel best describes where you are right now in your thoughts about making a change in the area of relationships. (*Learn more about each Stage of Change on p. 123.*)



—graphic adapted from *The Transtheoretical Model*, Prochaska & DiClemente, 1983; Prochaska, DiClemente, & Norcross, 1992

2. **The Three Zones.** Place an "x" or other mark in the Zone you feel best describes where you find yourself right now as you consider making the change you have in mind. (*Learn more about each of the Zones on p. 124.*)



3. **The "J" Curve.** Most people expect that if they choose to make a change, things will automatically get better, but in reality things frequently get harder before they get better. This is why many people are tempted to go back to the familiar. Here we invite you to place an "x" or other mark in whatever place along the J Curve that best represents where you are in the process. Are you finding it more challenging than you expected? (*Learn more about the "J" Curve on p. 125.*)



—Adapted from *The J Curve: A New Way to Understand Why Nations Rise and Fall*, by Ian Bremmer, 2006

Reflecting

The following questions will be helpful as you think about spirituality. Feel free to respond to all of the questions, or only to those that apply to you at this point in your life. And keep in mind that your responses are intended for your personal reflection, and there's no obligation to share your answers with anyone, unless you decide to do so.

As you mapped your current reality on the previous page, did you discover anything new about yourself? Were there any surprises? Ah-ha's? Describe.

Go back to the Self-Assessment you took on p. 47. Was there anything that stood out to you? Why? Describe in detail here.

When you think of a person who is well-grounded in their spiritual life, who comes to mind?

What about them tells you that their spiritual life is important to them?

Do they have any spiritual practices? What might they be? Elaborate.

Do you have a spiritual part of your life? How do you experience that?

How does your spiritual life impact or not impact the way you live day to day? Explain.

When in your life did you or do you feel most alive? Where are, or were, you? Who were you with? What was it like? Might you describe that as a spiritual experience? Explain.

What in your life gives you the most meaning? Why is that? Write about it here. Your answer will give you an important hint about your most closely held values.

It is important to take time regularly to reflect on where you currently find yourself in the area of spirituality. We hope this step of learning and reflecting has been helpful and meaningful. Now let's take the next steps toward living it.

Step Three: Living It

Mapping Your Journey of Growth and Change

“You Are Here” | Describe where you are right now in your life in the area of spirituality.

“Wish You Were Here!” | Describe what it will be like when you are where you want to be in this area of wellness.

Inspiring Quote | Choose an inspiring quote that will motivate you as you navigate the next steps on your journey of growth and change. This quote could be from a song, a poem, a famous author, a spiritual text, or other source. Write your chosen quote here.

Mindfulness Centering Practice | Choose and write down a practice you would like to try that would support you in this area of well-being. To help, we have included a list of suggested practices on p. 13.

Support from Others | Are there others you trust and respect whose support and feedback you will want or need? List them here.

Previous Successes | What previous successes have you had in making positive changes in this area of your life that could serve as hope and inspiration? Describe.

Challenges | What resistance within yourself or others might arise as you seek to make changes?

Overarching Goal | List one or two goals that you have for yourself in this area. They may be long- and short-term goals (*see worksheet on next page*). For both long- and short-term goals, remember to start with small steps.

SMART Step | List the SMART Step from the worksheet on the following page that you will take within a specific timeframe (we suggest no longer than two weeks from now) that will move you toward your main goal. A SMART Step is a step that is **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime-bound.

SMART Step Worksheet



Area of Wellness:

Spirituality

Date: _____

<p>Overarching Goal: What do you really want in this area of wellness? Can be a short- or long-term goal.</p>	
<p>Specific: What exactly will you do? Think <i>who, what, where, when,</i> and/or <i>how</i> you will do this.</p>	
<p>Measurable: Describe in detail how you will know when you have been successful.</p>	
<p>Achievable: Choose something you know you can do, or at least are reasonably sure you can do. Then describe in detail how you will make it happen.</p>	
<p>Relevant: Explain why this is so important at this time in your life. Connect this <i>why</i> to your core values for inspiration and motivation.</p>	
<p>Time-bound: Make sure you have a clear start date and deadline, or timeline, for your SMART Step. Add it here.</p>	
<p>Possible Obstacles: What challenges might come up for this SMART Step?</p>	<p>Possible Solutions: What are some options and/or resources to consider?</p>
<p>Accountability Partner: List someone you trust and respect with whom you can share your SMART Step.</p>	

Keeping in mind the cautionary phrase, *out of sight, out of mind*, once you’ve identified your SMART Step, make sure to write it down and keep it where you can see it often.

As you navigate your journey of growth and change, it is important to take time to celebrate every small win along the way. You are making choices every day that will bring a greater sense of balance and well-being to your life.

For more on the importance of the SMART-Step process, see pages 127–129.

6. Rest and Play



It takes courage to say yes to rest and play in a culture where exhaustion is seen as a status symbol.

—Brené Brown

Step One: Learning

Both rest and play are important because together they provide the energy we need for living our best life. While the idea of rest and play seems simple, it can be more challenging than we think. Telling people how busy we are seems to have become a badge of honor in our culture. Many of us are involved in so many things and have so many responsibilities that we can easily lose track of how important rest and play are to our well-being. While on the opposite end of the busyness scale there are others who have lots of time on their hands and are wondering what they need to fill out their lives.

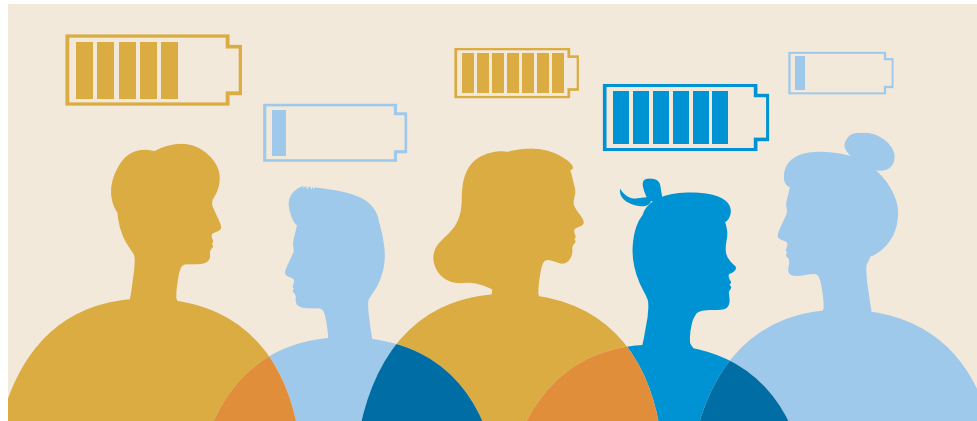
There also are times when we feel pulled in many different directions, all at once. Some days it may feel as though everyone wants a piece of us: family, friends, co-workers, community connections, and others. At other times, we may feel isolated or alone, bored with life, feeling we have nothing to do or nothing that we want to do. Our lives don't have to be lived at either one of those extremes, but it is important to keep in mind that both give us important clues that our lives may be out of balance.



It is important to keep our battery charged!

Just like our modern devices, we each have an internal battery that needs to be plugged into the right source so we too can get recharged. Whatever renews us is what recharges our batteries and fills us with energy so that we can do all the things we have to do and want to do: work, play, fulfill community or other commitments, relate to and/or care for family and friends, plan for the future—all of it. Right now you have a “personal battery” that is running on a charge, and only you know if you have a full charge, a half charge, less than half, or are almost out of power. How much charge do you have these days?

Making sure we make time for rest and play in our busy lives requires intentional planning and prioritization. If this is an area you would like to pay more attention to, following are several skills and habits that can support your desire to incorporate more intentional rest and play.



Make and keep appointments with yourself.

Treat rest and play as non-negotiable appointments. Block out specific times in your calendar for activities you enjoy, whether it’s a hobby, exercise, or simply downtime to relax. This helps create a routine and reinforces the importance of being proactive about taking good care of yourself. To further reinforce the importance of this habit, we find it helpful if you combine this habit with regularly revisiting your highest priorities and values. Decide if certain commitments or activities are truly essential in this season of your life. Simplify your schedule by focusing on what matters most and eliminating non-essential commitments that contribute to busyness without adding value. (*More on core values on p. 44.*)

Incorporate simple mindfulness practices as a way to remain centered and calm.

This could include brief breathing exercises, short walks, or mindfulness meditation. These activities, which can be done in just a few minutes, can provide immediate stress relief that will allow you to rest and recharge. (*More suggestions on p. 45.*)

Set good boundaries.

Just as there are activities and people that renew your energy and make you feel alive, there are things that can have the opposite effect. These are the things that drain your energy, such as a challenging situation at work or where you volunteer, being over-committed, or being in a relationship where there is ongoing conflict. While these situations and relationships are part of life, you can choose to be intentional about how you handle them. If you do not set good boundaries with people and situations that drain you, they will gradually take a toll on you. We not only need to set good boundaries with others, we also need them with ourselves. This includes setting clear boundaries between work and personal time. For example, we may be tempted to check work emails or messages one more time before bed, so setting a healthy boundary might mean that we decide we will not check anything work-related after 8 p.m.

Make time for recreation.

Think about the word *recreation*. It means *re-creation*. True recreation re-creates us. Many people think of watching TV or spending time on a computer as recreation, and it can be. On the other hand, it isn't necessarily recreation; in fact, doing something passively for too long can leave us drained of energy. Reduce excessive screen time, especially related to work or social media, during your downtime. Instead, use that time to engage in activities that actively contribute to your well-being. If your schedule is packed, start with small windows of time devoted to play or recreation. No matter how small you need to start, anything positive you do can have a big impact over time.

Connect with others.

Whether feeling overly busy or like you have too much time on your hands, it is easy to underestimate the restorative and life-enhancing benefits we receive through social connections. Find creative ways to connect with others doing things that you enjoy or want to try. Some examples are joining a sports team, a gym, signing up for dance lessons, going on a local community hike, attending art openings, engaging with a hobby such as learning an instrument or a new language, or simply spending quality time with friends and family. If you feel you don't have time, look for creative ways to combine recreation or play with other activities. For example, you could take a walk during your lunch break, either alone or with a friend or colleague; listen to a podcast, music or audiobook while waiting in line or commuting; or have lunch with a friend rather than eating alone.

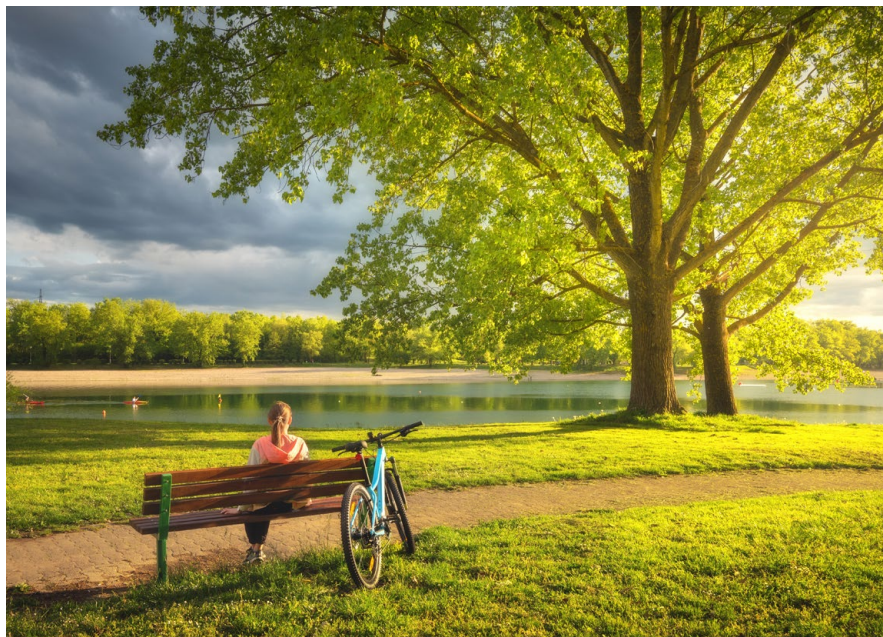
What renews and recharges one person may not be the same things that recharges another. All of us are unique and are at different stages in life. No matter where you currently find yourself, know there are an infinite array of possibilities for activities and people that can reenergize, restore, and refresh, so find what works for you and have fun!

