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14

DAILY PRACTICE

WORKSHEET LIBRARY

Every Journal Page and Exercise, Ready to Print

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Alder Creek EDITIONS

Worksheet Library

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Stephen Deason

DON'T PANIC

If you are in danger, call 911.

If you are in crisis, or thinking about suicide, call or text 988.

For free help finding treatment, call 1-800-662-4357.

If you have used again, turn to page 20.

Part of

The Mile Marker Library

BOOK 9 · DAILY PRACTICE

Worksheet Library

Every Journal Page and Exercise, Ready to Print

Stephen Deason

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Worksheet Library

Every Journal Page and Exercise, Ready to Print

Part of The Mile Marker Library

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This book is for information and support. It does not replace a doctor, counselor, or lawyer.

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Recovery Books

The Mile Marker Library: standalone books and tools for people getting into recovery on their own. Each one is numbered and labeled by what it helps with. Start with any of them.

RIGHT NOW

1. *Don't Panic: The First Hours After You Stop*
What to Do When You Stop Drinking or Using

2. *Wallet Crisis Card* **Free Printable**
Numbers to Call, Ready to Print

3. *Free Help Directory*
Meetings, Helplines, and Low-Cost Care

4. *Medications for Addiction, Explained*
What They Are, How to Ask, and How to Pay

DAILY PRACTICE

5. *Tools You Can Use on Your Own*
A Guide to Self-Directed Recovery

6. *Cravings and Hard Hours Workbook*
A Companion to Tools You Can Use on Your Own

7. *One Day at a Time, Written Down*
A 90-Day Gratitude Journal, in General and Christian Editions

8. *Daily Reader, 365 Days*
For Any Recovery Path

9. *Worksheet Library* **This book**
Every Journal Page and Exercise, Ready to Print

REBUILDING

10. *Money in Early Recovery*

Budgets, Debts, Benefits, and Credit

11. *Work and Recovery*

Finding a Job, Keeping It, and What to Tell Employers

12. *Finding a Safe Place to Live*

Sober Housing and What to Check Before You Move In

13. *Court, Probation, and Recovery*

What to Ask a Lawyer and What Records to Keep

PEOPLE AROUND YOU

14. *For Families*

When Someone You Love Can't Get to Treatment

15. *Group Facilitator Guide*

Running Free Peer Support Groups with These Books

16. *Employer Guide*

Hiring and Keeping People in Recovery

Who This Book Is For and How to Use It

This book holds every worksheet from Books 1 to 8 and 10 to 16 of The Mile Marker Library in one place: the plans, logs, journal pages, and exercises. Each of those books ends with a page of people and phone numbers. This book does not repeat that page. Use **People I Can Call** and **My Local List**, in Part 1.

This book is for groups working through the books together, for counselors and peer supporters who hand out pages, and for anyone who wants a clean copy to write on.

You may copy any page as many times as you need and give the copies away at no charge: for yourself, for a group, or for the people you serve in a treatment program or a recovery residence of any kind. You may write local phone numbers and names on a page before you copy it. Do not sell the pages or change what they say. Writing your answers on a page is what the page is for.

Under each page title is a line that says which book the page came from, and which chapter, exercise, or page of that book. Leave that line on when you copy the page. If you want the explanation behind a page, go back to that book.

If you hand out pages, give each person **Safety and Getting Help** and **Before You Write** with the first ones.

If you do not have the other books, most pages still work on their own. Skip any line you do not understand, or ask a counselor, peer supporter, or house manager what it means.

Parts 1 to 8 and Part 11 are for the person in recovery. Part 9 is for family members. Part 10 is for the person running a group. Part 12 is for employers.

You do not have to use this book in order. Find the page you need in the Contents, or in **If You Need This, Go Here**.

The daily and weekly pages are printed once each. Copy them for as many days and weeks as you need.

Safety and Getting Help

If you are in danger, or someone is not breathing, will not wake up, or is having a seizure, call 911.

If opioids may be involved and you have naloxone (Narcan), give it, and call 911. Keep the person on their side and stay with them. Call 911 even if the person wakes up. Naloxone nasal spray is sold without a prescription.

Stopping alcohol or benzos (benzodiazepines, such as Xanax, Valium, or Klonopin) all at once can cause dangerous withdrawal. So can stopping some other drugs. Talk with a doctor before you stop.

If you are thinking about suicide, or you are in crisis, call or text 988.

For free help finding treatment, call the SAMHSA National Helpline at 1-800-662-4357. It is free, confidential, and open 24 hours a day.

For food, a bed tonight, or help with a bill, call 211.

Before You Write

Anyone who picks up a filled-in page can read it. That can be someone you live with, a house manager, an employer, or your officer if you are on probation or parole.

Write down only what you would be okay with someone else reading. You can leave a line blank, write only the first letter of a person's name, or tell your doctor or counselor the answer instead of writing it.

Keep your filled-in pages in a place only you use. In a shared room or a recovery residence there may be no such place, and staff may check rooms under the house rules. If that is true for you, ask the house manager where you can keep private papers, keep the pages with you, or leave the hardest lines blank.

If a page brings up more than you can handle right now, stop and put it down. You can come back to it another day, or fill it in with a counselor. The **Grounding: 5, 4, 3, 2, 1** page in Part 2 can help right then. If you are thinking about suicide or hurting yourself, call or text 988.

If you are on probation, parole, or in a court program, or you have an open case, talk to your attorney before you write anything about using, or anything you have not told your officer or the court. Ask your attorney before you throw away or delete anything connected to your case.

If you lead a group or hand out these pages, each person keeps what they write. Do not collect or copy anyone's

filled-in pages, and do not ask anyone to read one out loud. Anyone may share what they wrote, or pass. If someone chooses to show you a page, go over it with them and hand it back. If your house or program needs information, such as an emergency contact, use its own form.

If I Use Again

From the back of Books 1, 3, 4, 5, 6, 10, 11, and 12, with the safety lines from Book 8, Daily Reader, 365 Days, and the supervision line from Book 13, Court, Probation, and Recovery

If you use again, this book is still yours. Get safe first, then use this plan. Fill it in now, while you are steady.

If you went back to drinking heavily or taking benzodiazepines regularly, call a doctor before you stop again, because stopping suddenly can be dangerous. If you are shaking, sweating, or your heart is racing, call a doctor today. If you or someone with you has a seizure, is confused, has a fever, or sees or hears things that are not there, call 911.

If you went back to opioids after any time away, your body cannot handle the amount you used to take. That amount can kill you in the first days back. This includes time in jail, a hospital, detox, or treatment, and time after stopping methadone, buprenorphine, or naltrexone, or after missing a naltrexone dose or shot. Street drugs can also contain fentanyl, even pills and powders sold as something else, so a dose you think you know can be far stronger. Mixing opioids, including methadone and buprenorphine, with alcohol or benzodiazepines raises the risk of dying. Some street drugs also contain xylazine, an animal sedative that naloxone does not reverse. Give naloxone anyway, because xylazine is often mixed with

opioids, call 911, and give rescue breaths if the person is not breathing. Wounds from xylazine can get worse fast, so get any sore seen by a doctor or clinic early.

Do not use alone. Have naloxone where somebody can reach it, and show them how to use it. Tell one person where you are. If you are going to be alone anyway, ask someone to call or come by at a set time soon after you use, and leave the door unlocked. Tell that person to call 911 and come in if you do not answer. If you live in a sober house, do not lock yourself in a room to hide your using. Tell someone where you are, even if it could cost you your bed. A child is never the person who watches over you or finds you. If you are looking after children, get another adult to take over their care before you do anything else, and do not drive them anywhere.

If somebody is overdosing, unconscious, having a seizure, or cannot be woken, call 911 now. Signs of an opioid overdose: the person will not wake up when you shout their name and rub your knuckles hard on the middle of their chest, their breathing is slow, shallow, or stopped, they make choking, gurgling, or snoring sounds, their lips or fingernails change color, or their pupils are very small. If you have naloxone, give it. If the person is not breathing, give rescue breaths if you know how, or do what the 911 dispatcher tells you. If the person does not respond or breathe normally 2 to 3 minutes after a dose, give another dose with a new spray or device. Keep doing that every 2 to 3 minutes until they breathe or help

comes. Once they are breathing, lay them on their side so they do not choke, and stay with them until help comes. Naloxone can wear off, so a person who wakes up still needs medical care. Call 911 first even if you are on supervision, and call your attorney after.

If you are thinking about killing yourself or hurting yourself, or part of you did not care whether you woke up, call or text 988 now. Veterans and service members can call 988, then press 1, or text 838255. You can also chat at 988lifeline.org.

If you take methadone, buprenorphine, or naltrexone, call your clinic or prescriber today and tell them you used. Ask them what to do about your next dose.

If you are on supervision, talk to your attorney before you tell your officer. If your conditions require you to report use, you still have to report it on time and truthfully, so call soon enough to meet that deadline. If you cannot reach an attorney in time, make the report anyway. If you have no attorney, Book 13, Court, Probation, and Recovery, Chapter 20, says who to call. Staff at some sober houses report drug tests and rule breaks to officers or courts, so talk to your attorney before you tell staff at a house like that, but follow the house safety rules. If you signed a form that lets your clinic share your results with your officer or the court, talk to your attorney before you tell the clinic about the slip, and keep dosing. Keep the details of your use off paper unless your attorney asks

you to write them down, and then write them for your attorney only. Part 8 has a page for using again while on supervision: **If You Use Again While on Supervision**.

The first person I will call:

If they do not answer, I will call:

A safe place I can go:

What I will do in the next hour:

Who else needs to know (doctor, counselor, group):

What I will do tomorrow morning:

Then tell one person what happened. More in Book 5, Tools You Can Use on Your Own, Chapter 12, After a Slip. SAMHSA National Helpline: 1-800-662-4357. Free, confidential, 24 hours a day, every day, English and Spanish.

If You Need This, Go Here

- Someone will not wake up: call 911 now, and give naloxone if you have it.
- You are thinking about suicide or hurting yourself, or you are in crisis: call or text 988 now.
- You used again: **If I Use Again** (page 20), at the front of this book.
- You used again and you live in a recovery residence or sober house: **If You Use Again While Housed** (page 192), Part 7.
- You are stopping today: **My 72-Hour Plan** (page 27) and **Hour-by-Hour Log** (page 31), Part 1.
- You want treatment or medication for addiction: **What Professional Care Looks Like** (page 84) and **If You Are Told No, or Cannot Get In** (page 88), Part 3.
- A craving right now: **The Ten-Minute Delay** (page 36), Part 2.
- Awake in the night: **My 3 a.m. Plan** (page 75), Part 3.
- A page for every day: **A Morning Page and an Evening Page** (page 96), Part 4.
- Money is short this week: **What You Have and What You Owe** (page 114), Part 5.
- Something is about to be shut off: **When Something Is About to Be Shut Off** (page 127), Part 5.
- A drug test for a job: **Drug Testing** (page 154), Part 6.
- No place to sleep tonight: **Tonight, If You Have Nowhere to Go** (page 171), Part 7.

- You are looking at a recovery residence: **Questions to Ask Before You Move In** (page 175), Part 7.
- You have been told to leave where you live: **If You Are Asked to Leave** (page 193), Part 7.
- Home is not safe: **If Where You Live Now Is Not Safe** (page 195), Part 7.
- On probation, parole, or in a court program: **My Supervision Plan** (page 223), Part 8.
- You used again and you are on probation, parole, or in a court program: **If I Use Again** (page 20), then **If You Use Again While on Supervision** (page 219), Part 8.
- Your phone number or address changed and you are on supervision: **Who I Told, and When** (page 227), Part 8.
- You are a family member: Part 9, which opens with **If There Is an Emergency** (page 230).
- Your family member is moving in with you: **Living With Family** (page 183), Part 7.
- Your family member may be overdosing: **If There Is an Emergency** (page 230), Part 9.
- You run a group: Part 10.
- You run a business that hires people in recovery: Part 12, which opens with **My Workplace Plan** (page 296).
- Once a week, to look back: **A Look Back Page** (page 289), Part 11.

