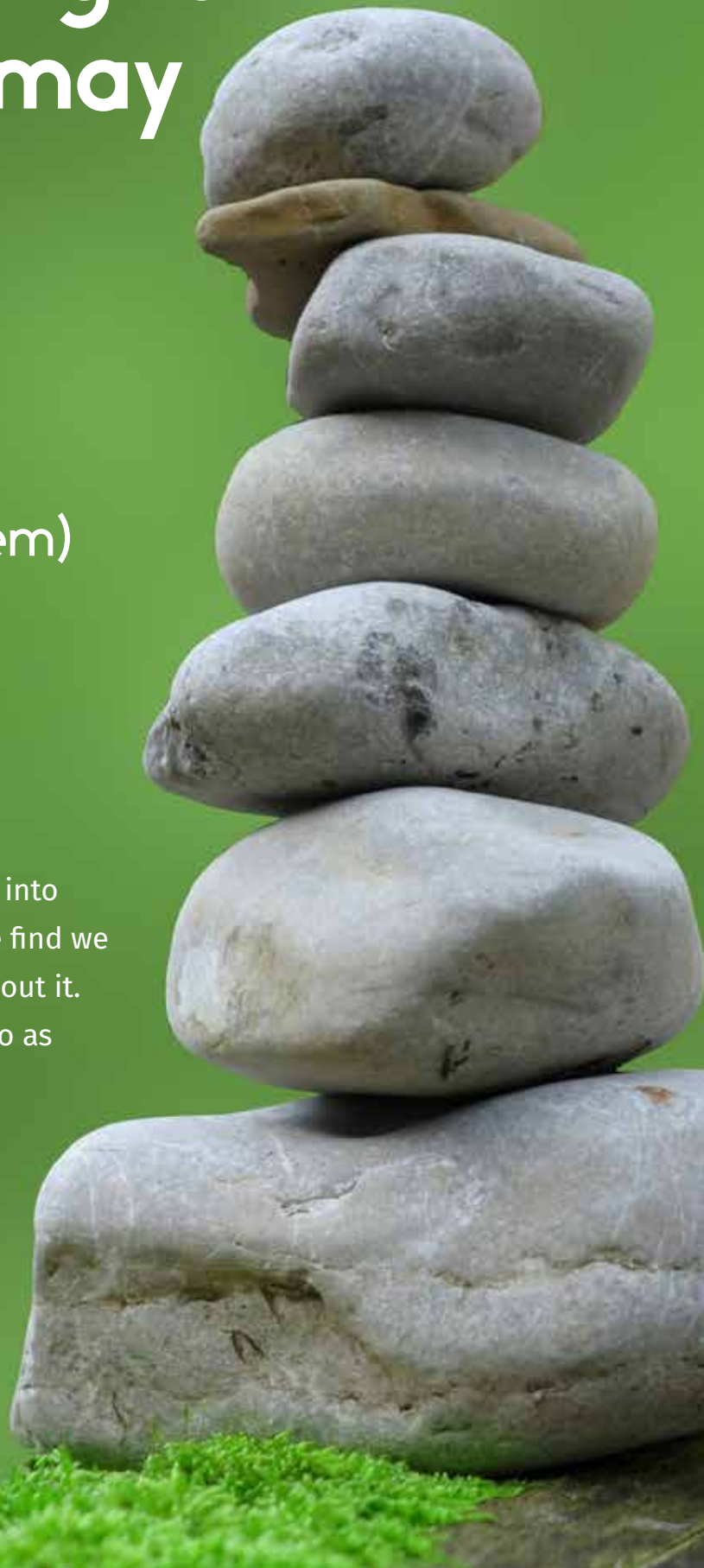


Reprogramming the RAS by changing routines leading to habits which may leave our life feeling more in balance

(Reticular Activating System)

The issue can be, we have become so locked into thinking patterns, or routines, sometimes we find we keep doing it without even really thinking about it. Or, if we do try to change, it doesn't always go as planned.

*To Regain Our Balance, we
first need to recognise when
we have lost it*



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We have included space to make notes in certain areas. However, you may find it helpful to use this workbook along with a wee notebook of your own in case you need more space to reflect and capture your thoughts and reflections. You could also record your thoughts, on your phone or laptop if this were possible, and something you found helpful, to listen to later and reflect on.

There is a lot to this workbook. Go at a pace that works for you, it doesn't need to be completed in one go. In fact, taking time and doing some practice in between reading will help you adopt these new routines. Do it at a time where you have the space to think and remember, if you need to speak to someone about anything that comes up for you, please do. Sometimes we can find things become very overwhelming and we need to speak to someone.

This workbook is not a replacement for professional advice. It may even be you find it helpful using this workbook with a health professional as part of guided self-help. If you do need to speak to someone, ask your GP about services near you. There are also phone helplines e.g. Breathing space in Scotland Tel: **0800 83 85 87** Samaritans **116 123**.

There is help out there, while this booklet is aimed at self-management, remember, there are times when we may all need to actually speak to someone. Getting into the routine of sharing how we feel is also a good habit to help regain our balance. Sometimes we find it hard sharing how we feel, the following tips maybe helpful.



wee tips on the **art of conversation**,
how to **open up and share** and how to **listen** when
someone wants to **open up to you**



Decide what it is you want to say and if possible pick a time and place where you can be heard e.g. deciding to phone a friend whose attention maybe focused on their kids at that moment may not be a good idea, arranging a time where you can both chat undisturbed and privately may work better.

Practice some relaxation, it's easier to talk about how we feel if we are relaxed, something as simple as a 3min relaxer or some mindful breathing can make all the difference. There are examples of this on COPE Scotland's website.

Be kind if the person listening asks a question, this means they are listening and are trying to understand. Effective communication happens when both parties respect each other, trust each other, and feel safe to be open and honest about how they feel.

Recognise this is the beginning of opening up. It maybe it will take time to work through what is causing you distress. Sometimes things happen which take time to resolve, or, it maybe you need time to come to terms with what is happening. But before any journey to a better place can begin, we need to find a starting point, and that can be as simple as letting someone know, "I am not fine, this is why". Recognising there is an issue, makes it easier to explore what next and this is easier when shared with someone else.

Let the person know what your intentions are. Sometimes people worry they need to fix things and so don't know how to listen as they are thinking about solutions. If you start by saying, "I don't need you to fix anything or jump in with a solution, I just need someone to listen then help me decide what next". You are setting the scene and letting the person know you want to talk and what you ask of them is to listen to you.

People aren't mind readers, so you need to take responsibility for being understood. Don't worry if you feel what you are saying is maybe all over the place. Sometimes when we do open up for the first time, we have so much to say it comes in a rush. Just be patient with the person who is listening and say "I know this may not seem to make sense, bear with me" Sometimes we need that space of just letting it all pour out so we ourselves can start to make sense of what we are thinking and feeling. This is why its important people know we want them to listen not solve anything, as sometimes we just need to be heard, even when what we are saying doesn't always make sense, even to ourselves.

It maybe what you are going through needs more than someone just to listen. They may suggest you also speak to someone else. Please don't feel that doesn't mean they don't want to listen, or, don't care, it just means they have heard and recognise it maybe helpful for you to share with someone else too. Talking to that person, may help you decide its maybe time to talk to someone who can offer professional help. Remember, its important people offering professional help are good listeners too.

How to listen when someone needs to talk to you as we can all at times have people want to share with us too

You are focused on the person you are listening too, not thinking about what you are going to reply, or, have for dinner, what else you need to do at work etc. At this moment your focus is on listening to the other person.

You are patient. Sometimes when someone has held things in for a long time they don't know where to start or seem to be all over the place. An effective listener will understand this and be patient realising it can be hard to talk and not forcing others to explain or go over things or hurry up. Giving the person space to realise they are being listened to and as result, may feel more relaxed and safer to share how they really feel.

Don't get angry or defensive an effective listener won't get angry or defensive with you if you challenge something they will reflect and will patiently try and work out what they misunderstood so you are both back on the same page. This is why sometimes we find it hard to talk to loved ones, and why sometimes we do need to speak to someone else about how we feel.

An effective listener is empathic as opposed to sympathetic. Empathy is about understanding the feelings of another and sharing them, it is around a shared connection about what it means to be human. Sympathy can be more around pity and sorry for someone else's misfortune and many of us don't want someone's pity, we do not want anyone to feel sorry for us, we want to be understood.

The person knows you are giving them your full attention with your eye contact and body language and perhaps occasional words of encouragement to continue, the person senses you are interested and want to hear more.

Non-judgemental, an effective listener knows, this isn't about their views, or what they think this is about. They want to listen to what we have to say, what is important and matters to us.

Don't bombard with questions. Effective listeners encourage us to talk. They don't bombard us with questions but to show they are listening may say things like "tell me more about", or, "I sense this has made you feel angry, sad, confused". Their words help you realise they are paying attention and they are trying to understand, and it also gives us a chance if they aren't understanding for us to say e.g. "no I am not angry I am just very frustrated"

Sometimes someone needs more support than a listening ear and knowing local support and services to help link the person can help you feel more confident to listen. Sometimes someone is so despairing they may think of suicide. Attending a suicide first aid workshop can help you be ready willing and able to offer a suicide first aid intervention.

Samaritans Freephone 116 123

**Zero Suicide Alliance Online
Suicide Awareness Training
www.zerosuicidealliance.com**



You matter, your wellbeing matters

Produced by COPE Scotland

www.cope-scotland.org

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INTRODUCTION

RAS (Reticular Activating System)

This workbook is a step on a journey to help restore some balance. To become more aware of the filter we have in our mind, our RAS (Reticular Activation System) and how we can reprogram our filter to look for what is good and where there are opportunities, as well as threats.

Our RAS is there to help keep us safe and part of that is recognising threats, so we can deal with them. The challenge is when all we see are threats and we are so overwhelmed by worrying about this; we find we don't have the energy to deal with them, or, see the opportunities which may improve our life, health and wellbeing.

There is a growing body of evidence supporting the view that people who are optimistic have improved health and wellbeing. So how can we learn to reprogram our filter to help us manage risk and have a more positive outlook?

This workbook does not replace professional intervention, if you are struggling with your mental wellbeing and need to speak to someone, please do. You matter. This workbook will always be here to return to, or, you can use it as guided self-help with a health professional.



Habits and routines

We all have routines; they are the process if you like we go through to perform our habits. Brushing our teeth is a habit. The process we go through to perform this habit is maybe: Flossing, taking out the toothbrush, putting paste on the brush, brushing our teeth, using a mouthwash etc. This is a good habit, one which supports good oral health. However, we can also find we have routines which lead to habits which are less healthy. We maybe have a habit of gambling beyond what we can afford. Our routine maybe, using money which should have been used to pay a bill, perhaps even lying to others that the bill has been paid. Instead of paying bills, we use the money to go somewhere to gamble, we then use the money to support the habit of gambling. This isn't good for us, our finances, or for others relying on that money for other things.

This workbook doesn't seek to judge. We need to think for ourselves is this a habit which is doing me any favours, or do I need to make changes? There can be many reasons we got into these unhelpful routines and habits in the first place. This workbook aims perhaps to offer something which may be of help, in refocusing your routines towards habits which are better for our wellbeing, and if we have distress in our life, rather than using unhelpful coping strategies like gambling, we find new routines which lead to healthier habits.

We have used Gambling Harms as an example of an unhelpful habit, this wee tips sheet maybe useful for you or anyone you know who maybe find this is an issue for them. It doesn't replace professional advice, just offers some ideas to consider.



wee changes can make a **big difference** tips to find healthier ways to feed the 'Hungry ghost'

What is the 'Hungry Ghost'?

Sometimes we feel there is something missing inside ourselves, or in our lives. We have a need to constantly seek relief from the emptiness even fear this causes, this can often lead to unhelpful coping strategies, which do not feed the need, we have at all, and in some ways can make us feel even more empty. No matter how much effort we put into feeding this unhelpful habit, we return to feeling empty inside. Unhelpful coping strategies won't replace what is missing, it will only take even more from us. Like a hungry ghost, never satisfied, always wanting more.



What can lead to unhelpful coping strategies?

Sometimes it's a past hurt or trauma, a painful experience which leaves an ache, which can lead to unhelpful coping strategies. Feelings such as stress, depression, loneliness, fear, and anxiety can trigger a gambling problem, or other unhelpful strategies like misuse of drugs or alcohol to try and manage these feelings. Believing the unhelpful strategy will take the pain, stress, anxiety away, but sadly often, only bringing more.

Know when it's no longer fun and stop!

When life is challenging we may seek diversion, entertainment as we are bored, or lonely and turn to gambling. It is so important when the fun stops, we stop and to know when it has stopped being fun. The challenges start when it stops being a diversion, begins to be a coping strategy and then becomes a way of life. Chasing the next big win. But as gambling can become a hungry ghost, no win is ever big enough, it never is satisfied and will push you more and more to risk losing more and more, maybe till you lose everything.