Step Two: Listening to Yourself

In this section, you will have an opportunity to pause and listen to yourself and reflect on how you relate to rest and play. First, you will take a brief Self-Assessment, and then respond to the reflection questions that follow the Self-Assessment.

Please take a few moments now to rate the statements on the following Rest and Play Self-Assessment. This Assessment isn't for anyone to see but you; you can respond to these statements honestly. You don't need to show your answers to anyone unless you choose to. This is an opportunity for you to listen to and better know yourself.

Be honest with yourself, and be gentle, as well. There are no right or wrong answers; the results are not in any way a judgement of you as a person. You are who you are, and this is just one way for you to see how you have been acknowledging and tending to this part of your life. Don't spend too much time thinking about each response, just enough time to rate each statement as truthfully as possible for this time in your life.



▶ Rest and Play Self-Assessment

The ability to balance work and play and to renew oneself.

Respond to the following 10 statements with a number between 0–10, based on the following scale (*see p. 120 for examples*). Enter a “10” for any statement that does not apply to you at this time in your life. When you are done, transfer the total to your Wellness Compass on p. 122.

Never	Sometimes			Half of the Time			Most of the Time			Always
0	1	2	3	4	5	6	7	8	9	10

I get enough rest to renew myself most of the time. _____

I am satisfied with the amount of time I set aside for healthy fun. _____

I have at least one hobby or interest that renews me, and I take intentional time for it on a regular basis. _____

I actively take advantage of opportunities to try new healthy ways to have fun. _____

I regularly take time to laugh and enjoy life. _____

I am able to take my mind off work/school/other commitments when I am away from them. _____

I take time to recreate and renew myself regularly. _____

I am confident that the amount of time I spend on email, online, watching TV, on my computer, on my phone, and other technology, is good for my overall well-being. _____

I have recreational activities I regularly enjoy with others. _____

I frequently have fun where alcohol and/or other drugs are not involved. _____

TOTAL SCORE _____

Mapping Your Current Reality

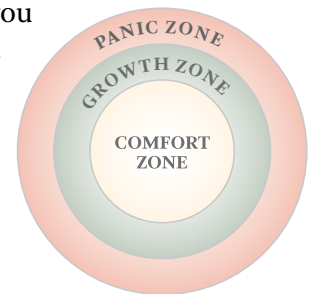
In this section we invite you to map your current reality using three models of growth and change that we introduced on pp. 16–17. As you consider the area of well-being we are focusing on in this chapter, think about where you are in the process of growth and change. For example, if you don't feel that you need to or have not considered making any changes in this area of your life, you're likely in the precontemplation stage for #1, the Comfort Zone in #2, and perhaps at the upper left side of the J Curve in #3. It is important to keep in mind that we are all in different stages of change in each area of well-being.

We encourage you to mark in some way where you are in the process of change using these models. As we've mentioned before, this is a present-moment snapshot of where you currently find yourself in this area of well-being. Remember, there are no "right" or "wrong" or "good" or "bad" responses. Using tools like these, you will be able to measure and track your growth over time.

1. **Stages of Change.** Circle the stage you feel best describes where you are right now in your thoughts about making a change in the area of relationships. (*Learn more about each Stage of Change on p. 123.*)



2. **The Three Zones.** Place an "x" or other mark in the Zone you feel best describes where you find yourself right now as you consider making the change you have in mind. (*Learn more about each of the Zones on p. 124.*)



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—Adapted from *The J Curve: A New Way to Understand Why Nations Rise and Fall*, by Ian Bremmer, 2006

Reflecting

The following questions will be helpful as you think about rest and play. Feel free to respond to all of the questions, or only to those that apply to you at this point in your life. And keep in mind that your responses are intended for your personal reflection, and there's no obligation to share your answers with anyone, unless you decide to do so.

As you mapped your current reality on the previous page, did you discover anything new about yourself? Were there any surprises? Ah-ha's? Describe.

Go back to the Self-Assessment you took on p. 59. Was there anything that stood out to you? Why? Describe in detail here.

Write about something you love to do, something that invigorates you, makes you feel completely alive, that recharges your battery. When was the first time you did this activity? The last? How did that feel?

Are you spending time doing that activity now? If not, what is getting in the way?

Are you doing other things to renew yourself? What are those things?

Name some people or places that recharge your battery. What about these people or places are renewing for you? What does this tell you?

Now name some activities, pressures, people, or places that drain your battery. What can you learn from these?

When you think about the amount of rest and play you are currently getting, do you feel it is adequate? Explain.

What gets in the way of you getting enough rest and play? Can you do something concrete to address this challenge?

Many people seem to think that drinking alcohol or using drugs is an integral part of playing and re-creating. How do you see the role of these in your world? If this applies to you, how could that thinking be problematic or unhealthy?

Many people spend hours watching TV, engaging with social media, playing video games, or scanning the internet, and think of it as their recreation or rest and play. What do you think about this? If this applies to you, how might these not offer the quality of rest and play you desire? Explain.

It is important to take time regularly to reflect on where you currently find yourself in the area of rest and play. We hope this step of learning and reflecting has been helpful and meaningful. Now let's take the next steps toward living it.

Step Three: Living It

Mapping Your Journey of Growth and Change

“You Are Here” | Describe where you are right now in your life in the area of rest and play.

“Wish You Were Here!” | Describe what it will be like when you are where you want to be in this area of wellness.

Inspiring Quote | Choose an inspiring quote that will motivate you as you navigate the next steps on your journey of growth and change. This quote could be from a song, a poem, a famous author, a spiritual text, or other source. Write your chosen quote here.

Mindfulness Centering Practice | Choose and write down a practice you would like to try that would support you in this area of well-being. To help, we have included a list of suggested practices on p. 13.

Support from Others | Are there others you trust and respect whose support and feedback you will want or need? List them here.

Previous Successes | What previous successes have you had in making positive changes in this area of your life that could serve as hope and inspiration? Describe.

Challenges | What resistance within yourself or others might arise as you seek to make changes?

Overarching Goal | List one or two goals that you have for yourself in this area. They may be long- and short-term goals (*see worksheet on next page*). For both long- and short-term goals, remember to start with small steps.

SMART Step | List the SMART Step from the worksheet on the following page that you will take within a specific timeframe (we suggest no longer than two weeks from now) that will move you toward your main goal. A SMART Step is a step that is Specific, Measurable, Achievable, Relevant, and Time-bound.

SMART Step Worksheet



Area of Wellness:

Rest and Play

Date: _____

<p>Overarching Goal: What do you really want in this area of wellness? Can be a short- or long-term goal.</p>	
<p>Specific: What exactly will you do? Think <i>who, what, where, when,</i> and/or <i>how</i> you will do this.</p>	
<p>Measurable: Describe in detail how you will know when you have been successful.</p>	
<p>Achievable: Choose something you know you can do, or at least are reasonably sure you can do. Then describe in detail how you will make it happen.</p>	
<p>Relevant: Explain why this is so important at this time in your life. Connect this <i>why</i> to your core values for inspiration and motivation.</p>	
<p>Time-bound: Make sure you have a clear start date and deadline, or timeline, for your SMART Step. Add it here.</p>	
<p>Possible Obstacles: What challenges might come up for this SMART Step?</p>	<p>Possible Solutions: What are some options and/or resources to consider?</p>
<p>Accountability Partner: List someone you trust and respect with whom you can share your SMART Step.</p>	

Keeping in mind the cautionary phrase, *out of sight, out of mind*, once you've identified your SMART Step, make sure to write it down and keep it where you can see it often.

As you navigate your journey of growth and change, it is important to take time to celebrate every small win along the way. You are making choices every day that will bring a greater sense of balance and well-being to your life.

For more on the importance of the SMART-Step process, see pages 127–129.

7. Care for the Body



*To keep the body in good health is a duty...
otherwise we shall not be able to
keep our mind strong and clear.*

—Buddha

Step One: Learning

Our culture puts a great deal of emphasis—some might say too much emphasis—on physical wellness and body image. The two extremes of either obsessing about our bodies, or neglecting them, are clearly something we want to avoid. It is essential for our long-term health and well-being to find a balanced approach to the care and nurturing of our physical wellness. The good news is that no matter what outside pressures we face, ultimately we get to determine what is healthy for us.

We have found it helpful when talking about the complex marvel that is our body to use the analogy of a car. Much like the body, cars are complex systems with many interconnected parts that perform specific tasks while working together toward a common goal. Like a car, our bodies thrive when we invest in their care. When we get regular check-ups, fuel our bodies with nutritious food, when we take time for rest and recovery, exercise regularly, and pay close attention to early warning signs telling us something may be out of balance, we are making a significant contribution to our overall well-being and longevity.

In the U.S., the human body is expected to live on average about eighty years. If we think it is important to care for our cars to keep them running well, think how much more important it is to give our bodies intentional care on a regular basis. Regular maintenance ensures that a car, and our bodies, run smoothly and effectively.

**TAKE CARE OF
YOUR BODY
IT'S THE ONLY
PLACE YOU
HAVE TO LIVE**

What we do with our bodies makes a big difference in how long and how well they will run.

Our bodies are an incredible marvel. They are a unique combination of the genes that are gifted to us through our familial lines. While there are influences encoded in our genetics that are beyond our control, there are many factors that we can control that greatly impact our physical health and well-being. We listed some of these earlier, but the things we *can* do bear repeating, including getting regular wellness assessments and seeking professional attention as soon as a problem arises, and making healthy choices around sexuality, diet, our level of fitness, and sleep. It is worth noting that when we sleep, many amazing processes are going on in every part of our bodies: our brains are processing the

Step Two: Listening to Yourself

In this section, you will have an opportunity to pause and listen to yourself and reflect on how you relate to caring for your body. First, you will take a brief Self-Assessment, and then respond to the reflection questions that follow the Self-Assessment.

Please take a few moments now to rate the statements on the following Care for the Body Self-Assessment. This Assessment isn't for anyone to see but you; you can respond to these statements honestly. You don't need to show your answers to anyone unless you choose to. This is an opportunity for you to listen to and better know yourself.

Be honest with yourself, and be gentle, as well. There are no right or wrong answers; the results are not in any way a judgement of you as a person. You are who you are, and this is just one way for you to see how you have been acknowledging and tending to this part of your life. Don't spend too much time thinking about each response, just enough time to rate each statement as truthfully as possible for this time in your life.



► Care for the Body Self-Assessment

The ability to build healthy habits and practices regarding our physical well-being.

