

T A K E
CHARGE
OF YOUR
L I F E

How to get what you need

Participant Manual



WILLIAM GLASSER
INTERNATIONAL

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Welcome to a new chapter in your understanding of human nature. Our goal is to provide you with some information that you can think about and decide if you think it will enable you to

TAKE CHARGE OF YOUR LIFE



What if:

- you could understand why you do the things you do?
- you could make better choices to get along with those people who are important in your life?
- you could take charge of your life?

Who Controls You? Why do you allow some people to control you and yet you won't allow others to do so? Does anyone control you, really? If you believe that the world around you controls you, it could be said that you are externally controlled. But in reality, is that really true? Do you choose who you allow to control you? Or, are you actually controlled by the beliefs and principles by which you live? Where do those principles and beliefs come from? Do they come from your parents, from your friends, from the society in which you live?

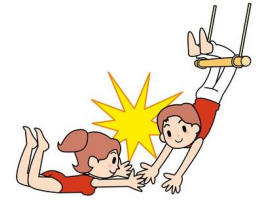
William Glasser, M.D. taught that all human beings are born with at least five genetic needs, the need to stay alive, **Survival**; the need for affection and caring, **Love and Belonging**; the need to be able to make choices, **Freedom**; the need to have value, **Power**; and the need to enjoy life, **Fun**. How we perceive or understand these needs, and how we act to satisfy them each day, are the internal motivation for all of our behavior. Dr. Glasser teaches that all our behavior is purposeful in an attempt to satisfy these needs, and that we are doing the best we can at any moment of time due to the information and beliefs that we have.

Choice Theory Psychology, described by Dr. Glasser is the information upon which this program is based. With the concepts and beliefs of Choice Theory, every human being can manage their lives more effectively and learn to self-evaluate each choice of behavior so that we can be productive and pursue happiness throughout our lives. In this program, the concepts of Choice Theory[®] will be presented for you to decide whether you think this theory of behavior is accurate for you.

You will be able to use these concepts to become aware of your behavior, be able to assess the reasons you are making the choices you are making, self-evaluate how effective your choices are, and learn to plan for actions that will create the life you want to live.

Material for this manual have been updated by members of the William Glasser International Board Program Team, Bette Blance and Nancy Herrick.

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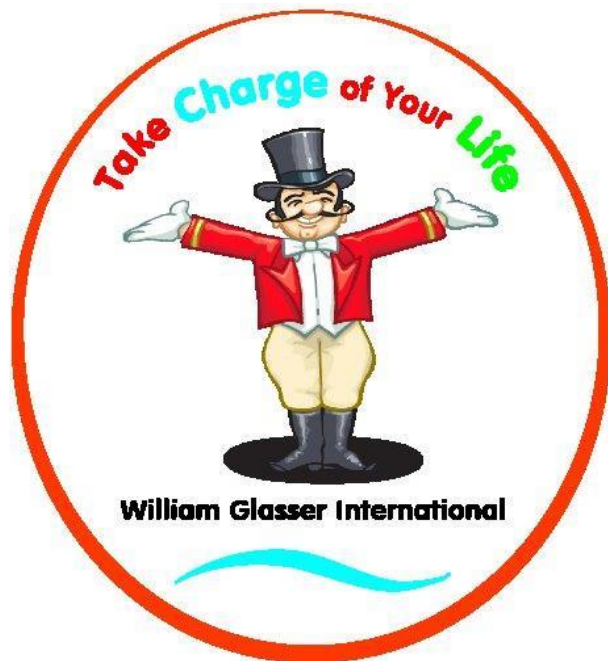
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Session I

Shift Your Mental Model





Why Learn Choice Theory[®]?

- To gain control over feelings such as anger, guilt, or depression and choose more positive thinking behavior.
- To learn specific techniques for resolving conflict—inside oneself or with others. One will recognize that we can only control oneself.
- To become more self-accepting and less critical of others.
- To gain flexibility and recognize more choices and opportunities.
- To gain personal insight into important values for which you have been yearning.
- To learn to identify, “How do I want this situation to unfold?”
- To learn to deal more effectively with complaints.
- To increase happiness and get along better with the people in your life.