Part 1. Right Now

Use these pages in the first days after you stop, or any time you need help fast.

My 72-Hour Plan

From Book 1, Don't Panic, My 72-Hour Plan

Fill this in before you stop, or as soon as you can.

Stopping some substances suddenly can cause dangerous withdrawal. Withdrawal from alcohol or benzodiazepines can be life-threatening. Before you stop, call a doctor, a clinic, or the SAMHSA National Helpline at 1-800-662-4357, or go to an emergency room.

If someone else could see this page, you can leave the first two questions blank (your last use, and what you have been using). Tell your doctor those answers in person.

Date and time of my last drink or use:

What I have been using, and how much:

Who I talked to about stopping:

What they told me:

The person who will check on me, name and number:

My backup person, name and number:

Where I will stay:

What I have ready (water, food, medicine, phone charger):

The nearest emergency room or urgent care:

The times of day that will be hardest:

What I will do during those times:

Places and people I will stay away from:

Why I am doing this:

Where my naloxone is (if I have it):

Who I will call with a medical question:

Signs that mean I call 911: seizure; seeing or hearing things; confusion; chest pain or trouble breathing; high fever; cannot keep water down; someone will not wake up.

Thoughts of suicide or hurting yourself: call or text 988.

Hour-by-Hour Log

From Book 1, Don't Panic, Hour-by-Hour Log (one day; copy it for each day)

HOUR-BY-HOUR LOG • DAY ____

Write the time, rate how you feel from 0 (awful) to 10 (good), and note what you did. Fill in as many rows as you need.

Time	Feeling (0 to 10)	What I did or what helped; rows: 7

Tonight, one thing that went right:

Signs that mean I call 911: seizure; seeing or hearing things; confusion; chest pain or trouble breathing; high fever; cannot keep water down; someone will not wake up.

Thoughts of suicide or hurting yourself: call or text 988.

My People and Places

From Book 2, Wallet Crisis Card, the back of the card

Call first

If no answer

Clinic or doctor

Safe place

Meeting or group

Call someone just to hear a voice.

My Local List

From Book 3, Free Help Directory, My Local List

Fill this in from the state supplement at aldercreekeditions.com, from 211, or from your own search. Call each place once to check the number.

Place	Name and number
Crisis line in my state	
Nearest emergency room	
Community health center	
Treatment program that takes my payment	
Detox program	
Mental health clinic	
Meeting I will try	
Recovery community center	
Food bank or pantry	
Shelter or housing help	
Legal aid office	
Naloxone pickup	

People I Can Call

From Book 7, One Day at a Time, Written Down, People I Can Call

Name	Number

Who knows I am starting this journal?

What I will say when I call for help:

If there is no one to write here yet, call or text 988. The counselors there help with substance use crises too. Emergency: 911.

Part 2. Getting Through a Craving (Book 6)

Use these pages when a craving hits, and to keep track of cravings over a week.

On the craving ratings in this part, 0 means no craving at all and 10 means the strongest craving you have had.

The Ten-Minute Delay

From Book 6, Cravings and Hard Hours Workbook, Exercise 1

When a craving hits, tell yourself: not now, maybe in ten minutes. Set a timer and do something with your hands until it rings. Then check in and decide again. Write down each time you use it.

More in Book 5, Tools You Can Use on Your Own, Chapter 2.

Date and time	Start 0 to 10	What I did while I waited	After 10 minutes 0 to 10; rows: 8

What did I notice about how the craving changed?

Urge Surfing Record

From Book 6, Cravings and Hard Hours Workbook, Exercise 2

Sit somewhere safe. Notice where the craving sits in your body. Rate it from 0 to 10, then rate it again every two minutes while you breathe slowly and watch it rise and fall.

More in Book 5, Tools You Can Use on Your Own, Chapter 2.

Date and time:

Where I feel it in my body:

Minute	0	2	4	6	8	10	12	14
Rating								

When did the number start to drop?

What would I tell myself next time?

Use this page for your next two urge surfing practices.

Practice 1. Date and time: _____

Minute	0	2	4	6	8	10	12	14
Rating								

Practice 2. Date and time: _____

Minute	0	2	4	6	8	10	12	14
Rating								

What I am learning about my cravings:

HALT Check-Ins

From Book 6, Cravings and Hard Hours Workbook, Exercise 3

When you feel off, ask: am I Hungry, Angry, Lonely, or Tired? Mark what fits, then write what you did about it.

More in Book 5, Tools You Can Use on Your Own, Chapter 2.

Date and time	H, A, L, or T	What I did about it	Did it help?

Delay, Distract, Decide

From Book 6, Cravings and Hard Hours Workbook, Exercise 4

Delay for ten minutes. Distract yourself with something that takes your full attention. When the time is up, decide your next step on purpose. Fill in your ready-made lists now, so you do not have to think of them later.

Things that take my full attention (games, puzzles, cooking, cleaning, a project):

Places I can go for ten minutes:

What I will say to myself when I decide:

Grounding: 5, 4, 3, 2, 1

From Book 6, Cravings and Hard Hours Workbook, Exercise 5

When your mind races, name what is around you. Practice it here once, writing each answer. On the last question, 0 means you feel awful and 10 means you feel good.

More in Book 5, Tools You Can Use on Your Own, Chapter 4.

Five things I can see:

Four things I can touch:

Three things I can hear:

Two things I can smell:

One thing I can taste:

How do I feel now, from 0 to 10?

0 1 2 3 4 5 6 7 8 9 10

Play the Tape Forward

From Book 6, Cravings and Hard Hours Workbook, Exercise 6

When using starts to sound like a good idea, picture the whole movie, not only the first five minutes. Write each part. Keep the first line short, and put most of your words into what comes after it.

More in Book 5, Tools You Can Use on Your Own, Chapter 5.

The first drink or use:

The next hour:

The next morning:

The next week:

Who else it would affect:

How it ends, in one sentence:

Costs and Benefits

From Book 6, Cravings and Hard Hours Workbook, Exercise 7

This page weighs using against not using. Write what comes to mind in each box. Include what you get from using, such as relief, sleep, or fun. A list that leaves those out is easy to argue with later, when a craving hits. When you finish, circle the items in all four boxes that matter most to you.

If you have already decided to stop and this page pulls you back into arguing about it, skip it and use **My Reasons** in Part 3.

More in Book 5, Tools You Can Use on Your Own, Chapter 5.

Good things about using	Bad things about using

Good things about not using	Bad things about not using

What matters most to me on this page:

The ABC of a Craving

From Book 6, Cravings and Hard Hours Workbook, Exercise 8

A is what happened. B is what you told yourself about it. C is how you felt and what you wanted to do. Question the B, write a new one, and notice how the C changes.

More in Book 5, Tools You Can Use on Your Own, Chapter 5.

A: What happened:

B: What I told myself:

C: How I felt, and what I wanted to do:

New B: a fairer thing to tell myself, after asking whether B is true and helpful:

New C: how I feel now:

Catch It, Check It, Change It

From Book 6, Cravings and Hard Hours Workbook, Exercise 9

Write a thought that is pulling you toward using or making you feel worse. Then check it and write a fairer one.

More in Book 5, Tools You Can Use on Your Own, Chapter 5.

The thought, word for word	Is it true? What would I tell a friend?	A fairer thought

SOBER Breathing Space Log

From Book 6, Cravings and Hard Hours Workbook, Exercise 10

Stop. Observe your body, feelings, and thoughts. Breathe. Expand your attention to the room. Respond on purpose. Log each practice.

More in Book 5, Tools You Can Use on Your Own, Chapter 2.

Date and time	What I noticed	How I responded	Before and after 0 to 10

My Call List

From Book 6, Cravings and Hard Hours Workbook, Exercise 11

Write five people you could call on a hard day, and when they are usually free. Add the helplines. Copy this list into your phone. If you filled in **People I Can Call** in Part 1, copy those names here and add when each person is usually free.

More in Book 5, Tools You Can Use on Your Own, Chapter 8.

Name	Number	Usually free	What I can ask them for

Crisis or thoughts of suicide: call or text 988. Free treatment referrals: 1-800-662-4357. Emergency: 911.

Daily Urge Log

From Book 6, Cravings and Hard Hours Workbook, Part 3 of that book (one day; copy it for each day)

DAILY URGE LOG · DAY ____

Date:

Time	0 to 10	What was going on	What I did, and did it help?; rows: 6

Hours of sleep last night:

What helped most today:

One thing I will do tomorrow:

Weekly Review

From Book 6, Cravings and Hard Hours Workbook, Part 3 of that book (one week; copy it for each week)

WEEKLY REVIEW · WEEK ____

Highest craving this week, from 0 to 10, and when:

The times and places that were hardest:

The tools that helped most:

People I talked to this week:

What I will do differently next week:

Part 3. My Plan

Use these pages to plan ahead for hard hours, places, people, and days.

My Reasons

From Book 6, Cravings and Hard Hours Workbook, Exercise 12

Write every reason you want to change, big or small. Then circle the three that matter most.

More in Book 5, Tools You Can Use on Your Own, Chapter 7.

My three biggest reasons:

Importance and Confidence

From Book 6, Cravings and Hard Hours Workbook, Exercise 13

Circle a number on each scale. Then answer the questions under it.

More in Book 5, Tools You Can Use on Your Own, Chapter 7.

How important is this change to me?

0 1 2 3 4 5 6 7 8 9 10

Why did I pick that number and not a lower one?

How confident am I that I can do it?

0 1 2 3 4 5 6 7 8 9 10

What would move my confidence up by one point?

My Values

From Book 6, Cravings and Hard Hours Workbook, Exercise 14

Write five things that matter most to you, such as family, faith, honesty, health, or work. For each, write one small action this week that moves you toward it.

More in Book 5, Tools You Can Use on Your Own, Chapter 7.

What matters to me	One small action this week	Done?

My Triggers Map

From Book 6, Cravings and Hard Hours Workbook, Exercise 15

For one week, write down each craving: when it hit, where you were, who you were with, and how you felt. At the end of the week, circle the patterns.

More in Book 5, Tools You Can Use on Your Own, Chapter 3.

Day and time	Where I was	Who I was with	How I felt

Look back over the week. Write the three triggers that showed up most, and a plan for each.

Trigger 1, and my plan:

Trigger 2, and my plan:

Trigger 3, and my plan:

Things I can avoid, things I can change, and things I will have to accept:

My Early Warning Signs

From Book 6, Cravings and Hard Hours Workbook, Exercise 16

Think about a past bad stretch or a time you went back to using. What changed first? These changes are your warning signs.

More in Book 5, Tools You Can Use on Your Own, Chapter 3.

What I stopped doing:

Who I stopped talking to:

Places, people, or money habits that came back:

Thoughts that started showing up:

Two signs someone else could notice before I do:

The person I will tell to watch for these:

My If-Then Plans

From Book 6, Cravings and Hard Hours Workbook, Exercise 17

For each trigger or warning sign, write what you will do. Keep each plan short and specific.

More in Book 5, Tools You Can Use on Your Own, Chapter 10.

If this happens	Then I will

Clearing My Phone and My Space

From Book 6, Cravings and Hard Hours Workbook, Exercise 18

Check off each step as you do it. Skip anything that is not safe or not possible for you right now. If you are on supervision or have an open case, ask your attorney before you delete anything from your phone. If you live in a recovery residence and find alcohol or drugs in the house, tell the house manager and let the house handle it.

More in Book 5, Tools You Can Use on Your Own, Chapter 3.

- [ ] Blocked or muted the numbers of people I used with or bought from.
- [ ] Archived, hid, or muted photos and messages that pull me back.
- [ ] Removed delivery apps, betting apps, or other apps tied to using.
- [ ] Changed map favorites and routes that pass old places.
- [ ] Set my phone to go quiet at night and charge outside the bedroom.
- [ ] Removed alcohol, drugs, and anything used with them from my home.
- [ ] Asked the people I live with for help with our shared space.

