

Problem Solving Log II

Time Day	First Impulse (Impulse Actions)	Pause Techniques	Later Outcome
1.			
2.			
3.			
4.			
5.			

Session 3 Homework Assignment

Skill Card Assignment

3 - Staying in Control

1. RECOGNIZE your impulsive signs
2. GUARD against *impulse actions*
3. PAUSE to slow down & keep control
4. SELF REWARD for keeping control

	Situation	Date	Staff
<input type="checkbox"/> Role Play #1	_____	_____	_____
<input type="checkbox"/> Role Play #2	_____	_____	_____
<input type="checkbox"/> Extra Credit	_____	_____	_____
<input type="checkbox"/> Extra Credit	_____	_____	_____

Workbook Assignment	Page
<input type="checkbox"/> Your Impulse Actions	12
<input type="checkbox"/> Impulse & Later Behaviors	12
<input type="checkbox"/> Control Reminders	13
<input type="checkbox"/> Distracting Behaviors	14
<input type="checkbox"/> Best Pause Techniques	14
<input type="checkbox"/> Problem Solving Log II	15

Session 4

Problem Solving Steps

1. *What's the problem?*
2. *How do I stay in control?*
3. *What are my choices?*
4. *What's the best plan?*
5. *How am I doing?*

‡ 3 Generating Alternatives. *What are my choices?*

Problem Solving Review. By now you have learned how to:

- 1) **Identify the problem**, recognize that you have a problem, and identifying what the problem is using facts and progress language; and,
- 2) **Stay in control**, using pause techniques to avoid impulsive actions.

Generating Alternatives. The next step in problem solving is to think of all the options and choices you have to solve the problem. This involves the process of gathering information in order to generate alternatives. It is important to remember that there is almost always more than one way to solve a problem. And, usually the more options you have considered, the better your solution will be.

Ways To Generate Alternatives. To increase your range of options you have learned about different possible courses of action you could take. This process of learning and thinking about options will probably involve:

- 1) **Thinking** by yourself about what you could do;
- 2) **Asking** others for information and help.

- 1) **Thinking of Alternatives Skill Steps.** In thinking about possible solutions to your problem, it will be helpful to think of as many possible alternatives as possible. To do this you should try to:
 - a) **be creative**; and,
 - b) **not judge** or be critical of any of your ideas (until it is time to make a decision).

Generating Alternatives (continued)

Thinking of Alternatives. To practice the skill of thinking of alternatives, list at least 5 possible choices or solutions for each problem situation listed below.

- a) You don't understand a homework assignment that you have for class.
 - 1. _____
 - 2. _____
 - 3. _____
 - 4. _____

- b) You are worried that your boyfriend or girlfriend doesn't like you anymore.
 - 1. _____
 - 2. _____
 - 3. _____
 - 4. _____

- c) You accidentally broke a tool that you borrowed and now it is time to return it.
 - 1. _____
 - 2. _____
 - 3. _____
 - 4. _____

Question: When you were generating these alternatives, were you able to be creative and not be critical of your ideas? Yes No.

There Is Always More Than One Way

**You Don't Ever Have To Do
The First Thing You Think Of**

Generating Alternatives (continued)

2) **Asking Skill Steps.** One of the best ways of generating and evaluating alternatives is by talking with others. In this way we can come up with new ideas and information and also check-out how good our ideas are. The skill steps in asking for help are listed below.

Asking for Help & Information

1. *Decide what to ask about*
2. *Think of who you could ask*
3. *Pick a good time and place to ask*
4. *Ask for the help or information you need*
5. *Thank the person for their help*

Caution!
Trick
Question

Sometimes we don't ask others for help even when it would be a good idea to. This may be because we:

- (a) think we should know all the answers
- (b) are worried about what others will think of us
- (c) think that it means you are weak or stupid to ask
- (d) all the above

Answer: (d) all the above. People don't ask for help even when they should because of all these reasons. However, these statements are not true and you should not let them get in the way of asking for help.

How
Do You
Feel?

