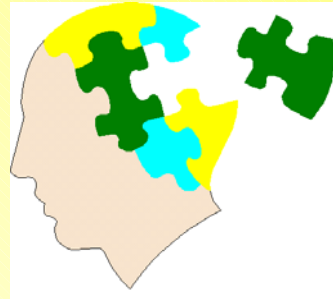


## Goal Directed **Rehabilitation:** Strategies For Accomplishing Worthwhile Goals



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## Purpose of Talk

- Offer a Model and Strategies for Continuing Rehabilitation after Brain Injury that:
  - ▶ Reduces the complexity of identifying and accomplishing meaningful goals
  - ▶ Simplifies the goal achievement process
  - ▶ Issues from:
    - (a) the "automatic learning" and "errorless learning" literature and recent evidence of skills relearning;
    - (b) a task analytic examination of acquisition of relevant habits as a model of skills retraining;
    - (c) analysis of developmental, characterologic, organic and situational obstacles & facilitators of strategy utilization; and
    - (d) techniques for promoting rehabilitative strategy use, adaptable to an individuals reinforcement preferences and style, which highlight relationships to functional goals, utilize social networks, and employ a simple and appealing cognitive attitudinal system and set of procedures.



## REHABILITATION

### The Systematic Process of:

- Removing Obstacles to Independence
- Accessing Opportunities for Stepwise Achievements (Of Desired Goals) in the areas of Love, Work and Play!
- Changing Destiny!

## Holistic Habit Rehabilitation



### Ingredients: The 3 P's

**Plan:** A strategy or design for stepwise progress toward a desired outcome. Most plans are based on task analyses, or breaking seemingly complex tasks down into simple component steps, and proceeding in a list wise fashion. Clearly, the more specific, concrete, and obvious, the more likely the plan will work.

**Practice:** Repetition is the cement for learning which makes complex and cumbersome and boring tasks more automatic and effortless. With practice and repetition, even complex tasks become automatic and habitual. That is, a habit, or automatic robots, performs the tasks for us without special effort, energy, concentration, memory, and so on.

**Promoting Attitude:** A facilitative attitude provides the motivation that fuels persistence & mobilization of energy necessary for accomplishment of a progressive series of desirable but challenging goals.

## Holistic Habit Retraining Model: Promoting Rehabilitation Through Progressive Goal Achievement

By Mike Martelli, Ph.D.

Although the brain cells present when original learning takes place, and the stored knowledge that sustains important learned habits, can be erased by injury or illness, the ability to re-learn is seldom destroyed. Importantly, human beings are the greatest learning organisms ever to roam the earth. While animals are controlled by instincts, human behavior is driven by complex learning and the establishing of very complex habits. From the time of birth, almost everything that humans do is learned. Everyday functioning becomes increasingly sophisticated through the construction of a complex sequence of complex habits which are built on top of more basic habits. The complex behaviors that make up the average humans everyday behaviors are performed efficiently and automatically because of a hierarchy of habits.

Through converting repeated behaviors into habits, complex behaviors are performed automatically, freeing up concentration, energy and effort for other tasks. However, some of even the most basic habits are weakened or erased, everyday abilities and routines can be seriously disrupted and efficiency lost. What was once automatic and effortless can require the same effort it took before efficient ways of performing any of the components of daily activities were learned. Fortunately, even if very basic and important learned habits are erased, newly learned habits can be developed as replacements.

Importantly, we know what is required for both learning and relearning. Further, we are discovering that the most important variables relating to how much can be relearned, and how many habits can be replaced, are, in fact, our attitudes and expectancies. These attitudes can promote and guide re-establishment of new habits or thwart them.

If we think we can't learn, if we think only the old learning/ way of knowing how to do things are sufficient, or if we think that only children can or should learn, then we will undermine relearning. Many attitudes can undermine relearning and these represent rehabilitation poisons.

The essential ingredients for learning / relearning can be summarized as the **3 P's**: (1) **P**lan; (2) **P**ractice; (3) **P**romoting attitude.

- The (1) **P**lan is a strategy or design for stepwise progress toward a desired outcome. Most plans are based on task analyses, or breaking seemingly complex tasks down into simple component steps, and proceeding in a list wise fashion. Clearly, the more specific, concrete, and obvious, the more likely the plan will work.
- (2) **P**ractice, or repetition is the cement for learning which makes complex and cumbersome and boring tasks more automatic and effortless. With practice and repetition, even complex tasks become automatic and habitual. That is, a habit, or automatic robots, performs the tasks for us without special effort, energy, concentration, memory, and so on.
- (3) A **P**romoting or facilitative attitude provides the motivation that fuels persistence and mobilization of energy necessary for accomplishment of a progressive series of desirable but challenging goals.

Importantly, the greatest obstacle to learning or relearning is the redirection of energy away from goal directed activity and toward debilitating activity. Some of the most potent relearning or rehabilitation debilitating attitudes, or poisons, are depression, anger and resentment, feelings of victimization, fear, and inertia. These take our energy away from relearning and put it somewhere else. Relearning is challenging, but can become impossible in the presence of significant internal obstacles.

In an attempt to summarize the adaptive, facultative, or rehabilitation promoting attitudes characterized by rehabilitation patients who have accomplished remarkable progress despite insurmountable odds, the "Five Commandments of Rehabilitation" has been devised. These commandments serve as a prescription for rehabilitation achievement.