Anything else I need to clear:

My Boredom List

From Book 6, Cravings and Hard Hours Workbook, Exercise 19

Write twenty things you can do that cost little or nothing. Include things for your hands, your body, and your mind. When boredom hits, pick one without thinking too long.

More in Book 5, Tools You Can Use on Your Own, Chapter 10.

For my hands	For my body	For my mind	With other people; rows: 6

Things I Enjoy

From Book 6, Cravings and Hard Hours Workbook, Exercise 20

List things you enjoy or used to enjoy, and small tasks that make you feel capable. Put one of each on your calendar every day, and rate how you feel afterward.

More in Book 5, Tools You Can Use on Your Own, Chapter 10.

Things I enjoy	Things that make me feel capable

My Hard Hours

From Book 6, Cravings and Hard Hours Workbook, Exercise 21

Shade or mark the hours when cravings are strongest. Then write a plan for each hard hour.

Hour	Hard?	My plan for this hour
6 a.m.		
8 a.m.		
10 a.m.		
Noon		
2 p.m.		
4 p.m.		
6 p.m.		
8 p.m.		
10 p.m.		
Midnight		
2 a.m.		
4 a.m.		

My High-Risk Places

From Book 6, Cravings and Hard Hours Workbook, Exercise 22

List the places where cravings hit hardest, or where alcohol or drugs will be around. For each, decide whether you will avoid it, change how you go, or accept it with a plan.

Place	Avoid, change, or accept	My plan

High-Risk People and Situations

From Book 6, Cravings and Hard Hours Workbook, Exercise 23

List the people and situations that pull you toward using, such as certain friends, arguments, payday, or being alone at night. Write what you will say and do.

Person or situation	What I will say	What I will do

My Event Plan

From Book 6, Cravings and Hard Hours Workbook, Exercise 24

Fill this in before a party, holiday, wedding, work event, or game day.

The event, date, and time:

Do I really need to go?

How I will get there and home:

Who will go with me or check on me:

How long I will stay:

What I will drink and hold all night:

My line when someone offers:

My exit line:

My Hard Dates

From Book 6, Cravings and Hard Hours Workbook, Exercise 25

Write birthdays, holidays, anniversaries, and dates tied to loss or old memories. Plan each one a week ahead.

Date	Why it is hard	Who I will tell	My plan for the day

My Payday Plan

From Book 6, Cravings and Hard Hours Workbook, Exercise 26

If money in your pocket is a trigger, decide ahead of time where your pay goes.

When I get paid:

What I will pay first: rent, food, bills:

How much cash I will carry:

Who will check in with me on payday:

What I will do the evening I get paid:

My 3 a.m. Plan

From Book 6, Cravings and Hard Hours Workbook, Exercise 27

Write what you will do when you wake in the night and the house is quiet.

988 answers all night, by call or text. Emergency: 911.

Where I will sit, and what light I will turn on:

What I will eat or drink:

What I will do with my hands:

What I will listen to:

Who or what I can call at night:

When I will go back to bed:

Building Your Toolkit

From Book 5, Tools You Can Use on Your Own, Chapter 19

Pick the five tools that work best for you. Write them here, with one line each on when you will use them.

Tool 1:

Tool 2:

Tool 3:

Tool 4:

Tool 5:

Toolkit Card

Copy your five tools onto a card or a piece of paper that fits in your wallet or phone case. Add 988 and 1-800-662-4357, and the names of two people you can call.

My Written Plan

From Book 6, Cravings and Hard Hours Workbook, Exercise 28

Pull your pages together into one plan. Copy the most important parts onto **My Wallet Card**.

My three biggest reasons:

My top triggers and my plan for each:

My early warning signs:

My go-to tools for a craving:

People I will call:

My hardest hours and my plan:

My highest-risk places and my plan:

What I will do if I slip:

Professional care or groups I use or want to try:

My Wallet Card

From Book 6, Cravings and Hard Hours Workbook, Exercise 29

Fill in this card, cut it out along the lines, and keep it in your wallet or phone case.

My Plan for a Hard Hour

Three tools:

1. _____
2. _____
3. _____

Two people:

1. _____
2. _____

Crisis: call or text 988

Free help: 1-800-662-4357

Emergency: 911

My Written Plan and My Week

From Book 5, Tools You Can Use on Your Own, Chapter 18

The first two pages of this worksheet ask much the same as **My Written Plan**, earlier in this Part. If you have filled that one in, skip to My Week.

A written plan pulls your tools together in one place. Fill this in when you are calm, and keep a copy where you can find it.

My three biggest reasons:

My main triggers:

My warning signs that things are slipping:

My go-to tools for a craving:

People I will call:

My daily routine:

What I will do if I slip:

Professional care or groups I use or want to try:

My Week

Fill this in at the end of each week to see whether your tools are working.

Highest craving this week, from 0 to 10:

Average hours of sleep:

Contacts made: calls, meetings, check-ins:

Tools I used most:

What worked, and what I will try next week:

What Professional Care Looks Like

From Book 5, Tools You Can Use on Your Own, Chapter 17

Questions you can ask

- What kinds of care do you offer?
- Do you take Medicaid, or people with no insurance? Do you have a sliding scale?
- Do you offer medications for addiction, or work with someone who does?
- How long is the wait?
- What does a typical week look like?

What they told me:

When medical care and recovery meet

Tell the clinician treating you: "I am in recovery from alcohol or drug use. I want you to know that before we decide how to treat this."

Questions you can ask

- What are my options?
- Does anything you are considering have misuse or dependence risks I should know about?
- If you prescribe something, what should I know about taking it safely?
- Whom should I call if I have concerns after I leave?

- Should someone in my recovery support know about the plan?

What they told me:

Questions to Ask a Provider

From Book 4, Medications for Addiction, Explained, Chapter 5

Read these off the page if that is easier.

- What medications do you offer for my situation?
- How do I start, and what happens at the first visit?
- How often would I come in?
- What does it cost with no insurance? Do you have a sliding scale?
- Does this medication interact with anything else I take?
- What should I do if I miss a dose?
- Who do I call after hours if something worries me?
- How long do people usually stay on it, and how would we decide when to stop?
- If I have a job, court dates, or childcare, how do we work around them?

Questions I want to ask:

What the provider told me:

What I will do next:

If You Are Told No, or Cannot Get In

From Book 4, Medications for Addiction, Explained, Chapter 7

A no from one place is not a no from every place. Work down this list.

1. Ask why. Sometimes it is a rule about that clinic, not about you.
2. Ask them to refer you to somewhere that does prescribe.
3. Call 1-800-662-4357 and say what you are looking for and where you live.
4. Search FindTreatment.gov and filter for medications and for your payment type.
5. Call a community health center, an opioid treatment program, and a telehealth clinic, in that order.
6. Ask about a waiting list, ask how long it is, and ask what you can do while you wait.
7. Keep a log of who you called and what they said. It helps on the next call.

Places I called, and what they said:

My next call:

The date I will call back:

My Medication Plan

From Book 4, Medications for Addiction, Explained, Chapter 11

Fill this in as you go. Take it to your appointments.

The clinic or program I am working with:

My provider's name and number:

What I am taking, and when I pick it up or take it:

My next appointment:

My refill date:

Who I call after hours:

What I will do if I miss a dose:

Part 4. Writing It Down Each Day (Book 7)

Book 7, One Day at a Time, Written Down, comes in two editions, General and Christian. These pages are from the General edition. The Christian edition has its own versions of them.

On these pages, "this book" means your journal: a copy of One Day at a Time, Written Down, or a folder of these pages.

Where I Am Starting

From Book 7, One Day at a Time, Written Down, Where I Am Starting

Fill in these pages before Day 1. Come back to them whenever you need to.

Today's date:

Why now? What made you decide to start?

What do you want to be different 90 days from now?

The times, places, and people that are risky for me:

What I will do instead:

What I will do in the first ten minutes of a craving:

Building the Habit

From Book 7, One Day at a Time, Written Down, Building the Habit

My morning anchor:

After I _____ I will open this book.

My night anchor:

After I _____ I will open this book.

Where this book will live:

_____

_____

On a hard day, I will at least:

_____

_____

The person I will tell that I am doing this:

_____

_____

My reason for doing this, in one sentence:

_____

_____

Signed _____ Date _____

90 Days at a Glance

From Book 7, One Day at a Time, Written Down, 90 Days at a Glance

Each night, fill in or mark the box for that day. Mark it for any day you opened this book, even if you wrote one line.

1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90

A Morning Page and an Evening Page

From Book 7, One Day at a Time, Written Down, Day 1 (one day; copy it for each day)

These pages have dates on them, and the evening page asks whether you used. Keep them where only you will see them, and read **Before You Write** first.

DAY ____ · MORNING

Slept __ hours Body [circle: 1 2 3 4 5] Mind [circle: 1 2 3 4 5]

Circle one each. Body: how you feel physically. Mind: your mood. 1 = rough, 5 = good.

What is one thing you have this morning that you did not have a week ago?

Today I will stay sober by (one action, with a time or a name):

Which hour today is most likely to be hard? What will you do in that hour?

Read this out loud once:

I can get through the next hour.

DAY ____ • EVENING

Three good things today, and what made each one happen

1. A good thing today:

What made it happen:

---

2. A good thing today:

What made it happen:

---

3. A good thing today:

What made it happen:

Today I felt (circle any): [circle: hungry angry lonely tired]

What I did about it:

A craving: time _____ where

_____ strength [circle: 1 2 3 4 5]

What I did:

Sober today? (circle one) [circle: Yes | Not today]

If you circled Not today: do not use alone, keep naloxone near, and call 911 if someone will not wake up. Then turn to **If I Use Again**, at the front of the Worksheet Library, tonight.

Who helped you today, even a little?

Tomorrow's first action:

Weekly Review

From Book 7, One Day at a Time, Written Down, the weekly review (one week; copy it for each week)

WEEK ____ REVIEW

Sober days this week (circle each): [circle: 1 2 3 4 5 6 7]

Pages filled in this week: __ of 14

If you missed some pages, you have not lost your progress. Pick up on the next blank page.

The best hour of my week:

The hardest hour, and what got me through it:

One person I will thank by name this week, and how:

Something I am grateful for this week that I did not see coming:

Is my anchor still working?

Circle one: [circle: Yes | No]

If no, my new anchor:

After I _____ I will open this book.

Keep doing next week:

Change next week:

Map It Out

From Book 7, One Day at a Time, Written Down, Day 30, Map It Out

Draw, list, or map anything from the last 30 days: people, places, what helped, what got in the way.

The 30, 60, and 90 Day Reflections

From Book 7, One Day at a Time, Written Down, Day 30, Day 60, and Day 90

Day 30: Thirty Days, Honestly

Before you write, read your Day 1 pages.

What did you believe on Day 1 that you do not believe now?

What do you now do without having to talk yourself into it?

Who showed up for you this month? Who did not?

What has been harder than you expected?

What has been easier than you expected?

What are you most proud of from these 30 days?

Write a letter to the person who will open this book on Day 60.

Day 60: What Is Being Built

Before you write, read your Day 30 pages.

What got harder after the first month, and when did you notice?

What was using costing you each week, in hours and in money?

What are you doing with those hours now?

Which relationship has changed the most?

What are you still struggling with?

Who do you lean on most now?

What would you tell someone who is on Day 30?

Write a letter to the person who will open this book on Day 90.

Day 90: Then and Now

Before you write, read your Day 1, Day 30, and Day 60 pages.

Which three pages would you show someone on their Day 1, and why?

What has changed most since Day 1?

What are you still afraid of?

Who will you call first if you are in trouble?

Which habits from these 90 days will you keep?

What do you want Days 91 to 180 to look like? Continue on The Next 90 Days page.

Write a letter to yourself one year from today.

The Next 90 Days

From Book 7, One Day at a Time, Written Down, The Next 90 Days

What will I keep doing every day?

Who will I stay in touch with, and how often?

What will I do on the hard dates in the next 90 days?

What am I working toward by Day 180?

What will I do if I notice old patterns coming back?

Where will I keep writing now that this book is finished?

Map Your Resources

From Book 7, One Day at a Time, Written Down, Map Your Resources

Map the people, places, and phone numbers that help you. Put yourself in the middle.

