

### **ABOUT TOOLS AND DEFINITIONS:**

People have an intrinsic longing to strive for spiritualemotional maturity and a deeper connection with God and each other. For over a decade, our researchers and clinical team have been working to help people move forward in this direction. It's important to note this kind of relationship is so important to God, that even our smallest efforts to move in this direction catch His attention: He meets us with His enabling grace.

We then realized that a scriptural based and succinct short read, point form manual would be required. These were the goals we focussed on:

MAKE IT EASY TO UNDERSTAND, so we cut through all the psychological mumble-jumble and wrote the content in easy-to-understand terms that you can relate to and put to work in your life.

**CONDENSE** the content. We drew from biblical instruction on relationships. We continue to discover this aligns with all the advanced behavioral, neuro and social sciences being discovered indicating the bible will always be at the leading edge of science.

**BLEND** mental well-being with relationship health content, since they are two sides of the same coin. Those who want to improve their mental health need to increase their relationship health and vise versa.

### **HOW TO BENEFIT FROM THIS MANUAL:**

- Carry it with you in your purse, knapsack, or keep it at your bedside for quick reference.
- Start by reading it slowly from cover to cover and become familiar with the definitions and tools. Highlight key parts with a pen and make notes in the columns. Additionally read the manual weekly during your entire program. Repetition will reinforce retention which will increase your probability of achieving your goals.
- Participants in your support circle should receive a PDF copy of this manual and become familiar with the tools and definitions and begin establishing them in your relationships.
- Go through each item and check off ones you will benefit most from. If you have a life partner, have them do the same, using a different color pen. From this awareness, begin supporting each other.

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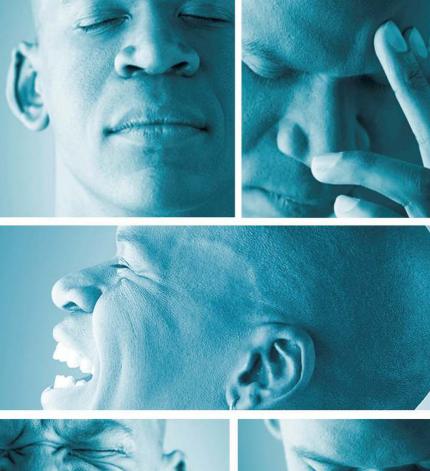
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### **MENTAL WELL-BEING**

.1 THREE IMPORTANT PARTS to your psychology are your thoughts, emotions and desires. Healthy psychology is when your thoughts, emotions and desires are regulated, while unhealthy psychology is when they become overly escalated and stay escalated for periods of time that are much longer than the situation would suggest.
.2 BEHAVIORS are words and actions.
.3 HOW BEHAVIOR IS CREATED (our internal responses):  » Behaviours create results in our lives.  » Perceptions create our behaviors (words and actions)  » Our thoughts and emotions create our perceptions.  » Our childhood experiences create our core belief systems resulting in healthy or unhealthy thoughts and emotions.





.4 AN ESCALATED STATE is when thoughts and emotions move into a heightened state of activity, thereby producing unwanted behaviors and stress.
.5 THE ADVERSE CHILDHOOD EXPERIENCES (ACE) study conducted by the Center for Disease Control demonstrates that people, who have gone through more than one adverse childhood experience (ACE) which hasn't been resolved, can experience negative impacts on their psychological, relationship and physical health. An ACE can involve physical abuse, sexual abuse, emotional abuse, verbal abuse and neglect. People can remove the impact ACEs have on their behaviors, though this usually requires support.







an unco destructi drugs, p	<b>F-MEDICATING</b> is an attempt to self-regulation for table emotional state in ways that are ive. Self-medication can include alcohol, streed prescription drugs, excessive shopping, TV by sexual activity, binge eating, etc.
	IS POSSIBLE FOR A PERSON TO CHANGE any of the following conditions are present:
» You	u have a strong motivation to learn.
» You	u practice new behaviors consistently.
ab	u're open to receiving constant feedback out your current behavior and have your ogress reported back to you.
aco clo	u're willing to receive empathetic and gentle countability from a mentor, therpaist and ise friend you respect and who does not fear ring you feedback.