How do I know my gambling is a problem?

If gambling has become more important than other things in your life, if you are ignoring all the warning signs, of stress associated with feeding your habit, finding money to feed your habit, maybe spending money that was for bills, or using a money lender, you have a problem.

Ask for help

If you are finding it difficult, you don't have to handle your issue with gambling on your own. There are some excellent groups who can really help you, and your family, face the problems you have with gambling.

Self-awareness

A part of us knows when our habits are getting out of control, but sadly we often ignore it. Those who try to point out we may have a problem we become angry at, or secretive with. Part of us is ashamed at what we are doing, but we just don't know how to stop. We may even think about suicide, and if gambling has you thinking of suicide, please speak to someone now.

Talk about it

Talking about gambling problems with somebody you trust and someone who won't judge you can really help. It can also reduce the stress that can cause you to continue to gamble.



You matter

Sometimes lack of compassion for ourselves, can lead to gambling. Somewhere in our heads we have hit a self-destruct button, we see where this is going and feel powerless to stop, a part of us knows we should, but we don't think we can and we continue to cause ourselves further pain by not knowing how to stop, or, ask for help and show ourselves compassion.

Face the feelings and the fear

Admitting you have a problem can sometimes leave you feeling ashamed and guilty. This is totally normal and by acknowledging the problem and asking for help, you can change your life for the better.



Look for alternative ways to feel fulfilled



People can fall into gambling through boredom. Try and find a new hobby or try voluntary work, learn a new skill, explore a new job. If not having enough company is an issue join a community group, find others with the same interests as yourself. If there is something missing in your life, you feel gambling is replacing, maybe speak to someone about how you feel. Gambling isn't a healthy coping strategy to a life challenge.

Be kind to you

Admitting you have a problem is a big hurdle to overcome, so well done! Focus on the positive changes you are making and keep reminding yourself of them. Find new ways to have self-compassion and remember, people can help you. Sometimes we all need help to remember to be kind to ourselves.

Who will help?

Citizens' Advice Bureaux Scotland W: www.citizensadvice.org.uk/scotland/debt-and-money/get-help-with-gambling-problems/#!

GamCare T: 0808 8020 133 W: www.gamcare.org.uk

GambleAware W: about.gambleaware.org

Gamblers Anonymous W: www.gamblersanonymous.org.uk

RCA Trust T: 0141 887 0880 W: www.rcatrust.org.uk

Samaritans T: 116 123 W: www.samaritans.org

The Scottish Illegal Money Lending Unit
W: www.tsscot.co.uk/illegal-lending/loan-sharks

COPE Scotland Tips on kindness to the self, others and the planet W: www.cope-scotland.org

"No society can understand itself without looking at its shadow side."

Gabor Maté, In the Realm of Hungry Ghosts: Close Encounters with Addiction

You matter, your wellbeing matters

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Reticular Activating System (RAS) Habits and Routines

People are pretty complex, and life can be pretty complicated at times. This is why changing behaviours, routines, attitudes, and habits can be a challenge as there is so much which goes on inside our head on so many levels.



Whit! Three minds, as if managing one wasn't enough of a challenge! Well they are not quite three minds they are levels of consciousness which play a huge part in how we perceive the world and influence our behaviour:

- Conscious level, which is kind of what we are aware of just now e.g. I am hungry
- Preconscious level, is like a store of knowledge we can call on easily if we need it e.g. there is bread in the cupboard and cheese in the fridge
- Unconscious level this is where our fears, anxieties, memories, often of things which cause us pain, or were unpleasant so we pushed them to the 'back of our mind' e.g. we open the fridge and find when we remove the cheese the fridge is empty, we have a feeling of panic we can't put a finger on as we can go to the shops and buy more, but, our unconscious remembers a time in our past when the fridge was always empty and the cupboards were bare and our parents were arguing about money as we hid under the bed covers, lonely, hungry and afraid. Now this is maybe so far back in our memory we have forgotten it, but something about that empty fridge called it back, we are left feeling unsettled and we aren't really sure why.

Our RAS evolved over the years to keep us safe and that includes making sure we have plenty of food, as food, water, shelter is essential to keep us safe. If our RAS picks up the threats, there may be no food before we know it when we go shopping, we don't just buy a block of cheese but a whole cheese round!

Think of panic buying when the country went into lockdown. This shows how powerful the RAS can be in influencing our behaviour. Fortunately, panic buying did not last long enough to become a habit and people's routine shopping went back to relatively normal. However, had people continued to stockpile food and toilet rolls! Repeatedly over a period of time, this new routine would become a habit. Reinforced by the RAS every time someone saw some news about COVID19 and wondered,

'do I have enough food? Better get some more'

Unchecked this could lead to debt; food being wasted as it goes out of date, issues of storage and more. As well as exploring habits we may want to change, it's good to be mindful of not adopting more which are unhelpful for our wellbeing.

If we want to change habits and routines, we need to find ways to re-programme our filter, to find new routines and habits which can support us feeling healthier and more fulfilled. If this is important to you, you need to think how to change. One workbook cannot cover all the routines and habits any of us may have, so it shall focus on the routines and habits we have for our wellbeing. By improving our self-care, we may find we also begin to re-programme our RAS in other areas of our life.

Remember this isn't a replacement for professional advice if you are struggling with something just now do speak to someone. This is self-help, or, can be used as guided self-help with a health care professional.





WARWICK AND EDINBURGH MENTAL WELLBEING SCALE

The Warwick and Edinburgh Mental Wellbeing Scale is a really useful tool for helping us identify areas around our wellbeing which may need attention. For more information warwick.ac.uk/fac/sci/med/research/platform/wemwbs. An average score is around 50. For more information on National Averages visit www.gov.scot/news/scottish-health-survey-2018-published.

Make some time when you won't be disturbed to reflect on the questions in the WEMBWS to see for yourself if there are areas you maybe want to focus on. It maybe there are no areas, super, this is a resource you can share with someone else, or, use in the future if you need it.

It maybe there are different areas you want to focus on. We are all different, do what has meaning for you. Remember, this isn't a replacement for professional advice. If something is causing you significant distress, please speak to someone. Remember you matter! There are 14 points on the wellbeing scale, and you are invited to consider how you score for each of these. Then add up your scores for an overall score.

If you find there is an area you aren't scoring as high as you would like, then this workbook shares some hints and tips on how to increase scores in these areas. This can help us re-programme the RAS and find our balance. Remember, very rarely do people score 5 in each area all the time, so be kind to yourself when doing this.

BELOW ARE SOME STATEMENTS ABOUT FEELINGS AND THOUGHTS

Please tick (✓) the box that best describes your experience of each over the last 2 weeks

STATEMENTS	NONE OF THE TIME	RARELY	SOME OF THE TIME	OFTEN	ALL OF THE TIME
I've been feeling optimistic about the future	1	2	3	4	5
I've been feeling useful	1	2	3	4	5
I've been feeling relaxed	1	2	3	4	5
I've been feeling interested in other people	1	2	3	4	5
I've had energy to spare	1	2	3	4	5
I've been dealing with problems well	1	2	3	4	5
I've been thinking clearly	1	2	3	4	5
I've been feeling good about myself	1	2	3	4	5
I've been feeling close to other people	1	2	3	4	5
I've been feeling confident	1	2	3	4	5
I've been able to make up my own mind about things	1	2	3	4	5
I've been feeling loved	1	2	3	4	5
I've been interested in new things	1	2	3	4	5
I've been feeling cheerful	1	2	3	4	5

© WEMWBS

Warwick-Edinburgh Mental Well-being Scale (WEMWBS)

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THE LID OF MY WELLBEING JIGSAW

Imagine someone gave you a jigsaw puzzle of 1000 pieces with no lid! How would we begin to put that puzzle together? Where would we even start? Now imagine you have others who also have their puzzle pieces and no lid, how would you know what their picture was supposed to look like, and how would you share yours?

If we decide we want something to change for ourselves, our family, our community, our workplace, our country, what does that mean? Somewhere in our head we have a picture of what that change will look like, don't we? Or, is it vague e.g.? Everyone has enough to eat, no one feels lonely anymore, everyone has an equal chance at a good education, workplaces are fair and offer good packages to their staff.

Or, is it a personal vision of being fitter, more confident? What is the image in our mind of e.g. a fitter or more confident you? What are the pieces which will make this vision real? What are you doing, thinking, feeling, how are you behaving? Having pieces and no vision is as challenging as having a vision and no pieces. For things to change, we need to find new ways to solve the puzzles of our own lives and bring the vision and the pieces together.

If you think about the WEMWBS as a 14-piece jigsaw puzzle, reflect on your scores and identify which if any of the 14 areas you want to give more attention to:

- **Develop a more optimistic approach to the future**
- **Find ways to feel more useful**
- **Find ways to feel more relaxed**
- **Become more interested in other people**
- **Increase your energy levels**
- **Feel more confident in dealing with problems**
- **Think more clearly**
- **Learn to feel good about yourself**
- **Feel closer to other people**
- **Feel more confident about things**
- **Be able to make up your own mind about things**
- **Feel loved**
- **Interested in new things**
- **Feeling cheerful**



Sometimes we have so many things going on in our head at the same time it's hard to focus; especially if we are trying to plan and work out the potential outcomes of that decision and there seems to be 1001 places to go to offer advice on what to do.

As with any puzzle, its rare we complete it in one go, we maybe do the sky first, or the grass, or the sea. So, it is with the puzzles of life. We start where we can makes some changes and then we build from there. If we try and do too much at once we can become overwhelmed and find instead, we do little or nothing.

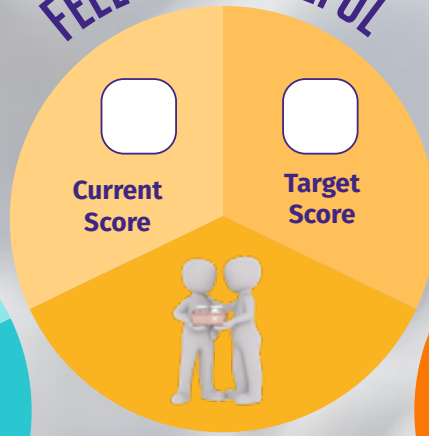
If we are to make changes that means we need to create new routines and new habits and that, is easier said, than done. If our routine and habit has been to see the worst-case scenario, to believe there is no point as things won't change, nothing makes any difference. Then no matter what tools we may be presented with, nothing changes. This has to be something which you decide matters to you.

Like any puzzle, we don't always get it right first time and that's okay, no one always gets it right first time, that's how we learn. In life as in any game there are rules, learn to have fun, learn the rules for actions you can take which supports your dreams and dream big.

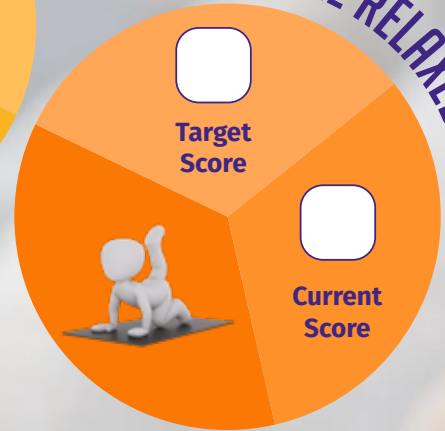
Take a moment to reflect on your WEMBS scores and capture them in the Jigsaw lid, in each section there are 2 boxes, your current WEMWBS scores and your target score. This helps you decide which areas you want to address first.