Respond to the following 10 statements with a number between 0–10, based on the following scale (*see p. 120 for examples*). Enter a “10” for any statement that does not apply to you at this time in your life. When you are done, transfer the total to your Wellness Compass on p. 122.

Never	Sometimes		Half of the Time			Most of the Time		Always		
0	1	2	3	4	5	6	7	8	9	10

I get an amount of regular physical activity that is healthy for me. _____

I have a positive attitude toward my physical well-being and how I care for my body. _____

I am comfortable with my sexuality, knowing that my sexual decisions are healthy and safe, both physically and emotionally. _____

Most of the daily decisions I make regarding what I eat and drink are healthy. _____

I go to the doctor and dentist for regular checkups, and seek help when a health problem arises. _____

I feel comfortable about my relationship with food. _____

I know that the decisions I make about the use of tobacco, alcohol, and/or other drugs are healthy for me. _____

I feel comfortable with my current weight. _____

Instead of letting the culture tell me how I should look in terms of weight or appearance, I decide for myself what is healthy and best for me. _____

I regularly get an adequate amount of sleep and feel rested when I awake. _____

TOTAL SCORE _____

Mapping Your Current Reality

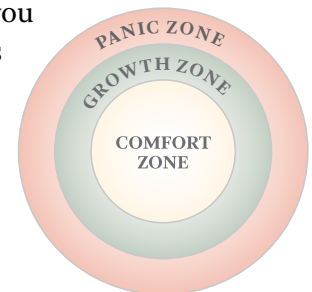
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We encourage you to mark in some way where you are in the process of change using these models. As we've mentioned before, this is a present-moment snapshot of where you currently find yourself in this area of well-being. Remember, there are no "right" or "wrong" or "good" or "bad" responses. Using tools like these, you will be able to measure and track your growth over time.

1. **Stages of Change.** Circle the stage you feel best describes where you are right now in your thoughts about making a change in the area of relationships. (*Learn more about each Stage of Change on p. 123.*)



2. **The Three Zones.** Place an "x" or other mark in the Zone you feel best describes where you find yourself right now as you consider making the change you have in mind. (*Learn more about each of the Zones on p. 124.*)



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—Adapted from *The J Curve: A New Way to Understand Why Nations Rise and Fall*, by Ian Bremmer, 2006

Reflecting

The following questions will be helpful as you think about caring for the body. Feel free to respond to all of the questions, or only to those that apply to you at this point in your life. And keep in mind that your responses are intended for your personal reflection, and there's no obligation to share your answers with anyone, unless you decide to do so.

As you mapped your current reality on the previous page, did you discover anything new about yourself? Were there any surprises? Ah-ha's? Describe.

Go back to the Self-Assessment you took on p. 70. Was there anything that stood out to you? Why? Describe in detail here.

Are you mindful about your nutritional choices, including your eating and drinking patterns?

Do you ever eat for emotional reasons or as a way to comfort yourself? What happens?

What role does alcohol or other drugs play in your life? Are you comfortable with the relationship you have developed with them?

Are you comfortable with the way you engage with others sexually? Is it healthy for you physically, emotionally, and mentally? If not, what could you do differently?

Your body is constantly talking to you, letting you know how it is doing. Are you feeling fit and ready for anything? Or are you in pain? What has your body been telling you lately?

Your body might be trying to tell you that you are overdoing something. Are you feeling tired? That is your body telling you to get some rest. Are you feeling restless? Your body might be telling you to get some exercise. What is your body trying to tell you?

How people care for their bodies can be an indicator of how they feel about themselves. What does the way you care for your body say about how you feel about yourself? Consider things such as eating, sleeping, sex, and exercise.

What about your body do you appreciate the most? What important things does it allow you to do?

How can you show your body that you appreciate the gift that it is? Getting more sleep? Getting more exercise? Eating better food? Being safe sexually? Getting regular check-ups? Other ideas?

Think of someone who takes good care of their body and is healthy. What do they do, or not do, to stay healthy?

It is important to take time regularly to reflect on where you currently find yourself in the area of caring for your body. We hope this step of learning and reflecting has been helpful and meaningful for you. Now let's take the next steps toward living it.

Step Three: Living It

Mapping Your Journey of Growth and Change

“You Are Here” | Describe where you are right now in your life in the area of caring for your body.

“Wish You Were Here!” | Describe what it will be like when you are where you want to be in this area of wellness.

Inspiring Quote | Choose an inspiring quote that will motivate you as you navigate the next steps on your journey of growth and change. This quote could be from a song, a poem, a famous author, a spiritual text, or other source. Write your chosen quote here.

Mindfulness Centering Practice | Choose and write down a practice you would like to try that would support you in this area of well-being. To help, we have included a list of suggested practices on p. 13.

Support from Others | Are there others you trust and respect whose support and feedback you will want or need? List them here.

Previous Successes | What previous successes have you had in making positive changes in this area of your life that could serve as hope and inspiration? Describe.

Challenges | What resistance within yourself or others might arise as you seek to make changes?

Overarching Goal | List one or two goals that you have for yourself in this area. They may be long- and short-term goals (*see worksheet on next page*). For both long- and short-term goals, remember to start with small steps.

SMART Step | List the SMART Step from the worksheet on the following page that you will take within a specific timeframe (we suggest no longer than two weeks from now) that will move you toward your main goal. A SMART Step is a step that is Specific, Measurable, Achievable, Relevant, and Time-bound.

SMART Step Worksheet



Area of Wellness:

Care for the Body

Date: _____

<p>Overarching Goal: What do you really want in this area of wellness? Can be a short- or long-term goal.</p>	
<p>Specific: What exactly will you do? Think <i>who, what, where, when,</i> and/or <i>how</i> you will do this.</p>	
<p>Measurable: Describe in detail how you will know when you have been successful.</p>	
<p>Achievable: Choose something you know you can do, or at least are reasonably sure you can do. Then describe in detail how you will make it happen.</p>	
<p>Relevant: Explain why this is so important at this time in your life. Connect this <i>why</i> to your core values for inspiration and motivation.</p>	
<p>Time-bound: Make sure you have a clear start date and deadline, or timeline, for your SMART Step. Add it here.</p>	
<p>Possible Obstacles: What challenges might come up for this SMART Step?</p>	<p>Possible Solutions: What are some options and/or resources to consider?</p>
<p>Accountability Partner: List someone you trust and respect with whom you can share your SMART Step.</p>	

Keeping in mind the cautionary phrase, *out of sight, out of mind*, once you've identified your SMART Step, make sure to write it down and keep it where you can see it often.

As you navigate your journey of growth and change, it is important to take time to celebrate every small win along the way. You are making choices every day that will bring a greater sense of balance and well-being to your life.

For more on the importance of the SMART-Step process, see pages 127–129.

8. Resilience



*Almost everything will work again if you
unplug it for a few minutes, including you.*

—Anne Lamott

Step One: Learning

Everyone has stress. There is no place we can go to get away from it. But we don't have to let it overwhelm us. We don't have to let stress "stress us out." Some level of stress is part of life for everyone. And in fact, life with no stress is neither healthy nor possible. Like all aspects of life, we will be healthier when we learn skills to help us manage the inevitable stresses we will encounter.

One of the most important skills we can learn is the practice of resilience. Resilience has to do with how well we deal with two separate aspects of our lives. The first is how we emotionally and mentally negotiate significant changes and transitions (planned and unplanned). The second is how well we manage stress in general.

Being resilient—which means *to bounce back, or spring back to shape or form*—implies that we take the time and allow ourselves to do the hard work of responding with the needed adaptations when we have experienced a significant change. Too often we try to avoid or minimize these feelings, which seems like a good idea in the short term, but will always limit our well-being in the long run.

As you assess your satisfaction with this dimension of your life, reflect on whether you have been through, or are currently dealing with, any of the changes listed below. How fully have you addressed any transitions you have experienced? How much do unresolved or frozen feelings, such as sadness, loss, anger, or fear, currently affect you? Are you being proactive in managing stress, or do you feel that it is catching up with you?

- Divorce or break up
- New relationship
- Birth of a child
- New job, loss of job, or change of job
- Financial stress
- Major health issue in yourself or a loved one
- Death of a loved one
- Child leaving home
- Move to a new location
- Recent accident or injury
- Work stress
- Unemployment

Warning signs indicating that stress is building up usually come slowly, gradually. Frequently the first sign that stress is hurting us comes as a "whisper," a quiet murmur or a hint, that things aren't quite right. Whispers about stress might show up in our

bodies—a muscle ache, an upset stomach, or an inability to sleep—and might be telling us that we are under too much stress. Whispers sometimes show up in our emotions, such as when we are moody, sad, worried, or just plain cranky. They can show up as a desire to use alcohol or other drugs to calm ourselves. Pulling away from friends and family and wanting to be alone can also be a whisper.

If these whispers aren't listened to, they have a way of getting louder. We also can get louder as the whispers get louder; we may find ourselves raising our voices at our family, friends, or colleagues. We may notice ourselves being judgmental and contrary, disagreeing with everyone, especially the people to whom we are the closest. Or we may even get depressed.

We want to learn to listen to the whispers in our lives. It is much easier to address and resolve a problem when it is still a whisper than to face an actual break or breach that will be much more difficult to repair.

We can choose to respond thoughtfully to stressful situations rather than simply reacting.

When hit with stress, the person who chooses to respond is able to step away from the situation that is causing stress in order to take a breath or two before deciding what to do or say. Responding thoughtfully is obviously more challenging to do than a knee-jerk reaction, but it can help prevent us from adding to an already stressful situation, and help us to better manage stress we can't avoid. **Working to better handle stress will increase our well-being and will make for a more relaxing and healthy life, for us, and for those around us.**

Following are some healthy coping methods we could use to better deal with the stress in our lives. Circle some that might work for you. Can you think of others? Add them here.

- Yoga
- Spending time with a friend or family member
- Cooking • Tai Chi • Getting enough sleep
- Engaging in a hobby that you love • Spending time with a pet
- Exercising • Being organized and planning ahead • Having fun
- Reducing caffeine intake • Dancing • Eating a balanced diet
- Making or listening to music • Using healthy communication skills
- Talking with someone you know cares about you
- Taking time for yourself • Meditation

Stress is a part of life. There is no getting away from it, but you can learn to manage and reduce it in healthy ways. Like all new skills, this takes *practice, practice, practice*. But, it can be done. You can do this by focusing on making good decisions about how you respond, and by enlisting the support of others when needed.

Step Two: Listening to Yourself

In this section, you will have an opportunity to pause and listen to yourself and reflect on how you relate to resilience. First, you will take a brief Self-Assessment, and then respond to the reflection questions that follow the Self-Assessment.

Please take a few moments now to rate the statements on the following Resilience Self-Assessment. This Assessment isn't for anyone to see but you; you can respond to these statements honestly. You don't need to show your answers to anyone unless you choose to. This is an opportunity for you to listen to and better know yourself.

Be honest with yourself, and be gentle, as well. There are no right or wrong answers; the results are not in any way a judgement of you as a person. You are who you are, and this is just one way for you to see how you have been acknowledging and tending to this part of your life. Don't spend too much time thinking about each response, just enough time to rate each statement as truthfully as possible for this time in your life.



► Resilience Self-Assessment

The ability to deal positively with the adversities of life.