# .11 CHEMISTRY OF THE BRAIN THAT CAN

All of our feelings and behaviors are created by cells in our brain that are communicating with each other as well as with other cells (e.g. muscles) throughout our body. These cells, known as neurons, communicate directly by releasing chemical messengers called neurotransmitters or indirectly by causing the release of other chemical messengers called hormones.

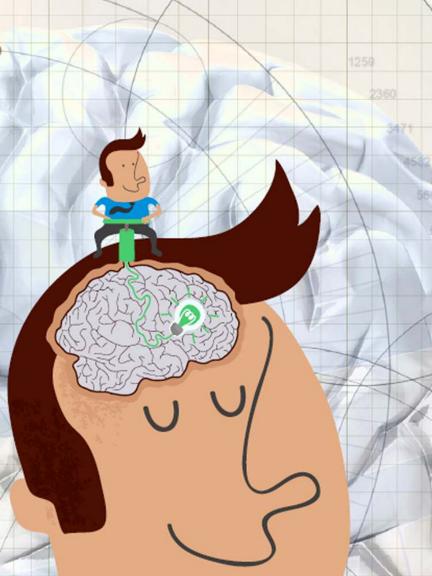
These messengers, when released, may attach themselves to specialized receptors on other cells. The activity of the "receiving" cells may be altered, thereby bringing about changes in our feelings and behaviors. When we ingest substances (e.g. drugs like alcohol and caffeine) or when we do activities (e.g. exercise or laugh) the amount of some of these chemical messengers that are released by the "sending" cell may increase or decrease. The outcome of this will bring about changes in how we feel or how we behave. There are many of these chemical messengers. The following is a short list of ones that behavioral scientists are currently excited about:

» Serotonin (also known as 5-HT or 5-hydroxy-tryptamine) is associated with numerous behaviors and psychological states such as pain, learning & memory, mood, sleep, perception, appetite, anxiety, depression and aggression. There is evidence that activities like exercise, laughing and increased exposure to certain wavelengths of sunlight can alter the amount of serotonin. The popular myth that eating turkey or taking certain health supple-ments will change levels of serotonin is just that, a myth.



- » Dopamine is found in memory systems, motor systems (Parkinson's Disease results from damage to dopamine producing cells), various cognitive functions (too much dopamine activity is associated with Schizoprenia) and the so-called pleasure centers. Increase in dopamine in these latter areas produces a rewarding effect for whatever behavior is currently occurring.
- » Norepinephrine (also referred to as noradrenaline) is associated with depression, sleep, learning & memory and perception.
- » GABA (gamma aminobutyric acid) helps keep the brain from becoming overly excited. It is associated with anxiety.
- » Oxytocin is associated with maternal behavior, bonding, romantic attachment and sexual arousal. It appears to play a critical role in the bond that forms between mother and infant as well as romantic love.
- » Vasopressin plays a role in the stress response (particularly in mothers), sexual behavior, bonding and social behaviors.

Like serotonin, there is a lot of misinformation about how to change the levels of these different chemicals. For most people, a healthy diet, exercise, engaging in positive, constructive activities and relationships are the best avenue for insuring mental-emotional health. For those who have more difficult issues that need to be addressed, it is best to talk to an Alive mentor, psychologist or a physician before visiting a nutritional supplement store.





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.12 HOW TO MASTER A NEW SKILL. Any time you are acquiring a new skill, remember the best path for doing something new or different looks like this:

- » Find someone who is good at it.
- » Watch that person do it.
- » Get that person to talk about how they do it.
- » Practice doing it yourself with his or her guidance.
- » Ask the person to give you feedback.
- » Practice doing it on your own.
- » Seek feedback until you've mastered it.

