

CHANGE HAPPENS - WORKBOOK

Please print out workbook and fill in by hand and then bring or send to IMC for review.

Contents:

1. Introduction and purpose of the workbook
2. Make CHANGE HAPPEN – Learn **STAR**
3. How the CHANGE HAPPENS Program works
4. Finding your own **STAR**
 - Examples
 - CHANGE HAPPENS worksheet

1. Introduction and purpose of the workbook

You have taken the first step toward change by being ready and interested in making changes. All of us need support for that process.

Research has shown key elements of making CHANGE HAPPEN. Your work in the CHANGE HAPPENS program thru the Integrative Medical Clinic will help you reach your goals, and give you skills to make other changes throughout your life.

The purpose of this CHANGE HAPPENS workbook is to clarify the CHANGE HAPPENS program and to guide YOU through the work of starting YOUR program. Please read each section. Complete the worksheets. Note any questions or comments.

CHANGE HAPPENS WORKBOOK

2. Make CHANGE HAPPEN – learn about STAR

Stages of change

Tiny steps makes CHANGE HAPPEN

Always get support

Reinforcement works - positive reinforcement, intermittent reinforcement

S
T
A
R

Stages of Change – From research on change, it is clear there are specific stages that everyone goes through as something new becomes a habit. Many people have written about the stages of change and have divided the process into 5, 6, 7 or more stages. The IMC adaptation of this research is a 5 stage model. You may move between one or more stages. You may move back for a while or do two at once. But each stage has specific *behaviors* that you can notice, and then do.

Thinking - you *notice* you are thinking about a new behavior or habit...
you *consciously take time to think* about it.

you are aware of magazine stories, radio reports, conversations you hear on the topic

Planning - you work on some specifics: when would you do the new habit?

Where would you do it?. What would others in your family think or do?

What would have to happen before you started the new action?

Action – you try it out for a while. You notice what works and what needs adjustment.

Taking a break – sometimes folks feel this is ‘going off the wagon’ or failing to keep on the program.

A more positive approach is that you getting used to the changes. We all know about plateaus – if you lose weight, you can be at the same weight for days and weeks without changing your intake of food. When you climb stairs we often put in a half-way landing... many other examples. Be gentle with yourself. Let yourself stay at one level without making “progress”. Reflect, do a little planning...

Plan for this stage of change.

Restarting - you are ready to get back in the saddle.

You are ready to get back to your habit building. Did you make some changes or alternations in your actions or plans?

Finally it is a HABIT – you do it regularly, you miss it, if you are not doing it... it really is a habit.

CHANGE HAPPENS WORKBOOK

2. Make CHANGE HAPPEN – learn about STAR

S T A R

Tiny Steps come from big goals.

- We all have large goals: Go to college. Lose 40 pounds. Stop smoking.
- None of that happens without many, many tiny steps to getting there.
- It is like a road... the goal is the destination. The **T**iny steps are what we have to do to get there.
- The process of change requires that we continue to break down the big goals into smaller and smaller steps. Then we can be successful in taking those **T**iny steps.
- It will seem very small, and very unimportant – those **T**iny steps. But we build success and skill in making change along the way.

An important part of the process of change is to identify the **T**iny steps within the larger goals: In the **CHANGE HAPPENS** worksheets you will write down and prioritize your **B**ig goals. You will then take the priority **B**ig Goal and apply the five **R**'s to identify the **T**iny steps.

The five **R**'s are: **R**eal, **R**ealistic, **R**ipple, **R**oad, and **R**evise.

The five **R**'s to identify the **T**iny steps within the **B**ig Goal. – The emphasis here is on success.

We want to start with a **T**iny step as part of the **B**ig goal where you will be most successful.

You can always go back and expand your **T**iny steps and goals .

REAL – Consider the **B**ig Goal: What is the **REAL** goal : **WHY** do you want to reach that **B**ig goal? What is behind that goal? What is the history of the goal? Is there another goal **REALLY** hiding behind the stated goal?

How **REALISTIC** is the goal? Have you ever done it before to that extent? Could you cut your **B**ig Goal in half? Does that feel like a good place to start?

What are the **RIPPLE** effects of the goal – how will working to achieve your goal effect your family, your work place? Are there parts of the **B**ig goal that would have less ripple effects

What is **the ROAD** to your goal? What are some of the steps you need to take to reach the goal

This is the hard work of goal setting. Break the goal into smaller steps. Pretend that you will be video taped doing these small steps. That helps identify what a small step is.

For example, a video would **NOT** show you “losing 30 pounds” or “being less stressed”.

But video could show you shopping for more veggies, or doing Yoga in a class, or going on a walking meditation

REVISE those small steps once more... make them smaller, more realistic, limit them to one or two to start with.

CHANGE HAPPENS WORKBOOK

2. Make CHANGE HAPPEN – learn about STAR

S

T

A

R

Always get support

- In the CHANGE HAPPENS program the most direct support will come from you.
- Your work in reinforcement and planning and doing are the cornerstones of your success
- IMC staff will support you all along the way.
- With your check ins (see How the CH program works) you will report your **STAR** status.
- We will listen or read those reports and then check back with you for adjustments, clarifications, and modifications to make the program work.