This sounds too good to be true.



*This sounds too good to be true. However it is true! **Choice Theory[®]** helps you to become aware of the internal motivation for your behavior. You can dramatically change your perspective and gain more effective control over your behavior. This allows for rapid changes in many areas of your life.*

Question before training

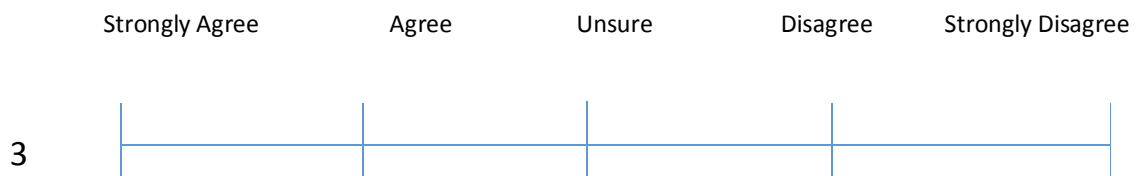
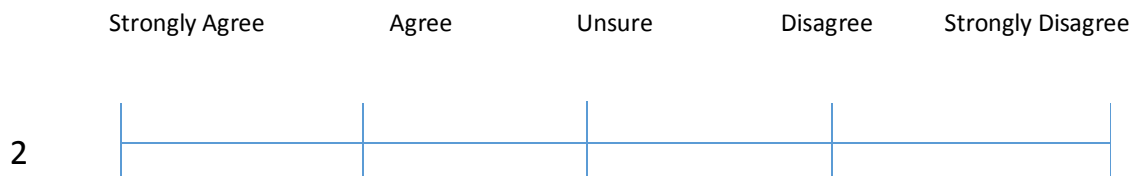
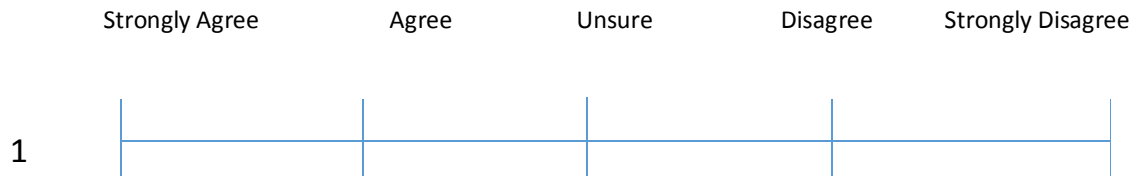
Circle your response

How much are you in control of your life?

0% 20% 40% 60% 80% 100%

Discuss each belief below with a partner.

1. My behavior is caused by something that occurs outside of myself. For example; I answer the phone because it rings.
2. I can make you do what I want you to do or we can control each other by what we say or do.
3. I know what's right for you and if you don't do it, I should and must control you because it is the right thing to do.



Adapted from Carleen Glasser



WHAT CAN I CONTROL?

Identify the things you can control, those you can influence and those over which you have little or no control.