### .13 KNOW YOUR STRESSORS

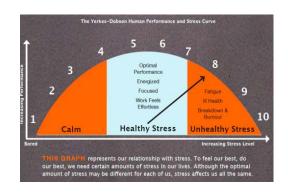
The ability to discern when you are feeling escalation (stress) coming on and you are able to stop what you are doing to administer self-care in one of the following initiatives to regulate yourself:

- » Crying,
- » Journaling,
- » Abraham-Hicks deep breathing exercises,
- » Gratitude breathing,

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- » Checking in with a friend/mentor you trust,
- » Cardiovascular exercises.

Note: The ability to bring yourself to a regulated state is synonymous with resilience.





.14 EMOTIONAL INTELLIGENCE (EQ), or maturity, is the ability to identify, use, understand, and manage emotions in positive ways to relieve stress, communicate effectively, empathize with others, overcome challenges and diffuse conflict. Emotional intelligence impacts many different aspects of your daily life, such as the way you behave and the way you interact with others. If you have high emotional intelligence, you are able to recognize your own emotional state and the emotional state of others. You are able to engage with people in a way that draws them to you. Aside from being able to relate better to other people and form healthier relationships, your understanding of emotions helps you to achieve greater success at work and lead a more fulfilling life.

Emotional intelligence consists of four attributes:

- » Self-awareness You recognize your own emotions and how they affect your thoughts and behavior. You know your strengths and weaknesses, and have selfconfidence
- » Self-management You're able to control impulsive feelings and behaviors, manage your emotions in healthy ways, take initiative, follow through on commitments and adapt to changing circumstances.
- » Social awareness You can understand the emotions, needs and concerns of other people, pick up on emotional cues, feel comfortable socially and recognize the power dynamics in a group or organization.
- » Relationship management You know how to develop and maintain good relationships, communicate clearly, inspire and influence others, work well in a team and manage conflict.

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Note: (Read the emotional intelligence e-book and take your emotional intelligence assessment at www.talentsmart.com/test).
.15 AWARENESS OF LEGITIMATE NEEDS is achieved by checking in with yourself constantly throughout the day to discern if you have unmet needs and work to fulfill them.
.16 ANGER is a necessary emotion, without which
it would be difficult to cope through the difficult parts of life. It's like the red light on your car's dashboard that tells you when something is wrong. Anger occurs when your path has been blocked or you have been violated. Anger needs to be expressed and cannot be held in. When it is held in, it ends up leaking out in unhealthy ways that are destructive to relationships and pushes

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people away.



When held in or not expressed in a healthy way, it mostly erupts in a negative way (judgmental-berating), creating a fracture in our relationships.

### .17 THE PRACTICE OF SELF-CARE is defined by

being in touch with your core needs and providing yourself with the resources (time and money) and the discipline needed to care for them. Taking care of your needs fosters good mental and emotional health. Here are three examples of people who did not practice self-care, but learned how to incorporate a healthy regimen of self-care consistently into their lives. One of them was able to accomplish these new practices on his own while the other two reached out for support from an Alive mentar.

» JOHN SINGLE, 30-YEAR-OLD PROFESSIONAL: John works out four times a week for 40 minute. He maintains a healthy work-life balance by limiting himself to 55 hours of work each week and plays his flute in a church orchestra to give his brain a break from the intellectual load he has at work. Being single, he often feels alone, so he visits his sister once a week for supper and goes out a few nights a week with two buddies to hockey games. A key factor playing here is his ability to learn to be more vulnerable. This has created deeper connections with his friends and family.

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An important ingredient to her success was asking her husband for more support in domestic duties, to which he agreed.

» GEORGE, PRESIDENT OF HIS 50 EMPLOYEE BUSINESS: George revealed that he works out at the gym, four days a week. This helps him to successfully shift from his work mindset of being a boss to his home role [partner to his wife]. It also helps him slow down his mental pace to match the pace that his family operates at. Eating less processed foods and more whole foods is important to him and his wife to maintain their best weight. George and his wife recently restored a relationship fracture and since then have a new practice of going away together 3 weekends of the year. Additionally, George has at least three powernaps at work each week when he feels tired, stressed or rundown.