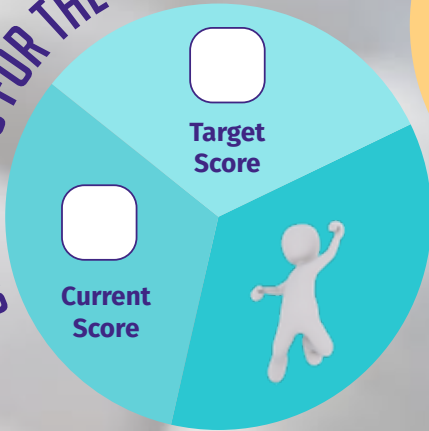
FEEL MORE USEFUL



MORE RELAXED

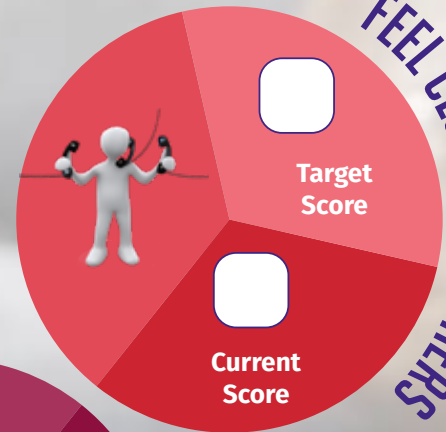


OPTIMISTIC FOR THE FUTURE

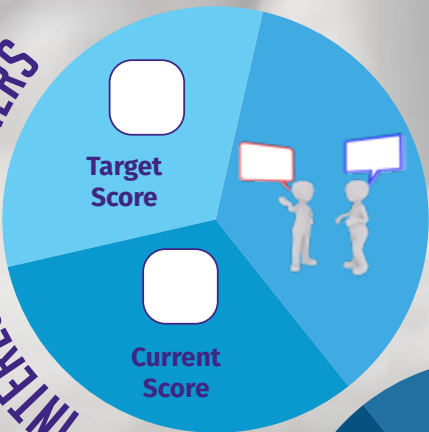


Please enter your current WEMWBS and target scores

FEEL CLOSER TO OTHERS



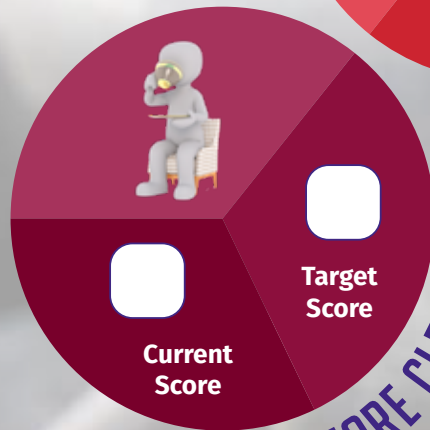
INTERESTED IN OTHERS



CONFIDENT TO DEAL WITH PROBLEMS



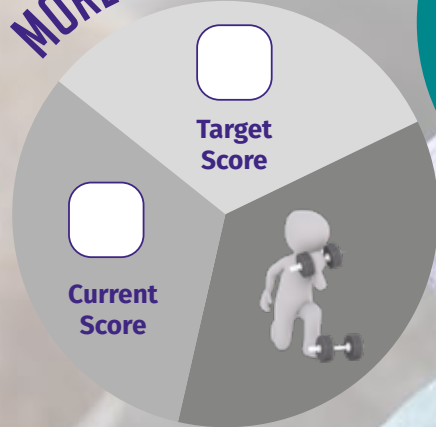
THINK MORE CLEARLY



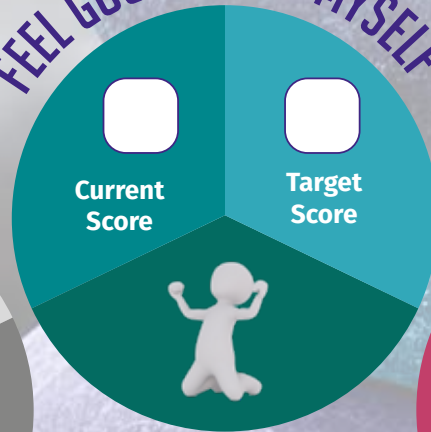
WEMWBS JIGSAW LID

CONNECTING THE PIECES TO MY WELLBEING

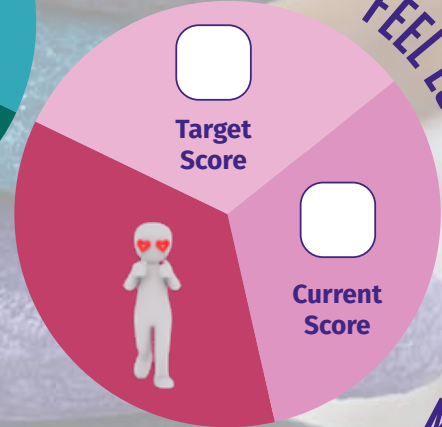
MORE ENERGY



FEEL GOOD ABOUT MYSELF

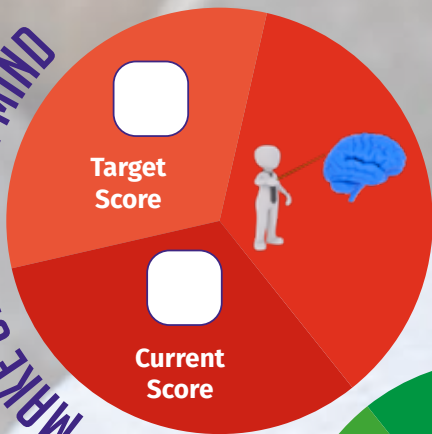


FEEL LOVED

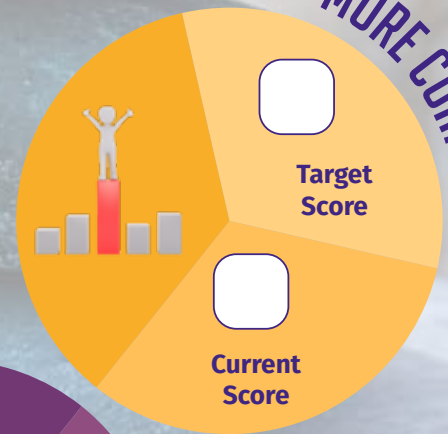


Please enter your current WEMWBS and target scores

MAKE UP MY OWN MIND



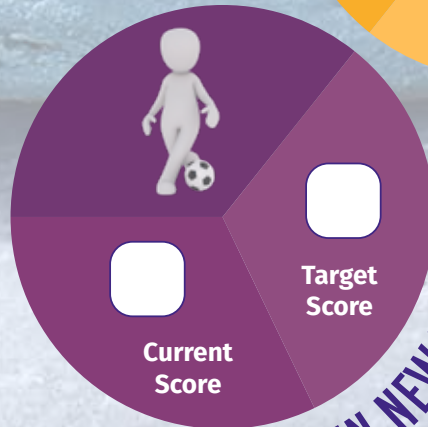
MORE CONFIDENT



FEEL CHEERFUL



INTERESTED IN NEW THINGS



We may have decided it matters to us to explore how to regain our sense of balance, of wellbeing, to consider our routines and habits and the filters we look through the world with and how this can help us to re-programme our filter, to adopt new routines which lead to healthier habits. The Jigsaw lid is a place to start as it helps us decide if there is something we would like to change in our life. Rather than focus on why it's not changing, think about what assets we have, or, know of which already exist which could support this change. Sometimes rather than start something new to make the change, we simply stop doing something we are doing now.

Three pieces on our site which may be useful:

- www.cope-scotland.org/index.php/latest-blog/picking-up-the-pieces-when-the-world-feels-changed-1
- www.cope-scotland.org/index.php/latest-blog/what-s-the-vision-on-your-jigsaw-lid
- www.cope-scotland.org/index.php/latest-blog/have-fun-achieving-what-matters-to-you

On the other hand having completed your WEMWBS and you maybe want to explore changing some habits as of today! This wee tips sheet below may offer you some ideas.



wee changes can make a **big difference**

tips to establish a healthy routine every day

Eating

We all need to eat a balanced diet, if money makes this a challenge there are ideas on eating well on a budget www.nhs.uk/live-well/eat-well/20-tips-to-eat-well-for-less If things are challenging just now a foodbank maybe able to help www.trusselltrust.org/get-help/find-a-foodbank It's also important if we can afford extra food we don't overeat as we are bored or upset. If something is bothering you, please talk to someone about it.



Housework and interior design

Often our external environment can reflect how we feel inside. Do you feel you have a lot of clutter, or things you would like to do in the house but just don't get round to? We all have those wee jobs about the house we put off. Getting into a housework routine can help keep clutter at bay, offer us some physical activity which saves cost of going to the gym! And improve how we feel inside and its amazing how a house can be made a home even when money is tight. This maybe offer some useful ideas www.idealhome.co.uk/diy-and-decorating/free-ideas-home-decorating-9179

Rest and relaxation

We all need a good sleep pattern and some healthy relaxation habits. Does your home promote calm, could wee changes be made so it's a place of relaxation, maybe start with the bedroom see if that helps promote better sleep too? There are also heaps of relaxation exercises online, maybe find one which works for you www.cope-scotland.org/index.php/videos/video/relaxation-in-just-3-minutes



Companionship

We are social beings and for most people feeling and giving affection is important. Building time for companionship into our routine is important. If we don't have a lot of friends or family then it's looking at how we build connections. Part of a routine maybe looking for new places to connect with others e.g. online arts class, yoga, choirs, and singalongs, they are all out there and having a look we may find there is often more going on than we realise www.whatsonglasgow.co.uk

Family

There is a saying we can pick our friends, but we can't pick our family and not everyone may want to stay in touch with family, however, if family is important, sometimes it's just getting into a healthier routine of staying in touch. Even a phone call or a letter if you don't see each other that often helps maintain those relationships. If you feel work needs done to rebuild family relationships, there is a lot of tips and advice on line. If using online resources, check they are from reputable sources.

Knowledge and learning

Lifelong learning and acquiring new knowledge can be good for our wellbeing and we shouldn't worry about making mistakes as we learn, everyone makes mistakes until they learn something new www.cope-scotland.org/index.php/latest-blog/time-for-something-new-and-remember-rarely-anyone-gets-it-right-first-time If you suffer a health challenge, learning more about your condition from reliable sources and ways to self-manage it can also be good for your wellbeing e.g. This piece offers ideas which may help reduce the distress of chronic pain www.cope-scotland.org/index.php/latest-blog/wee-tips-to-help-reduce-suffering-caused-by-chronic-pain



Fun and leisure

Build some fun and leisure into your daily routine, even thinking about, or trying out new ideas can help fill the day in a meaningful way. Money maybe tight, however, our imaginations knows no limits, use it to find new ways to have fun. This link takes you to an info mag which includes an activity page which you may find useful for you and, or, the kids www.cope-scotland.org/index.php/latest-blog/whit-s-happening-and-resource-directory-issue-7



Be creative

This can be from baking a cake, starting a journal, joining a class, writing a song, making a hope jar, doing some creative artwork with the kids, writing poems, even writing a letter to a friend or family member. This piece has an excellent ideas book put together by MindandDraw. www.cope-scotland.org/index.php/latest-blog/ideas-for-how-creativity-can-improve-our-mental-health and this piece offers tips on making an affirmation jar www.cope-scotland.org/index.php/latest-blog/positive-affirmations-for-wellbeing

You matter

Make time every day for what matters to you, we are all unique individuals with our own needs and sometimes when life is challenging these can be harder to meet, but look for even 15minutes in the day to call your own, to do what matters to you. There is a workbook in this piece which may be of interest www.cope-scotland.org/index.php/latest-blog/picking-up-the-pieces-when-the-world-feels-changed-1



Sense of freedom

Sometimes we get so caught up in what we can't do, we forget what is in our control. We may see lack of money, or someone to do things with as obstacles to what we want to do. Sometimes its about working out what matters to us, what is within our control and what maybe we need to find the confidence to go for. This wee piece and workbook maybe useful www.cope-scotland.org/index.php/latest-blog/self-confidence-and-personal-leadership. Few people if any get everything they want, but having the confidence to set realistic goals may mean we find what we need.

Know you are doing the right thing and are appreciated

We all respond to kindness and being kind to ourselves matters, sometimes we find that hard, this wee video maybe useful for helping change your internal voice to help you make kinder choices for you www.cope-scotland.org/index.php/latest-blog/what-are-you-saying-to-yourself-because-you-are-listening-1 Ideas for how we can be kinder to others www.cope-scotland.org/index.php/latest-blog/changing-the-world-one-kind-compassionate-conversation-at-a-time-1 and kinder to the planet www.cope-scotland.org/index.php/latest-blog/things-we-can-do-to-help-build-a-kinder-world

Spend time in nature

From a walk in the park, to time in your garden if you have one, or making your veranda if you have one to looking at pictures of nature or having plants in the house if you aren't allergic. Being in nature even watching a video can be good for our wellbeing. This wee piece maybe of interest www.cope-scotland.org/index.php/latest-blog/coorie-whits-that-got-tae-dae-wi-gettin-fitter

Produced by COPE Scotland
www.cope-scotland.org
@COPEScotland





WHAT ARE WE PROGRAMMING OUR FILTERS TO FOCUS ON?

Increase awareness

If we want to improve our wellbeing and re-programme our RAS, it's important we do become aware of our routines, which forms our habits. Routine is something we repeat over and over, till eventually we do it and don't even think about it.

Now our brains are pretty clever, seriously capable of some pretty impressive stuff, however, when it comes to routines, we are in charge, we begin the process that leads to habits which can be helpful, or, not.

Most of us like to see some kind of reward for our efforts. This can be a feeling of calm, excitement, achievement, satiation and more. There are cues if you like, which we can respond to what we think will give us a reward.