How does it make you feel when others ask *you* for *your* help or for information. Most people say they feel good when someone thinks enough of them to ask their opinion.. If it makes you feel good, do you think that others will probably like it when you ask them for help?

Generating Alternatives (continued)

Asking Skill Practice. Practice the 6 asking skill steps by writing how you would respond to the two questions below.

- a) You don't understand a homework assignment that you have for class.
 - 1. Decide what you need to ask about. _____

 - 2. Think of who you could ask. _____

 - 3. Decide how to ask. _____

 - 4. Pick a good time and place to ask. _____

 - 5. Ask for the information you need. _____

 - 6. Thank the person for giving you the information. _____

- b) You are worried that your boyfriend or girlfriend doesn't like you anymore.
 - 1. Decide what you need to ask about. _____

 - 2. Think of who you could ask. _____

 - 3. Decide how to ask. _____

 - 4. Pick a good time and place to ask. _____

 - 5. Ask for the information you need. _____

 - 6. Thank the person for giving you the information. _____

Problem Log III

Time/ Day	Problem Identified	Method	Alternatives Generated
1.		Thinking: Asking:	
2.		Thinking: Asking:	
3.		Thinking: Asking:	

Session 4 Homework Assignment

Skill Card Assignment

4 - Generating Alternatives

1. DECIDE on a goal that you would like to reach
2. THINK of several alternative choices
3. FIND OUT any information you need
4. ASK for help
5. SEE how many choices you can come up with

	Situation	Date	Staff
<input type="checkbox"/> Role Play #1	_____	_____	_____
<input type="checkbox"/> Role Play #2	_____	_____	_____
<input type="checkbox"/> Extra Credit	_____	_____	_____
<input type="checkbox"/> Extra Credit	_____	_____	_____

Workbook Assignment	Page
<input type="checkbox"/> Thinking of Alternatives	18
<input type="checkbox"/> Alternatives Question	18
<input type="checkbox"/> Asking for Help Trick Question	19
<input type="checkbox"/> How Do You Feel?	19
<input type="checkbox"/> Asking Skill Practice	20
<input type="checkbox"/> Problem Solving Log II	21

Session 5

Problem Solving Steps

1. *What's the problem?*
2. *How do I stay in control?*
3. *What are my choices?*
4. *What's the best plan?*
5. *How am I doing?*

🔑 4 Decision Making. *What is the best plan?*

Problem Solving Review. By now you have learned how to:

- 1) **Identify the problem**, recognize that you have a problem, and identify what the problem is using facts and progress language;
- 2) **Stay in control**, using pause techniques to avoid impulsive actions.
- 3) **Generate alternatives**, by thinking yourself and asking others for help and information to come up with as many solutions as possible.

Decision Making. The next step in problem solving is to review all the options that you were able to come up with in step 3 of the problem solving process and decide on the best problem solving plan. In order to do this you have to:

- 1) **Evaluate the alternatives**, consider what the possible *consequences* would be for each possible alternative.
- 2) **Choose the best alternative** to reach the objective you have decided on by selecting the one that has the best consequences for you.
- 3) **Develop a plan** breaking the process down to a series of small steps leading to your objective.
- 4) **Implement the plan** by starting on the first step.

Decision Making

1. *Evaluate the alternatives (thinking ahead)*
2. *Chose the best alternative*
3. *Develop a plan (small steps)*
4. *Implement plan- start on 1st step*

Decision Making (continued)

Decision Making Step 1. Evaluate the alternatives. In order to make a choice about what is in your long-term best interest, you have to consider what the effects or consequences are likely to be of all the actions you could take. To do this, you can use your **Thinking Ahead Skills** that you learned about in in the Anger Control Classes. Thinking ahead involves saying to yourself, *If I do this now, this will probably happen later.*

Remember to consider both **short-term** and **long-term** consequences when you are thinking ahead. The short-term consequences are the first things that happen because of your actions. They are usually not as important as the long-term consequences.

Decision Making Exercise. Think of a problem that you have now and then fill out the steps below.

Identify the problem. *The problem I have is* _____

Generating Alternatives *The alternatives and choices that I have are:*

1. _____
2. _____
3. _____

Evaluate the alternatives, thinking ahead.