- 18 **REJUVENATION:** Rejuvenation practices allow you to increase your energy levels when they start to decrease and are one of the top self-care practices. Imagine that you start each day with 100 units of energy and you're driving home from work, having already spent 80 units of this energy. You know you need at least 40 units in order to carry out your evening activities. So, when you get home, you set a personal boundary with everyone by saying: "I really need to take 35 minutes for myself to go for a 20 minute walk and lie down for 15 minutes, then I will be available." These particular rejuvenation practices can increase your energy level from 20 to 40 units. Other rejuvenation activities can include:
- « Proper sleep
- « Power naps
- Lying down and resting with your eyes closed
- Regulating your thoughts
- « Regulating your emotions
- Slowing your thought traffic down to 50-150 words a minute

- Getting together with a friend who you can engage with
- « Listening to music
- « Seeing a movie
- « Having a hot bath
- « Doing nothing



### .19 GIVE YOURSELF PERMISSION TO CRY

Crying is Nature's way of producing psychological detoxification and it one of the most powerful regulating exercises. This is why after a good cry, a sense of relief is a commonly experienced. There is enough toxicity in one teardrop to kill a small rodent. Many people were taught to not cry or were scolded when they did. They need to give themselves permission to practice this powerful mental health initiative.

.20 HOW WE PROGRESS

High marks/progress

Note: This trajectory chart is based on an average growth rate of 500 people who have completed the Alive program over 5 years.

Low marks/setbacks

### **RELATIONSHIP HEALTH**



### .21 RELATIONSHIPS OPERATE IN ONE OF 3 LEVELS:

- » Dependence can be defined as relying on others to provide what we are not providing for ourselves. Obviously, as newborn babies, we are extremely dependent and this is normal. We have no ability to provide safety, survival needs and emotional sustenance for ourselves. In our dependent stages of life we are totally vulnerable and all of our trust is placed on the actions and resources of others. On our own, we are powerless.
- » Independence refers to being self-reliant, self-empowered and capable of providing our own needs, emotionally, mentally, physically and spiritually. As we grow older, we begin making progress towards independence. In our independent stage of life, we build purpose, direction and trust in ourselves. Our energy is self-contained and we know that we can rely upon and provide for ourselves.
- » Interdependence means being a whole and balanced person who is able to share with and join in the healthy resources of life with others. This facilitates an even greater expansion in life than the independent stage, as we now have unlimited access to even more love, success and joy than we could have provided for ourselves. Interdependency, therefore is the healthiest state.

This is the ultimate goal – to create powerful, healthy interdependence.

The journey from dependency to independence to interdependency is a very important journey and each stage is necessary. The end goal cannot be achieved without the building processes of the stages preceding it.

In other words, we must leave behind our dependent behavior in order to step into independence and we must then have a solid sense of independence to be able to function effectively in interdependence. Having said this, it isn't necessary to be solely independent before working on interdependence.

.22 <b>UNFORGIVENESS:</b> towards people who have hurt you is difficult and is a very normal emotion to experience, particularly if you have suffered from Adverse Childhood Experiences.
.23 <b>WITHDRAWING LOVE UNITS:</b> Hurtful behaviors result in withdrawals from a person's love bank. When a deficit occurs, the Trust Quotient is reduced and the relationship becomes highly susceptible to experiencing a fracture.







# .26 GUIDELINES THAT WILL SUPPORT HEALTHY

- Microscopic honesty: Produces vulnerability & authenticity.
- « Empathy and Judgment: You're in one of these modes 100% of the time.
- « Acts of Kindness & Generosity: Love is like a bank account, so always make sure you are depositing love units and never overdrawing.
- Give and receive compliments: Don't deflect, but accept with the same honesty that you give.
- « Stay in your heart: Engage by showing and expressing your emotions and having empathy.
- « Don't block your tear ducts.
- « Have clear boundaries with others and learn how to respect others' boundaries.
- « Respect confidentiality.
- « You will get hurt: Commit to not letting the sun go down on your offences without taking responsibility for your actions by confessing your fault and forgiving. Commit to the practice of Check-in and Check-in and Clearing.
- « Avoid competitiveness.