Mark each item with a **C = I control**

I = Influence

N = I have no control

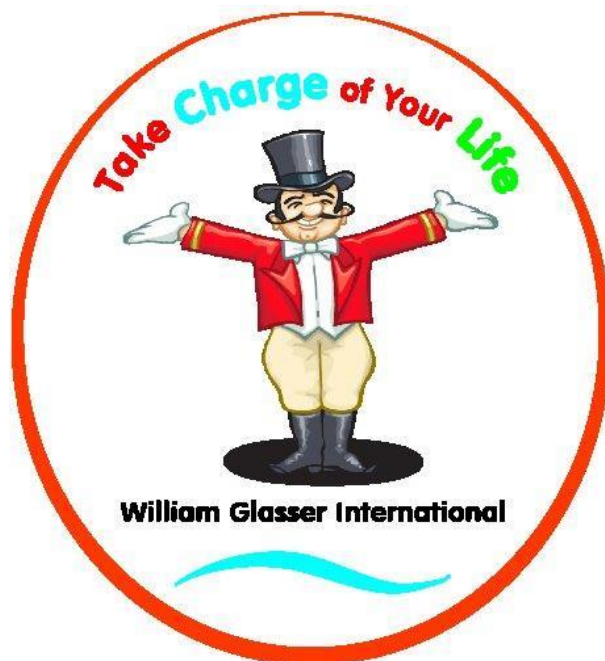
My being on time	What others think of me
Law enforcement	What I eat
Attitudes I have	Options I consider
Alternatives I give others	Students attitudes
Whether I comply	Being happy
Changing the past	If I cheat
Others giving me a job	Student cliques
Following the rules	Funding for positions
Decisions by others	Expanding my skills
Being judgemental	Promotion
Looking for a job	My attitude
Making amends	Selection of leader
With whom I associate	What I learn
Cooperating	My environment
Being absent minded	If I speak clearly
Criticising others	Local government
Being angry	Whether I take risks
Criticising others	When I sweat



At this point we can revisit Page 6. Do you have new information to change your mind about any of these?

Session II

Discover Your Basic Needs, Wants and Beliefs



CHOICE THEORY® BASIC NEEDS

Love and Belonging

- Friendship
- Cooperation
- Involvement
- Caring
- Relationships
- Connecting
- Trust



Power

- Respect
- Importance
- Recognition
- Achievement
- Courage
- Competence
- Impact
- Being heard

Survival

- Safety
- Security
- Food/Water/Air
- Conservation
- Shelter
- Health
- Preparation

Freedom

- Choices
- Creativity
- Independence
- Autonomy
- Flexibility
- Movement
- Options

Fun

- Enjoyment
- Relaxation
- Recreation
- Learning
- Laughter
- Celebration
- Exploration

For some people, family and friends satisfy all their needs. What is something you find needs satisfying?



LOVE AND BELONGING

FUN

FREEDOM



SURVIVAL



POWER



QUALITY WORLD

The way we want our life to be is a reflection of our Quality World pictures. These Quality World pictures are chosen because of our genetic drives to satisfy our needs.

Quality World Pictures:

- Are composed of people, places, possessions, principles, values and systems of belief
- Are the core of our life
- Have different levels of importance
- Play a major role in our decisions
- Can conflict with each other
- Satisfy one or more of our needs at one time
- Can be added, taken out or replaced
- Are unique to each of us
- Can be changed but not easily

How you picture yourself in your Quality World is crucial to your self-esteem and happiness.

“The power of the pictures is TOTAL.” (William Glasser)

Today we explored
the concept of...

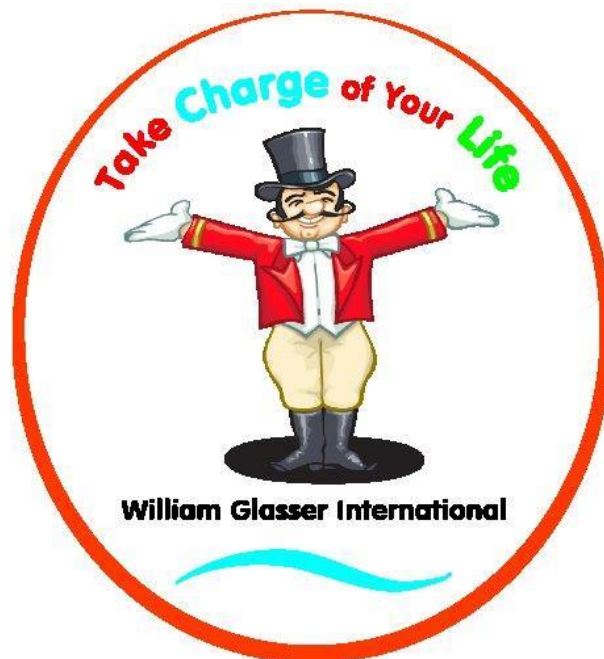
The thing I puzzle
the most about
is...