Short-term consequences. *If I do (1, 2 or 3) then this will probably happen right away.*

1. _____
2. _____
3. _____

Long-term consequences. *If I do (1, 2 or 3) then this will probably happen later.*

1. _____
2. _____
3. _____

Decision Making (continued)

Decision Making Step 2. Choose the best alternative. After evaluating the alternatives, the next step is to select the one that will be best for you. This will be the alternative that is in your best interest: that is, the one that will help you achieve your goal and what is in your long-term best interest.

Go back to through the alternatives on the previous page and make a decision by answering:

The alternative that helps me achieve my goal and is in my best long-term best interest is: _____

Decision Making Step 3. Develop a plan. Once you have decided which of the alternative objectives is the best, it will be necessary to develop a plan for achieving your goal. To do this, think of all the steps required to reach the alternative or goal that you chose.

The steps I need to go through to reach my goal are:

- () _____ () _____
- () _____ () _____
- () _____ () _____

Then go through your list of steps and decide what you need to do first, second, etc. and write the number in the () space above.

What do I need to do first, then second, third, etc?

Decision Making Step 4. Implement the plan. To start the process required to reach your objective, think about your first step. Decide exactly what you need to do and how and when you will do it. Imagine yourself successfully completing the first step. Motivate yourself by thinking of the benefits of reaching your objective. Then, take your first step and reward yourself for getting started.

The first step that I need to take is: _____

The payoff for reaching my goal will be: _____

Problem Solving Log IV

Problem	Alternatives	Consequences	Choice Rank
1.			
2.			
3.			

Session 5 Homework Assignment

Skill Card Assignment

5 - Decision Making
<ol style="list-style-type: none"> 1. EVALUATE the alternatives (thinking ahead) 2. CHOOSE the best alternative 3. DEVELOP a plan (break into small steps) 4. IMPLEMENT the plan– start on the 1st step

	Situation	Date	Staff
<input type="checkbox"/> Role Play #1	_____	_____	_____
<input type="checkbox"/> Role Play #2	_____	_____	_____
<input type="checkbox"/> Extra Credit	_____	_____	_____
<input type="checkbox"/> Extra Credit	_____	_____	_____

Workbook Assignment	Page
<input type="checkbox"/> Decision Making Exercise	24
<input type="checkbox"/> Problem Solving Log IV	26

Session 6

Problem Solving Steps

1. *What's the problem?*
2. *How do I stay in control?*
3. *What are my choices?*
4. *What's the best plan?*
5. *How am I doing?*

🔑 5 Monitoring & Evaluating. *How am I doing?*

Problem Solving Review. By now you have learned how to:

- 1) **Identify the problem**, recognize that you have a problem, and identifying what the problem is using facts and progress language; and,
- 2) **Stay in control**, using pause techniques to avoid impulsive actions.
- 3) **Generate alternatives**, by thinking yourself and asking others for help and information to come up with as many solutions as possible.
- 4) **Decide on the best choices**, evaluate your options, chose the best alternative, and develop a plan consisting of small change steps.

Monitoring & Evaluation. The final step in problem solving is to monitor your progress in achieving the chosen goal. Because it takes time to achieve most important goals, you should reward yourself for each step that is accomplished. When the goal has finally been achieved, the problem solving process should be reviewed to see what has been learned.

How to Monitor & Evaluate. To monitor and evaluate your progress you need to:

- 1) **Keep track of progress** by measuring positive and negative changes.
- 2) **Self-reward** for each positive step and see what you could improve for the negative steps.

Monitoring & Evaluating

1. *Keep track of progress*
2. *Self-reward for all positive steps*

Monitoring & Evaluating (continued)

2) **Keep track of progress** To keep track of your progress, you have to break the goal down into small steps and find some way of measuring each step you have accomplished. Some things are easy to measure. For example, if your goal was to lose weight, you could measure your weight once a week. Review the examples below, then practice by listing some of your goals.

How will I measure my progress? And, how am I doing on my problem?