Get help and support from as many places as you can think of: family, friends, on line support groups etc. It all helps.

CHANGE HAPPENS WORKBOOK

2. Make CHANGE HAPPEN – learn about STAR

S T A R

Reinforcement – this is harder than we think..

Every time you are *Thinking* about the change, *Planning it*, *Doing it*, *Taking a break*, or *Restarting*... you need to give yourself positive reinforcement. It works.

You are changing actual neurons in your brain with the entire CHANGE HAPPENS program. You are making new pathways of behavior. Just like teaching a dog tricks, our brains make new pathways with positive reinforcement. Even though we know we are going to give the positive reinforcement to ourselves,... it works.

Try different methods of positive reinforcement. See how each one feels. Find which work best for you.. Practice them so they are comfortable and easy.

Give yourself positive reinforcement for practicing positive reinforcement... Really

Verbal: Say out loud “good job ____ (your name) _____” and mean it.

Ask someone you trust to say “ good job”

Touch: Pat yourself on the back...Give yourself a high five. Ask someone to do it for you.

Visual – put a star on your calendar... Put a little sticker you like on your daily planner.

Put a sticky note on the mirror in the bathroom. Notice how it feels to see all those stickers

Try different timing patterns.

Always try to give positive reinforcement immediately near when you are thinking, planning, doing, taking a break or restarting. Immediate association works best,

Do not do it absolutely consistently. We know if rewards are intermittent it works best.

Do not worry about skipping a few times.

You can build in delayed reinforcement also... after being successful at one stage for a while (a day, a week, 3 times in a row) you can build in a ‘ bigger ‘ reward. A bigger sticker.. a different color sticker... a movie... a trip to Hawaii. Be creative.

CHANGE HAPPENS WORKBOOK

3. How the CHANGE HAPPENS program works

You develop your Big goal and the Tiny steps on your road to the goal

Your CHANGE HAPPENS coach from IMC will help finalize this during the initial CHANGE HAPPENS planning session.

Check ins:

YOU check in with your CHANGE HAPPENS coach.

Initially we recommend 2-3 times a week. Then at intervals you and your coach develop.

You check in by phone or email – leave a message.

You report your **STAR**

Stage of change you are working in

Tiny step you are taking

Always getting support – by checking in and reporting other support you are getting

Reinforcement – what are you doing for positive reinforcement and how is it working

Early in the CHANGE HAPPENS process we recommend 2-3 times a week check in.

As the process becomes easier the check in can space out.

The goal is that you learn the process so you can apply it to any goal

Your CHANGE HAPPENS coach from IMC

Reviews your check in and gives you feedback on STAR- either by phone or email

- Clarifies the **Stage of change** -helping you see your progress through the stages.
- Giving guidance on getting ready for a new stage
- Clarifies and ‘tweaks’ the **Tiny steps**. Often they are too big.
- **Always supports you** and helps you find more support.
- Listens for the reinforcement process... is it happening... does it need more attention.

CHANGE HAPPENS WORKBOOK

4. Finding your own **STAR** - An Example:

1. Write down all your goals (*here is a little history of this 'example' person*)

Stop Smoking- *have smoked 30 years, never stopped before, not really wanting to stop*

Lose 35 pounds in 3 mo – *have lost weight in the past. "know all the facts about weight loss"*

Get off Blood Pressure medications- *been on for 10 years. BP not too well controlled*

Move to Hawaii – *really a fantasy, but it is on the list*

a. prioritize the goal – medically

b. prioritize the goal for success

Often the CHANGE HAPPENS Client and the IMC CHANGE HAPPENS coach will discuss this prioritization process:

Medically smoking is the top priority, but she is really not at all ready to stop.

She has lost weight in the past... she has some content knowledge about calories and foods

BP meds- it is not realistic for safely coming off these now. She has no strategy to control the BP with out meds. Weight loss would help with that. Stress management skills can too. We might add that goal.

Hawaii – yeah really.

2. Pick the goal that is the best balance of the two types of priority

She picks the weight loss goal.

3. Analyze this goal with the five R's: **REAL, REALISTIC, RIPPLE, ROAD, REVISE**

REAL Analysis – What is the REAL Goal.. WHY do you want to lose 35 pounds?

One possible analysis may go something like this:

My daughter is getting married in 3 months, I want to look good and fit into a nice dress... so I can feel good about myself and have a fun relaxed time.... So maybe the real goal is to feel good about myself. Maybe I can do that if I am really eating right for health,, maybe exercising a bit so I am firmer and clothes will look good.. I would have to get a new dress in 1-2 mo anyway to be ready for the wedding. I really do not want to risk gaining more weight back if I lose it quick and then regain... So really I just want to be eating right so I feel good about myself... and whatever weight I might lose will come from that.

Another analysis may be:

I weighed 35 pounds less when I got married. I have always felt bad about myself as I gained each 5 pounds.

I do not really exercise anymore like I did before I got married. I feel sluggish and just low energy. It seems if I weighed what I did when I felt better, I would feel better again.