Part 5. Money (Book 10)

Use these pages to track money, pay bills, and deal with debt.

What You Have and What You Owe

From Book 10, Money in Early Recovery, Chapter 1

Money coming in

What I earn, and how often I am paid:

Benefits or other money coming in:

Anything else, such as side work:

If you get benefits, earned income can change SNAP, Medicaid, housing, and disability payments. Call the agency or 211 and ask what happens at what income.

Money going out every month

Rent or housing:

Utilities: power, water, gas, phone:

Food:

Transportation:

Child support, court payments, or fines:

What I owe

List every debt you can remember. **Finding Out What You Owe**, later in this part, shows you how to find the ones you cannot.

Who I owe	How much	How far behind; rows: 6

The number that matters this week

Subtract what you must pay this week from what you have this week. If you have less than you must pay, turn to **When Something Is About to Be Shut Off**. Then turn to **Benefits You May Qualify For**. Both are later in this part.

Money I have right now:

What I must pay this week:

The difference:

Two Weeks of Tracking

From Book 10, Money in Early Recovery, Chapter 2

Each time you spend money, write the date, what you bought, and how much. In the last column, write one word for the group: food, gas, phone, smokes, court, kids, or other. At the end of two weeks, you will add up each group.

Two Weeks of Tracking: week one

Date	What it was	Amount	Group

Two Weeks of Tracking: week two

Date	What it was	Amount	Group

Date	What it was	Amount	Group

Two Weeks of Tracking: adding up the groups

At the end of the two weeks, total each group. Then double it to see the month.

Group	Two-week total	Times two

What I think about it:

The three questions

1. Which group was bigger than you expected?
2. Which one would be easy to cut in half, without your week getting worse?

3. Which one is buying you something you actually need, like getting to work or staying fed?

The group that surprised me, and by how much:

The one I will cut in half this month:

The one I am leaving alone, because it is worth it:

A Budget That Fits One Week

From Book 10, Money in Early Recovery, Chapter 3

What this page is for

Most people in a tight week pay in this order: food, then rent or housing, then power and water, then a way to get to work or treatment, then phone, then everything else.

Your order may differ. Write yours down before the money arrives, when you are calm.

My order, first to last:

One week at a time

Money coming in this week:

What must be paid this week:

What I will set aside for next week:

What is left:

A Budget That Fits One Week: planned against actual

Item	Planned	Actual	Difference

A Simple Ledger

From Book 10, Money in Early Recovery, Chapter 4

Each time money comes in or goes out, write the date, what it was, and the amount. Put a plus sign (+) in front of money coming in and a minus sign (-) in front of money going out. In the last column, write how much you have left.

A Simple Ledger: page one

Date	What it was	In or out	Balance

A Simple Ledger: page two

Date	What it was	In or out	Balance

Date	What it was	In or out	Balance

The surprise I found this month:

What I will do about it:

What my balance actually was at the end of the month:

When the Money Is Not the Same Every Week

From Book 10, Money in Early Recovery, Chapter 5

When the Money Is Not the Same Every Week: the record

Fill one line in every time you are paid. After six or eight weeks you will know your low week without guessing.

Week	Brought home	Basics	What was left	Where it went

My lowest week in the last two months:

What my basics come to:

What I set aside for taxes each time I am paid:

Where that money sits:

Bills That Come Once in a While

From Book 10, Money in Early Recovery, Chapter 6

Bills That Come Once in a While: the list

Bill	When it lands	Cost per year	Per payday

My bills that come once in a while, and when:

The yearly total:

What that is per payday:

Where the money will sit:

Finding Money You Already Have

From Book 10, Money in Early Recovery, Chapter 8

What this page is for

Before you cut food or medicine, look for money leaking out. Check for apps and subscriptions that charge you every month, your phone plan, insurance you pay for and do not use, late fees, overdraft fees (fees for spending more than is in your bank account), and anything on automatic payment that you forgot about.

Three things I will cancel or change this week:

When Something Is About to Be Shut Off

From Book 10, Money in Early Recovery, Chapter 9

What is about to be shut off, and when:

Who I called, and what they said:

My next step and the date:

Benefits You May Qualify For

From Book 10, Money in Early Recovery, Chapter 10

What this page is for

Benefits are help you may be able to get, such as SNAP (food stamps) or Medicaid (health coverage). Applying takes time and paperwork, and 211 can help you do it.

Benefits I will apply for:

What I still need to apply:

The date I applied, and the date to follow up:

Finding Out What You Owe

From Book 10, Money in Early Recovery, Chapter 12

What this page is for

Debts you have forgotten can still come back. They can show up in a credit check, in court papers, or as money taken out of your paycheck. Your credit reports can list them. You can get your reports from Equifax, Experian, and TransUnion free every week at AnnualCreditReport.com.

Debts I found, and where each one came from:

When a Collector Calls

From Book 10, Money in Early Recovery, Chapter 13

What this page is for

Do not agree to pay anything on the first call, and do not give bank account numbers. Ask them to mail you written validation of the debt. That is a letter that says who you first owed the money to and how much they say you owe.

Collector, company, and number:

What I asked for, and the date:

What happened next:

Two Ways to Pay Down Debt

From Book 10, Money in Early Recovery, Chapter 16

What this page is for

Smallest balance first: pay the minimum on everything, and put every extra dollar on the smallest balance. When that debt is paid off, add what you were paying on it to the payment on the next smallest debt.

Highest rate first: pay the minimum on everything, and put every extra dollar on the debt with the highest interest rate. This way costs less in interest over time.

My method:

Debt I am paying first:

Extra amount I will put on it each month:

What I will roll it into next:

What Is on Your Credit Report

From Book 10, Money in Early Recovery, Chapter 17

Accounts on my report:

Collections on my report, and the date each one first went late:

Anything I do not recognize:

Fixing Mistakes on Your Report

From Book 10, Money in Early Recovery, Chapter 18

Fixing Mistakes on Your Report: the record

Every dispute, where it went, and what came back. Keep this with your copies.

Item disputed	Sent to	Date sent	What came back, and when

Credit Repair Offers and What They Can Do

From Book 10, Money in Early Recovery, Chapter 19

The offers I have been contacted about:

What I actually need fixed, from Fixing Mistakes on Your Report:

Who I will call for free help, and when:

Building Credit Back

From Book 10, Money in Early Recovery, Chapter 20

What this page is for

One way to start is a secured credit card. You put down a deposit, and you can spend up to that amount. Ask a credit union first.

What I will open first, and where:

The date I opened it:

What I put on it each month, and the day I pay it:

Payday and Other Risky Days

From Book 10, Money in Early Recovery, Chapter 21

This page asks the same questions as **My Payday Plan**, in Part 3. You only need to fill in one of the two pages.

When I get paid:

What gets paid first:

How much cash I will carry:

Who checks in with me:

What I will do that evening:

Starting a Cushion

From Book 10, Money in Early Recovery, Chapter 22

What I will set aside each payday:

Where it will sit:

What it is for:

What counts as an emergency:

Money and Work

From Book 10, Money in Early Recovery, Chapter 23

What this page is for

Net pay is the money you get after taxes and other deductions. Before you take a job, add up what the job costs you: gas, tolls, parking, childcare, uniforms, tools, and lunches out. Take those costs away from your net pay. To compare jobs, use the **What This Job Actually Pays** table on **The Offer** page, in Part 6.

My net pay per check:

What working costs me each week:

What the job really pays me:

Money and the People Around You

From Book 10, Money in Early Recovery, Chapter 24

Who I owe, what I owe, and what I can pay:

What I will say when I am asked for money:

Someone who uses money to control you: legal aid and the National Domestic Violence Hotline both help with this. Call the hotline at 1-800-799-7233, or text START to 88788.

My Money Plan

From Book 10, Money in Early Recovery, Chapter 25

Pull the pages together. Update it every payday.

Money coming in, and when:

What I pay first:

My payday plan:

My cushion, and where it sits:

Who I call for free help: counselor, legal aid, 211:

Debts I am working on, and my next step for each:

What I will do when a collector calls:

My benefits applications, and their follow-up dates:

One money thing I will do this week:

Part 6. Work (Book 11)

Use these pages to find work, get hired, and keep the job.

What Work Does, and What It Costs

From Book 11, Work and Recovery, Chapter 1

What I want work to do for me right now:

The part of it I am most worried about:

What I would take today if it were offered:

Going Back to Work: Who Decides

From Book 11, Work and Recovery, Chapter 2

What this page is for

Being ready to work, and how many hours you can handle, are questions about your health and your life. Talk them over before you decide. People to ask: a counselor or therapist, your prescriber, your sponsor or peer coach, a job counselor at your state's vocational rehabilitation office, and your probation or parole officer, if you have one.

Who I am going to ask, and when:

What they said:

What I decided, and the date:

Your Papers

From Book 11, Work and Recovery, Chapter 3

What I have:

What I am missing:

Who I called about it, and what they said:

The date I expect it:

Your Work History, Gaps Included

From Book 11, Work and Recovery, Chapter 4

My Work History: page one

Employer and city	Dates	What I did	Who can vouch for me

My Work History: page two

Employer and city	Dates	What I did	Who can vouch for me

My References

Ask each one first. A reference who is surprised by the call is worse than no reference.

Name	How they know me	Phone	Email

Where the Work Is

From Book 11, Work and Recovery, Chapter 5

Three kinds of work I could start this month:

The one I will try first:

What I am ruling out, and why:

Free Help Finding Work

From Book 11, Work and Recovery, Chapter 6

What this page is for

American Job Centers are free. They help you look for work, put you in touch with employers, and help with your resume. They also have computers and phones you can use. Find one at careeronestop.org.

The American Job Center nearest me, and its address:

The date I will go:

Who else I will call:

Applying

From Book 11, Work and Recovery, Chapter 7

Applications: page one

Employer	Date applied	Who I talked to	What happened, and next step

Applications: page two

Employer	Date applied	Who I talked to	What happened, and next step

Background Checks

From Book 11, Work and Recovery, Chapter 8

What I think will show up:

What I found when I checked:

Anything that is wrong, and what I am doing about it:

If You Have a Record

From Book 11, Work and Recovery, Chapter 9

What this page is for

When the record comes up, answer in about thirty seconds, in this shape.

Say what it was, in plain words. Do not argue about it or make excuses. Say what has changed, with one real example. Say why it will not affect this job. Then stop talking and let them answer.

What is on my record, and the year:

My thirty-second answer:

Who I am asking about sealing or expungement, and when:

What You Have to Tell an Employer

From Book 11, Work and Recovery, Chapter 10

What I have decided to say, if anything:

When I will say it:

What I will say if they ask more:

Drug Testing

From Book 11, Work and Recovery, Chapter 11

What this page is for

Some jobs must follow federal drug testing rules, such as many transportation jobs, and many other employers use the same steps. In that kind of testing, a result that is not negative goes first to a doctor called a medical review officer, before your employer gets it. The medical review officer's job is to call you and ask whether there is a medical reason for the result, such as a prescription.

What I take, who prescribes it, and their number:

Where my documentation is:

What I will say if the medical review officer calls:

If You Take Medication for Addiction

From Book 11, Work and Recovery, Chapter 12

My medication, my prescriber, and the pharmacy:

What my dosing schedule needs from a work schedule:

Who I have decided to tell, and who I have not:

The Interview

From Book 11, Work and Recovery, Chapter 13

The three things this employer asked for:

My example for each:

My two questions for them:

The Offer

From Book 11, Work and Recovery, Chapter 14

What This Job Actually Pays

Fill this in for each offer, and compare the bottom line rather than the hourly rate.