Respond to the following 10 statements with a number between 0–10, based on the following scale (*see p. 120 for examples*). Enter a “10” for any statement that does not apply to you at this time in your life. When you are done, transfer the total to your Wellness Compass on p. 122.

Never	Sometimes			Half of the Time			Most of the Time			Always
0	1	2	3	4	5	6	7	8	9	10

I usually respond to changes in my life with a positive attitude. _____

I am dealing effectively with changes in my life, planned and unplanned. _____

In the midst of stress, I am generally able to remain flexible and adaptable. _____

I recognize the signs of stress—headaches, trouble sleeping, feelings of depression, or outbursts of anger—and try to make healthy adjustments accordingly. _____

When I encounter challenges, I am able to keep them in perspective. _____

In times of stress or transition, I seek support rather than taking my stress out on others, or isolating myself. _____

I anticipate and plan for changes and transitions that I know are coming, rather than simply reacting to them when they happen. _____

I refrain from using alcohol, drugs, or food to numb or self-medicate when I am stressed. _____

I choose healthy ways to handle the stresses in my life, such as exercise, meditation, yoga, or other creative outlets. _____

I resist the temptation to overcommit and create unrealistic expectations for myself that cause high levels of intensity and stress. _____

TOTAL SCORE _____

Mapping Your Current Reality

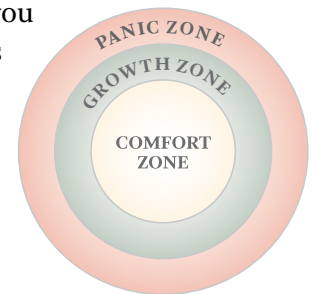
In this section we invite you to map your current reality using three models of growth and change that we introduced on pp. 16–17. As you consider the area of well-being we are focusing on in this chapter, think about where you are in the process of growth and change. For example, if you don't feel that you need to or have not considered making any changes in this area of your life, you're likely in the precontemplation stage for #1, the Comfort Zone in #2, and perhaps at the upper left side of the J Curve in #3. It is important to keep in mind that we are all in different stages of change in each area of well-being.

We encourage you to mark in some way where you are in the process of change using these models. As we've mentioned before, this is a present-moment snapshot of where you currently find yourself in this area of well-being. Remember, there are no "right" or "wrong" or "good" or "bad" responses. Using tools like these, you will be able to measure and track your growth over time.

1. **Stages of Change.** Circle the stage you feel best describes where you are right now in your thoughts about making a change in the area of relationships. (*Learn more about each Stage of Change on p. 123.*)



2. **The Three Zones.** Place an "x" or other mark in the Zone you feel best describes where you find yourself right now as you consider making the change you have in mind. (*Learn more about each of the Zones on p. 124.*)



3. **The "J" Curve.** Most people expect that if they choose to make a change, things will automatically get better, but in reality things frequently get harder before they get better. This is why many people are tempted to go back to the familiar. Here we invite you to place an "x" or other mark in whatever place along the J Curve that best represents where you are in the process. Are you finding it more challenging than you expected? (*Learn more about the "J" Curve on p. 125.*)



—Adapted from *The J Curve: A New Way to Understand Why Nations Rise and Fall*, by Ian Bremmer, 2006

Reflecting

The following questions will be helpful as you think about resilience. Feel free to respond to all of the questions, or only to those that apply to you at this point in your life. And keep in mind that your responses are intended for your personal reflection, and there's no obligation to share your answers with anyone, unless you decide to do so.

As you mapped your current reality on the previous page, did you discover anything new about yourself? Were there any surprises? Ah-ha's? Describe.

Go back to the Self-Assessment you took on p. 82. Was there anything that stood out to you? Why? Describe in detail here.



Think of a time when you were stressed out. What were you like? What were some of the things you did?

Is there anything you wish you had done differently? Explain.

What are some things that cause you stress? How can you tell that you are stressed? What happens to you and those around you when this happens?

Are the stressors in your life whispers or shouts? Some of each? How do you know?

What might happen if you continue to live with the current amount of stress in your life? Explain why you think so.

How do you usually deal with that stress? Is that a healthy coping strategy for you in the long run? What makes you think so?

Could you find a healthier way to deal with it? What would that be? Who could help?

How much of a factor is stress in the lives of the other adults you know? How do most of them usually deal with their stress?

It is important to take time regularly to reflect on where you currently find yourself in the area of resilience. We hope this step of learning and reflecting has been helpful and meaningful. Now let's take the next steps toward living it.

Step Three: Living It

Mapping Your Journey of Growth and Change

“You Are Here” | Describe where you are right now in your life in the area of resilience.

“Wish You Were Here!” | Describe what it will be like when you are where you want to be in this area of wellness.

Inspiring Quote | Choose an inspiring quote that will motivate you as you navigate the next steps on your journey of growth and change. This quote could be from a song, a poem, a famous author, a spiritual text, or other source. Write your chosen quote here.

Mindfulness Centering Practice | Choose and write down a practice you would like to try that would support you in this area of well-being. To help, we have included a list of suggested practices on p. 13.

Support from Others | Are there others you trust and respect whose support and feedback you will want or need? List them here.

Previous Successes | What previous successes have you had in making positive changes in this area of your life that could serve as hope and inspiration? Describe.

Challenges | What resistance within yourself or others might arise as you seek to make changes?

Overarching Goal | List one or two goals that you have for yourself in this area. They may be long- and short-term goals (*see worksheet on next page*). For both long- and short-term goals, remember to start with small steps.

SMART Step | List the SMART Step from the worksheet on the following page that you will take within a specific timeframe (we suggest no longer than two weeks from now) that will move you toward your main goal. A SMART Step is a step that is Specific, Measurable, Achievable, Relevant, and Time-bound.

SMART Step Worksheet



Area of Wellness:

Resilience

Date: _____

Overarching Goal: What do you really want in this area of wellness? Can be a short- or long-term goal.	
Specific:	What exactly will you do? Think <i>who, what, where, when,</i> and/or <i>how</i> you will do this.
Measurable:	Describe in detail how you will know when you have been successful.
Achievable:	Choose something you know you can do, or at least are reasonably sure you can do. Then describe in detail how you will make it happen.
Relevant:	Explain why this is so important at this time in your life. Connect this <i>why</i> to your core values for inspiration and motivation.
Time-bound:	Make sure you have a clear start date and deadline, or timeline, for your SMART Step. Add it here.
Possible Obstacles: What challenges might come up for this SMART Step?	Possible Solutions: What are some options and/or resources to consider?
Accountability Partner: List someone you trust and respect with whom you can share your SMART Step.	

Keeping in mind the cautionary phrase, *out of sight, out of mind*, once you've identified your SMART Step, make sure to write it down and keep it where you can see it often.

As you navigate your journey of growth and change, it is important to take time to celebrate every small win along the way. You are making choices every day that will bring a greater sense of balance and well-being to your life.

For more on the importance of the SMART-Step process, see pages 127–129.

9. Organization



A place for everything, everything in its place.

—Benjamin Franklin

Step One: Learning

The area of organization in the Wellness Compass focuses on how we organize our schedules, money, possessions, and priorities. The holistic approach to wellness taught in this program emphasizes that all eight areas of wellness are interconnected. For example, we know that being disorganized can be a cause and a symptom of stress, or of relationship trouble, or can result in a lack of time for rest and play.

Stress often surfaces when we allow outside pressures to influence our decisions about how we should organize our lives. Of course, sometimes this is unavoidable, such as when an unexpected crisis happens. It is also common to find ourselves overextended because we have taken on too many time and/or financial commitments.

Many of us express regret that our lives are over-scheduled and too busy. It seems to have become a badge of honor and a sign of success in our modern culture to be constantly “busy,” and that frenetic pace has seeped into the pace and rhythm of our lives. Yet, we know that the cumulative effects of over-committing creates a burden on our ability to be clear, centered, and organized based on what is most important to us.

If you can identify with this description, it might be helpful to consider these questions:

- Have you ever found yourself stretched too thin?
- Are you often busy but not productive?
- Do you feel like your time is constantly being hijacked by other people’s agendas?



This Notebook is not another “how-to” book about organizing time, money, or stuff. It is about identifying our “why’s. Why is it so important to organize based on our priorities? According to Greg McKeown, author of *Essentialism: The Disciplined Pursuit of Less*, organizing our priorities requires us to focus our energy on determining what is most essential to us and doing only those things. The following from the book helps make this point.

Step Two: Listening to Yourself

In this section, you will have an opportunity to pause and listen to yourself and reflect on how you relate to organization. First, you will take a brief Self-Assessment, and then respond to the reflection questions that follow the Self-Assessment.

Please take a few moments now to rate the statements on the following Organization Self-Assessment. This Assessment isn't for anyone to see but you; you can respond to these statements honestly. You don't need to show your answers to anyone unless you choose to. This is an opportunity for you to listen to and better know yourself.

Be honest with yourself, and be gentle, as well. There are no right or wrong answers; the results are not in any way a judgement of you as a person. You are who you are, and this is just one way for you to see how you have been acknowledging and tending to this part of your life. Don't spend too much time thinking about each response, just enough time to rate each statement as truthfully as possible for this time in your life.



► Organization Self-Assessment

The ability to keep track of and make good use of time, priorities, money, and possessions.

Respond to the following 10 statements with a number between 0–10, based on the following scale (*see p. 120 for examples*). Enter a “10” for any statement that does not apply to you at this time in your life. When you are done, transfer the total to your Wellness Compass on p. 122.

Never	Sometimes		Half of the Time			Most of the Time		Always		
0	1	2	3	4	5	6	7	8	9	10

My relationship with money and material possessions is congruent with my spirituality, beliefs, and core values. _____

Others whose lives are impacted by mine would describe me as well-organized. _____

I am happy with the way I organize my priorities, ensuring that I have enough time to dedicate to the important areas of my life. _____

I am on time for appointments, meetings, and social events. _____

At the end of each day I feel like I have completed most everything I had planned to get done. _____

I have a way of tracking my commitments and keeping them organized that works well for me. _____

I regularly take time to plan ahead for things so that I don’t have to rush around at the last minute to get ready. _____

I am satisfied with my financial organization, which could include how I: maintain a budget, keep track of expenditures, save money, pay bills on time, organize tax information and file tax returns on time. _____

I regularly take time to clean and organize my personal spaces, such as home, car, office, desk, closets, etc. _____

I regularly go through closets, drawers, files, and other storage spaces and get rid of things I no longer need. _____

TOTAL SCORE _____

Mapping Your Current Reality

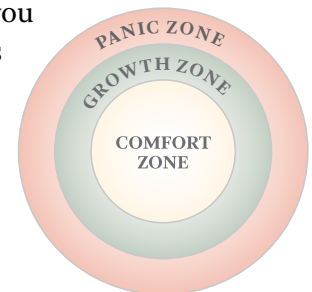
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1. **Stages of Change.** Circle the stage you feel best describes where you are right now in your thoughts about making a change in the area of relationships. (*Learn more about each Stage of Change on p. 123.*)



2. **The Three Zones.** Place an "x" or other mark in the Zone you feel best describes where you find yourself right now as you consider making the change you have in mind. (*Learn more about each of the Zones on p. 124.*)



3. **The "J" Curve.** Most people expect that if they choose to make a change, things will automatically get better, but in reality things frequently get harder before they get better. This is why many people are tempted to go back to the familiar. Here we invite you to place an "x" or other mark in whatever place along the J Curve that best represents where you are in the process. Are you finding it more challenging than you expected? (*Learn more about the "J" Curve on p. 125.*)



—Adapted from *The J Curve: A New Way to Understand Why Nations Rise and Fall*, by Ian Bremmer, 2006

Reflecting

The following questions will be helpful as you think about organization. Feel free to respond to all of the questions, or only to those that apply to you at this point in your life. And keep in mind that your responses are intended for your personal reflection, and there's no obligation to share your answers with anyone, unless you decide to do so.