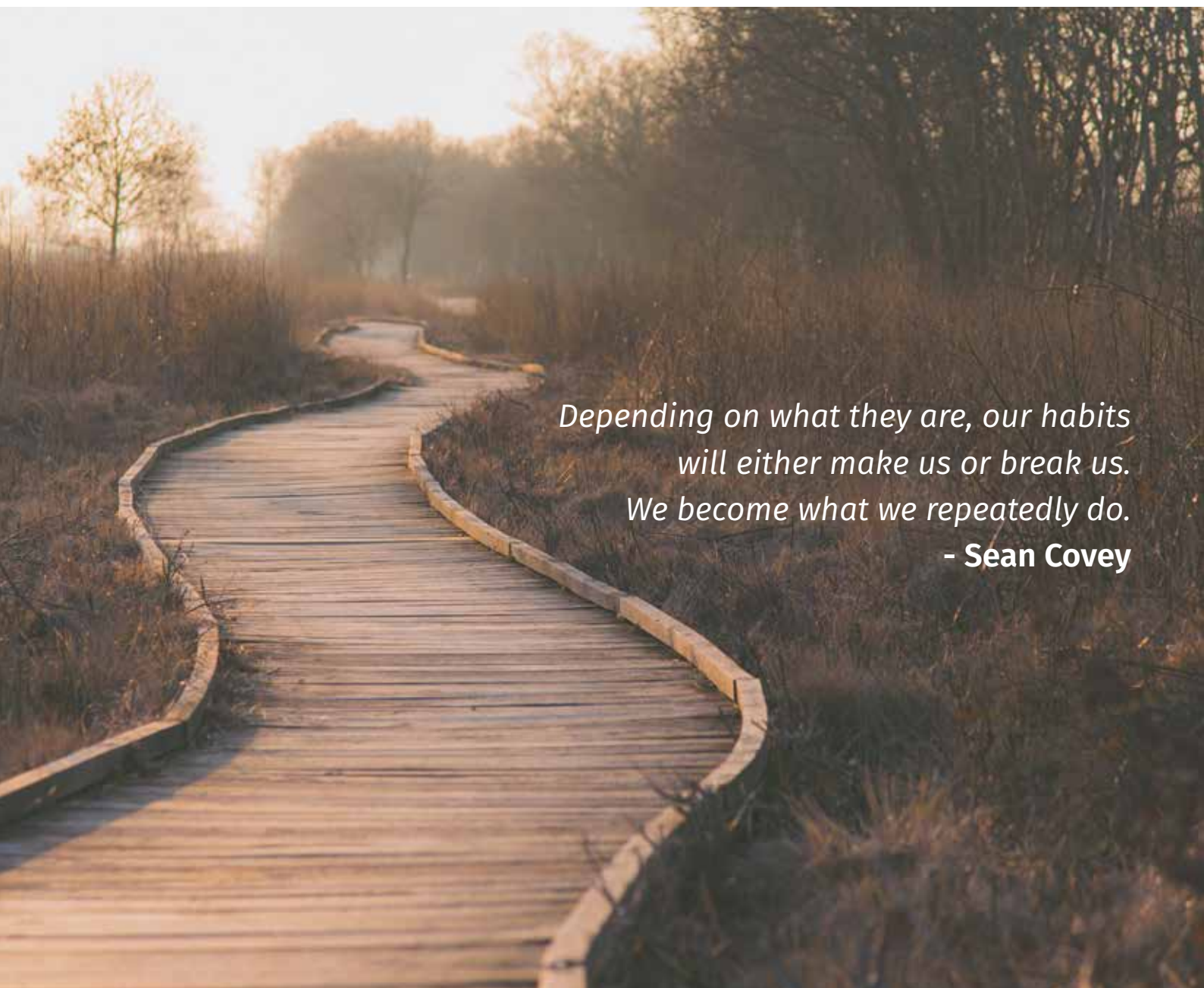
This is how addictions or unhelpful habits can occur. Someone may get into the routine of a glass of wine at the end of the working day. This then becomes a bottle of wine. The person may realise this isn't helpful, but it helps them unwind at the end of a hard day. They tell themselves they can stop anytime..... just not today.....

Someone playing the FOB T (Fixed Odd Betting Terminals), for fun, a bit of excitement, a chance to beat the odds. But they may find it's not as much fun as it used to be and your losing more than your winning, but you will just play again today, you can stop anytime, just not today..... You have got into a routine of drinking wine, of using FOB T and this routine has become a habit and maybe not a very helpful one.....

So how do we nurture healthy habits? Well one way to do this is find a new routine. So the cue maybe the same, a hard day at work, but instead of playing the FOB T or the glass of wine, you go for a walk, read a book, do something which offers you a sense of wellbeing which doesn't risk your health, social life or pocket! Finding a healthy routine gives you that same sense of reward. Now it maybe you are struggling with unhealthy habits and find it hard to stop, so you may need to have a wee chat with someone. Please do, as you matter. This workbook doesn't replace professional advice, it simply offers some new routines which you may find rewarding for your wellbeing and want to adopt.

We all have habits and routines and when the world is uncertain, we may find we cling to them even more intensely, as they don't require us to think too much about change. We have enough to be dealing with! and our habits or routines are our escape. Unhelpful habits can develop when we don't have a sense of achievement or enjoyment in our daily life so we find an activity which in short term brings us this feeling of pleasure e.g. a glass of wine and a cigarette at the end of a busy day, or two as we feel we really have earned this. But in the long term can put our life and wellbeing out of balance.

You will know from your WEMWBS score and personal Jigsaw Lid if there are areas in your life you want to create new habits.



*Depending on what they are, our habits
will either make us or break us.
We become what we repeatedly do.*
- Sean Covey

THE STORY WE TELL OURSELVES

Often, we defeat ourselves before we even start. Self-talk is the internal voice we all have which comments on our activities, our actions, our plans, and our dreams. It may be a kind supportive voice, telling you how great you are, or, it can be a cruel critical voice which makes you feel small. It may even be a suspicious voice, which sees threats and enemies where none exist, and we listen to it, so much, we close ourselves off from people, believing no one cares or can be trusted.

Capture some of the things you say to yourself which are not helpful

Capture some of the things you say to yourself which are helpful

If you found completing the first reflection box easier than the second, then learning to use a kinder inner voice is something which may help you in re-programming your RAS and regaining a sense of balance and wellbeing.

You may find watching this video *'what are you saying to yourself because you are listening'* helpful. Becoming more aware of our self-talk and how to change our internal voice can go a long way to helping re-programme our RAS www.cope-scotland.org/index.php/videos

Our self-talk can also programme our internal filter, for example, if we keep saying, “*no one likes me*” to ourselves, we will believe this. Our filter will look for evidence of this, we may become defensive, thinking every time someone doesn’t smile at us, they don’t like us. As opposed to person may just have been thinking about something else.

Also, remember, when our filter looks for one thing it can lock other things out, so the kind things the same person did you may not even see as you are convinced, they don’t like you. Our self-talk can also cause issues for us where we over personalise things so it really is important to pay attention to what you are saying to yourself and is it kind or helpful?

Maybe we know what we need to do to get some balance back but this voice seeks to sabotage our effortsif we let it. Here are some simple steps to take which can help you have a kinder inner voice.



1 Step one



Awareness - we all have an inner voice which chats away to us all the time, from what will we have for dinner tonight to commenting on how well we think we are going to do in a situation. Become aware of yours, is it a nice and caring voice, a supportive voice or is it critical, even paranoid, or, suspicious of others. There are some conditions the symptoms of which include being distrustful and suspicious of others, holding grudges, always suspecting people's motives, preoccupied with whether people are loyal etc. If you find you often are suspicious, and mistrusting of others and it interferes with your relationships maybe speak to your GP re linking you to someone to discuss this with. Become aware of the story you tell yourself and the impact this has on your life and relationships and if you need support. Part of awareness and getting the balance back is recognising this and doing something about it.

Why may using a kinder internal voice be important to you?

What steps can you take now to use a kinder inner voice?

2 Step two

Drop 'I can't' or 'it's too hard' from your vocabulary. As soon as you say you can't or it's too hard you are setting yourself up either not to even bother or not to do as well as you could. Think about it, does '*I can't*' or '*it's too hard*' sound like the kind of advice that would get anyone feeling upbeat, is this the filter you want to look at the world through, one of beaten before you even start?



Do you use the phrases I can't, or 'it's too hard, or 'where is the point' often?

What could you say instead which may motivate you to start adopting new routines?



3 Step three

Replace with a positive message.

Now if you have been critical of yourself, or, others have been critical this will take practice but, the more you do it the easier it will become. For example, *I enjoy the excitement of trying something new; I care about myself; I will enjoy practicing this till I learn how to do it, I have choices.* Learn about affirmations. They are a great way of changing the story we tell ourselves and also help reprogram our inner filter. There are several pieces on the COPE Scotland site on affirmations you may find helpful for example:



- www.cope-scotland.org/index.php/latest-blog/changing-the-script
- www.cope-scotland.org/index.php/latest-blog/self-confidence-and-personal-leadership
- www.cope-scotland.org/index.php/latest-blog/time-for-something-new-and-remember-rarely-anyone-gets-it-right-first-time

Do I think practicing affirmations maybe good for me and how am I going to make this part of my new routine?



4 Step four



Focus on the positive future you would like. Imagine it was a film and you were in charge of the script for your character in the film and it had a happy ending what would your character be doing, or thinking, what goals do they have and how did they achieve them. Start reprogramming your filter to look for opportunities which support you increasing your scores in the WEMWBS areas which has meaning for you.

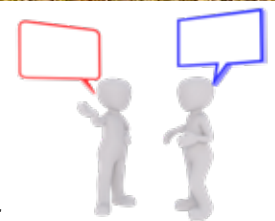
AREAS IN WEMWBS	WHAT WOULD I BE DOING IF THE CHANGE HAD HAPPENED IN THESE AREAS
Develop a more optimistic approach to the future	I know I would be more optimistic because
Find ways to feel more useful	I know I would feel more useful because.....
Find ways to feel more relaxed	I know I would be more relaxed because
Become more interested in other people	I know I would be more interested in other people because....
Increase my energy levels	I know I would have more energy because....
Feel more confident in dealing with problems	I know I would be more confidence in dealing with problems because....
Think more clearly	I know I would be thinking more clearly because....
Learn to feel good about myself	I know I would be feeling good about myself because....
Feel closer to other people	I know I would feeling closer to other people because....

AREAS IN WEMWBS	WHAT WOULD I BE DOING IF THE CHANGE HAD HAPPENED IN THESE AREAS
Feel more confident about things	I know I would be more confident about things because....
Be able to make up my own mind about things	I know I would be able to make up my mind about things because...
Be loved	I know I would be loved because.....
Be interested in new things	I know I would be interested in new things because....
Be cheerful	I know I would be cheerful because.....





5 Step five



We can't control other people only ourselves, saying things will be better when other people behave differently, or, are nice to us, or whatever it is they are doing which pulls you down changes, could be a long time in coming; if ever, and even, could stop you from achieving your goals. Yes, it would be nice if everyone behaved how we wanted them to, but they don't. However, you can control how you behave, and you can learn to control our inner voice and internal filter.

Do I have a tendency to think I will wait until others change, feel okay, approve of what I am doing etc before I change, if this isn't helpful for me, what do I plan to do about it?



6 Step six

If there are people in your life who put you down or are critical of you then limit your contact with them and maybe don't share your hopes and dreams if they are the type to pull you down. If you don't have any supportive people in your life who encourage you, then maybe it's time to find some, even if in the first instance these are professional advisors at services. We all benefit from encouragement when we are trying something new. If there really isn't anyone it's even more important that your self-talk is positive and make one of your goals meeting new positive people. They are out there, programme your filter to find them. Remember also, be interested in others. Human relationships to work benefit from people being interested in each other and not only what others can do for us. Be the person to others, you would like others to be to you. If everyone did this, maybe we would all find we lived in a kinder more generous world.



Do I have enough positive people in my life and if not, what can I do to try and find them?)

Am I a positive and encouraging person for other people to be around and if not, what can I do to learn to be interested in others hopes and dreams as well as my own

Remember

- You can't control other people, not really, any apparent effort is an illusion and short term
- People will do what they choose to do regardless of what you want them to do
- You can choose to focus on what can give you peace of mind by your own efforts
- If you wait until others behave differently before you look after your own well-being, you may find you are never at peace
- How often have you tried to do something you thought was kind or helpful but been ignored. Or, the person has quite happily got on with their life, either not noticing what you did, or taking it for granted with a token thank you, leaving you maybe feeling angry, ignored, sad, misunderstood and generally your quality of life is negatively affected as it always seems to be you giving and others taking? Is this so routine now it has become habit? Look at the behaviours in that routine and explore how you can begin to change them
- For you to have peace of mind you may need to let someone go and learn to live with the guilt of that decision as the person isn't going to make it easy. If we have taken responsibility for their lives and carried them and they have had to do nothing of course they don't want to give that up, but all your efforts haven't changed the behaviour and people need to learn there are consequences, just as there are for you if you allow this to continue. You have a choice, it might not be easy but it's yours to make. Maybe you need to decide what would cause you the most distress, don't just think short term think longer term. Changing routines to change habits can also mean how we interact with others and how our wellbeing is affected by those around you
- Sometimes we find guilt can play a big part in how we relate to others. This wee tips sheet on pages 59-60 may be helpful to also read around tips to manage guilt.