Line	Job A	Job B	Job C
Hours per week			
Pay per hour			
Weekly pay before deductions			
Taxes and deductions			
Take-home pay			
Gas, bus, or parking			
Childcare			
Uniform, boots, or tools			
Food bought at work			
Anything else it costs me			
What is left			
What that is per hour worked			

The First Thirty Days

From Book 11, Work and Recovery, Chapter 15

My schedule this week:

How I get there, and my backup:

Who I check in with, and when:

What I will say to the first after-work invitation:

Who to Tell at Work

From Book 11, Work and Recovery, Chapter 16

What I will say to a coworker who asks:

What I have told my supervisor:

One person at work I could tell, if there is one:

Time Off for Appointments and Meetings

From Book 11, Work and Recovery, Chapter 17

My Week: Work and Everything Else

Put your shifts in first, then your meetings, appointments, and check-ins. What collides is what you need to ask about.

Day	Shift	Meeting	Appointment	Other
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Work Stress and the Hard Hours

From Book 11, Work and Recovery, Chapter 18

Work Triggers and What I Will Do

Fill in the ones you already know. Add to it as you find them.

When it happens	What happens in me	What I will do instead

The Money Side of a New Job

From Book 11, Work and Recovery, Chapter 19

When my first check lands, and what it has to cover:

How I get to work until then:

What I need to report, to whom, and by when:

Employee Assistance Programs

From Book 11, Work and Recovery, Chapter 20

Whether my employer has one:

The phone number:

What I would use it for:

When Things Go Wrong at Work

From Book 11, Work and Recovery, Chapter 21

What happened, and when:

What I was told to do differently:

What I am doing about it, and by when:

If You Lose the Job

From Book 11, Work and Recovery, Chapter 22

Who I told, and when:

The date I filed for unemployment:

What I am owed, and who I called about it:

What my week looks like starting tomorrow:

When Your Rights Are Broken

From Book 11, Work and Recovery, Chapter 23

What happened, and the date:

Who I am calling, and when, and my deadline:

Building Toward Better Work

From Book 11, Work and Recovery, Chapter 24

What I want to be doing in two years:

What it takes to get there:

Who I asked, and what they said:

My first step, and the date:

My Work Plan

From Book 11, Work and Recovery, Chapter 25

Pull the pages together. Update it whenever something changes.

What I am looking for right now:

My papers: what I have and what is still missing:

Where I am applying this week:

What I have decided to say about the gap:

What I have decided to say about my record, if I have one:

What I have decided to tell an employer about my recovery, if anything:

My standing commitments that the schedule has to fit:

The hours of the week that are hardest, and my plan for them:

Who I check in with about work, and when:

Who I call for free help: job center, legal aid, 211:

One thing I will do this week:

Part 7. A Place to Live (Book 12)

Use these pages to find a safe place to live, and to keep it.

Tonight, If You Have Nowhere to Go

From Book 12, Finding a Safe Place to Live, Chapter 1

Call 211. Say: I need a place to sleep tonight. If you are in danger, call 911. If you are in crisis, call or text 988.

Who I called tonight, and what they said:

Where I am sleeping tonight:

Who knows where I am:

What I will do first thing tomorrow:

The Kinds of Places People Live

From Book 12, Finding a Safe Place to Live, Chapter 2

The kinds of places realistic for me right now:

What I can pay a week or a month:

How soon I need to be somewhere:

What a Recovery Residence Actually Is

From Book 12, Finding a Safe Place to Live, Chapter 3

What this page is for

The National Alliance for Recovery Residences sets a standard that describes four levels of support. Houses that are certified will tell you their level.

Level one, peer-run. Level two, monitored. Level three, supervised. Level four, service provider.

Houses I am looking at, and their level:

Whether each one is certified, and by whom:

Who told me about each one:

Oxford House

From Book 12, Finding a Safe Place to Live, Chapter 4

Oxford Houses near me, and their phone numbers:

The date I applied, and to which house:

What they said:

Questions to Ask Before You Move In

From Book 12, Finding a Safe Place to Live, Chapter 5

What this page is for

Ask these on the phone before you visit, and again at the house. Write the answers down.

- What is due before I move in, in total?
- Is there drug and alcohol testing? How often, and who pays for it?
- If I take medication for addiction, is that allowed here?
- What happens if I relapse?
- What happens to my things if I leave or am asked to leave?

The full list is in Book 12, Finding a Safe Place to Live, Chapter 5.

The house I am asking about:

The answers that concerned me:

What I still need to find out:

Visiting the House

From Book 12, Finding a Safe Place to Live, Chapter 6

What I saw that I liked:

What I saw that worried me:

What the resident told me:

Warning Signs

From Book 12, Finding a Safe Place to Live, Chapter 7

What this page is for

Money signs: a large fee up front with nothing in writing, cash only with no receipt, or anybody asking for your benefits card before you have a signed agreement.

The treatment tie: a house that requires you to attend one particular treatment program, use one particular lab for testing, or see one particular provider. This is the clearest warning sign.

House signs: no written rules, more people than beds, times when no sober person is in charge, or residents who seem afraid of the manager.

You can report a house to your state's recovery residence certifying group, if your state has one, or to your state attorney general's consumer protection office.

What I saw or was told:

Who I reported it to, and when:

Where I went instead:

If somebody is being held or threatened, call 911.

What It Costs

From Book 12, Finding a Safe Place to Live, Chapter 8

What Each Place Costs Me

Fill this in for each place you are considering, and compare the bottom line.

Line	Place A	Place B	Place C
Rent, and how often			
Deposit			
Any fee to move in			
Total to get in the door			
Utilities included?			
Food included?			
Cost of drug tests			
Getting to work from here			
Getting to meetings from here			
What it costs me a month, all in			
Can I pay this in a bad week?			

The House Agreement

From Book 12, Finding a Safe Place to Live, Chapter 9

The date I signed, and with whom:

Where my copy is:

The parts I asked about, and what I was told:

If You Are Leaving Treatment

From Book 12, Finding a Safe Place to Live, Chapter 10

If you go back to opioids after time away, your body cannot handle the amount you used to take, and that amount can kill you in the first days back. Street drugs can contain fentanyl. Do not use alone. Keep naloxone (Narcan) nearby, and make sure someone with you knows how to use it. If someone will not wake up, give naloxone and call 911.

My discharge date:

Where I am going, and the address:

My first appointment after discharge, and when:

Who is picking me up:

If You Are Leaving Jail or Prison

From Book 12, Finding a Safe Place to Live, Chapter 11

If you go back to opioids after time away, your body cannot handle the amount you used to take, and that amount can kill you in the first days back. Street drugs can contain fentanyl. Do not use alone. Keep naloxone (Narcan) nearby, and make sure someone with you knows how to use it. If someone will not wake up, give naloxone and call 911.

My release date:

Where I am going, and whether it is approved:

My officer's name and number:

What I still have to arrange:

Living With Family

From Book 12, Finding a Safe Place to Live, Chapter 12

Fill this in together, and each of you keeps a copy.

If you go back to opioids after time away, your body cannot handle the amount you used to take, and that amount can kill you in the first days back. Street drugs can contain fentanyl. Do not use alone. Keep naloxone (Narcan) nearby, and make sure someone with you knows how to use it. If someone will not wake up, give naloxone and call 911.

What we agreed: how long, and what I pay:

What happens if I use again:

Who I call if I need to leave:

The date we will talk about this again:

Renting a Room

From Book 12, Finding a Safe Place to Live, Chapter 13

The address, and who I am renting from:

What is in writing:

How I pay, and how I prove it:

What I decided about alcohol in the house:

Getting Your Own Place

From Book 12, Finding a Safe Place to Live, Chapter 14

What I need saved to move in:

What is on my record that a landlord will see:

Who will write me a reference:

What I am applying for this month:

What a Landlord Can and Cannot Hold Against You

From Book 12, Finding a Safe Place to Live, Chapter 15

What happened, and the date:

Exactly what was said, and by whom:

Who else was there:

Who I called, and when:

Housing Help You May Qualify For

From Book 12, Finding a Safe Place to Live, Chapter 16

My Documents

Housing applications stall on paperwork more than on anything else. Fill this in once and keep it with the papers.

Document	Do I have it	Where it is	How to replace it
Photo ID or driver's license			
Social Security card			
Birth certificate			
Proof of income or no income			
Bank statements			
Lease or letter from where I live now			
Benefits award letters			
Court or probation papers			
Discharge papers			
DD-214, if a veteran			
Children's documents			

Applying With a Record

From Book 12, Finding a Safe Place to Live, Chapter 17

What is on my record, and the year:

The housing authority's policy on it:

The date I was denied, and my deadline to ask for a review:

Who is writing a letter for me:

Your Deposit and Your Money

From Book 12, Finding a Safe Place to Live, Chapter 18

The amount of the deposit, and the date I paid it:

Where my photographs and receipts are:

The date I gave notice, and how:

What they said about the deposit:

The First Thirty Days

From Book 12, Finding a Safe Place to Live, Chapter 19

My rent day, and what I pay:

How I get to work and to meetings from here:

One person in the house I can ask:

Who I check in with outside the house:

Keeping It

From Book 12, Finding a Safe Place to Live, Chapter 20

What I pay, and the day it is due:

Who I tell if I am going to be short:

A housemate problem I need to deal with, and when:

My plan if this house stops working:

If You Use Again While Housed

From Book 12, Finding a Safe Place to Live, Chapter 21

If you return to opioids after a period of not using or using less, your tolerance may be lower than it was before. Do not use alone. Keep naloxone (Narcan) nearby, and make sure someone with you knows how to use it. If someone will not wake up, give naloxone and call 911.

The full plan is **If I Use Again**, at the front of the Worksheet Library.

Who I call first:

Where I go tonight:

What I ask the house about coming back:

My first appointment, and when:

If You Are Asked to Leave

From Book 12, Finding a Safe Place to Live, Chapter 22

If you were asked to leave because you used, tonight carries a high overdose risk. Your tolerance may be lower than it was before. Do not use alone, keep naloxone (Narcan) with you, and call 211 for a bed tonight. If someone will not wake up, give naloxone and call 911.

What I was told, by whom, and when:

Whether I got it in writing:

What I still have at that address:

Who I called for advice, and what they said:

Court Papers and Eviction

From Book 12, Finding a Safe Place to Live, Chapter 23

My court date, and the address of the court:

Who I called for legal help, and when:

What I am asking the court for:

What I owe, and what I can pay:

If Where You Live Now Is Not Safe

From Book 12, Finding a Safe Place to Live, Chapter 24

If someone is hurting you, call the National Domestic Violence Hotline at 1-800-799-7233, or text START to 88788. If you are in immediate danger, call 911.

Keep this page where the person hurting you will not find it. If you cannot be sure of that, leave it blank and go over it by phone with an advocate from the hotline.

What is happening, and how long it has been going on:

Who I have told:

What I need to take with me if I leave:

Where I would go:

My Housing Plan

From Book 12, Finding a Safe Place to Live, Chapter 25

Pull the pages together. Update it when something changes.

Where I am living right now, and until when:

What I can pay a week, honestly:

The three places I am calling this week:

What I need in writing before I move anywhere:

My documents: what I have and what is missing:

The waiting lists I am on, and the date I got on each:

Who I call for free help: 211, legal aid, my program:

What I will do if I am told to leave:

What I will do if I use again:

Who knows where I am living:

One housing thing I will do this week:

Part 8. Court and Supervision (Book 13)

Be careful what you put on paper. Your officer may be allowed to search your home and your papers. In your folder and on the write-in lines in this book, write facts and dates about what you did right: the meetings you went to, the payments you made, the appointments you kept. Keep anything about use, or about a problem you need legal advice on, for a conversation with your attorney.

Where You Are in the System

From Book 13, Court, Probation, and Recovery, Chapter 1

What I am on, who decides a violation, when it ends, and what the sentence is if I fail:

Your Papers

From Book 13, Court, Probation, and Recovery, Chapter 2

What this page is for

The folder holds proof of what you did right: attendance sheets, payment receipts, appointment dates, records. It does not hold anything you wrote about use or about a problem you need legal advice on. Say that part out loud to your attorney in a private meeting.

What is missing from my folder, and who has it:

Who Your Officer Is and What They Do

From Book 13, Court, Probation, and Recovery, Chapter 3

My officer's name, number, what they have told me they can do, and what I have signed:

Your Attorney, and What the Job Actually Is

From Book 13, Court, Probation, and Recovery, Chapter 4

What this page is for

Write down your questions for your attorney. Do not write down what happened. Plan to say all of it out loud, including the part you do not want to say.