As you mapped where you are in the process of growth and change on the previous page, did you discover anything new about yourself? Were there any surprises? Ah-ha's? Describe.

Go back to the Self-Assessment you took on p. 94. Was there anything that stood out to you? Why? Describe in detail here.

How do you understand the statement that being organized can give you space to breathe? Does it make sense to you? Why or why not?

The way we manage our time reveals a lot about our priorities. Does the way you are currently prioritizing things line up with what you say you value? If not, how could you change that?

Where do you feel the most organized in your life? Time? Priorities? Possessions? Money? How does that make you feel? How does that affect you?

How might the other seven areas of wellness be impacted if you paid more attention to being organized? Think about each area individually.

Do you ever waste time? When? How do you feel about that? Describe.

What does your personal space look like? The inside of your car? Your home? Describe. Is that working well for you?

If your possessions were more organized, would your life be less stressful? If your priorities, or the way you spend and save money were more organized, how would that be better? Describe.

Do you know someone who is very organized? How do you think they stay organized? What could you learn from them that might help you get better organized?

You'll hear people talk about "stewardship" on occasion. While it generally refers to taking care of something, like land or an organization, thinking about stewardship can also be an opportunity to examine how people organize and take care of the things they care about in their lives. What if, before you died, someone asked you to take a look at how you had been a steward of your life? What if you had to explain how you had spent your time and energy, where you spent your money, and how you used what you had received? Why do you think it is important to think about how you spend or organize your time, your money, and your possessions? Why think about those things now?

It is important to take time regularly to reflect on where you currently find yourself in the area of organization. We hope this step of learning and reflecting has been helpful and meaningful. Now let's take the next steps toward living it.

Step Three: Living It

Mapping Your Journey of Growth and Change

“You Are Here” | Describe where you are right now in your life in the area of organization.

“Wish You Were Here!” | Describe what it will be like when you are where you want to be in this area of wellness.

Inspiring Quote | Choose an inspiring quote that will motivate you as you navigate the next steps on your journey of growth and change. This quote could be from a song, a poem, a famous author, a spiritual text, or other source. Write your chosen quote here.

Mindfulness Centering Practice | Choose and write down a practice you would like to try that would support you in this area of well-being. To help, we have included a list of suggested practices on p. 13.

Support from Others | Are there others you trust and respect whose support and feedback you will want or need? List them here.

Previous Successes | What previous successes have you had in making positive changes in this area of your life that could serve as hope and inspiration? Describe.

Challenges | What resistance within yourself or others might arise as you seek to make changes?

Overarching Goal | List one or two goals that you have for yourself in this area. They may be long- and short-term goals (*see worksheet on next page*). For both long- and short-term goals, remember to start with small steps.

SMART Step | List the SMART Step from the worksheet on the following page that you will take within a specific timeframe (we suggest no longer than two weeks from now) that will move you toward your main goal. A SMART Step is a step that is Specific, Measurable, Achievable, Relevant, and Time-bound.

SMART Step Worksheet



Area of Wellness:

Organization

Date: _____

<p>Overarching Goal: What do you really want in this area of wellness? Can be a short- or long-term goal.</p>	
<p>Specific: What exactly will you do? Think <i>who, what, where, when,</i> and/or <i>how</i> you will do this.</p>	
<p>Measurable: Describe in detail how you will know when you have been successful.</p>	
<p>Achievable: Choose something you know you can do, or at least are reasonably sure you can do. Then describe in detail how you will make it happen.</p>	
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Keeping in mind the cautionary phrase, *out of sight, out of mind*, once you've identified your SMART Step, make sure to write it down and keep it where you can see it often.

As you navigate your journey of growth and change, it is important to take time to celebrate every small win along the way. You are making choices every day that will bring a greater sense of balance and well-being to your life.

For more on the importance of the SMART-Step process, see pages 127–129.



*Live as if you were to die tomorrow.
Learn as if you were to live forever.*

—Mahatma Gandhi

Step One: Learning

Vocation has to do with knowing both our gifts and our purpose in life. When we are expressing our unique gifts in meaningful work, education, or volunteer service, or in our personal roles (spouse, parent, friend, sibling, etc.), we will experience vocational wellness. Many people spend a majority of their waking hours each week at work.¹ How we experience our work/education/service lives can have a major impact on our wellness and wholeness.

A story is told of someone who asked a wise teacher, “I want to make a difference in the world. What does the world need me to do?” The teacher responded, “Do what makes you feel most alive, because the world needs more people who are fully alive.” With this in mind, we hope that you will take the time to reflect and to ask yourself what kind of work or service makes you feel most alive.

Your overall well-being can influence how well you function at your place of work/ education/service, and those situations can also have an impact on your well-being.



If things are difficult at home, work could either become an escape, or it might be difficult for us to focus. If our physical health is poor, if we are dealing with constant pain or some other condition, it most likely will make working difficult and keeping up with responsibilities a challenge. If we are feeling depressed, work definitely can be more challenging.

The ways we choose to participate at work or in our volunteer capacity also affects our overall health and wellness in other areas. As we mentioned when we introduced the Wellness Compass,

¹Please note that when we talk about “work” we include paid employment and volunteer/service work.

every area of our lives is interconnected with every other area. So how we choose to participate is very important. If we choose to see our work/education/volunteer service as an opportunity for ongoing learning, growth, and expansion, they have the potential to have an overall positive effect on our lives.

Step Two: Listening to Yourself

In this section, you will have an opportunity to pause and listen to yourself and reflect on how you are engaging with the work/education/volunteer world. First, you will take a brief Self-Assessment, and then respond to the reflection questions that follow the Self-Assessment.

Please take a few moments now to rate the statements on the following Vocation Self-Assessment. This Assessment isn't for anyone to see but you; you can respond to these statements honestly. You don't need to show your answers to anyone unless you choose to. This is an opportunity for you to listen to and better know yourself.

Be honest with yourself, and be gentle, as well. There are no right or wrong answers; the results are not in any way a judgement of you as a person. You are who you are, and this is just one way for you to see how you have been acknowledging and tending to this part of your life. Don't spend too much time thinking about each response, just enough time to rate each statement as truthfully as possible for this time in your life.



► Vocation Self-Assessment

The ability to get the most out of employment, educational, and volunteer opportunities.

Respond to the following 10 statements with a number between 0–10, based on the following scale (*see p. 120 for examples*). Enter a “10” for any statement that does not apply to you at this time in your life. When you are done, transfer the total to your Wellness Compass on p. 122.

Never	Sometimes		Half of the Time			Most of the Time		Always		
0	1	2	3	4	5	6	7	8	9	10
I make good use of my gifts and talents in the work/education/service I do.										_____
I am satisfied with how my work/education/service life is balanced with my personal life.										_____
I have others in my life who enjoy the same kind of work/education/service that I do.										_____
I welcome opportunities to learn new things to enhance my work/education/service.										_____
My work/education/service is congruent with my spirituality, beliefs, and core values.										_____
I would feel confident making a change in my work/education/service if I needed to.										_____
I am satisfied with the pay and/or recognition I receive for my work/education/service.										_____
I enjoy my current work/education/service.										_____
If I decided to make a change in my work/education/service, I would know where to begin and where to seek support and guidance.										_____
I have a clear sense of purpose and direction in my work/education/service.										_____
TOTAL SCORE										_____

Mapping Your Current Reality

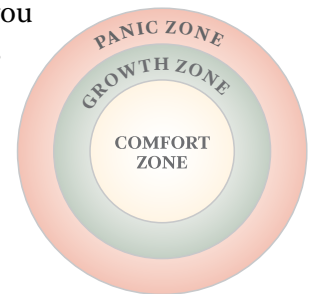
In this section we invite you to map your current reality using three models of growth and change that we introduced on pp. 16–17. As you consider the area of well-being we are focusing on in this chapter, think about where you are in the process of growth and change. For example, if you don't feel that you need to or have not considered making any changes in this area of your life, you're likely in the precontemplation stage for #1, the Comfort Zone in #2, and perhaps at the upper left side of the J Curve in #3. It is important to keep in mind that we are all in different stages of change in each area of well-being.

We encourage you to mark in some way where you are in the process of change using these models. As we've mentioned before, this is a present-moment snapshot of where you currently find yourself in this area of well-being. Remember, there are no "right" or "wrong" or "good" or "bad" responses. Using tools like these, you will be able to measure and track your growth over time.

1. **Stages of Change.** Circle the stage you feel best describes where you are right now in your thoughts about making a change in the area of relationships. (*Learn more about each Stage of Change on p. 123.*)



2. **The Three Zones.** Place an "x" or other mark in the Zone you feel best describes where you find yourself right now as you consider making the change you have in mind. (*Learn more about each of the Zones on p. 124.*)



3. **The "J" Curve.** Most people expect that if they choose to make a change, things will automatically get better, but in reality things frequently get harder before they get better. This is why many people are tempted to go back to the familiar. Here we invite you to place an "x" or other mark in whatever place along the J Curve that best represents where you are in the process. Are you finding it more challenging than you expected? (*Learn more about the "J" Curve on p. 125.*)



—Adapted from *The J Curve: A New Way to Understand Why Nations Rise and Fall*, by Ian Bremmer, 2006

Reflecting

The following questions will be helpful as you think about vocation. If you are retired or not working, you might reflect on your volunteer/service work. You might also reflect back on the work that you have done previously in your career or education. Feel free to respond to all of the questions, or only to those that apply to you at this point in your life. And keep in mind that your responses are intended for your personal reflection, and there's no obligation to share your answers with anyone, unless you decide to do so.

As you mapped your current reality on the previous page, did you discover anything new about yourself? Were there any surprises? Ah-ha's? Describe.

Go back to the Self-Assessment you took on p. 105. Was there anything that stood out to you? Why? Describe in detail here.

Why do you do what you do in your work/service/vocation?

Do you have a sense of purpose in your work/service/vocation? What motivates you and why?

Would seeking opportunities for growth and learning appeal to you? In your current field or another? Why or why not?

Do you have a positive attitude in your work/service/vocation? Will your current attitude help you develop a fulfilling future? Remember that you can change your attitude if it is not serving you well.

Are you personally satisfied with your vocation? If not, what do you find challenging?

What are some of your talents or skills that you enjoy (examples: being a leader, being a team player, coming up with new ideas, brainstorming and organizing fun get-togethers, volunteering, being a friend, mentoring)? List them here, even if you are not currently using them.

Do you have a chance to utilize any of these gifts in your current work/service/vocation? If not, where else or how else could you put them to good use?

What problem in your world could you help solve with your unique gifts, talents, and experiences? Remember that the world needs problem-solvers, and you can be one of them.

What are some words you would use to describe yourself in the future in the area of vocation? Are you taking steps now to help you head in that direction?

If not, what could you decide to do to change course? How might a job, additional training, or new opportunities help you grow into the future you have imagined?

It is important to take time regularly to reflect on where you currently find yourself in the area of vocation. We hope this step of learning and reflecting has been helpful and meaningful. Now let's take the next steps toward living it.