REALISTIC Analysis - what is truly a realistic goal:

Eat healthy for the next 3 mo to feel better.

Maybe lose 10 pounds or real weight reduction. Will have to look at my exercise pattern also.

I may need a consultation with a nutrition expert to find out about the best types of meals to plan.

CHANGE HAPPENS WORKBOOK

4. Finding your own **STAR** - An Example:

The Five R analysis – (cont)

RIPPLE EFFECTS – when you consider these ripples, you may find a Tiny step that needs attention. Look at the VERBS... they can give you ideas of Tiny steps to consider.

*If I eat differently, will I have to cook two dinners? What things would we both like?
Could I talk to my family about making this better eating a family goal ?
Maybe there is something in actually how I eat – slower, more carefully, enjoying it more?
I am not sure I know how to shop and cook really well for healthy eating
My husband always gets those cookies when he shops... if it is in the house it will be lots harder.
When could I possible work in exercise?*

I will start with myself and pay attention to how I eat.

ROAD work - Consider the Big Goal you have chosen, the Ripple effects and then notice the specifics of the **STAR**.

What **S**tage of change am I in:

I am *planning* for healthy eating

What **T**iny steps can I take– how do I break this down:

Have healthy food in the house

So I will have to shop differently

I can make a new list and look it over carefully

I can take some time to prepare foods so they are ready if I am in a rush

NOT have bad foods available

Sit down when I eat

Talk to my family, that I will be paying attention to each bite... I may talk less

Where will I get support? It is **A**lways important?

Reinforcement – right now I am patting myself on the back. And I need to buy some stickers

REVISE – break down one or more of the steps

Have the right food in the house:

1. Make lists of healthy foods to buy.
2. TRY out new vegetables to see if I can increase our options.
3. Make time: NOT watch one TV show. Prepare a weeks worth of quick food options
4. Buy a notebook to keep my planning notes in
5. Talk to my family about these plans and my goals

CHANGE HAPPENS WORKBOOK

4. Finding your own **STAR** - An Example:

4. **A**lways get support – make a list of where you can get support.

Sometimes this list includes some of the Tiny steps you need to do.

Be creative... consider what really is supportive to you. Maybe it is people support. Maybe it is time by your self for reflection... time away from family. Be specific. Be honest with yourself. Ask for the support you need.

I will talk to my family

I will call my best friend back east – talk to her about my ideas. And get support.

Maybe she and I can email or call every week for more support.

5. Outline your **R**einforcement program.

I just said good job to myself for this planning activity – it felt weird.

I have some stickers left over from when the kids were little, I will try them on the calendar...I just put one up... feels kind of fun..

CHANGE HAPPENS

4. Finding your own STAR

*YOU took the first step!

* YOU want to change!

* CONGRATULATIONS!

WORKSHEETS

As you do each step – read about it again in the Information and Examples sections

GOAL SELECTION

1. Write down all or many of the goals you are considering.
 - a. Prioritize your goals as to which you feel are medically most important
 - b. Prioritize your goals as the one(s) where you are most likely to succeed

2. Pick one goal that is the best balance of those priorities for you, now.
Write the goal with as much specific information as you can

CHANGE HAPPENS WORKBOOK

3. Analyze this goal with the five Rs : REAL, REALISTIC, ROAD. RIPPLE, REVISE

REAL analysis; Why do you have this goal.. What will you “get” or how will you benefit from reaching this goal? Clarify your REAL goal with these points in mind.

REALISTIC analysis. Is there a more realistic and likely to achieve goal that gets you closer to what you are working for?

RIPPLE analysis : what are the RIPPLE effect for your family, friends, co workers, yourself if you pursue and reach this goal... Be ruthless...now is the time to think of these

CHANGE HAPPENS WORKBOOK

ROAD analysis – here is the hard work: Break your goal into small steps. What will you need to do to reach the goal.. Re read the examples. Ask for help from friends or family here.

Use STAR to help work on your Road analysis:

Stage of change you are in

Tiny step that you are taking

Always getting support – where are you getting support? Have you checked in?

Reinforcement, reinforcement – what are you doing

REVISE by breaking down the Tiny steps even further

So consider:

Do you need to change the Stage of Change you are working in... maybe some thinking or planning is needed now...

What are the Tiny steps you can take? Remember we want to insure success.

Work on Always getting support

Reinforcements – practice ‘em. Make ‘em fun

Stage of change you are in:

Tiny steps you can start with

CHANGE HAPPENS WORKBOOK

4. **A**lways get support - Where can you get reliable support beyond IMC and yourself?...
Reach out now with a phone call, an email, a conversation...
Note other types of support that really work for YOU:

5. **R**einforcement – Try out some of the reinforcement techniques: pats on the back, verbal ‘good job’, stars on the calendar, etc, be creative, what might work for you.

Which ones did you try?

How did you feel?
Which ones might you use at first.

Schedule your CHANGE HAPPENS planning session... CALL 284 9200
You will need a 20 min visit. Bring this worksheet with you.

CONGRATULATIONS! Give yourself a big + reinforcement PAT ON THE BACK!