.27 <b>THE TRUST QUOTIENT (TQ)</b> refers to the amount of trust between two or more people. Healthy relationships require high levels of TQ.
.28 EMPATHY INSTEAD OF JUDGEMENT: In relationships, you are either empathic or judgmental. Judgment pushes people away and empathy draws them closer.
.29 <b>DEPOSITING LOVE UNITS:</b> Kind and generous behaviors result in love units being deposited in a person's "love bank."







.33 **BOUNDARIES:** Examples of setting personal boundaries (self-care and not over-committing):

"I appreciate the invitation, but I have to pass."

"I really would like to help, but I'm already overcommitted."

"I have to get this nagging to-do list done. However, my rejuvenation and avoiding stress is more important, so it's going to have to wait until I feel better or have more energy."

Asking for what you want: Instead of dropping subtle hints or manipulating the situation to get what you want, learn the skill of asking for what you want (as long as it is fair, realistic and not manipulative or controlling).

Examples of setting relationship boundaries:

"It's important for me to be on time, so can we leave at the time agreed."

"Aggressive talk makes me feel uncomfortable. I would appreciate it if you could you talk less aggressively."

Enforcing a boundary:

"I have asked you twice if we can leave on time and you were not able to. So, I have decided to take my own car. I do want to thank you for picking me up all these times and I look forward to seeing you tonight."

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"I have asked you to be less aggressive and angry in your tone towards me and I feel you are still doing it, so I want to end the conversation and put a bookmark in it. We can try talking again at another time."

"I can see that you're not able to do what I've asked of

you. This is important to me. I'd like to ask for a third party to help us work this out."
.34 MATURITY IN RELATIONSHIPS: If maturity is less than a 60 out of 100 it will be difficult for a relationship between two people to survive. To determine your MQ (maturity quotient), complete the emotional intelligence assessment located at www.talentsmart.com/test.



.35 THE LAWS OF ATTRACTION mean that you attract what you are. If your maturity is a 40 out of 100 and you're at a party talking to a person who is a 20, you are most likely not going to be attracted to them. If you meet a person whose maturity is a 70, they may not be attracted to you. You will probably end up connecting with people who are closer to your maturity level.
.36 THE MATURING PROCESS is incremental and occurs in sequential levels:  Stage #1: You're unconscious of your incompetency.  Stage #2: You move to becoming conscious of your incompetency.  Stage #3: You begin increasing your maturity
(emotional intelligence) when you become conscious and competent.
Note: You can't change anything that you are not aware of.





	.37 INCREASING MATURITY will be one of the
шш	.57 INCREASING MATORITY will be one of the
	most significant improvements to your relationships
	skills and many other areas of your life. Maturity, in
	essence, is emotional intelligence and includes these

four behaviors:

- Self-awareness: the awareness and health of your thoughts and emotions.
- Self-management: the ability to control your behavior (actions and words).
- Social-awareness: the ability to discern how people are feeling and have empathy towards them.
- Relationship management: the ability to manage relationships successfully.

.38 FOUR STEPS TO FORGIVENESS AND REPAIRING A RELATIONSHIP FRACTURE: When these four steps are followed, full reconciliation is possible.

- #1 Confession..."I did it."
- #2 Contrition... "I am sorry I did it."
- #3 Conversion... "I will work my hardest to not do it again."