Goal	Measurable Steps	Self-Reward
<u>Lose weight</u>	<u>Lose 1 pound per week</u>	<u>Buy new clothes</u>
<u>Get a job</u>	<u>Apply at 2 places per day</u>	<u>Watch TV</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

2) **Reward yourself for positive change.** In order to stay motivated, it is important to reward yourself for each positive step that you make toward your goal. Just about anything that you enjoy doing can be used for a reward and you can also reward yourself by using **positive self-talk** to congratulate yourself for positive changes. Review the following examples then write rewards that you can use in the self-reward column above.

How can I self-reward?

Self-Reward Examples

Listen to music, go for a walk, play sports, watch TV, read a magazine, talk with friends, sleep late, go shopping, eat a snack, self-congratulate (say nice things to yourself), go fishing, talk on the phone, exercise, wear nice clothes.

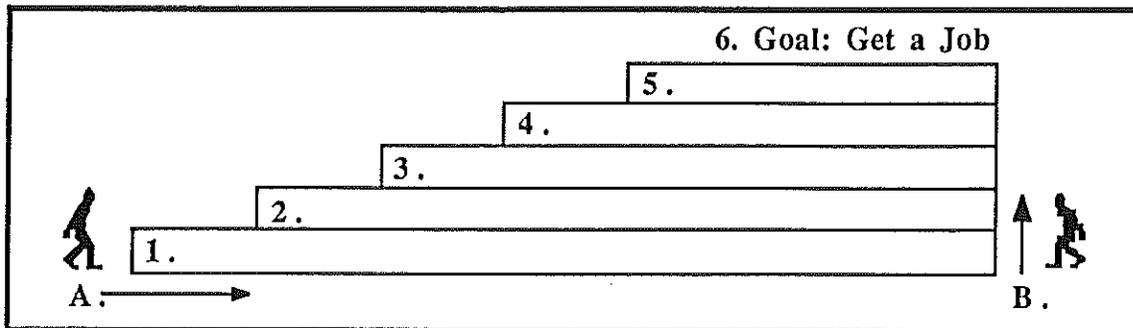
What are some things that you could do or say to yourself to self-reward?

_____	_____
_____	_____
_____	_____
_____	_____

Monitoring & Evaluating (continued)

Problem Solving Example. Practice your problem solving and decision making skills by working on the goal of getting a job.

- 1) Break the goal of getting a job into at least 5 small steps and write them in order on the picture below.



- 2) Write what you could do to self-reward for doing each of the 5 steps.
- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | |
- 3) The man in the picture at A is breaking the task of getting a job into small steps and the one at B is trying to do everything at once. Which is the best approach? A or B

Problem Solving Key Steps Summary

- 1. Problem Identification. *What's the problem?***

problem warning signs use progress language
- 2. Stop & Think. *How do I stay in control?***

impulse actions pause techniques
- 3. Generating Alternatives. *What are my choices?***

thinking of alternatives asking for help
- 4. Decision Making. *Is this the best plan?***

thinking ahead developing a plan
- 5. Monitoring & Evaluating. *How am I doing?***

measuring progress self rewarding

Session 6 Homework Assignment

Skill Card Assignment

6 – Monitoring & Evaluating

1. Decide how to MEASURE progress
2. KEEP TRACK of progress– monitor change
3. Decide how to SELF-REWARD
4. REWARD yourself for each positive step

	Situation	Date	Staff
<input type="checkbox"/> Role Play #1	_____	_____	_____
<input type="checkbox"/> Role Play #2	_____	_____	_____
<input type="checkbox"/> Extra Credit	_____	_____	_____
<input type="checkbox"/> Extra Credit	_____	_____	_____

Workbook Assignment	Page
<input type="checkbox"/> Keeping Track of Progress	29
<input type="checkbox"/> Self-Rewarding	29
<input type="checkbox"/> Problem Solving Key Steps Summary	30
<input type="checkbox"/> Problem Solving Log V	32

Problem Solving Log V

Problem	Alternative Selected	Outcome Measure	Self-Reward
1.			
2.			
3.			