Step Three: Living It

Mapping Your Journey of Growth and Change

“You Are Here” | Describe where you are right now in your life in the area of vocation.

“Wish You Were Here!” | Describe what it will be like when you are where you want to be in this area of wellness.

Inspiring Quote | Choose an inspiring quote that will motivate you as you navigate the next steps on your journey of growth and change. This quote could be from a song, a poem, a famous author, a spiritual text, or other source. Write your chosen quote here.

Mindfulness Centering Practice | Choose and write down a practice you would like to try that would support you in this area of well-being. To help, we have included a list of suggested practices on p. 13.

Support from Others | Are there others you trust and respect whose support and feedback you will want or need? List them here.

Previous Successes | What previous successes have you had in making positive changes in this area of your life that could serve as hope and inspiration? Describe.

Challenges | What resistance within yourself or others might arise as you seek to make changes?

Overarching Goal | List one or two goals that you have for yourself in this area. They may be long- and short-term goals (*see worksheet on next page*). For both long- and short-term goals, remember to start with small steps.

SMART Step | List the SMART Step from the worksheet on the following page that you will take within a specific timeframe (we suggest no longer than two weeks from now) that will move you toward your main goal. A SMART Step is a step that is Specific, Measurable, Achievable, Relevant, and Time-bound.

SMART Step Worksheet



Area of Wellness:

Vocation

Date: _____

Overarching Goal: What do you really want in this area of wellness? Can be a short- or long-term goal.	
Specific: What exactly will you do? Think <i>who, what, where, when,</i> and/or <i>how</i> you will do this.	
Measurable: Describe in detail how you will know when you have been successful.	
Achievable: Choose something you know you can do, or at least are reasonably sure you can do. Then describe in detail how you will make it happen.	
Relevant: Explain why this is so important at this time in your life. Connect this <i>why</i> to your core values for inspiration and motivation.	
Time-bound: Make sure you have a clear start date and deadline, or timeline, for your SMART Step. Add it here.	
Possible Obstacles: What challenges might come up for this SMART Step?	Possible Solutions: What are some options and/or resources to consider?
Accountability Partner: List someone you trust and respect with whom you can share your SMART Step.	

Keeping in mind the cautionary phrase, *out of sight, out of mind*, once you've identified your SMART Step, make sure to write it down and keep it where you can see it often.

As you navigate your journey of growth and change, it is important to take time to celebrate every small win along the way. You are making choices every day that will bring a greater sense of balance and well-being to your life.

For more on the importance of the SMART-Step process, see pages 127–129.

11. The Journey Continues

By now it is likely that you have read most, if not all, of this Notebook, reflected on your life, and perhaps created some SMART Steps for yourself. In doing so, you have demonstrated a strong commitment to your well-being. You have helped yourself in ways that may already be apparent, or in ways that will become more so over time. It takes courage to engage in honest self-reflection, and we applaud you for what you have committed to and what you have accomplished. If you have made it this far, you have likely committed to making positive changes. Congratulations!

Next Steps

Now that you are familiar with the concepts in this Notebook, you might want to invite others to read through the book together. Our hope is that this Notebook can be a catalyst for people to gather, talk, reflect, and make adjustments in their habits, if needed. The honest conversations and the support you will receive from one another will build stronger communities of support for everyone.

We invite you to revisit this guide anytime you want to remind yourself of the insights you have gained and the intentions you have set. And, if you have not yet taken the Self-Assessments for all eight areas of well-being and explored each area of wellness, now would be a good time to do that.

We recommend that you retake each Wellness Self-Assessment from time to time, perhaps every six months or so.

This will provide a regular opportunity for you to reassess your current reality, while also allowing you to see and appreciate your progress on the journey toward greater wellness. Remember, progress, not perfection! Your responses will provide a present-moment snapshot of where you are in each of the eight areas of wellness, and from those results



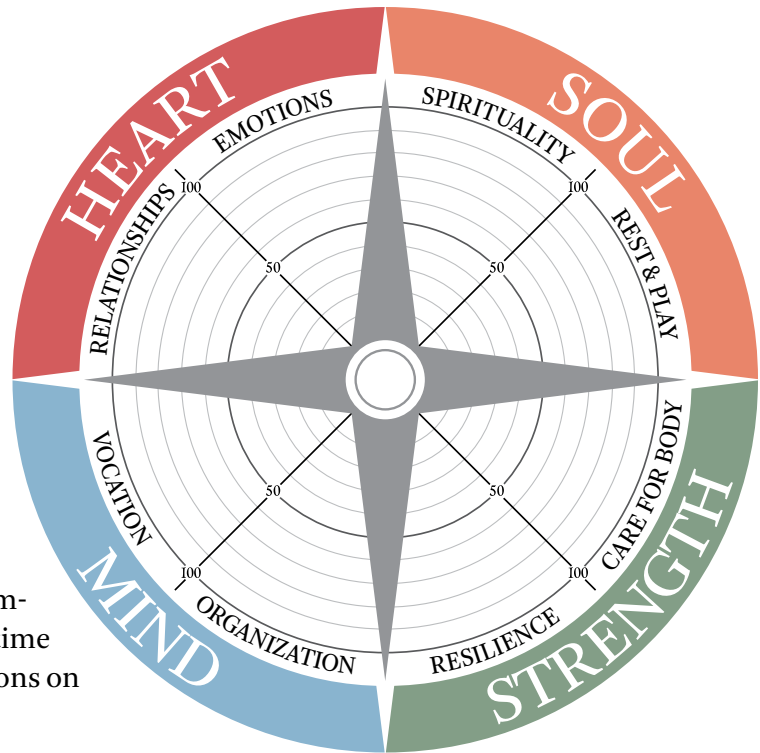
you can decide if there is an area of wellness you want to focus on at this time in your life. After you retake the Self-Assessments, we hope you'll set aside time to respond to the reflection questions on the following page.

1. To begin, retake all eight Self-Assessments.

- **Page 23: Relationships**
- **Page 35: Emotions**
- **Page 47: Spirituality**
- **Page 59: Rest and Play**
- **Page 70: Care for the Body**
- **Page 82 : Resilience**
- **Page 94: Organization**
- **Page 105: Vocation**

2. Then, shade in the areas of wellness on the compass here with your total scores.

3. After you have shaded in your compass with your results, take some time to respond to the reflection questions on the next page.



Free Resource Downloads Available on Our Website

You will find several free resources available on our website, including:

- A downloadable and writable Self-Assessment PDF file
- Blank Self-Assessment Compasses to use to record your results
- SMART Step worksheets
- Mapping Your Journey pages

Download these and other resources at: WellnessCompass.org.

Reflecting

Were you surprised by any differences between the first time you took the Self-Assessment and now? Give an example.

Did you notice an improvement in your life in any of the areas? If yes, give an example. If no, why do you think that is?

What about any areas you just weren't ready to do anything about earlier as a result of your scores the first time you took the Self-Assessment? Do you feel differently now? In what ways?

If there was anything you *could* say to your previous self from where you are right now, knowing what you now know, what would it be?

If there was anything you *could* say to your future self, knowing what you now know, what would it be?

Final Thoughts

We hope this *Notebook for Adults* has been helpful to you on your journey toward creating a life of greater wellness and wholeness. Your commitment to the process of self-reflection and practice show how highly you value your well-being. The process of self-reflection and creating new habits is a life-long commitment for anyone who desires to live a life of increased awareness and positive growth. We now know how essential self-care is to the quality of our lives, and how important it is to make it a priority to take good care of ourselves.

We have learned that being well is a journey and not a destination. Our lives are always changing. There always will be more to learn. And there always will be more that we can do to strengthen and expand our own circles of support.

Please remember to continue to pay attention to your life. Pay attention to the people you care about and to those who care about you. Pay attention to the gifts in your life and be grateful for them. Pay attention to any signs that you are not heading where you want to be heading, or that your life is out of balance, and commit to doing something about it. We hope that you enjoy every step of the journey and remember that walking with others makes the trip easier, more meaningful, and more fun.

We thank you for the honor of supporting you and walking with you on a small part of your journey.



Ways to Stay Connected

Following are additional ways we offer ongoing support for your journey of whole-person wellness.

- **Wellness Compass website.** Here you'll find additional resources, including blank Self-Assessment Compasses to use to record your results, Self-Assessments, SMART Step worksheets, and Mapping Your Journey pages. Download these and other resources on our website: WellnessCompass.org.
- **Wellness Compass Podcast and Column.** Our weekly podcast and column are created by Holly Hughes Stoner and Scott Stoner, Licensed Marriage and Family Therapists, Co-Directors of The Wellness Compass, and the co-creators of its wellness resources. Every Friday,* Scott and Holly help listeners navigate their lives and relationships with greater awareness and intention. Each 10-minute episode provides an opportunity for a deeper discussion of the topic found in the weekly Wellness Compass Column, and both are based on the eight areas of wellness featured on our wellness compass.



You can listen and read, or sign up to receive, both the weekly column and podcast on our website, *or* subscribe to the weekly podcast through any podcast app (search for “The Wellness Compass”).

*The weekly podcast and column are released nine months out of the year, but there are plenty of episodes to listen to or “catch up on” during the summer break.

The focus and intention of the Wellness Compass resources are to provide education, tools, and strategies we can use to navigate our lives and our relationships with greater awareness and intention.

About the Authors

The Wellness Compass Initiative is a collaborative effort of D. Scott Stoner and Holly Hughes Stoner. Married for over forty-five years, Scott and Holly are Licensed Marriage and Family Therapists (LMFTs), each with more than four decades of experience helping individuals, teens, couples, parents, and families. Learn more about our resources and our coaching, training, and consulting services at WellnessCompass.org. There you will also find a variety of resources for adults, parents, teens, and kids.



Resource Appendix: A Deeper Dive

The following sections provide more expanded definitions and exploration of some of the key concepts and resources in this *Notebook*. They include:

- The **Adult Wellness Self-Assessment and Wellness Compass**. Here we include samples followed by a blank compass for you to fill out with the results from your Self-Assessments in each area of wellness.
- **Mapping Your Current Reality**. We use three models to help illustrate the process of growth and change.
- **Mapping Your Journey of Growth and Change**. Here you are invited to listen to yourself in order to decide what changes you are ready to make.
- **How to create SMART Steps**. This section describes how this process will bring a greater sense of well-being and wholeness to your life.
- **SMART-Step worksheets**. These help you identify those small steps you are ready to take.
- **Why SMART Goals are important**. What research tells us about their importance.

Adult Wellness Self-Assessment

The **Adult Wellness Self-Assessment** is designed to help you listen to the whispers in your life right now. Our lives are always speaking to us. The question is, are we listening? This is your opportunity to listen.

The Wellness Compass Self-Assessment—like a mirror—will reflect back to you your current state of balance and wholeness. The results are a present-moment snapshot of your life right now, revealing where in the garden of your life you have been watering and tending, and which areas could use more of your attention.

Now let's take a look at two sample scores from the Adult Wellness Compass Self-Assessment, as well as a sample shaded-in compass. We hope these will become your trusted compass and guide for the next steps on your journey toward wellness and wholeness.

Adult Wellness Self-Assessment:

Sample Scores

▶ Relationships Self-Assessment

The ability to create and maintain healthy, life-giving connections with others.