#4 Atonement
"I will do this because I did that."
"I promise to do my best to be on time so we are not late next time." $% \label{eq:continuous}$
"I want to learn how to not get angry at you and will commit to counselling support."
"I want to start making you a priority and will commit every Thursday night to focusing on time together."
.39 ONE RELATIONSHIP GUARANTEE: I will hurt you and you will hurt me, so let's commit to being prepared to repair the fracture when it happens by using the Check-ins and Clearings





.40 TIME-OUT: Time-out is called when you or the other person are having thoughts and emotions that become escalated or when one of you is too tired to continue. Determine a time to continue the conversation. It is important that time-outs are not called as a form of avoidance or manipulation. To call a time-out, simply say the following, "I want to take a time-out and resume this conversation at another time. Is there a time we can agree on to continue?"

- $.41\,$  CHECK-IN'S AND CLEARINGS (healthy expression of anger): a communication procedure used to repair a fracture when someone has hurt you. The Check-in and Clearing model entails a five-step process:
- » Step #1: Inform the person: "I need to do a Check-in and Clearing with you. Is this a good time? If not, when would a good time be?"
- » Step #2: Inform the person what you need: "I would like to share something that has been weighing heavy on me and would like to not be interrupted." Confirm their commitment to not interrupt you. Check-ins and Clearings are not a dialogue but, instead, a one-way conversation for a person to vent, be heard and have their feelings validated.

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- Step #3: Using a tone and body language that is soft and gentle, free of frustration and negative anger, clearly state what occurred in less than one minute, ending with "this hurt me". Make sure you do not attack the other person's character but focus instead on how their behavior affected you. Remember, more of your message is communicated through voice modulation, body language and facial
- » Step #4: Tell them how you don't want them to do this again because it hurts you. Tell them how you want to be treated.

expression than words.

» Step #5: Thank the person for listening to you. Tell them that the reason you initiated this Check-in and Clearing was because you care about the relationship and you don't want negative feelings that can cause a fracture to begin building.

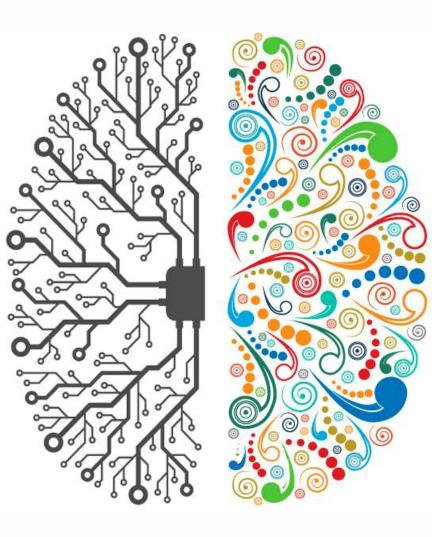
Note: It may be required to have a third party mentor you and

facilitate the Check in and Clearing for you to successfully
complete it the first time. Most relationship break-ups are
caused by many small unresolved hurts that are built up ove
time and it may be hard to keep them from bubbling over at the
same time without some assistance.





.42 REPLACE EXPECTATION WITH HOPE AND WISHES: Hope and wishing evokes and empowers another person to engage in new positive behavior. Expectations, however, have an intimidating effect and are often perceived by the other person as controlling and judgmental. Expectation is defined as premeditated resentment.
.43 AVOID COMPETITIVENESS. Examples of competitive behavior are:
» Keeping track of who did more work or works harder.      » Arguing over who is better at something and trying to outdo the other.      » Comparing socioeconomic status.



.44 CONFIDENTIALITY means keeping things confidential to maintain a high Trust Quotient (TQ).
.45 MARRIAGE HOLIDAYS: This is when a couple together with an Alive Mentor, determine that taking a break in the relationship is necessary so each person will have the opportunity to develop a new skill that can be successfully practiced when they reunite. During the marriage holiday, the marriage covenants are honored and each person is engaged in a mentoring program with a mentor, individually and together.