The questions I need to ask my attorney, and what I am most trying to protect:

The Conditions You Agreed To

From Book 13, Court, Probation, and Recovery, Chapter 5

The conditions I cannot meet, and what I am proposing instead:

Reporting

From Book 13, Court, Probation, and Recovery, Chapter 6

My reporting day, time, place, method, and what I bring:

Drug Testing on Supervision

From Book 13, Court, Probation, and Recovery, Chapter 7

My testing schedule, my prescriptions, and what I asked after my last positive:

If You Take Medication for Addiction

From Book 13, Court, Probation, and Recovery, Chapter 8

My medication, my prescriber, and who has told me to stop:

What Your Treatment Program Tells Your Officer

From Book 13, Court, Probation, and Recovery, Chapter 9

The consent I signed, when it ends, and who it names:

Treatment Ordered by a Court

From Book 13, Court, Probation, and Recovery, Chapter 10

My order, what it requires exactly, and where my attendance records are:

Drug Court and the Other Problem-Solving Courts

From Book 13, Court, Probation, and Recovery, Chapter 11

My agreement, what graduation does to my charge, and what termination costs me:

Fees, Fines, and Restitution

From Book 13, Court, Probation, and Recovery, Chapter 12

The itemized list, who collects each one, and what I have asked to be waived:

If You Cannot Pay

From Book 13, Court, Probation, and Recovery, Chapter 13

What I owe, to whom, and what I have paid:

Travel, Moving, and Where You Live

From Book 13, Court, Probation, and Recovery, Chapter 14

Where I want to go, which state I am a resident of, and the date I started the request:

Work and Supervision

From Book 13, Court, Probation, and Recovery, Chapter 15

My appointments, the hours I work, and what I have asked to move:

A Technical Violation

From Book 13, Court, Probation, and Recovery, Chapter 16

What I am accused of, the questions I need to ask my attorney, and what I can show:

A New Charge

From Book 13, Court, Probation, and Recovery, Chapter 17

The new charge, the date, who my lawyer is on each case, and what I have reported:

If a Warrant Is Issued

From Book 13, Court, Probation, and Recovery, Chapter 18

What the warrant is for, who I called, and what my attorney told me to do:

What Happens at a Revocation Hearing

From Book 13, Court, Probation, and Recovery, Chapter 19

The violation I am accused of, the date, and what I can show:

If You Have No Lawyer

From Book 13, Court, Probation, and Recovery, Chapter 20

Who I called, what I asked for in writing, and the date:

If You Use Again While on Supervision

From Book 13, Court, Probation, and Recovery, Chapter 21

What this page is for

Call your attorney while you still remember what happened and when. Your attorney needs the order of events, and in three weeks you will not remember it. Keep it off paper unless your attorney asks you to write it down, and then write it for your attorney only.

Who I called first, the date I called my attorney, and what I am doing differently this week:

Getting Off Supervision

From Book 13, Court, Probation, and Recovery, Chapter 22

My end date, what I have asked for in writing, and what I still owe:

Your Record Afterward

From Book 13, Court, Probation, and Recovery, Chapter 23

The word my state uses, what in my case is eligible, and who I called:

The Things a Record Still Touches

From Book 13, Court, Probation, and Recovery, Chapter 24

Which of these touches me, who I asked, and what they said:

My Supervision Plan

From Book 13, Court, Probation, and Recovery, Chapter 25

One page you can hand somebody, or read in a bad week. Fill it in with a pen and keep it in the front of the folder from Chapter 2.

What I am on

What kind of supervision, from Chapter 1:

Federal or state:

Who decides a violation in my case:

The date it ends:

The sentence if I fail, or in diversion what happens to the charge if I fail:

Who

My attorney, and the number:

My officer, or in diversion my program contact, and the number:

In drug court, my case manager or coordinator, and the number:

My testing call-in line or code:

The clerk of court, and the number:

My prescriber, and the number:

My treatment program, and the number:

The person who can always reach me, and their number:

My referral list, for the things nobody else covers

Somebody who can prescribe:

Somebody who handles a mental health crisis:

Somebody who takes people with no money:

Conditions I need help with

From Chapter 5, the three I need help with:

What I have asked to be modified, and when I asked:

My appointments

Reporting day, time, place, method:

Treatment:

Classes:

Testing:

The money

What I owe, itemized from Chapter 12:

What I pay each month, and the date:

What I have asked to be waived or converted:

What I need to ask my attorney

From Chapter 4. Write your questions here, not what happened. Say that part out loud to your attorney:

If I use again

Who I call first:

Where my naloxone is:

What I will not do: disappear, stop attending, miss the next appointment.

Who I Told, and When

From Book 13, Court, Probation, and Recovery, Who I Told, and When

Keep this page current. When your phone number or your address changes, you make these calls the same day, and you write the date here.

My current number:

My current address:

A second person who can always reach me, and their number:

My case number or numbers:

Who	Their number	Date I gave them my new information	Confirmed
My attorney			
My officer			
Clerk of court			
My treatment program			

Who	Their number	Date I gave them my new information	Confirmed
Bail bondsman, if I have one			

If you are reading this page because something has already changed, make the first two calls before you put the book down.

Part 9. For Families (Book 14)

These pages are for family members and friends of someone who is drinking or using. If you are the person in recovery, the pages in Parts 1 to 8 are for you.

If you are helping someone with their own pages, these are good ones to sit in on: **Living With Family** and **My Housing Plan** in Part 7, and **What You Have and What You Owe** and **My Money Plan** in Part 5. The person in recovery holds the pen and keeps the page.

If There Is an Emergency

From Book 14, For Families, If There Is an Emergency

Fill this in now, while nothing is happening. Keep it where somebody else in the house can find it.

In an emergency, use this page first. **If You Think They Are Overdosing**, the next page, repeats the safety steps and adds the nearest emergency room.

If you think they are overdosing: give naloxone if you have it, call 911, keep them on their side, and stay with them. Call 911 even if they wake up. Naloxone wears off before many drugs do.

Our address, written out for whoever makes the call:

Where the naloxone is kept:

Who else knows where it is:

The first person I will call:

If they do not answer, I will call:

Their doctor, counselor, or program, and the number:

If anyone is in danger, call 911. For crisis support, for them or for you, call or text 988.

If You Think They Are Overdosing

From Book 14, For Families, Chapter 1

If you think they are overdosing: give naloxone if you have it, call 911, keep them on their side, and stay with them. Call 911 even if they wake up. Naloxone wears off before many drugs do.

Our address, written out for whoever makes the call:

Where the naloxone is kept:

Who else in the house knows where it is and how to use it:

Nearest emergency room, and how to get there:

Naloxone: Getting It and Using It

From Book 14, For Families, Chapter 2

What this page is for

Naloxone nasal spray is sold without a prescription at drugstores, and many health departments and programs give it away free. Read the directions on the box now, before you need them, and keep it where everyone in the house can reach it.

Where I got it, and when:

The expiration date on the box:

Who else knows where it is:

When I will get a second one:

What Is in the Drug Supply Now

From Book 14, For Families, Chapter 3

What I know about what they are using:

What I do not know and have been guessing at:

Who I could ask:

What I want to say about naloxone, in one sentence:

If You Cannot Find Them

From Book 14, For Families, Chapter 4

If you think they are in danger or may have overdosed, call 911. You can also call your local police non-emergency number and ask for a welfare check.

Their full name and date of birth:

People who would know where they are, and their numbers:

Our county jail lookup and the non-emergency number:

What I will say in the first message:

What You Cannot Do

From Book 14, For Families, Chapter 5

What I have been telling myself is up to me:

What it has cost me to believe that:

What I would do differently if it were not up to me:

What Actually Works

From Book 14, For Families, Chapter 6

One thing I do that protects them from a consequence:

One thing I could do to make a sober evening better:

One conversation I want to have differently:

What I will do first:

The Surprise Intervention

From Book 14, For Families, Chapter 7

Who has suggested an intervention, and why:

What it would cost:

What we would do the next morning if the answer is no:

What I would rather try first:

Why the Program Will Not Talk to You

From Book 14, For Families, Chapter 8

What this page is for

Federal privacy rules bar many addiction treatment programs from telling you anything about a patient, even whether the person is there, unless the patient signs a written consent, often called a release. The program can still listen to you. Write down what you know so you can tell their clinician.

Who I called, and what they could not tell me:

What I know that their clinician should know:

Whether a release has been signed, and by whom:

What I will ask for on the first day of the next admission:

How to Talk About It

From Book 14, For Families, Chapter 9

What this page is for

Say four things, in this order, in about four sentences: one thing you appreciate about them, how you feel, one clear thing you are asking for, and one thing you will offer to do.

What I usually say first:

What I actually want:

The four-sentence version, written out:

When I will say it:

What to Say, and When

From Book 14, For Families, Chapter 10

Something good I have noticed and not said:

One specific ask instead of "get help":

What I say when I am angry that I should stop saying:

A sober hour this week I could use:

The Day They Say Yes

From Book 14, For Families, Chapter 11

The three numbers I will call first:

Where their identification is:

Their insurance, or what we would do without it:

Who could drive them if I cannot:

Paying for It When There Is No Money

From Book 14, For Families, Chapter 12

What this page is for

The SAMHSA National Helpline, 1-800-662-4357, can refer you to programs that take Medicaid or charge on a sliding scale. 211 can point you to help with a Medicaid application.

Do they have insurance, and what is it:

Could they get Medicaid, and who would help us apply:

Programs I have called, and what they cost:

What we can actually afford, honestly:

Helping and Enabling

From Book 14, For Families, Chapter 13

What I pay for now:

Which of those protect them from a consequence:

What I will stop, and what I will say when I do:

What I will keep doing no matter what:

Boundaries You Will Keep

From Book 14, For Families, Chapter 14

The one boundary I most need:

What exactly I will do when it is tested:

What I will say when I set it:

Who I will tell so that somebody knows:

Money They Take

From Book 14, For Families, Chapter 15

What this page is for

A credit freeze stops anyone from opening new credit in your name. It is free at each of the three credit bureaus: Equifax, Experian, and TransUnion.

What has gone missing, and roughly when:

What I still need to move or freeze:

Accounts I need to come off of:

What I will say the next time I am asked:

Court-Ordered Treatment

From Book 14, For Families, Chapter 16

What this page is for

Some states let a family member ask a court to order treatment for someone with a drug or alcohol problem. Who can ask, what has to be shown, and who pays differ from state to state. Ask the clerk at your county courthouse, or an attorney, whether your state has such a law and how to file.

Does my state have this law:

Who pays, if we file:

What the clerk told me:

Tolerance drops during treatment. Have naloxone ready for the day it ends. If they will not wake up, give naloxone and call 911.

What we would do on the day it ends:

If They Are Arrested

From Book 14, For Families, Chapter 17

Tolerance drops in custody. Have naloxone, be there at the gate if you can, and have a plan for that night. If they will not wake up, give naloxone and call 911.

Jail calls are usually recorded, and visits may be too. Talk about the charges only with their attorney.

Where they are, and the charges:

What the jail needs to know about medications:

Public defender's office and number:

What our plan is for the day of release:

If They Are Living Outside

From Book 14, For Families, Chapter 18

Our local outreach team and number:

Where they usually are:

What I will do consistently:

What documents I am holding for them:

The Children

From Book 14, For Families, Chapter 19

If a child is in danger, call 911.

Children affected, and their ages:

What I need in writing:

Who at the school knows:

What I have told them, and what I have not:

What This Is Doing to You

From Book 14, For Families, Chapter 20

One person who knows the whole truth:

What I have stopped doing that I used to do:

One thing I will put back this month:

What I will do about sleep:

If you are having thoughts of hurting yourself, call or text 988. It is free, it is 24 hours, and it is for you, not only for them.

Free Help for You

From Book 14, For Families, Chapter 21

What this page is for

Groups for family members include Al-Anon, Nar-Anon, and SMART Recovery Family & Friends, and many meet online. 211 or a recovery community center can tell you what meets near you.