It was enlightening
for me to learn

With this
understanding I
will start...

Session III

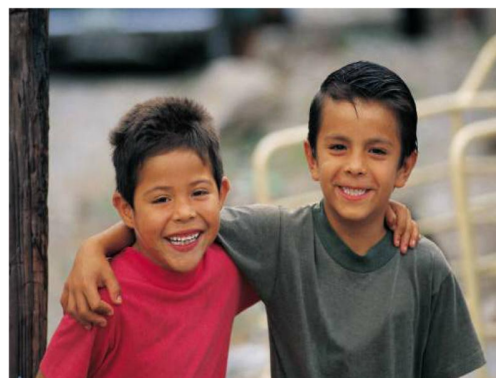
Create Positive Relationship Habits





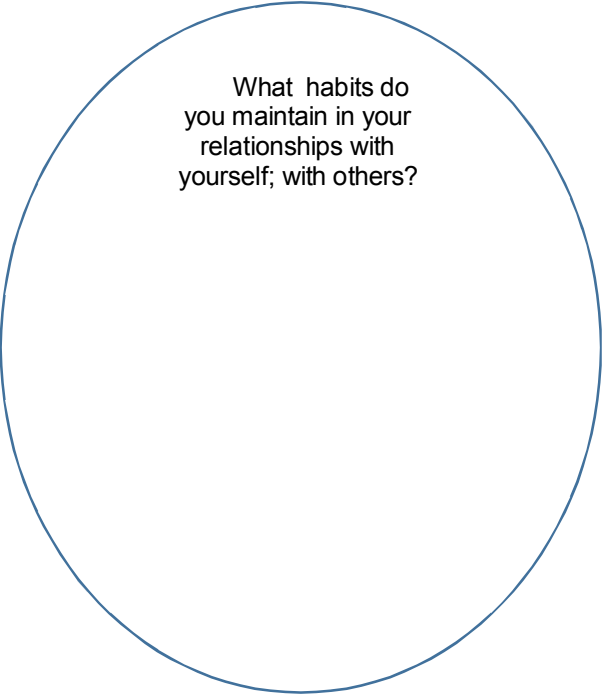
Our Relationship Habits

Seven Disconnecting Habits (External control)	Seven Connecting Habits (Internal control)
Criticizing	Supporting
Blaming	Encouraging
Complaining	Listening
Nagging	Accepting
Threatening	Trusting
Punishing	Respecting
Bribing or rewarding to control	Negotiating differences

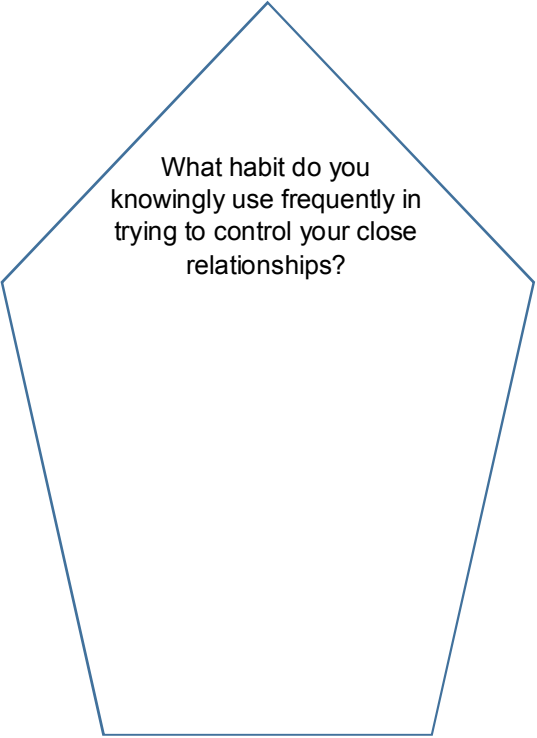


Is what I'm doing bringing us closer together or driving us farther apart?