Do I find I am constantly giving and feel others are constantly taking? What is the routine I have got into which has made this a habit and how can I change it?



7 Step seven

Focus on the now. Sometimes when there is a lot to do, we become overwhelmed thinking ‘*How will I get all of this done?*’ Breaking what needs done into smaller parts helps, focusing on the present helps even more as this can support us to act. A new self-talk statement could be ‘*what can I do now, no matter how small, which will take me closer to my goal?*’ Learning to be mindful can help as this helps us focus and not feel overwhelmed. The following tips on Mindfulness maybe helpful.



Learn to Live in the moment

wee changes can make a **big difference** in helping you feel better

Mindful breaths

A few times a day observe 5 Mindful breaths, just normal slow breaths but bring your full attention to your breathing.



Whatever you do give it your full attention

Take your time don't be thinking about what you plan to do next or what you have or haven't done, be in the moment.

Decide what is important to you

Weed out that which isn't kind to you or others. Let your children and those close to you know they are loved, find new ways to let you know you also love and care about yourself.



Learn to be calm in situations

Try not to react defensively and with anger, find solutions don't focus on problems and blame.

Pace yourself

Don't have huge to do lists cramming every minute with activity, give your life a chance to pause and breath rather than always be panting.



Learn to live in the moment

The past is a different country we don't live there anymore, and the future has still to be, so plan for it, don't worry about it. Realise it's hard to be content in the moment when you worry about the future or get upset and angry by the past.

Remember consult with your GP before making any lifestyle changes. For more information contact **COPE** on our website: www.cope-scotland.org



Learn to Live in the moment

wee changes can make a **big difference** in helping you feel better

If you hurt or are angry find out what needs to change for you to let this suffering go

Learn the art of deep listening, when you talk to someone be with them, give them your full attention, listen to your children and actually hear what they say.

Eat slowly and savour your food

Drink water feel how cool and refreshing it is, bite into fruit and appreciate how sweet and juicy it is. Give what you are eating your full attention, don't talk between bites just take it slowly and enjoy.



Be in the moment

Savour life and eat it with your eyes and ears, become aware of birds singing, flowers, at the noise of wind in the trees. The world is a magical place full of interest and beauty, learn to see that.

Make any chore a chance to mediate

Do the chore slowly, methodically and with the activity as your sole focus, this can be from working on a report to cleaning the toilet. Be there in the moment giving it your full attention.

Make focusing on the present a habit, remember it's called the present because it's a gift.

Visit the use your senses to relax and be in the moment for more tips and ideas on www.cope-scotland.org.

Remember consult with your GP before making any lifestyle changes. For more information contact **COPE** on our website: www.cope-scotland.org



What new routines from the Mindfulness tips will I start to adopt?

8 Step eight

Manage fear. Trying something new can cause anxiety, be aware of this and be aware of the story you tell yourself as this can make the situation appear even more scary than it really is. If you need help ask for it. We are fortunate in this country the amount of services we have often for free, so use them. Don't be afraid of failure, we all fail sometimes it's how we learn so don't use that as an excuse not to try.

Think of scientists trying to find cures for diseases. Do they give up? Do they say we will never find a cure? No, they keep going till they find one. Programme your filter to look for new solutions as opposed to locking into experiences when things did not go to plan. We all learn and that can include learning not to do it that way again! We all can be plagued with the '*what if's*'. This wee tip sheet maybe helpful.



wee tips to dealing with 'what ifs' and uncertainty



Trying to control things

Life is full of uncertainty. Trying to control everything to have the outcomes that we want is an illusion and also can make us less resilient to the natural changes and adaptation that life will throw at us e.g. COVID19 and lockdown, now who could have predicted or controlled that to everyone's satisfaction?

Worrying

Most of us don't like uncertainty it can make us feel anxious and afraid. We don't know what may come next and we worry whatever it is, we won't be able to handle it. If we lock into that worry and all the things which may go wrong, which we don't think we can cope with, we can feel overwhelmed, maybe even feel hopeless, depressed, demotivated. Thinking where is the point?

Suicidal thoughts

Sometimes people find they have thoughts of suicide when it all becomes too much and the feelings of 'what if' become too exhausting. If you are having thoughts of suicide, please speak to someone about how you feel and what you are finding overwhelming. It can help to talk to someone.

Negative thoughts

Uncertainty breeds uncertainty! When we begin to imagine all the various 'what if' scenarios (which are usually negative, we can end up imagining even more 'what if' scenarios)! We have great imaginations, but rarely do we lie awake in the wee hours of the morning, unable to sleep thinking about all the super wonderful things which are going to happen to us! This focus on what can go wrong can make us feel negative, which in turn, can programme us into looking for more things to be negative about and feeling like that.....we find them. This does not leave us feeling jolly!

Stuck inside your own head

Spending too much time inside our own head about how we feel can in itself increase our feelings of anxiety and depression. We find our minds stuck in this thinking loop where we keep going round and round thinking, or, talking about whatever it is we have focused on as a source of 'what if'.

Negative influences

The impact of other people can also affect the 'what ifs'. What we say and do has an effect on others. What they think and do, has an effect on us. Being around others who repeatedly focus on negative outcomes; even when you are trying to be positive, can be exhausting. Also, watching news reports, following social media, other communication mediums which have a focus on 'Its Bad, it's going to get worse'. 'Oh, and did you know about this new thing to worry about...?' Again, doesn't fill us with hope for the future. That doesn't mean we don't need to be informed, it's all about balance.

Uncertainty

Uncertainty basically means we aren't sure what is going to happen next. We look to see what is happening now and then try and predict from that, what may happen next. Depending on our thinking styles, any predisposition we maybe have to anxiety or low mood may affect how we adjust and prepare to deal with this state of 'not knowing', 'not feeling in control' and the level of stress this uncertainty is likely to cause us.

Coping with change

Part of dealing with the 'what ifs' is being resilient to change. Even when it's a change we may not have chosen, the speed at which we decide to respond to the change in a way that is most helpful for us and those close to us, will impact on how we deal with that change. It maybe you need help to come to terms with the change, and that's okay, we all at times need someone to talk to.

Self-compassion

We are all different. Don't beat yourself up if you find others maybe respond better to change and uncertainty than you do. Being kind, we all have things which can stress us out. Being kind and showing compassion for yourself is more likely to help you find a way through than being self-critical. That just drains energy.



Learning new skills



Depending on what happens next, we may need to learn something new. That maybe a new way of doing something, it may mean a new way of using your income to meet your outgoings, it may mean learning new skills to seek employment in areas which you have never thought about before.

Be flexible

If we think of the analogy of the tree which bends in the wind, it helps us realise if we are flexible to the 'what happens next' and learn to go with the flow, don't allow the 'what ifs' to overwhelm, recognise maybe that things need to change, while that maybe hard to accept, in time acceptance will lead to more peace of mind than holding onto a memory of a reality which has gone.

Good habits

Practice tools which support your wellbeing. Get into the habit of going a walk, reading a book, doing some form of relaxation or Mindfulness practice. Be aware of what you eat and drink and how you cope with negative feelings. Avoid misuse of drugs, alcohol, or gambling harms. Any release of stress is short lived and in time will lead to more challenges.



Inner voice

Taking control where you can is important. Sometimes we get so caught up in the 'what ifs' which we feel are in other hands, we forget what is within our own control. Become aware of our inner voice and the story we tell ourselves and be wary we don't tell ourselves we can't, when in fact we are really saying we choose not to.

It's okay to ask for support, here are some ideas:

- If you are thinking of suicide due to worrying about the 'what ifs' phone the Samaritans **T: 116 123**
- Or **text SHOUT to 85258** to text with a trained Crisis Volunteer
- Speak to your GP about mental health services you can link to
- This link takes you to information on a variety of support for anxiety:
www.supportline.org.uk/problems/anxiety
- Campaign to look after your mental health www.clearyourhead.scot

You matter, how you feel matters. It's ok not to be ok and to ask for support

Find other tips for wellbeing at:

www.cope-scotland.org and maybe follow us on

[@COPEscotland](https://twitter.com/COPEscotland) for updates



What have I learned from the 'what if' tips sheets and what new routines maybe helpful for me?

A large, empty rectangular box with a thin black border, intended for handwritten notes or reflections.



Fire drill for the mind

We know we have fire drills for buildings so people know what to do in the event of fire, however, do we consider the value of a fire drill for our mind? Worry and anxiety can be like a fire burning out of control in our minds and our fear and anxiety feed the flames so we can be caught in a vicious circle wondering how we are ever going to manage. Having a fire drill for the mind is a good way of getting the flames of worry under control. Ideas can include:

- Recognising when our thoughts are becoming overheated and may catch fire
- Have strategies to calm our mind and sooth our thinking
- Revisit our plans to deal with worries, is this a new worry which needs a new plan, or, is this a worry we have been avoiding dealing with, so we need to get back with the plan
- Remind ourselves we are more capable than we think, we have been worried before and survived, maybe a bit shaken, but survived, what got us through this before
- Who is our go to people/person even if that's a phone helpline, who do we have we can talk to who may help give us perspective?
- Do we maybe need some other support and where can we go to find out where that support is, if we don't know ourselves?
- Remind ourselves it really is okay not to be okay and we are not a burden, share with those you trust how you are feeling, you don't need to deal with this alone
- What distractions have you found helpful in the past to steer your mind away from your worries
- If you find your mind is really drawn to worrying agree the worrying time and at that time focus your mind on all your worries. Try and not do it before going to bed or getting up as going to bed you want to relax and getting up you want to feel energised. If a worry pops in your head out with the worrying time, make a note if it and give it attention at the time allocated and not before
- Recognise these are thoughts and emotions about a situation and how you think you are going to be able to cope with the results of whatever that situation maybe which you have imagined. Often, we find when something significant does happen we are too busy dealing with it to worry about how we feel about it!
- If a problem needs solved, it needs solved, don't let the excuse I am worried about that get in the road of acting. Everyone worries about something

9 Step nine



Focus on the positive, sometimes we get so caught up in all that is wrong, or we fear will go wrong we forget what is right, learn to be grateful for what you also have. If you struggle to think of anything consider the pint of milk.....in the past we would have needed to own a cow and milk it before we had breakfast and forget toast unless you had been up making the bread too. Maybe these are trivial examples but sometimes when we focus on just how many things, we have to be grateful for then it changes the way we view the world and how we behave in it.

Text list 5 things you are grateful for. Make it a new routine to find 5 new things every day

1)

2)

3)

4)

5)





MOTIVATION

It's not enough to know we want to change our routines or habits to re-programme our filter. We need to find the motivation to take the action necessary to make the changes to develop new routines. Steps which can support this include:

Get into the mood for things to change. You really need to decide things as they are need to change to get the motivation and energy and passion to do something about it. Realise you do make decisions all the time, are those decisions ones which will give you the life you would like, or are you living your life on autopilot and keep finding where you end up isn't where you wanted to get to?

What routines are stopping me from making changes which would be helpful for me?

Accept that change even ones we want, involves loss. Usually loss is something we try to avoid, so plan how are you going to deal with the feelings or thoughts you may have about change? Who or what do you need to support you? Really ask yourself if you are willing to do what needs to be done to make the change. If not accept this is the way it will be and stop saying how awful it is. If you can do something about it, do something, if you can't, what else can you lock into which will help you feel better and do you need help to do this? Not every challenge does have a solution, but new routines can lead to new habits which can help. However, you need to programme your RAS to look for them. If all we focus on is the negative, that is all we will see. We have a finite amount of energy, think how best to use that. Using energy to worry about things we cannot change, and anyone who has been worried will know, it's exhausting! Or, investing energy in things which may help us find solutions, or adapt to the situation? When we begin to programme our RAS into looking for solutions or ways to adapt, it can make a big difference in how we feel.

Who could support me make the change into new routines?

What can I do to support myself make the change into new routines?)

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the user to write their response to the question above.

If this has value for you, find a piece of paper and a quiet space where you won't be interrupted for 20 minutes and write down 20 things you would like to change. Don't worry too much about what you write, get in touch with yourself and see what your mind suggests. Once you have done this, check back in with your WEMWBS Jigsaw lid.

Are the areas you have marked for attention on your lid the same as this list? If there are changes add them to your new Jigsaw lid on page 38. These are all tools to help you focus on what matters to you. You don't need to address all the issues at the same time, they help you focus on what it is you choose to give your attention to.

Be realistic once you decide what you want to change, wee steps are easier to achieve and better for increasing our self confidence e.g. learn to drive before deciding you want to win the grand prix.

Be realistic about what you think is normal. When something sad happens, or we are living with uncertainty feeling sad or anxious is normal in these circumstances. This wee video maybe of interest www.cope-scotland.org/index.php/videos/video/copescotland-message-to-the-world

This Goal setting snakes and ladders tool maybe helpful in setting the goals to achieve the change that you are seeking, please take a few minutes to read the instructions on page 48 and if setting goals is important to you, then move onto page 50. Remember, small steps get you there, so pace yourself.