Respond to the following 10 statements with a number between 0–10, based on the following scale. Enter a “10” for any statement that does not apply to you at this time in your life (see p. 120 for examples). When you are done, transfer the total to your Wellness Compass on p. 122.

Never	Sometimes		Half of the Time		Most of the Time		Always			
0	1	2	3	4	5	6	7	8	9	10

I am satisfied with the quality of the relationships I have with my spouse, partner, children, extended family, and/or close friends.										5
I am satisfied with the amount of time I spend with the important people in my life.										4
I am satisfied with the honest conversations I am able to have with those who are important to me.										6
My friends and family can count on me when they need help.										4
I am able to forgive family and friends for past or present hurts.										4

In my close relationships, I am very satisfied that there is a give and take between give and take.

I am able to resolve conflict in healthy ways with family and friends. We are able to talk through problems before they can fester.

I feel good about the levels of trust, respect, and honesty I have in my relationships.

I feel good about the impact my use/or non-use of alcohol and/or drugs has on my relationships with family, friends, and/or colleagues.

I am able to identify and then work to change or end an unhealthy relationship when needed.

TOTAL

Chapter 3: Relationships

▶ Care for the Body Self-Assessment

The ability to build healthy habits and practices regarding our physical well-being.

Respond to the following 10 statements with a number between 0–10, based on the following scale. Enter a “10” for any statement that does not apply to you at this time in your life (see p. 120 for examples). When you are done, transfer the total to your Wellness Compass on p. 122.

Never	Sometimes		Half of the Time		Most of the Time		Always			
0	1	2	3	4	5	6	7	8	9	10

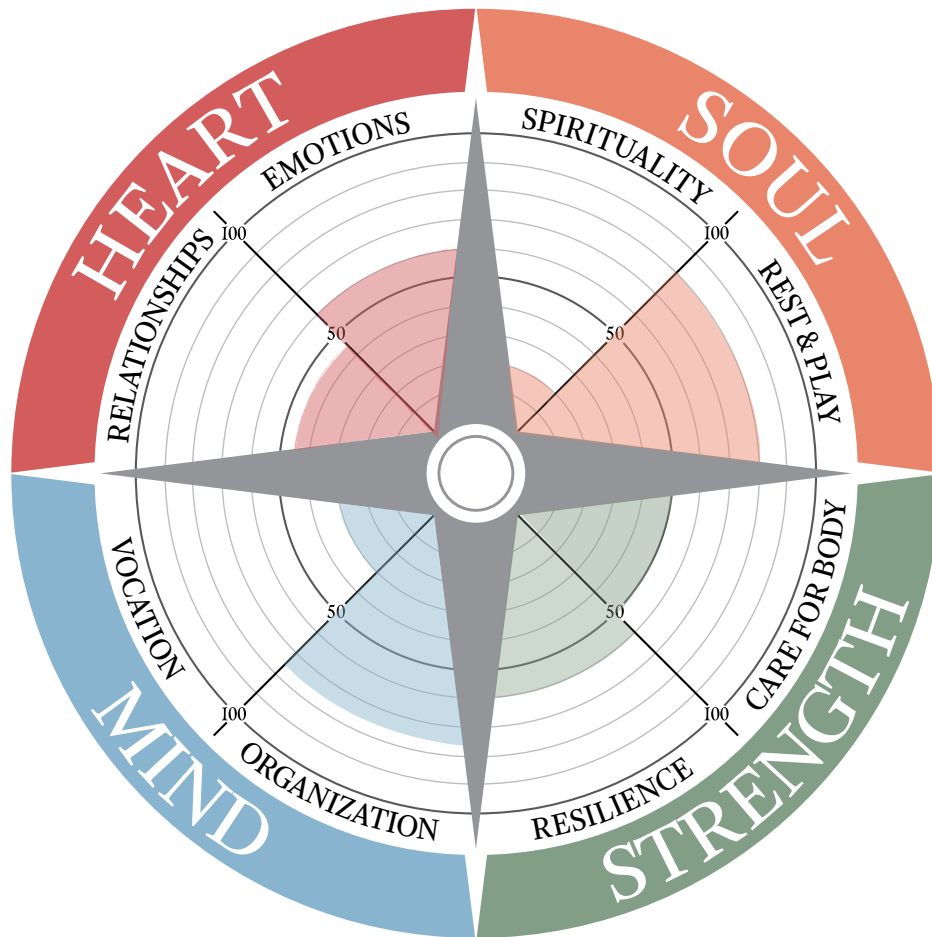
I get an amount of regular physical activity that is healthy for me.										6
I have a positive attitude toward my physical well-being and how I care for my body.										5
I am comfortable with my sexuality, knowing that my sexual decisions are healthy and safe, both physically and emotionally.										6
Most of the daily decisions that I make regarding what I eat and drink are healthy.										4
I go to the doctor and dentist for regular checkups, and seek help when a health problem arises.										5
I feel comfortable about my relationship with food.										3
I know that the decisions I make about the use of tobacco, alcohol, and/or other drugs are healthy for me.										4
I feel comfortable with my current weight.										6
Instead of letting the culture tell me about how I should look in terms of weight or appearance, I decide for myself what is healthy and best for me.										5
I regularly get an adequate amount of sleep and feel rested when I awake.										6
TOTAL SCORE										50

70

The Wellness Compass Notebook for Adults

Adult Wellness Compass:

Completed Sample based on Sample Total Scores

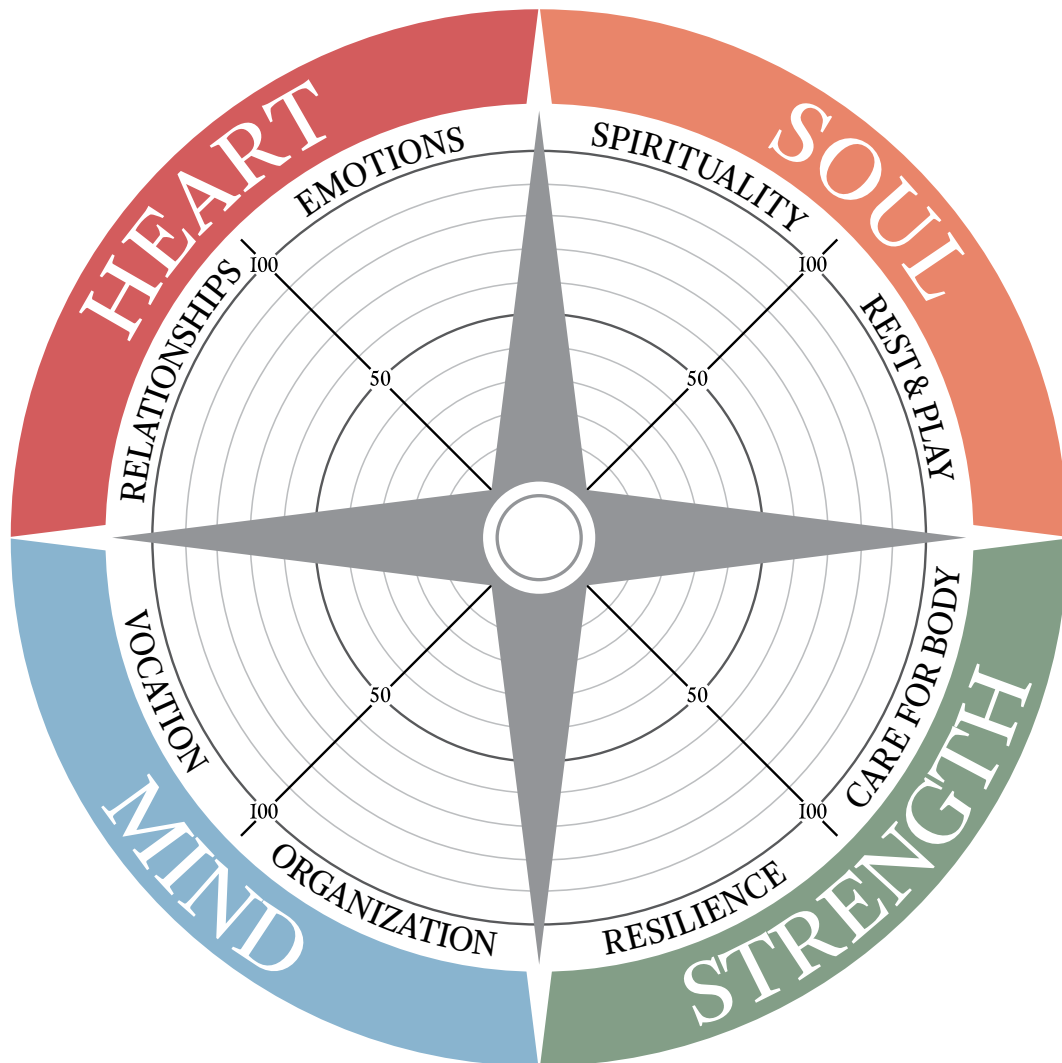


In *Step Two: Listening to Yourself* in each chapter, you are invited to complete a Self-Assessment related to one of the eight areas of well-being, responding to ten statements with a number between 0 (Never) and 10 (Always). Once you have arrived at your total score from each self-assessment, shade in that section of the compass (0 is at the center, 50 is halfway out, and 100 is at the outer edge) on p. 122. Remember, your scores are not “good” or “bad,” nor are they “strong” or “weak.” The self-assessment is simply a “snapshot” of your life at this very moment. It might be helpful to think of the Compass as a garden. Your results show areas of the garden you have been watering, and which areas may be in need of some additional watering.

For additional blank Self-Assessment Compasses, Self-Assessments, SMART Step worksheets, or Mapping Your Journey pages, download these and other resources on our website: WellnessCompass.org.

Adult Wellness Compass: *Your Results*

In *Step Two: Listening to Yourself* in each chapter, you are invited to complete a Self-Assessment related to one of the eight areas of well-being, responding to ten statements with a number between 0 (Never) and 10 (Always). Once you have arrived at your total score from each self-assessment, shade in that section of the compass (0 is at the center, 50 is halfway out, and 100 is at the outer edge). Remember, your scores are not “good” or “bad,” nor are they “strong” or “weak.” The self-assessment is simply a “snapshot” of your life at this very moment. It might be helpful to think of the Compass as a garden. Your results show areas of the garden you have been watering, and which areas may be in need of some additional watering.



Mapping Your Current Reality

We included three resource models in **Step Two** of every Wellness chapter to help you better understand change itself, and to help locate where you are in the process of growth and change in each area of wellness. Following are the more detailed and expanded definitions of those models.

1. Stages of Change

It is helpful to understand that change is a process that moves through typical stages. The Stages of Change model below outlines five stages that occur whenever a person, group, or organization seeks to create change. It is important to keep in mind that it is common to find ourselves in different stages of change in different areas and stages of our lives. Accurately identifying what stage we are in is essential in supporting ourselves and others where we are. It is important to remember that this is a process and a journey, not a destination. This is as true of organizations and communities as it is for individuals.



—graphic adapted from *The Transtheoretical Model*, Prochaska & DiClemente, 1983; Prochaska, DiClemente, & Norcross, 1992

Precontemplation. This is the entry point into the change and growth process. At this stage we may have not yet considered the prospect of change and are unlikely to perceive a need for change. Here we are not likely to respond positively to suggestions to change when we can't yet see its importance.