Reflecting on the information for today



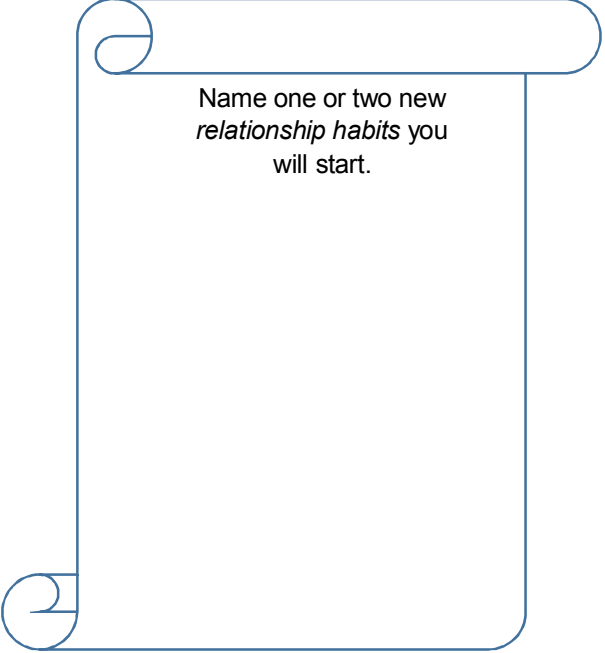
What habits do you maintain in your relationships with yourself; with others?



What habit do you knowingly use frequently in trying to control your close relationships?



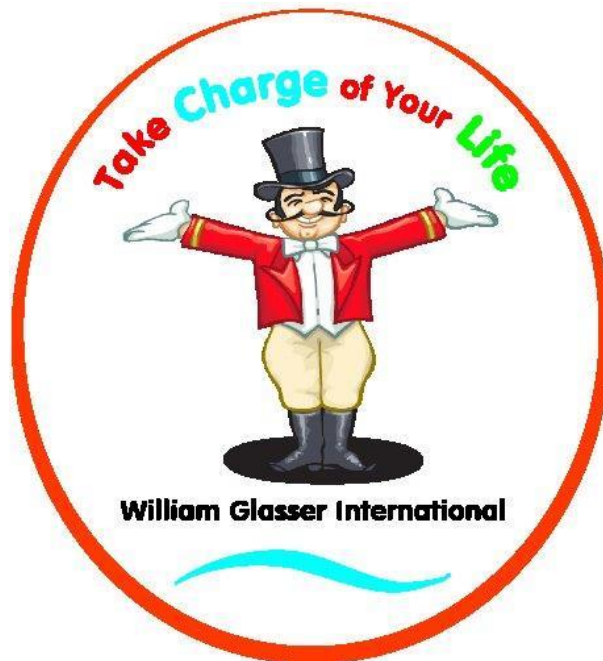
How is what you are doing currently working to gain the relationships you desire?



Name one or two new *relationship habits* you will start.

Session IV

Learn the Power of Perception





How we see the world

Information from the world outside of us is just information. In order to be able to use the information, we must bring it into our system through our senses, make sense of it, and categorize it. Then we can decide of what value it is to us.



Positive



Neutral



Negative

This decision is a process of comparing the information to what we want. If the new information matches what we want, we perceive it as positive. If it doesn't match, we give it a neutral or a negative value.


FRUSTRATION SIGNAL



**THE PAINFUL PERCEPTION WE ARE
NOW PERCEIVING**

THE PICTURE WE NOW WANT

When the new information does not match the picture of what we want, the scale tips creating a frustration signal. This process is like putting the information we are experiencing on one side of the scale called the **Comparing Place**.