WHAT'S THE VISION ON YOUR JIGSAW LID?

Imagine someone gave you a jigsaw puzzle of 1000 pieces with no lid! How would we begin to put that puzzle together? Where would we even start? Now imagine you have others who also have their puzzle pieces and no lid, how would you know what their picture was supposed to look like, and how would you share yours?

If we decide we want something to change for ourselves, our family, our community, our workplace, our country. Somewhere in our head we have a picture of what that change will look like, don't we? Or, is it vague e.g. Everyone has enough to eat, no one feels lonely anymore, everyone has an equal chance at a good education, workplaces are fair and offer good packages to their staff.

Or, if it's a personal vision of being fitter, more confident, what is the image in our mind, what are the pieces which will make this vision real. Having pieces and no vision is as challenging as having a vision and no pieces. For things to change, we need to find new ways to solve the puzzles of our own lives and bring the vision and the pieces together.

We developed a getting back your 'Oomph' booklet, why 'Oomph'? Because sometimes it feels life has knocked the stuffing out of us and we want to get that back again, the energy and self-belief which helps us get back to where we want to be.

If you look online www.cope-scotland.org/index.php/latest-blog/picking-up-the-pieces-when-the-world-feels-changed-1 you can find a copy of the workbook and instructions how to use it.

The jigsaw lid is another tool in the toolkit for enabling us to focus on what matters and how to get there. Ideally, complete the 'Getting Back your Oomph' workbook. Reflect on 12 changes you want to make which will help you achieve your vision, the 12 pieces of the jigsaw if you like which you have identified matter. Enter these into this poster of "My Jigsaw lid", as a reminder, these are my priorities, my pieces of the puzzle, I need to find and bring together.

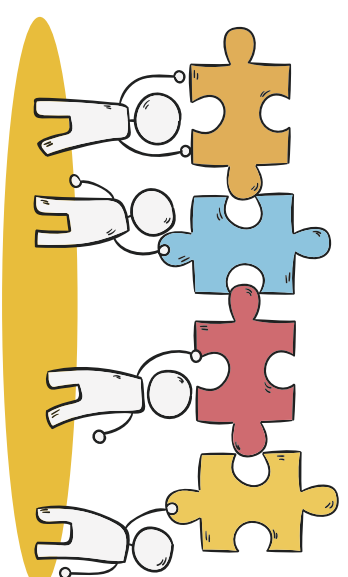
As with any puzzle, its rare we complete it in one go, we maybe do the sky first, or the grass, or the sea. So, it is with the puzzles of life. We start where we can makes some changes and then we build from there.

Another tool which can help you achieve each piece in the jigsaw is the Goal setting Snakes and Ladders also available on www.cope-scotland.org. Once you have decided on the pieces for your jigsaw lid, really have a think are these your priorities? Then use the Goal setting Snakes and Ladders to help you plan, okay how am I going to achieve each of these pieces, how will I bring them all together to help me achieve my vision for what matters to me.

Like the jigsaw lid, you may need to use the Goal setting Snakes and Ladders more than once, so maybe write out your pieces and goals in pencil, so you can change and rub out and amend as you see fit.

Like any puzzle, we don't always get it right first time and that's okay, no one always gets it right first time, that's how we learn. In life as in any game there are rules, learn to have fun, learn the rules for actions you can take which supports your dreams and dream big.

Your Matters, People Care, We Care



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MY JIGSAW LID FOR WHAT MATTERS TO ME

GOAL SETTING SNAKES AND LADDERS

We may have a memory as children of playing that well known game Snakes and Ladders? This is a variation on that theme looking at the steps we need to take to achieve our goals, the possible obstacles we may encounter, how to overcome them and the reward for each step.

This tool is part of a variety of tools aimed at helping us solve what can sometimes be the complex puzzles which are our own lives. This one has a focus on steps to achieve goals and works well when used with the Jigsaw lid and getting back your oomph workbook all available for FREE on the COPE Scotland website www.cope-scotland.org

HOW TO USE

- If using a hard copy please write your goal in the section of the poster relating to your goal, ideally in pencil so you can rub out and use the poster again, so being kind to the environment
- There is also an editable version on www.cope-scotland.org and instructions below on how to edit if doing an e version
- Take time to think about what are the steps you need to take to achieve your goal and write these in the space in the poster
- Then for each step think what obstacles you may encounter and add that in the section on what may hold you back
- Having identified what may hold you back, then think, what can I do to overcome that obstacle? and add that in the space provided
- We all need some motivation, so think about the rewards you can have when you take each step and add that in the rewards section

The poster is a motivational tool to help you plan the steps you intend to take towards a goal which has meaning for you. These are some useful tips for goal setting:

IS IT YOUR GOAL?

Might sound obvious BUT achieving goals takes motivation and if it's not really a goal you would choose for yourself then it's hard to get motivated so make sure any goal you set is your goal and something you really want to achieve.

IS IT REALISTIC?

Now there is always a balance between confidence and having a go and not setting yourself up to fail, we can all set goals which are set so high they are unobtainable and then we feel disheartened, so once you decide on your goal maybe ask advice from others who can help you achieve it or a step towards it as sometimes its wee steps which get you there, dream big and go for it while balancing that with not putting yourself under undue pressure.

TIMELINE

Moving from dreaming to having dreams come true requires more than talk it requires action, having a timeline helps achieve goals as it focuses you on what you need to do within a specific time. Now it may be a big goal, no problem, just break it into smaller goals each with their own timeline.

HAVE A GOAL BUDDY

Having someone to share your goals with can help motivation, also it means there is someone who you can keep up to date with progress this helps in making sure you keep to your timeline. This is a buddy someone to offer support and encouragement.

DON'T FEAR TO FAIL

We all fail all the time, we learn from what didn't work to try again, so don't worry if it all doesn't go to plan first time, review the plans for next time.

GET ADVICE

There are so many agencies, groups, and maybe people you know who can help you set and take steps to achieve your goals so find out what and who is in your area that can help you achieve the goals which are important for you.

FOCUS ON THE POSITIVE

Imagine how good you will feel even taking steps towards your goals, believe they can be achieved and see it in your mind's eye how good that will be, remember, success isn't measured by the position we achieve but the obstacles we overcome seeking to achieve.

This tool is for wellbeing promotion, if you are struggling with any issues just now, please speak to someone, you matter.

Produced by COPE Scotland, inspired by Snakes and Ladders

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Become mindful, pay attention to your inner voice and the story you tell yourself, if it's not a nice one only you can change it. Remember, what we tell ourselves programmes our RAS so becoming aware of our internal dialogue matters. If not done already, maybe make time to watch the video '*what are you saying to yourself, because you are listening*' www.cope-scotland.org/index.php/videos

Change your expectations, if you usually feel things are pretty pointless and will fail try shifting your viewpoint to one where you think,

ok, this is maybe going to be hard work but great once I get there.

Remember, we have habits and routines and its how we change this, which takes time and perseverance, but if it matters to you, you can often achieve more than you realise.

What matters to me which will keep me motivated to adopt new routines?

Our brains are more sophisticated than the most advanced computer and can be pretty good at problem solving given a chance. Learning how to think more, worry less, can improve our wellbeing. Problems do happen. When we waste energy on worry, we are less able to manage the problems which do arise in life. If we have problems, we need to deal with them and if we need help, it's okay to ask. These tips maybe useful as sometimes we get so caught up in the worries of today; and don't deal with them, we miss the opportunities which could bring a better tomorrow. Our RAS does identify possible threats to help keep us safe, however, we also need to support it to look for solutions to these threats or ways to work round them, so we suffer less.

Make a list of the problems you have been worrying about

- Beside each problem make a note, is this something you can do something about, or, something you need to adapt your life to deal with?
- Think what is the solution you are seeking? Be realistic and look for a problem you can actually do something about, remember we can only influence our own thinking and behaviour, so pick actions within your control not dependent on what someone else, may or may not do
- Think when do you plan to do something about this. If you have a few problems, choose which one to tackle first. By arranging your list in order of difficulty and start with what you will find the easiest to tackle first. This can either be deal with, or adapt to, whatever works for you and reflect back to your WEMWBS which of these problems is having the biggest impact on your mental wellbeing?
- How will you know the problem has been solved or you have adapted to it? What will you be doing, thinking, feeling, how will you be behaving?
- Remember if you need help, ask for it, we all need help sometimes



PROBLEM	CAN I SOLVE IT?	DO I NEED TO ADAPT?	WHO COULD HELP?	WHAT IS THE SOLUTION I AM SEEKING	WHEN WILL I START TO DO SOMETHING ABOUT THIS	HOW WILL I KNOW THINGS HAVE GOT BETTER?

Looking after our body, being active, eating well, having fun, can all help make change easier. This may sound pretty obvious, but it's amazing the unhelpful routines we can get into with our diet and activity levels which all has an impact on our wellbeing. Creating new routines here can help.



Source: Public Health England in association with the Welsh government, Food Standards Scotland and the Food Standards Agency in Northern Ireland

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Getting energy comes from using energy, so finding ways to stay active which work for you can be new routines to adopt. Here are some ideas people shared at a community event held in Drumchapel:

- Some kind of physical activity
- Being with others who are important to us
- Be involved /have purpose
- Listen to music
- Online games, apps, YouTube
- Me time
- Sleep
- Reading
- Watch films and TV
- Being creative
- Not feel ill
- Weather



RECHARGE YOUR BATTERIES
the Drumchapel way

Thanks to  and  for sharing some photos

Logos at the bottom: DRUMHUB A COMMUNITY CHARITY, YESH PLAY, Glasgow City, Chest Heart & Stroke Scotland, DRUMCHAPEL, Libraries, Forestry Commission, LOOP

Have a think who will be affected by the change and what might their reaction be, maybe it's not supportive so who else can you speak to who will be supportive, if it means a change for them to, how may they deal with that and what impact may that have on me? A simple example can be you decide to eat more veg, the family don't want to eat more veg and the idea of making different meals just becomes too much hassle, so how do you get people on board?

WHO ELSE DOES THE CHANGE EFFECT?	WILL I SPEAK TO THEM ABOUT IT?	WHAT WAS THEIR REACTION?	WHY DID THEY SAY THEY WERE REACTING THIS WAY?	IF IT WASN'T SUPPORTIVE HOW DO I WORK ROUND THIS	IF IT WAS SUPPORTIVE HOW DO I USE THIS TO HELP	WHAT COULD BE A WIN WIN OR GOOD ENOUGH SOLUTION FOR ALL?

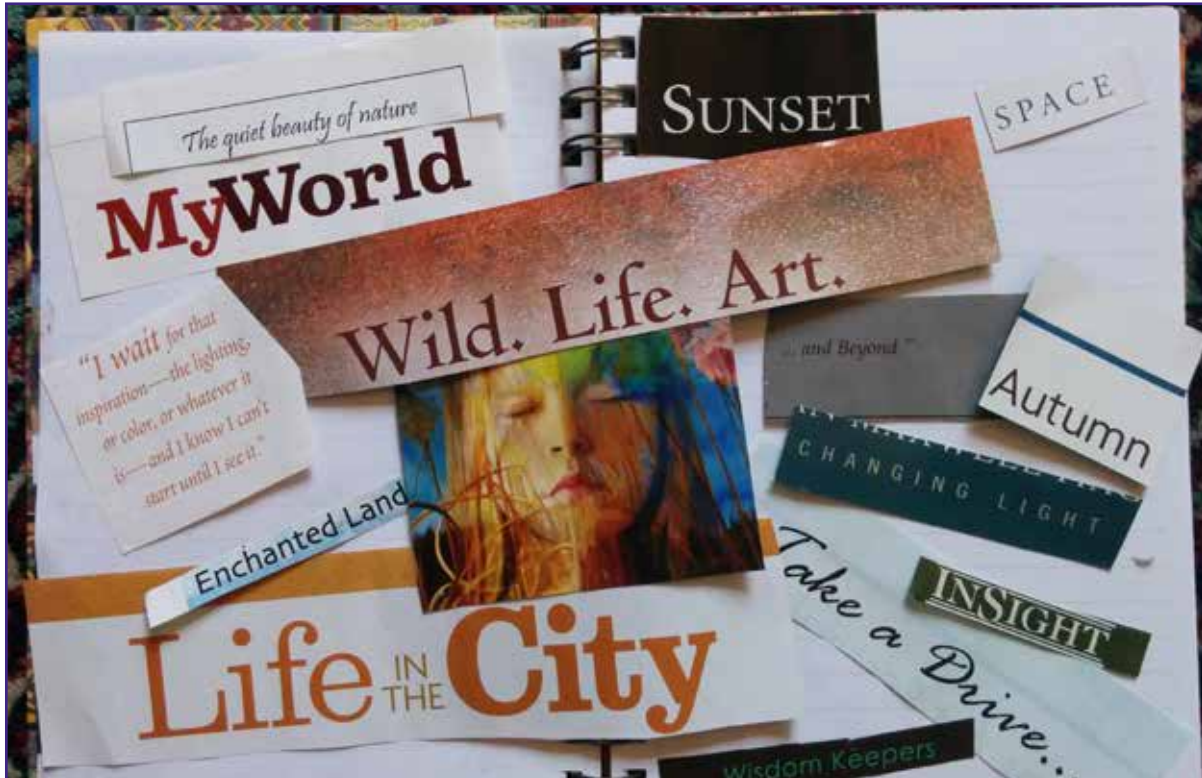
Be really clear have it in your mind's eye what will the change look like. Remember, what we lock into we get more of, so be clear on the importance of locking into the positive changes you want to see to improve your mental wellbeing which re-programmes your RAS to seek out opportunities and solutions. A vision board may help you do this. Include in the vision board images of behaviours which are the new behaviours we want to adopt, the more we vision this, the more real we make it in our mind, the more our feet take us towards that vision.