Contemplation. At this stage we have some initial awareness or whisper of a need or desire to change and grow. Often experienced as a state of ambivalence where we both consider change and reject it simultaneously. The Self-Assessment we complete in Step Two will likely help move us into this stage in a particular area of wellness.

Preparation. The focus begins to shift from the need/problem to possible solutions, from the past toward the future. This is the stage where we are ready to consider making a change, and are motivated to seek resources that help support the intended change and growth. Talking with others to gain information and support, along with making a plan, are also part of this stage.

Action. We are ready to change/grow and have begun taking concrete steps to make the change a reality. This is where SMART Steps come in. The actions taken are focused and achievable. The motto for this stage is, "you have to do different to get different." It is also at this stage that we are most vulnerable to stumbling so there is a greater need for support and encouragement.

Maintenance. Having maintained the desired change and growth for an extended period of time (usually three to six months), there is good evidence that the change will be a lasting one. The change has become a new habit, something that doesn't require a great deal of conscious thought and energy to maintain.

It is important to remember that we can move between any of the stages at any time as we work to grow and change in any area of wellness.

Because change is uncomfortable, this process is rarely linear; more often, it is “two steps forward, one step back.” Imagine a teeter-totter between these stages to better understand the idea that ambivalence is expected as we first shift toward the next stage, and then sometimes shift back. This is why the support of others is crucial to help us keep moving forward.

At any point we can return to the Stages of Change model to identify where we currently are, and then begin again. It is reassuring to know that this movement is a natural part of the process of growth and change.

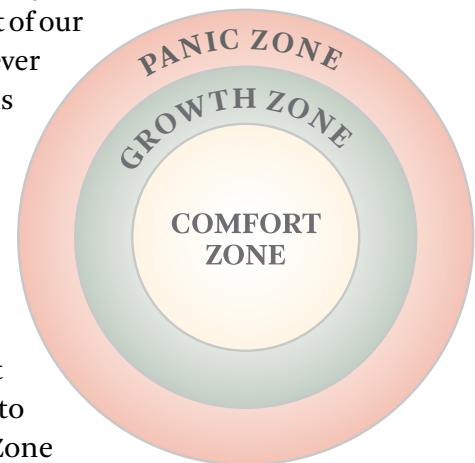
2. The Three Zones

Every individual, relationship, family, and organization functions within a set of patterns and habits. Over time, these patterns and routines, which are necessary for our day-to-day functioning, become familiar and very comfortable. This **Comfort Zone** works like a set of unwritten rules about how things should be. For example, many people are uncomfortable with conflict and so families (and organizations) have an unwritten rule that conflict will not be talked about openly or directly.

In the graphic below, we can see that in order to grow, we need to risk moving out of our Comfort Zone.

We can move out of the Comfort Zone in one of two ways: we either move there proactively and intentionally, or we are forced to move there because of life circumstances. Either way, it is important to note that initially all growth is uncomfortable because it requires us to move out of our Comfort Zone. For example, a person who has never been assertive is going to be very uncomfortable as they begin to practice assertiveness.

The **Panic Zone** is what we approach if we try to grow or change too much, too fast, or if something big happens, usually out of the blue, that changes our world. Either way, we are likely to feel panic if we are pushed out of our Comfort Zone. For example, a person who has refused to update their job skills (choosing the Comfort Zone over the Growth Zone) is let go by their employer, which throws them into the Panic Zone. The lesson from this is that if we rigidly defend our Comfort Zones, refusing to be proactive about growth, sooner or later we will likely find ourselves thrown from the Comfort Zone into the Panic Zone.



When individuals, families, and organizations intentionally and regularly stretch themselves into the **Growth Zone**, they not only minimize their chances of getting thrown into the Panic Zone, they also continuously expand their Comfort Zones, which gives them greater flexibility and sense of well-being. As we spend more time in the Growth Zone, over time, it becomes our new Comfort Zone.

3. The “J” Curve

Change tends to come in one of two ways: planned or unplanned. It is a given that unplanned changes will be stressful. A job loss, an unexpected health diagnosis, an accident, the sudden death of a friend or loved one, a natural disaster, or the sudden end to a relationship are examples of some of the most stressful events any of us will encounter. No one ever plans or chooses these events, which only adds to the stress they create.

What is perhaps not as well understood is that even changes we desire and plan for, those we choose for very positive reasons and happily anticipate, can also be very stressful. Beginning a new romantic relationship, starting a new job, moving to a new community, adding a baby to the family, retiring, or changing staff in an organization are all changes that—while planned and chosen—still create stress.

The J Curve is the single most helpful concept in explaining why and how change, both planned and unplanned, creates stress.



—Adapted from *The J Curve: A New Way to Understand Why Nations Rise and Fall*, by Ian Bremmer, 2006

Note that the J Curve has a vertical axis showing “Stability,” and a horizontal axis showing “Resilience/Growth.” The dotted line shows what we would like to experience when positive change is planned and freely chosen. While we may expect positive, planned change to follow this path, the reality is that *all* change initially creates a period of instability. The J Curve illustrates this well by showing that movement toward resilience and growth is accompanied by an initial decrease in stability and an initial increase in discomfort. This dip helps explain why we often want to return to how things were before. Hang in there! With commitment and time, we will turn the corner and move toward greater growth and stability.

Mapping Your Journey of Growth and Change

Using the *Mapping Your Journey of Growth and Change* prompts in each Wellness chapter, you are invited to listen to yourself in order to decide what changes you are ready to make.

“You Are Here” | Describe where you are right now in your life in this area of wellness.

“Wish You Were Here!” | Describe what it will be like when you are where you want to be in this area.

Inspiring Quote | Choose an inspiring quote that will motivate you as you navigate the next steps on your journey of growth and change. This quote could be from a song, a poem, a famous author, a spiritual text, or other source.

Mindfulness/Centering Practice | Choose and write down a centering practice you would like to try that could support you in this area of well-being. To help, we have included a list of suggested practices on p. 13.

Support from Others | Are there others you trust and respect whose support and feedback you will want or need? List them here.

Previous Successes | What previous successes have you had in making positive changes in this area of your life that could serve as hope and inspiration? Describe.

Challenges | What resistance within yourself or others might arise as you seek to make changes?

Overarching Goal | List one or two goals that you have for yourself in this area. They may be long- and short-term goals (*see sample worksheet on p. 128*). For both long- and short-term goals, remember to start with small steps.

SMART Step | List one or two SMART Steps you will take within a specific time-frame (we suggest no longer than two weeks from now) that will move you toward your main goal. A SMART Step is a step that is Specific, Measurable, Achievable, Relevant, and Time-bound.

SMART Steps

Each chapter includes a section where you get to decide what you are ready to do in one area of well-being. You will be taking specific actions—SMART Steps—that will bring a greater sense of well-being and wholeness to your life. The SMART-Step worksheets will help you identify those small steps you are ready to take, and offer the support you'll need to make a positive change.

Here's how. Once you've completed the Self-Assessment in each area of well-being, you will shade in your total score on your own compass on p. 122. Then you will be invited to identify one or two actions you can commit to doing that could improve your well-being in this area (*see sample on the following page*). NOTE: The area of wellness you choose to focus on may or may not be the one with the lowest total score. You get to decide which area you want to engage with.

Description of the SMART-Step Process

S Specific

This is the place to write exactly what you want. Think *who, what, where, when,* and/or *how* you will do this. Be very specific. We tap into the power of the mind to focus when we are very concrete at this step.

M Measurable

How will you know you've been successful? Make sure that what you write here is measurable by some metric other than by want you want. Describe in detail here.

A Achievable

Choose something you know you can do, or at least are reasonably sure you can do. To set yourself up to succeed, you might want to start with a smaller goal and work your way toward a bigger one. Next, describe in detail how you will make it happen. What obstacles might you encounter as you work toward this SMART Step? Also think about your resources, what you might need to overcome any challenges along the way (there's a place on the worksheet for you to list these). Thinking through possible obstacles and solutions helps you determine if this goal is achievable at this time in your life. Be honest here.

R Relevant

This is a very important step where you identify your *why* for your goal. Ask yourself why this is so important at this time in your life. The more you can connect your *why* to your core values (more on core values on pp. 44–45), the more inspiration and motivation you'll be able to draw on as you take next steps.

T Time-Bound

Make sure you have a clear start date and deadline, or timeline, for your SMART Step. This is easy to adjust if needed, but starting out with a specific timeframe you are aiming for is a very important part in the process of reaching your SMART Step goal.

Area of Wellness:

Care for the Body

Date: 3/30/24

<p>Overarching Goal: What do you really want in this area of wellness? Can be a short- or long-term goal. Having noticed lately that I get winded when I play running games with my kids, I know I need to get more exercise. I have always loved running, even though I haven't run in several years.</p>	
<p>Specific: What exactly will you do? Think <i>who, what, where, when,</i> and/or <i>how</i> you will do this. Tomorrow I am going to sign up for a 5k that happens in two months. This will help motivate me to stay on track. After I register, I will download the couch-to-5k (C25K) guide to support my goal.</p>	
<p>Measurable: Describe in detail how you will know when you have been successful. I will successfully complete the 5k in two months in under 30 minutes.</p>	
<p>Achievable: Choose something you know you can do, or at least are reasonably sure you can do. Then describe in detail how you will make it happen. I ran until I had my first child a few years ago, so I know I can do this with proper training and motivation. Starting tomorrow I will train safely using the C25K training schedule with the support of a friend who is a competitive 5k runner.</p>	
<p>Relevant: Explain why this is so important at this time in your life. Connect this <i>why</i> to your core values for inspiration and motivation. I have always loved running and the energy I had when running was a regular part of my life. I know it will give me more energy to enjoy my family, the most important people in my life.</p>	
<p>Time-bound: Make sure you have a clear start date and deadline, or timeline, for your SMART Step. Add it here. I will begin training tomorrow, following the six-week C25K schedule, and be ready to run a 5K in two months.</p>	
<p>Possible Obstacles: What challenges might come up for this SMART Step? I have a long commute and am often tired when I get home, especially on nights when my kids have extra activities.</p>	<p>Possible Solutions: What are some options and/or resources to consider? I can get up an hour earlier two mornings during the workweek. I can also train on the weekend when I have more time and energy.</p>
<p>Accountability Partner: List someone you trust and respect with whom you can share your SMART Step. my partner and my sister</p>	

Keeping in mind the cautionary phrase, *out of sight, out of mind*, once you've identified your SMART Step, make sure to write it down and keep it where you can see it often.

As you navigate your journey of growth and change, it is important to take time to celebrate every small win along the way. You are making choices every day that will bring a greater sense of balance and well-being to your life.

Why SMART Goals Are Important

The journey toward living a healthier, more satisfying, and meaningful life happens one SMART Step, one SMART goal, at a time.

Research shows that there are several concrete steps we can take to maximize our chances of making lasting positive healthy changes. As you can see from the graphic, there is a dramatic increase in the likelihood of us reaching our most important goals when we take certain steps, consistently, each and every day. **When we set a goal**, either in our minds or out aloud to ourselves, we increase our chance of success by 6–8%. **When we write our goal down**, we boost our chance of success by 25–30%. **When we tell someone else our goal**, our chance of success increases to 55–60%. **When we choose an accountability partner**, someone whose feedback we value, our chance of realizing the growth and change we desire goes up to 85% *or more*. Better yet, **when we commit to regular check-ins with our accountability partner**, we increase our chances by an astonishing 95%.



The Wellness COMPASS

WellnessCompass.org

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