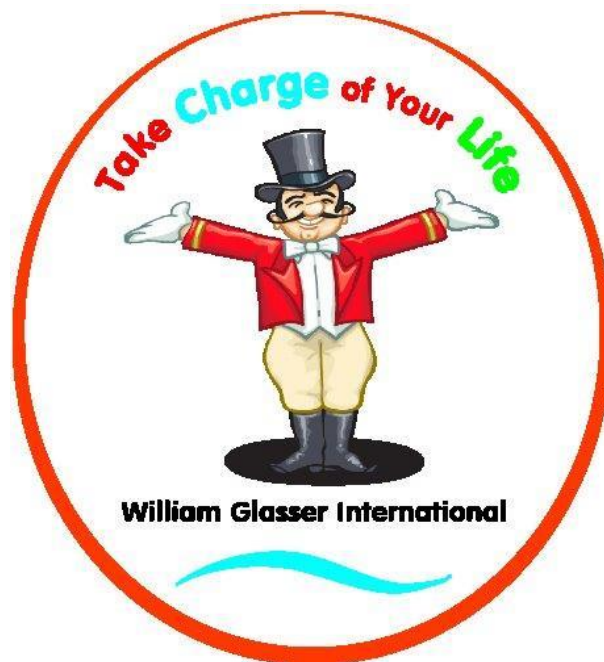
How we perceive the information is unique to each of us. It is helpful to remember that the information we are perceiving is not necessarily the same way others perceive it.

GEOMETRIC CLOSE

<p>What has squared with something you already knew?</p>	
<p>What has completed a circle of knowledge for you?</p>	
<p>What do you now see from a different angle?</p>	
<p>Is there anything that has given you new heart?</p>	
<p>What new direction will you now take?</p>	

Session V

Understand the Components of Behavior



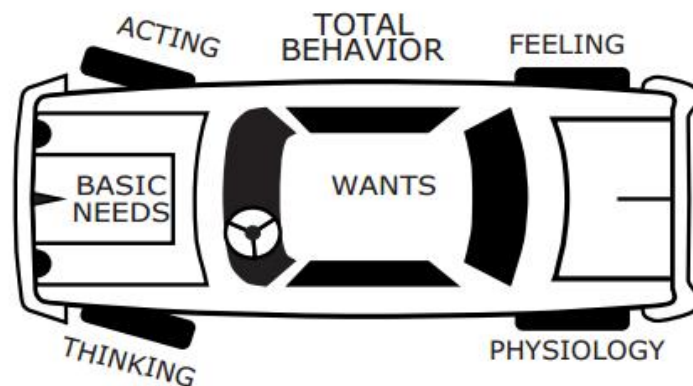


TOTAL BEHAVIOR

All behavior is total and almost all behavior is chosen. It is called total because it is made up of four components: Acting, Thinking, Feeling and Physiology.

One way to visualize total behavior is to think of behavior as a car. A car has four wheels, and the back wheels always follow the front wheels. The only wheels over which we have direct control are the front wheels, acting and thinking. We don't choose our feelings and physiology. We can only change them by adjusting our actions and our thinking.

For example if we choose to stay out in the cold we shiver (our physiology) and we cannot choose to stop shivering. We can only choose to go inside where it is warm. If we choose to sit home and sulk when we are lonely, we will depress (feelings). That is the natural way we feel when we choose an action like sitting at home and thinking about how lonely we are.



The three reasons we choose any misery is to:

1. To restrain anger
2. To ask for help without begging
3. To avoid something we don't want to do or are afraid of doing

From Choice Theory. A New Psychology for Personal Freedom.