To make a vision board

'A vision board, is a collage of images and words representing a person's wishes or goals, intended to serve as inspiration or motivation'

Vision Boards can include images, as well as text, even samples of objects, things cut out from magazines, postcards, affirmations etc. We can make a vision board our self, we can also use it as a tool for a group, or, family who want to achieve something together.



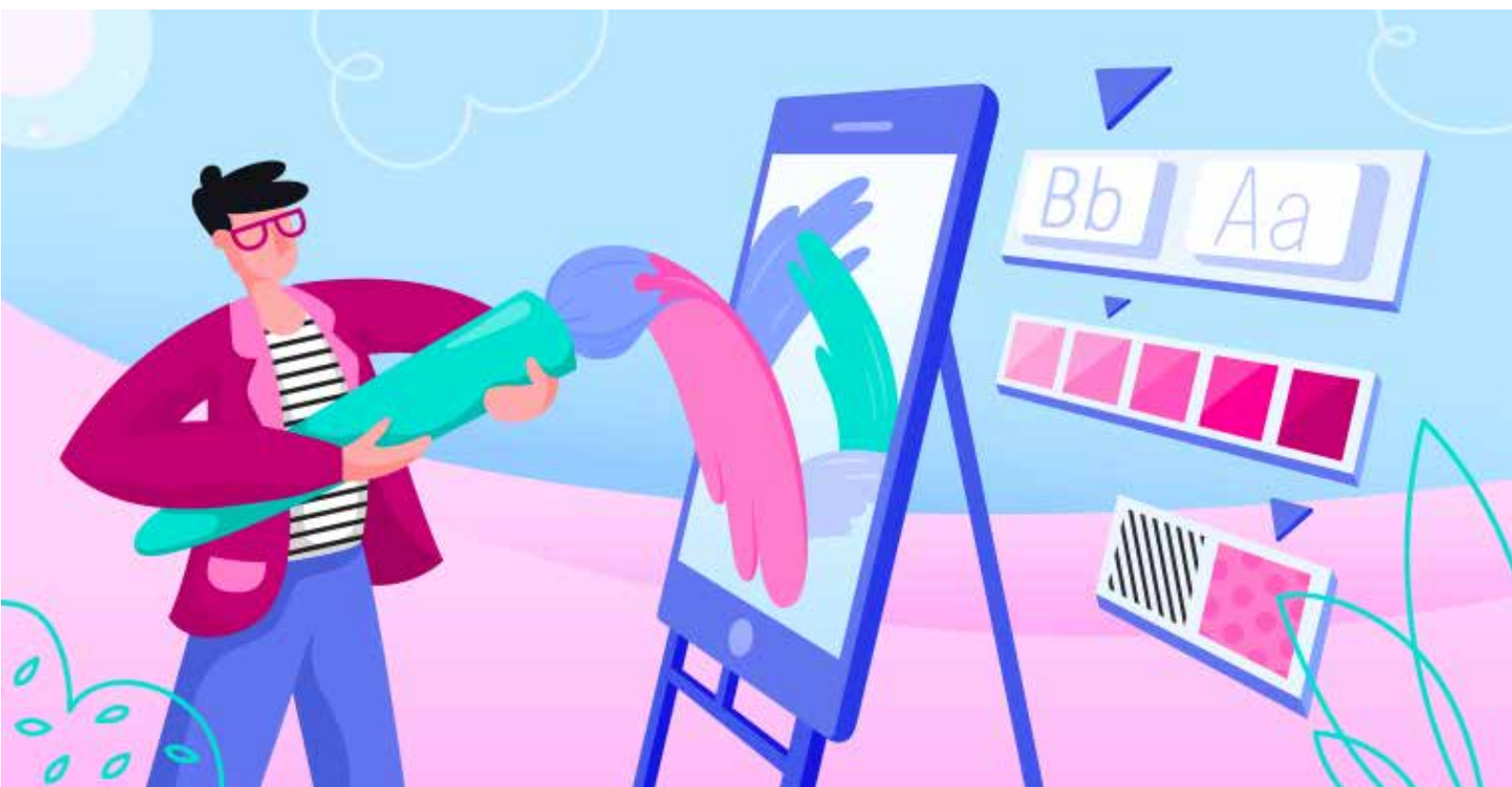
Designing a Vision Board can be fun. It's a good idea if you plan to stick anything to the board, before fixing the elements of the Board in place to keep them loose so you can move them about until you are happy with the final version and then stick them in place, or, if there are concerns about respiratory issues using glue, take a photograph of the final Vision Boards and use that on your phone or Ipad as something to remind and inspire you.

There are many links online about designing Vision Boards, templates, even ideas for designing them online. Have a look and see what ideas you find maybe helpful Type 'How to create a Vision or Mood Board' into Google and there are many ideas Just check any site you visit is reputable. Using the internet for learning is a good routine which can develop into a helpful habit. While there are some things online, we need to be wary of, there is much shared in kindness and for free which is helpful, something useful to programme your RAS to look for.

“Believe nothing, no matter where you read it, or who said it, no matter if I have said it, unless it agrees with your own reason and your own common sense.”

Be honest what could prevent this change and how can that obstacle be overcome, looking at the snakes and ladders tool helps you identify obstacles and what can be done to overcome them, also what rewards to plan for yourself for taking steps closer to your goals. If you need help to overcome obstacles, ask.

Check out the 'what's happening' info and resource booklets on the COPE Scotland websites www.cope-scotland.org. There is a lot more support available than we may imagine, and yes, sometimes we need to look for it, but it's worth it when we find it.



'WHIT'S HAPPENING!'

HAE A WEE KEEK INSIDE TAE SEE WHITS GAUN ON



SELF MANAGEMENT
TIPS FOR COPING WITH
REDUNDANCY
P.17

FEATURE PIECE ON
FATHERS NETWORK
SCOTLAND
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TIPS FOR WINTER
WELLNESS
P.19

PLEASE IF YOU CAN,
DOWNLOAD THE PROTECT
SCOTLAND APP
PROTECT.SCOT

GAMBLING HARMS
REPORT FROM
ALLIANCE 2020 P.4

If you are a British Sign Language user www.contactscotland-bsl.org offers a service which enables contact with public bodies and third sector services through Video Relay. If affected by sight loss, please contact www.rnib.org.uk

Produced by COPE Scotland www.cope-scotland.org @COPEscotland
During the COVID19 Pandemic its more important than ever, we all look out for each other wherever we live. Due to changes in funding some services maybe changed, please contact them directly for their current position, thank you.

When we take responsibility and realise the only person who can make the changes for you is you, that can be scary, however, it can also be liberating. Blaming others, or, making excuses for the situation you are in doesn't help, nor does getting caught up in guilt. We all have regrets that's part of being human. Learn to forgive yourself and move on, the following wee tips maybe helpful. Remember also, there are some things in our control, some things we need to adapt to. Knowing where to invest our energy matters. Invest your energy wisely in what will make the most difference for you, and remember, our energy levels also need topped up again, so make time to recharge your energy levels, no one has an infinite supply!

wee changes can make a **big difference**

tips for dealing with guilt

If thinking of suicide talk to someone now

Guilt and shame can lead us to thoughts of suicide, if you are thinking of suicide, please talk to someone. The Samaritans **Tel: 116 123** are there 24 hours a day 365 days a year

Guilt linked to other health conditions

There are some conditions e.g. OCD (Obsessive Compulsive Disorder) can produce many challenges for people in relation to their tolerance of feeling guilty and their sense of what they are and aren't responsible for. If this is an issue for you please do speak to someone. The OCD action helpline maybe a good place to start **0845 390 6232 W: www.ocdaction.org.uk** The following tips are for self-management not a replacement for professional intervention

Healthy guilt

Yep, sometimes it is healthy guilt, its that wee feeling we get when we know what we have done or said wasn't appropriate. We all at times act in a way we later regret. Guilt is a way of helping us learn to do better next time. Accepting we need to make amends, saying we are sorry without trying to make up an excuse for our behaviour can help us learn and move on and maybe if we do better next time others will accept our apology. The main thing is learn an apology means nothing if we keep doing the same thing.



Let it go

Sometimes we make a mistake, we try and make amends and others say they forgive us but then keep casting it up. When we accept someone's apology that's it, the apology is accepted. If you find someone won't let it go, no matter how much you have tried to make amends, then maybe you need to see what you need to let go of. We cannot change others behaviour only our own.



Guilt and grief

It is natural to experience guilt on the death of a loved one, or someone we knew. This can be very complex from regret we hadn't said or done something differently, or regret we had said or done something, we would now love to take back and can't. Sometimes even self-blame, thinking we could maybe have done something to prevent it. This wee piece maybe useful **www.cope-scotland.org/index.php/latest-blog/coping-withloss** which also offers some resources of people to speak to about your grief.

Unhealthy guilt

This is more complicated and its when we feel way more responsible for a negative situation than we should. We may not even have had any control over what happened, but somewhere inside we feel we could have done something to prevent it, even when in reality there was nothing anyone could have done.

Survivors guilt

Sometimes when we are doing okay but someone else isn't we feel survivors guilt. This can be from being the sole survivor of a car crash, to perhaps even feeling bad you have plenty of food when others are using foodbanks. So, you feel the need to keep giving things away, but no matter how much you give, another advert on tv of people or animals suffering, or another news story of injustice and those feelings come back, a constant reminder of the pain in the world. You are not responsible for this. Be kind to yourself, others and the planet, and if you can't do good, try and not do harm. This is all any of us can do.

Behaviour

If you find you keep apologising for the same thing, maybe you need to understand the behaviour which leads to an apology in the first place e.g. hurting someone's feelings. Learning more about ourselves and how we relate to other people maybe a good place to start. Sometimes CBT or learning more about our emotions can help. These links maybe useful www.moodcafe.co.uk/free-online-behavioural-therapy.aspx. alison.com/course/develop-your-emotional-intelligence.



What's in our control versus what we would love to control

A huge part of managing guilt is recognising what's within our control and what is beyond it. Its also important to remember while yes, we are responsible for children or vulnerable people in our care, we are not responsible for everyone's happiness. Kind people often don't want to offend so don't put their needs first. Don't allow others to manipulate you with guilt, learning assertion can help with this www.openlearningworld.com/innerpages/Assertiveness%20Training.htm

Make a forgiveness affirmation jar

How we talk to ourselves plays a huge part in how we deal with guilt. We are all different and have different reactions to situations, some people are very good at putting the blame onto others, or saying 'not my problem' some people feel the pain of the world intensely and feel they are to blame for it all, which they are not! An affirmation jar can help change the internal script to one which is kinder and more forgiving www.cope-scotland.org/index.php/latest-blog/changing-the-script Learn to forgive yourself.



Challenge your own rule book

We all have standards we try and live our lives by, check your standards are realistic. Sometimes guilt comes from not meeting our own standards. However, if those standards were a challenge for anyone to live up to all the time? Eventually you may find you don't meet them either, you are only human. Challenge the rule book of your life. Being kind to others is important, make sure and make time in there for you too. Please remember, you will make mistakes we all do; you will have regrets, we all do. Don't let mistakes and regrets from the past hold you back from a better tomorrow, learn to say sorry, learn to forgive yourself, learn to make amends and move on. If you need help to do this, speak to someone.



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Wee steps get you there, pace yourself

Dip your toe in the water e.g. decided to stop smoking, well try not smoking for 2 hours to begin with see how that felt, what did you learn? Reprogramming our RAS takes time, changing habits and routines takes time. Small steps are easier to build into our day and enough wee steps lead to some pretty impressive big steps.