# MY GOALS: & behaviors required to achieve them:

1. GOAL		
1 <sup>st</sup> behaviour		
2 <sup>nd</sup> behaviour		
3 <sup>rd</sup> behaviour		
2. GOAL		
1 <sup>st</sup> behaviour		
2 <sup>nd</sup> behaviour		
3 <sup>rd</sup> behaviour		
3. GOAL		
1 <sup>st</sup> behaviour		
2 <sup>nd</sup> behaviour		
3 <sup>rd</sup> hehaviour		

### WHAT IS A SUPPORT CIRCLE:

A Support Circle is a community of people you choose with your Alive Mentor, who agree to support you towards achieving your goals through the use of these tools.

## **Support Circle Participants:**

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George Bernard Shaw said, "We don't stop playing because we grow old, we grow old because we stop playing".

This health guide takes a serious look at play and laughter and the importance of including these as important parts of our lives. The benefits of incorporating play and laughter into our lives are well documented. Play and laughter are important at all ages of life, contributing to good emotional, mental, and physical health and well-being.

Play at leisure and at work has been known to improve relationships, team work, creativity, productivity, focus, and stress

management. Laughter yields benefits of increased immune system function, decreased stress hormone production, emotional regulation and enhanced learning. This guide provides you with insight into how much you play and laugh, why you may not play and laugh enough, and how to bring play and laughter back into your life in healthy ways. Are you ready to become a FunMaker?



Most of us have never spent time creating awareness of our psychological functions. Nor have we spent the time learning the skills needed to optimize our mental health. This leaves many of us at increased risk for developing mental health issues. New discoveries about your brain's neuroplasticity, along with the development of web-based distance education, are bringing new hope by teaching people how to enhance their mental health or overcome a mental illness. Your Psychology is a short manual that will help readers to learn skills

developed out of the advanced behavioral sciences and apply them to their lives.





Fatigue makes us more susceptible to psychological pain. In a Netherlands workplace study on people who suffer from fatigue, 43% reported experiencing fatigue only, whereas 57% experienced fatigue along with psychological distress. This Health Masters guide will teach participants how unhealthy thoughts, emotions, and desires deplete their energy levels. It will show participants, not only how to avoid these unhealthy behaviors, but also how to replace them with healthier thoughts, emotions, and desires. Written in a practical and

relatable style, participants of this Health Masters session will begin implementing new behavioral health principles that can have an immediate effect upon conserving mental and physical energy.



n a survey, 1000 people were asked what their experience of becoming angry was. Over 86% of those who responded described their experience as being negative. For them, anger resulted in negative outcomes and emotional pain. Although many people experience this emotion as being negative, our anger can actually be very helpful. The critical difference between whether anger is experienced as negative or helpful is determined by whether we express our angry emotions constructively or destructively. In this seven week

workshop, participants will learn how to express their anger in constructive ways with others.





From birth, most people begin forming connections with their mother, father, siblings, and, eventually, friends. Our need for healthy friendships is so strong that behavioral experts are discovering a direct correlation between our lack of true friends and our susceptibility to mental illness. This lack can impact our ability to cope with life's challenges as well.

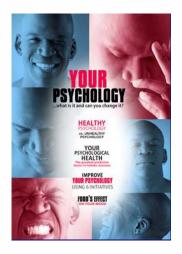
The irony is that we live in a knowledgebased society that provides us the resources to develop the skills needed to perform all sorts of complex tasks. But,

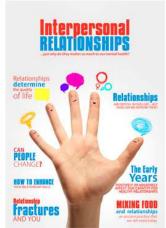
when it comes to those relationships which are essential to our psychological health, we are often left to muddle through them on our own.

People need people. In this Health Masters session, we train participants on how to become skilled in the 17 attributes of being a good friend and holding onto their relationships. Participants may also develop lasting relationships as they practice their skills with others in the group.



We can do this the easy way – or the hard way. We live in a fast-paced, everchanging world. Information is coming at us at a high speed with value placed on immediacy. Change affects everyone and is inevitable. In a shrinking global village, with a rapid influx of information, we are literally inundated with daily change, both close to home and around the world. For most of us, change causes stress. However, we can learn how to effectively manage change and increase our resiliency to it.





Additional resources are available at www.theresilientmind.life



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