It is almost impossible for anyone, even the most ineffective among us, to continue to choose misery after becoming aware that it is a choice (William Glasser)

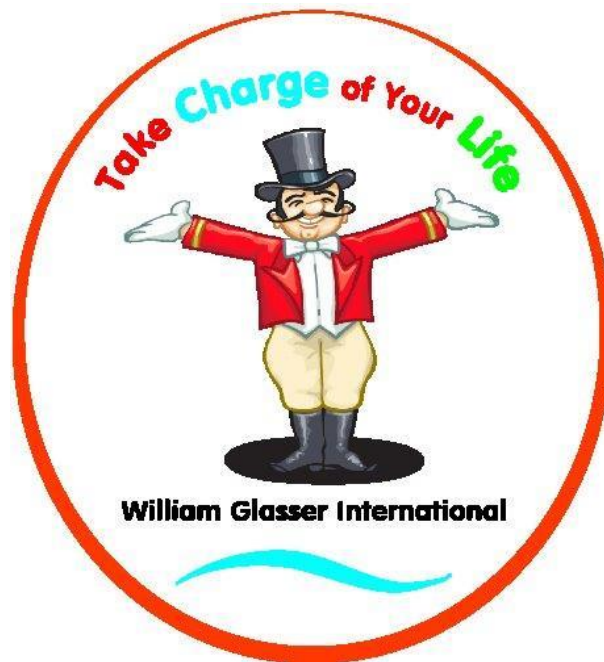
What, So What, Now What?

What are the key elements covered in this session?

So What does this mean for me personally?

Now What do I want to do to take charge of my life?

Session V Take Charge of Your Life





TAKE CHARGE OF YOUR LIFE

We have covered much new information that can help you make decisions about your life choices. Now you are almost able to TAKE CHARGE OF YOUR LIFE...which just means that you can now make informed choices that can take you in new and exciting directions and that will result in more HAPPINESS.

Adapted from the logical process as described by Dr. Glasser, these questions can change the course of your life.

- Review your **Quality world pictures** that may be an issue in this situation
- Determine if these pictures are **realistic**. If not, you may choose to alter them.
- Clearly identify the **specific picture** you are attempting to satisfy.
- Then **evaluate** how you are thinking and acting in this attempt.
- *** Ask yourself this **question**: “Is what I am choosing to do now helping me to create my picture in the real world, or is it hurting my chances of getting what I want?”

These few really important and powerful questions can be learned and practiced. They will lead you to a lifetime of being in charge of yourself. These are the procedures that lead to change.

Procedures that will lead to change.

If you learn these procedures that lead to change, they will provide you with skills to be in charge of your life.

1. What do I want...really, really want?
2. What am I doing and what have I been doing to try and get what I want?
3. Is what I am doing and thinking helping me get what I want?
4. What options do I have that could help me get closer to what I want?
5. Now that I have chosen the “most likely to succeed” option, what is my plan to get me what I want?

You are able to refer back to these questions any time you want to Take Charge of Your Life

"You can take charge of your life only by choosing to change the pictures in your Quality World, or to change what you are doing in the real world. The choice is always yours." (William Glasser)

In the words of Dr Glasser...

"We almost always have choices, and the better the choice, the more we will be in control of our lives".

Now that you have completed the six hours of workshop, take the time to talk in small groups about these two questions.

What is the main thing you appreciate about the whole workshop?

What has been the most significant insight of the whole program?

Now complete this table as it applies to you.

How will you use this insight to take charge of your life?
Beginning a new plan tomorrow, focus on using one connecting habit. How do you think it might change your relationships?
<i>(From the Take Charge Challenge Cards. Ask your facilitator about these.)</i>

Thank you so much for your participation in this workshop. We have valued your time.

In the words of Dr Seuss

"Who Controls You? Who controls who? If we didn't have birthdays, you wouldn't be you. If you'd never been born, well, then what would you do? If you'd never been born, well then what would you be? You might be a fish! Or a toad in a tree! You might be a doorknob! Or three baked potatoes! Or worse than all that...Why, you might be a WASN'T! A Wasn't has no fun at all. No, he doesn't. A wasn't just isn't. He just isn't present. But you,... You ARE YOU! And now isn't that pleasant? You have brains in your head. You have feet in your shoes. You can steer yourself any direction you choose. You're on your own, and you know what you know. And YOU are the guy who'll decide where to go"
Dr. Seuss

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