Groups near me, or online, and when they meet:

The one I will try first, and the date:

Who I could go with:

What I want out of it:

If They Get Sober

From Book 14, For Families, Chapter 22

What I expected this to feel like:

What it actually feels like:

Something specific I have noticed and could say:

What I am still doing for myself:

If They Relapse

From Book 14, For Families, Chapter 23

Tolerance is lower after any period of not using. The first use after treatment, jail, or a hospital stay is the most dangerous use there is. This is the moment naloxone is for. If they will not wake up, call 911.

What I will say first:

Who I will call, and their number:

What I need for myself this week:

What I will not say:

If They Died

From Book 14, For Families, Chapter 24

What I want to say about how they died, and to whom:

What I need help with this week, and who could do it:

Who I can call at two in the morning:

One thing of theirs I am keeping:

If you are not safe, or you are having thoughts of hurting yourself, call or text 988.

My Plan

From Book 14, For Families, Chapter 25

Fill it in and keep it where you can find it. Update it when something changes.

Where the naloxone is, and who knows:

The three numbers I call in an emergency:

What I will say the day they say yes:

The one boundary I am keeping, and what I do when it is tested:

What I pay for, and what I have stopped paying for:

My group: which one, where, and when it meets:

The one person who knows the whole truth:

What I do for myself, and when:

What we do on the day they are released, or discharged:

What I will not say, no matter how bad it gets:

One thing I will do this week:

Part 10. Running a Group (Book 15)

These pages are for the person who runs a group that uses these books.

For the silent writing time, choose the page ahead of time. Pick one that does not ask about use, court, or safety at home, such as **My Values**, **My Boredom List**, or **Things I Enjoy**, in Part 3. Pages that ask about those things are for people to fill in on their own. In the go-around, people talk about what they wrote if they want to, and nobody reads a page out loud.

If you run a house meeting in a recovery residence, or you have any say over a member's housing, job, or program, you cannot promise that what is said stays in the room when the house rules or your program's rules require you to act. Before anyone talks, say what those rules require you to act on. Say it in place of the confidentiality lines in the opening.

What This Group Is

From Book 15, Group Facilitator Guide, Chapter 1

My one-sentence description of this group:

Which book we will work through first:

Who it is for, in my own words:

What This Group Is Not

From Book 15, Group Facilitator Guide, Chapter 2

What I will say about what this group is not:

Who has already asked me for something it is not:

What I will say to them:

Are You the Right Person

From Book 15, Group Facilitator Guide, Chapter 3

How long I have been in recovery:

Who my own support is, by name:

What day I can commit to for three months:

Why I want to do this, written honestly:

What You Are Not Allowed to Do

From Book 15, Group Facilitator Guide, Chapter 4

The organization I will ask to run under:

Who I asked, and when:

What they said, in writing:

What I will say when somebody asks me to sign a court form:

Finding a Room

From Book 15, Group Facilitator Guide, Chapter 5

Places I will ask, in order:

Who I spoke to, and when:

The room, the day, and the time:

How we get in, and who else has a key:

Money

From Book 15, Group Facilitator Guide, Chapter 6

How we will get books into the room:

What I will say when somebody offers money:

What this group actually costs to run:

Getting the Word Out

From Book 15, Group Facilitator Guide, Chapter 7

Five places I will put a flyer this week:

The date I called 211:

Who else I will tell:

What my flyer says:

Before the First Meeting

From Book 15, Group Facilitator Guide, Chapter 8

The date of the first meeting:

Who is coming with me:

What I still have to confirm:

Where the naloxone is:

The Opening, Word for Word

From Book 15, Group Facilitator Guide, Chapter 9

Read this off the page. Reading it is better than making it up as you go, and it is still better in year two.

Welcome. This is a free peer group. My name is [first name] and I am in recovery myself.

I am not a counselor, a doctor, or a therapist, and nothing here is treatment or therapy. We read a book together and we talk about it.

There is no cost, no sign-up, and nothing you have to do or say.

You can pass at any point and nobody will ask you why.

Three things about how we do it.

What is said here stays here. I will say more about that in a minute.

We speak about ourselves, not about each other. No advice unless somebody asks for it.

We finish at [time], and I will keep us to that.

About confidentiality. We all agree to keep what is said here inside this room.

I want to be straight with you: this is an agreement between us, and it is not a legal protection. I am not a licensed counselor, so nothing you say here is privileged.

In some states any adult who suspects a child is being hurt has to report it, and I will tell you now that I will act if I believe a child is in danger or somebody is about to be hurt.

So use your judgment about what you say in a room with people you do not know yet.

Last thing. If anybody here is in danger tonight, tell me before you leave and I will sit with you and make a call.

Is anyone here for the first time? You do not have to say anything. We are glad you came.

Let's start.

My opening, with my own name filled in:

What I will change about it:

The time we finish:

The Shape of Ninety Minutes

From Book 15, Group Facilitator Guide, Chapter 10

Same shape every week. The shape is what makes it a meeting rather than a hangout.

Minutes	What happens	Notes
0 to 5	Opening, read aloud	Start on time even with two people
5 to 15	Check-in, one sentence each	Name and one sentence. You go first and keep yours short
15 to 30	Read the pages aloud, taking turns	Anybody may pass. Stop and ask if a word needs explaining
30 to 45	Everybody writes, in silence	The written exercise from the book. You write too
45 to 75	Go around, one at a time	Each person gets about three minutes. No crosstalk
75 to 85	Open floor	Anything not said yet
85 to 90	Closing, read aloud	End on time, every week

Our start and end time:

What I will cut if we only have an hour:

How I will keep time:

Using the Books in the Room

From Book 15, Group Facilitator Guide, Chapter 11

The book we are starting with:

Which chapter this week:

Which chapter next week:

Who has a copy and who does not:

The Closing, Word for Word

From Book 15, Group Facilitator Guide, Chapter 12

Read this one too. Ending the same way every week is what makes people able to leave.

We are at time, so let's close.

Thank you for coming and thank you for what you said here.

What was said here stays here.

We meet again [day] at [time], same room. Next week we are reading [chapter].

If anything has come up for you tonight and you do not want to go home with it, stay for a minute and talk to me, or call 988 any time, day or night.

That's it. See you next week.

My closing, filled in:

What I do after every meeting:

Who I call if a meeting was hard:

Confidentiality and Its Limits

From Book 15, Group Facilitator Guide, Chapter 13

What I will say about confidentiality every week:

What I will say if somebody calls asking about a member:

Who I call if I am served with anything:

Crosstalk, Advice, and the Monologue

From Book 15, Group Facilitator Guide, Chapter 14

What this page is for

Three things damage a room: crosstalk (answering or commenting on what someone else shared), advice nobody asked for, and the monologue (one person talking far too long). You can stop all three with one sentence if you say it early.

Which of these has already happened:

What I will say next time:

The conversation I need to have after a meeting:

The Person Who Comes In High

From Book 15, Group Facilitator Guide, Chapter 15

If you think somebody is overdosing: give naloxone, call 911, keep them on their side, stay with them. Call 911 even if they wake up.

Does the building have a rule about this:

What I will say:

Who could sit with somebody outside while I keep the meeting going:

If Someone Is in Crisis

From Book 15, Group Facilitator Guide, Chapter 16

The numbers I carry: 911, 988, local crisis line:

Who I tell afterward:

What I will say in the moment:

If Someone Overdoses

From Book 15, Group Facilitator Guide, Chapter 17

If you think somebody is overdosing: give naloxone, call 911, keep them on their side, stay with them. Call 911 even if they wake up.

Where the naloxone is kept in our room:

The expiration date:

Who else in the group knows how to use it:

Who I notify afterward:

If Someone Tells You About a Child

From Book 15, Group Facilitator Guide, Chapter 18

Does my state require any adult to report:

Our state hotline number:

What I will say in the opening about this:

Who I would call for advice first:

Minors in the Room

From Book 15, Group Facilitator Guide, Chapter 19

Our age policy, written on the flyer:

What I will say if a young person comes:

What exists locally for people under 18:

Whether the building requires a background check:

When Two People Have History

From Book 15, Group Facilitator Guide, Chapter 20

Who in the room has history, that I know of:

What I will say if it surfaces:

The other meetings in town I can refer somebody to:

Week Six

From Book 15, Group Facilitator Guide, Chapter 21

What this page is for

Attendance often drops around week six in a new group. Many facilitators blame themselves for it.

Week six date:

Where my flyers are, and when I last checked them:

What I will tell the regulars in advance:

When I would decide to end it:

Building a Second Facilitator

From Book 15, Group Facilitator Guide, Chapter 23

Two people I could ask:

What I will ask them to do first:

The date I will ask:

What I need to write down so somebody else could run this:

When You Are Not Okay

From Book 15, Group Facilitator Guide, Chapter 24

The meeting I attend for myself, and when:

The person I debrief with:

What I do on the drive home:

Who would hold the room if I had to step out:

My Group Plan

From Book 15, Group Facilitator Guide, Chapter 25

Fill this in and keep it with the books. Update it when something changes.

The room, the day, and the time:

The organization I run under, and my contact there:

Whether I am a volunteer of theirs, confirmed in writing:

Where the naloxone is, and its expiration date:

Crisis numbers: 911, 988, SAMHSA, local crisis line:

Whether my state requires any adult to report child abuse:

What I say about court forms:

The book we are working through, and which chapter next:

Where my flyers are, and when I last checked them:

Two people I could build into a second facilitator:

My own meeting, and the person I debrief with:

The one thing I will do before the next meeting:

The Card You Keep in Your Pocket

From Book 15, Group Facilitator Guide, The Card You Keep in Your Pocket

Copy this onto a card and keep it in your pocket at every meeting. Fill in the local numbers before the first one.

Emergency: 911. Crisis, for anybody including you: call or text 988. Free treatment referrals: 1-800-662-4357. Anything else, including a bed tonight: 211. Child abuse: Childhelp, 1-800-422-4453.

Our local crisis line:

Nearest emergency room, and how long it takes:

Organization contact, and how to reach them at night:

Where the naloxone is, and its expiration date:

Two other meetings in town I can refer somebody to:

The person I call after a hard meeting:

If you think somebody is overdosing: give naloxone, call 911, keep them on their side, stay with them. Call 911 even if they wake up.

Part 11. The Daily Reader (Book 8)

These pages come from tasks in the Daily Reader. Each one is a page you may want to fill in more than once.

A Look Back Page

From Book 8, Daily Reader, 365 Days, Days 7 and 14, and every seventh day

What this page is for

Go back over this week's pages. Count the hours or days you did not drink or use, even if the week had a slip in it. Notice which times of day were hardest and what you did that helped.

The hardest time of day this week, and one thing that helped:

One plan I skipped, rewritten so it is smaller, with a name, a time, and a place:

What I want to do differently next week:

Who Is Still Here

From Book 8, Daily Reader, 365 Days, Day 211

What this page is for

Keep this list for the hard days. On a day when it feels like nobody cares, call or text 988.

The people still in my life after everything, and one thing each one has done for me:

My Health Page

From Book 8, Daily Reader, 365 Days, Day 292

What this page is for

Keep it with your other important papers. It helps in an emergency and saves time at every appointment.

My doctors and their numbers:

My medicines and doses:

My allergies:

The dates of my last checkups:

A Plan for the Next Year

From Book 8, Daily Reader, 365 Days, Days 316 and 343

Three things I want my life to include a year from now, and one step I can take this month for each:

For each goal: done, started, or not yet, and the reason in one line:

What I want to be true a year from now:

Next Year's Calendar

From Book 8, Daily Reader, 365 Days, Day 363

Holidays, anniversaries, hard dates, and my recovery anniversary, with one person and one plan for each:

A Letter to Someone on Day 1

From Book 8, Daily Reader, 365 Days, Day 360

What this page is for

You do not have to give it to anyone. If you know someone who is starting, you can.

What to expect, what helped, and what I wish I had known:

Part 12. For Employers (Book 16)

These pages are for the owner, manager, or supervisor of a business that hires people in recovery. Have your employment lawyer check your written policies once a year.