AREA FOR ATTENTION	CURRENT SCORE	I WANT MY SCORE TO BE	A WEE STEP I COULD TAKE TODAY TO INCREASE MY SCORE IS
Develop a more optimistic approach to the future			
Find ways to feel more useful			
Find ways to feel more relaxed			
Become more interested in other people			
Increase my energy levels			
Feel more confident in dealing with problems			
Think more clearly			
Learn to feel good about myself			
Feel closer to other people			
Feel more confident about things Be able to make up my own mind about things			
Be loved			
Be interested in new things			
Be cheerful			

CARING FOR OURSELVES

We need to feel good about and care for ourselves to make the choices which are good for us, also by caring for ourselves, we programme our filters to look for other things and opportunities to support self-care, the following are just a few examples of things to do which can help you care for yourself better

Physical



**Stay hydrated
drink water**



**Eat plenty of
fruit and veg
at least 5 a day
cant get fresh?
Tinned or
frozen will do**



**Balance your
diet, check the
plate on page
53 for ideas
on a balanced
diet?**



**Moderation in
all things and
dont abuse
your body
with drugs,
alcohol, too
much sugar,
caffeine**



**Keep your
house a home
and stay on
top of bills. If
this is an issue
speak to a
money advisor**



**Stay warm
check out tips
for winter
warmth on
pages 66-67
if money is an
issue for you**

Safety



**Ensure
your home
is secure**



**Ensure your
home is safe
for children
or vulnerable
adults**



**Control who
enters your
home and
how safe the
emotional
environment is**



**Attend
classes on
assertion and
self defence**



**Learn to
risk assess
situations,
get help if you
need it**



**Plan ahead
and save
where you
can for a
rainy day
avoid money
lenders**

Belonging



Think about what you offer in a relationship as well as what you want from it



Meet new people through taking up a new hobby or interest or volunteering



For others to accept us, we need to learn to accept ourselves



Learn to communicate and be comfortable with your emotions and expressing how you feel



Learn to be interested in other people



Look for what you share in common with others, not what you find different

Self esteem



Talk to yourself with a friendly inner voice, have a filter in your mind which looks for opportunities



Set realistic goals and don't fear making mistakes learn from them



Don't allow others opinions to me more important than your own



Focus on what you have done and can do



Be grateful for what you have and give compliments to others



Learn to use affirmations ever day

Self-actualisation



Learn to accept yourself for who you are and be realistic about that don't beat yourself up



Solution focused not only for yourself but for others too in the world around you



Be spontaneous, yes there are rules for us all however being unconventional sometimes is how the world changes



Start to become more self aware, find out more about who you are and what makes you tick e.g. what is your learning style, personality type, this can be fun and sometimes helps you understand yourself better



Be present practice mindfulness

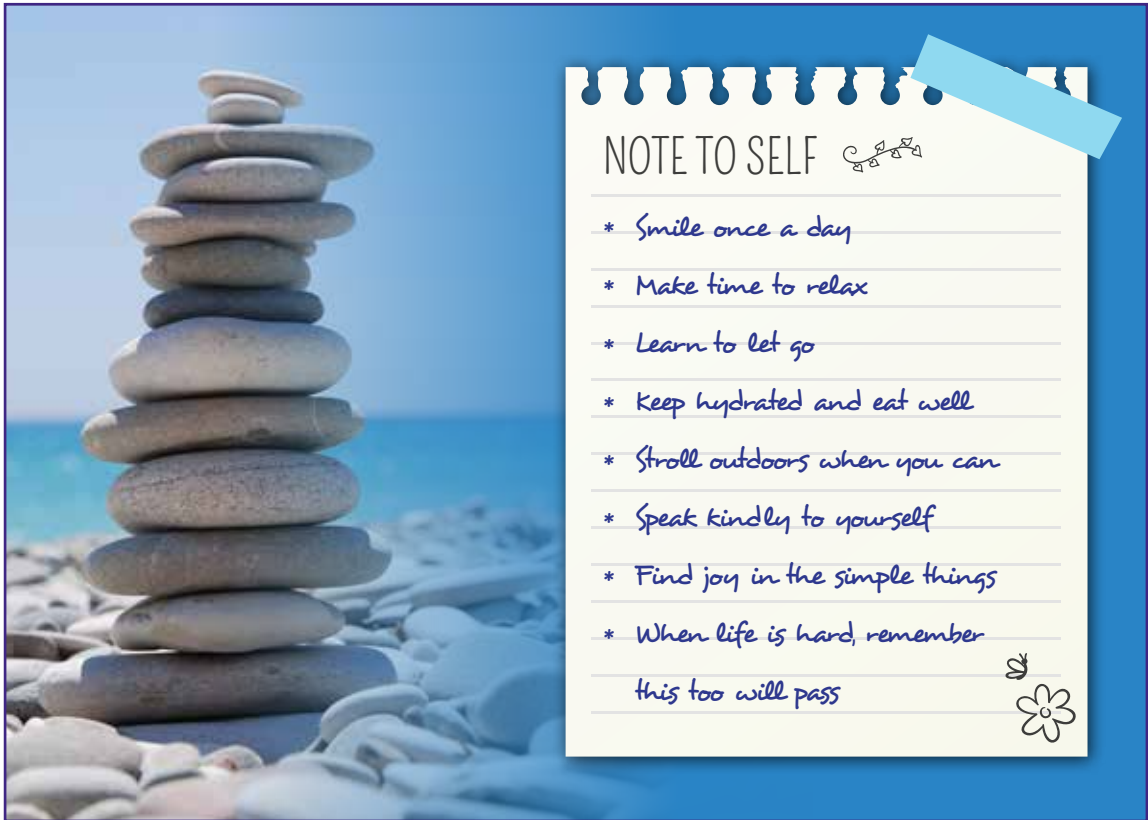


Get to know your own core strengths and assets

We need to feel good about and care for ourselves to make the choices which are good for us, also by caring for ourselves, we programme our filters to look for other things and opportunities to support self-care. There were just a few examples of things to do which can help you care for yourself better. Deciding which routines, we want to change and why, can lead to healthier habits, this can take time. However, a small step each day, will build a momentum towards your goals faster than, *'I will do it.....'* Sometimes if we are not careful, we never get round the making the change and instead programme our RAS to find 101 reasons why that's okay. The wee personal promise card on page 65 can be used to make a promise to yourself, which you plan to keep.

This workbook isn't suggesting life can't be challenging at times. We may fall ill, someone we love falls ill, someone we care about dies, we lose our job and 1001 other things which sadly can happen. However, if we only focus on what distresses us, we can miss the opportunities which can lessen that distress, if that matters to us. Reprogramming the RAS to find balance doesn't mean we won't ever be upset again, it does mean we maybe suffer less when life challenges do happen and may even find new ways to avoid challenges which can be avoided.

Be kind to yourself, remember no one gets it right all the time. Treat yourself as someone you would care about as you do matter and people do care. Learning to live Mindfully can help. The wee tips at the end of this workbook may be helpful.



NOTE TO SELF 

- * Smile once a day
- * Make time to relax
- * Learn to let go
- * Keep hydrated and eat well
- * Stroll outdoors when you can
- * Speak kindly to yourself
- * Find joy in the simple things
- * When life is hard, remember
this too will pass 

To me,

This is to remind me, I count and have the right to make my own plans and have my own dreams. I made a promise to myself to:

.....

.....

.....

.....

Even if I forgot, this card is a gentle reminder of the promise I made to myself. To remind me of the opportunity to take steps; no matter how small, each day to help me achieve my goals.

Lots of love,

Me xxx 

wee changes can make a **big difference** to help keeping you warm over winter

Clothes

It may seem obvious, but layering clothes and wearing a hat and socks can help keep you warm, including wearing slippers and a hat indoors if you feel very cold.



Block Draughts

Check if you have any draughts and block them up with draught excluders at the bottom of doors. Find a local sewing or craft group and making your own can be cheaper and get you out and meet people. Use curtains ideally with a thermal layer. Open them during the day to let sunlight in and close them in the evening. Maybe think about installing a door curtain if your front door is very draughty, or put a flap over the letter box inside the house.

Diet

It's important during a cold spell that you eat well. If money is tight, this can also be a challenge. Look for deals in supermarkets like 2 for 1 on porridge; this is a healthy meal to help keep you warm and can be eaten any time of day. Even cuppa soups, are something to warm you up. Also, vegetable soups help supports your immune system, try making your own with stock cubes, vegetables, or, chicken stock and noodles to make cheap and cheerful chicken noodle soup. For more ideas on cooking on a budget, look out for local cookery classes these are often **FREE**. Remember also, visit your local foodbank, they are there to help.



Being warm in bed

If your home is cold, wear a hat to bed to help keep the heat in and try, if possible, to have a warmer tog quilt. This can also be brought into the living room to snuggle in if the weather is cold. Throws and fleece blankets add another layer of warmth to your bed as well as being something else to use to stay warm if wrapped around you in the living room.



Staying warm across the generations

We feel the cold differently depending on age and physical health, It's important to make sure any younger or older family member's needs are also met as well as anyone with a health condition. Make sure you receive the benefits you are entitled to, and perhaps speak to Citizen's Advice. If someone has poor circulation in their hands and feet, heated insoles and gloves could be a good choice. You could also speak to Citizen's Advice about receiving the "Warm Home Discount" if you are with a qualifying energy provider and meet certain conditions.

Mobility in winter



If you have mobility issues or use a wheelchair, you may find it challenging to stay warmer in winter. A wheelchair cosy can help this too, and make sure if you are out you wear something waterproof. Speak to your health care advisors about specific tips to meet your needs.

In winter it's tempting to not move and just snuggle on the couch. The wintry weather gives us more reason to keep doing some form of exercise e.g. yoga practice to develop an internal heat that keeps us healthy and warm. Check out **FREE** opportunities to be active in your area.

Use heating wisely



If you've central heating, turning the heating down may help you keep the heating on longer, use a thermostat to see how warm your house is, most homes in UK are between 18 and 20 degrees Centigrade. Use layers of clothes and fleece throws to help keep warm. However, as already stated if you have specific health conditions or other vulnerabilities to the cold seek advice around how your needs can be met. Heat the rooms you use most and keep the doors closed on those you don't so cold air doesn't travel, if money is really tight, maybe even heat one room and use it to live and sleep in when it's really cold. Energy suppliers can vary in costs, shop around and make sure you are getting the best deals.

Gizzmos which can help

You can get smart meters which tell you how much energy you are using. Become aware of items which are high cost e.g. kettles, only boil what you need or if you boil more keep it in a flask till the next time you need it. If you have radiators, explore with advice centres or housing providers using foil or radiator reflectors to stop wasting heat from the back of the radiator, if your radiator is under the window maybe explore putting a shelf above it to stop heat being wasted. But don't put anything on the shelf. You can contact your utility provider to organise the installation of a smart meter.

These are only some tips, for more advice contact:

Energy Savings Scotland Advice Centre: 0800 512012 (from a land line)

Compare energy deals: <https://energycompare.citizensadvice.org.uk/>

Citizens Advice Bureau: <https://www.citizensadvice.org.uk/scotland/consumer/energy/energy-supply/get-help-paying-your-bills/grants-and-schemes-to-help-you-save-money-on-energy-bills-s/>

Macmillan Cancer Care: many local libraries have outreach services or visit <https://www.macmillan.org.uk/information-and-support/organising/benefits-and-financial-support>

Age UK: <https://www.ageuk.org.uk/information-advice/health-wellbeing/mind-body/preparing-for-winter/>

G-Heat: They provide free home visits and give out impartial advice and information to Glasgow residents on all aspects of energy use and making your home easier to heat. www.g-heat.org.uk Tel: 0800 092 9002

Other local services and health and social care providers in your area including local foodbanks, healthy living centres, and community run social clubs and events.

Remember consult with your GP before making any lifestyle changes. For more information contact **COPE** on our website: www.cope-scotland.org



Smile, Breath, Go slowly

Thich Nhat Hanh
Living in the Now

A few times a day observe 5 Mindful breaths, just normal slow breaths but bring your full attention to your breathing.

Whatever you do give it your full attention, take your time don't be thinking about what you plan to do next or what you have or haven't done, be in the moment.

Decide what is important to you, weed out that which isn't kind to you or others, let your children and those close to you know they are loved, learn to be calm in situations and not react defensively and with anger, find solutions don't focus on problems and blame.

Pace yourself don't have huge to do lists cramming every minute with activity, give your life a chance to pause and breath rather than always be panting.

Learn to live in the moment, the past is a different country we don't live there anymore and the future has still to be, so plan for it, don't worry about it.

Realise it's hard to be content in the moment when you worry about the future or get upset and angry by the past. If you hurt or are angry find out what needs to change for you to let this suffering go.

Learn the art of deep listening when you talk to someone be with them, give them your full attention, listen to your children and hear what they say.

Eat slowly and savour your food, drink water feel how cool and refreshing it is, bite into fruit and appreciate how sweet and juicy it is, give what you are eating your full attention, don't talk between bites just take it slowly and enjoy.

Be in the moment, savour life and eat it with your eyes and ears, become aware of bird song, flowers, the noise of wind in the trees, the world is a magical place full of interest and beauty learn to see that.

Make any chore a chance to mediate do it slowly, methodically and with the activity as your sole focus, this can be from working on a report to cleaning the toilet. Be there in the moment giving it your full attention.

Make focusing on the present a habit.

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Registered Charity No SCO22807