My Workplace Plan

From Book 16, Employer Guide, Chapter 25

What this page is for

One page to fill in and keep with your policies.

Who

Our employment lawyer, and the number:

The date of our lawyer's last yearly check:

Who checks each written standard:

Who handles every request for a change at work:

Who has access to medical files:

Who is on call when a shift goes wrong, and the number:

Who reviews every decision to end employment:

Our testing provider and medical review officer:

The one person who receives test results and takes the medical review officer's calls, and the backup:

Our employee assistance program, and the number:

Our state's bonding coordinator:

Who gives Form 8850 to each new hire by the day of the offer, and who sends it within 28 days:

Who runs payroll, and who checks final pay and deductions:

Our placement partners, the contact at each, and what each one provides:

What we have written down

Our attendance standard:

Our no-call, no-show rule:

Our correction steps and the correction record:

Our drug and alcohol policy, and the date counsel last checked it:

Our testing policy, and the date employees signed it:

Our reasonable-suspicion checklist:

The nearest testing site, and its hours:

How a worker gets home without driving:

Where our naloxone is kept, and who has been shown how to use it:

How we sign out keys, fobs, and alarm codes:

Who covers a shift when somebody is out:

Where the emergency contact forms are kept:

Our leave policy:

Our return-to-work agreement template:

Our last-chance agreement template:

Where our decision log is kept:

The date of our last supervisor training, and who attended:

Our hiring rules, priced

Each rule, what it protects us from, and what it costs us:

What we count

How we count, by hiring rule or by source, and where that record is kept:

Of the people hired in a set period under the changed rule or from each source, how many were still here at ninety days and at one year, and the same numbers for everybody else hired in that period:

What turnover cost us before, and what it costs us now: the post, the checks and tests, the paid training hours, the overtime premium, and our unemployment tax rate:

The Crew Lead's Card

From Book 16, Employer Guide, Chapter 25

What this page is for

Print this on a card for every crew lead and supervisor, and keep one in every company vehicle.

Somebody will not wake up, is not breathing right, or is having a seizure: call 911, use naloxone, and stay with them.

Somebody seems impaired: call 911 first if anybody may be hurt or in danger. Take the worker off the job and off every tool, ladder, and vehicle. Take the truck keys and the fuel card. Call the on-call manager. Fill out the checklist. Do not let the worker drive.

Somebody got hurt: give first aid, call 911 if it is serious, then call the on-call manager.

Somebody did not show up or call: cover the shift, call and text once, call the emergency contact if there is no answer by the end of the shift, and write down the times.

Somebody tells you about their health or recovery, or asks for a change: thank them, tell nobody else, and call the person who handles requests the same day.

On-call manager:

Person who handles requests:

Testing site and hours:

Ride home:

Naloxone is kept:

Reasonable-Suspicion Checklist

From Book 16, Employer Guide, Chapter 21

What this page is for

Each observer fills out this checklist, with the time, before anybody orders a test. Write what you saw, such as "Slurred words at 10:40, could not stand on the ladder, smelled of alcohol." Leave out guesses about why. File it in the medical file with the test result, and note the date and the policy section in the personnel file.

The date, the time, and the place:

Speech:

Balance:

Eyes:

Smell:

Behavior:

Work errors:

What each person saw, with their name and signature:

Correction Record

From Book 16, Employer Guide, Chapter 17

What this page is for

Use one correction record for every step. If the employee will not sign, the supervisor writes "declined to sign" and the date. File the record in the personnel file, never in the medical file. When a correction rests on a test result, name the policy section and the date. The result itself stays in the medical file.

The date:

The written standard:

What was expected:

What happened:

What has to change, by when:

The next step if it does not:

Supervisor's signature and date:

Employee's signature and date:

Decision Log

From Book 16, Employer Guide, Chapter 24

What this page is for

Leave the name off the log and keep the file reference instead. Before every decision, read the log for the same policy section. If you decide differently from an earlier line, write the reason on the new line the same day.

Date	Job	Policy section	What happened	What we decided	Who decided

Notes

Nobody does this alone.

One thing to try right now: take a warm shower.

How I felt before:

How I felt after:

Draw, Doodle, or Map It Out

People and Resources

Name	Number
Name	Number
Name	Number
Name	Number
Name	Number
Name	Number
Name	Number
Name	Number
Name	Number
Name	Number

Crisis: call or text 988
988 Suicide and Crisis Lifeline, 24/7. Chat at 988lifeline.org.

Emergency: 911

Treatment referrals: 1-800-662-4357
SAMHSA National Helpline, free and confidential, 24/7, English and Spanish. Text your ZIP code to 435748 or search FindTreatment.gov.

Free Support Groups

These groups are free to attend. Most meet in person and online. Try more than one until you find a room that fits.

Alcoholics Anonymous (AA) aa.org
12-step groups for people with a drinking problem.

Narcotics Anonymous (NA) na.org
12-step groups for recovery from any drug.

SMART Recovery smartrecovery.org
Skills-based groups with no religious content, for any addiction.

LifeRing Secular Recovery lifering.org
Secular peer support, in person, online, and by email.

Recovery Dharma recoverydharma.org
Peer-led groups based on Buddhist practices.

Celebrate Recovery celebraterecovery.com
Christ-centered 12-step groups, usually hosted by churches.

Women for Sobriety womenforsobriety.org
Support groups for women.

For family and friends al-anon.org
Al-Anon, Nar-Anon, and SMART Recovery Family & Friends.

Online Meetings

Online meetings run at every hour of the day and night. You can use a first name only and keep your camera off. Many also have a phone number you can dial in to with no internet at all.

In The Rooms intherooms.com
Free live video meetings every week for many recovery paths, 12-step and others. A free account with a username is all you need.

AA Online Intergroup aa-intergroup.org
AA meetings by video, phone, chat, and email, around the clock.

Meeting Guide app aa.org
AA's free app lists in-person, online, and phone meetings.

Virtual NA virtual-na.org
Narcotics Anonymous meetings online and by phone.

SMART Recovery Online smartrecovery.org
Online meetings, chat, and message boards.

LifeRing Online lifering.org
Video meetings, chat, forums, and email groups.

Some recovery websites show phone numbers that connect to treatment centers selling their services. For free, neutral referrals, call the SAMHSA National Helpline:

1-800-662-4357

Alder Creek Editions, LLC is not connected to any group or website listed in this book. Websites change. If one stops working, the SAMHSA helpline can point you to current options.

About the Author

Stephen Deason has been in Recovery for more than eleven years and still begins and ends each day with meditation and gratitude. He writes The Mile Marker Library for people getting into recovery on their own, including people who cannot attend or afford a treatment program. He writes as a peer, from his own experience, and is not a physician, counselor, lawyer, or financial adviser.

He has spent more than thirty years building teams and companies in healthcare and technology, holds graduate degrees in business and accounting, and writes about recovery, economics, business, and social enterprise. You can find more of his work at aldercreekeditions.com and stephendeason.com.

Alder Creek EDITIONS

Also by Stephen Deason

The Paid Last Series

Volume One: *Residual Claimants: How to Think Like and Become a Business Owner*
Where it all begins. How the person paid last reasons about people, systems, and money, taught in order: seeing and supervising the work, making judgment hold through other people, and finally reasoning from the owner's side of the ownership line.

Companion: *The Realities of Ownership: A Handbook for Owners and the People They Develop*
The seventy-nine Realities from Volume One, set out on their own for the owner's desk, followed by the harsh truths of the owner's seat and what owning a company does to a life.

Volume Two: *The Owner's Arithmetic: Finance, Costing, and Valuation for the Owner-Operator* (forthcoming)

Volume Three: *Capital and Governance: Law, Tax, Outside Money, and Counterparties* (forthcoming)

The Residual Claimant Series

Four books on developing people for the owner's seat, one for each level of the company: *Depth of Field*, for first-time supervisors and managers; *Parallax*, for mid-level managers; *Latent Image*, for executives and owners; and *Refraction*, the theory underneath all three. (forthcoming)

Business and Ownership

Valued: How Purpose Driven Businesses Can Conquer Addiction and Marginalization in America

Complaints Log Book: Organize Concerns, Ensure Accountability, and Improve Service

Economics

Somebody Always Pays: Plain Words Economics for People Who Do Real Work

Laureates for Owners (forthcoming)

The Operational Reliability Series

Book I: *The Weakest Link: A Story About the Systems We Never See*

A family learns, one ordinary handoff at a time, that competence at every individual step is not the same thing as safety across the whole arc of a recovery.

Book II: *The Invisible Architecture: A Story About Senior Care as a System*

A shorter, quieter story, picking up where Book I leaves off. Frank and Elaine's turn, with the system itself doing more of the work and the emotion doing less.

Book III: *The Space Between: Institutional Architecture and Coordination Costs* (forthcoming)

Companion: *The Family Integrator's Handbook: Worksheets for Families Coordinating Care*

The Sitting Room Series

1. *When More Help Is Needed: A Guide for You and Your Family*
2. *Who to Contact: Free Help for Older Adults and Families*
3. *Emergency Information Sheet* (free download)

4. *Before It's Urgent: A Workbook for Papers, Decisions, and Conversations*
5. *Things I Want You to Know: A Journal of Stories, Wishes, and Words for Your Family*
6. *While You Can Still Decide: After a Diagnosis of Memory Loss*
7. *Arranging Care at Home: A Workbook for Arranging Care in the Home*
8. *Care Partner's Log: A Daily Record for the Person Giving Care*
9. *Grieving Someone Who Is Still Here: When Someone You Love Has Progressive Memory Loss*
10. *Visit Journal: A Shared Record for Everyone Who Visits*
11. *Choosing a Place to Live: A Workbook for Comparing Senior Living and Care*
12. *The Move and the First Months: For Families and the Person Moving*
13. *Before the Last Weeks: When Treatment Stops Working, for You and Your Family* (forthcoming)
14. *After a Death: The First Year, for You and the People Around You* (forthcoming)
15. *First-Year Grief Journal: Undated Pages for the Year After a Death*
16. *Worksheet Collection: Every Form in the Sitting Room Series* (forthcoming)

The Mile Marker Library

1. *Don't Panic: The First Hours After You Stop: What to Do When You Stop Drinking or Using*
2. *Wallet Crisis Card* (free download)
3. *Free Help Directory: Meetings, Helplines, and Low-Cost Care*
4. *Medications for Addiction, Explained: What They Are, How to Ask, and How to Pay*, with Melissa Deason
5. *Tools You Can Use on Your Own: A Guide to Self-Directed Recovery*, with Melissa Deason
6. *Cravings and Hard Hours Workbook: A Companion to Tools You Can Use on Your Own*, with Melissa Deason

7. *One Day at a Time, Written Down: A 90-Day Gratitude Journal for Adults in Recovery*, with Melissa Deason. Also in a Christian edition: *A 90-Day Gratitude Journal for Christians in Recovery*
8. *Daily Reader, 365 Days*, with Melissa Deason (forthcoming)
10. *Money in Early Recovery: Budgets, Debts, Benefits, and Credit*
11. *Work and Recovery: Finding a Job, Keeping It, and What to Tell Employers*
12. *Finding a Safe Place to Live: Sober Housing and What to Check Before You Move In*
13. *Court, Probation, and Recovery: What to Ask a Lawyer and What Records to Keep* (forthcoming)
14. *For Families: When Someone You Love Can't Get to Treatment*
15. *Group Facilitator Guide: Running Free Peer Support Groups with These Books*, with Ben Wilson
16. *Employer Guide* (forthcoming)

For Children

The Ladybug and the Butterfly, by Laine & Daddy

Free at aldercreekeditions.com

Care Complaints Log Book (family edition)

Care Coordination Grid

Next of Kin Box

Operational Reliability Resources

Companion Worksheet Library, for *The Weakest Link* and *The Invisible Architecture*

Contributor

Mission Matters: World's Leading Entrepreneurs Reveal Their Top Tips to Success, with Adam Torres (Mission Matters Media)

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