Notably, the envisioning of a progressively more desirable future is the guiding principle, or magnet, that pulls persons to their goals. To the extent that one focuses on the vision of a desirable future, breaks progress down into small, progressive steps, and develops facilitative habits, incremental movement toward desired goals can be expected. Importantly, patterns of interpreting events, and expectancies about how things will turn out, represent predictions of the future. Habitual patterns of expecting failure or dissatisfaction, or mistreatment, and habitual patterns of becoming depressed, or angry, or fearful, etc., are debilitating habits that help drag persons toward failure. In contrast, the single best remedy, or antidote, is a graduated successes, self-esteem habit. This facilitative habit is broken down and presented in the Commandments of Rehabilitation. Making accurate comparisons, learning new ways to do old things, building one self up and employing positive self-coaching, and viewing rehabilitation as a series of small steps each requiring celebration, are some of the important prescriptions offered by "the commandments". The antidotes included in the "Five Commandments of Rehabilitation" are the medicines that interrupt the rehabilitation poison cycles. Energy will multiply in a cyclical fashion. If it proceeds in a negative direction, more and more energy will be *robbed from the healing reserve*, wasted in poisonous attitudes and made unavailable for relearning and accomplishment. For example, a depression habit in response to physical losses can reduce activity and hence relearning, which will lead to more depression by depletion of brain chemicals that protect mood, and, in turn, lead to poorer progress and more reason to be depressed.

Antidotes like the "Five Commandments", a positive vision of a gradually improved future, and planning and practicing compensatory behavioral self-control strategies serve to protect the healing reserve by inoculating persons against depression, anger, and destructive emotion. This ensures that energy and motivation will be available so that desired goals can persistently pursued, with each step of progress adding new energy, hope and effort for the next step. With the addition of task analyses and scheduling that help promote routines, energy is turned toward protecting your healing reserve, taking your antidotes, and letting your goals pull you toward a more desirable future. Remember, anything that is consistently repeated will become a habit. Therefore, promote the attitude and activity routines will produce facilitative habits that turn your energy toward protecting your attitudes, taking your antidotes, and letting your healing reserve pull you like a magnet toward your goals.

# The Five Commandments of Rehabilitation

**Commandment 1: Thou Shall Make Only Accurate Comparisons.** Thou shall **not make false comparisons.** That is, it is only fair (and adaptive) to compare oneself to persons with similar injuries, illnesses, disabilities and stress. It is unfair to compare ourselves to others without similar challenges, or to ourselves before we were challenged, as this makes us look poor by comparison. It is fair, however, to compare ourselves to others of similar injury, challenge, age, etc., as this comparison allows us to accurately measure ourselves.

**Commandment 2: Thou Shall Learn New Ways to Do Old Things.**

Learning new ways, or finding another way to do desired tasks, vs. giving up & feeling hopeless because the old way doesn't work, is the key to Challenging obstacles and overcoming them.

*...Overcome Thinking that the old way is the best way (i.e., Stinking Thinking)*

**Commandment 3: Thou Shall Not Beat Thyself Up...Instead, Thou Shall Build Thyself Up!**

We clearly understand that when we have a physical injury, such as a broken leg, getting mad, yelling at, or hitting (i.e., beating up) the leg only delays recovery, increases symptoms and pain, and makes us and the leg function worse. We know that pampering the leg, massaging it and coaxing it along gently & patiently will help it recover. Unfortunately, we too often forget that our brains are similar. An injured brain will perform poorly when we get mad with it, or get frustrated. Instead, understanding it, pampering it, being patient, using pacing & coaxing it along in a supportive way will help you function your best, and help your recovery and rehabilitation. Talking to ourselves in supportive and understanding ways (vs. getting mad at ourselves for being injured) and coaxing things out gently is a good way of building ourselves up in order to face the challenges of rehabilitation. Rewarding ourselves for efforts and each small step of progress, despite tremendous obstacles & challenges, is the best way to build ourselves up!

*...Child & Spouse Abuse are recognized as illegal and immoral....Self Abuse is just as bad!*

**Commandment 4: Thou Shall View Progress as a Series of Small Steps.**

Rehab is appropriately viewed One Step At a Time - by focusing on the gains over where we were when we were one step behind where we are now, we can focus on (and celebrate) the Graduated Successes and feelings of accomplishment (despite giant obstacles) which will leave us feeling proud and hopeful and enable us to focus and reach the next small step ahead, and make progress through the many small steps necessary to make substantial progress. Focusing on our current gains and small steps of progress (compared to where we were earlier in rehab and when we were at our worst) will build hope and a sense of challenge and growing victories (versus comparing ourselves to before the injury, which only makes us feel sad & depressed).

*Inch by Inch & It's a Cinch. Meter by Meter, Life is Sweeter.*

**Commandment 5: Thou Shall Expect Challenge & Strive to Beat IT.**

**By Converting Complaint (*I don't want*) To Challenge (*I want*), We Can Make Our Future Through Our Vision and Driving Thoughts.** We will actively shape our future by focusing on a vision of hope, challenge, control & satisfaction. By changing our focus from complaint and feelings of victimization & helplessness & pessimism, we can avoid giving up and giving in to a pessimistic prophecy of dissatisfaction and doom. (cf. "**Thou Shall not Pretend to Have a Contract Guaranteeing Freedom from Injury, Disease, Illness or Unfair circumstances or Significant Challenge or Stress!**")

## Five Rehab Commandments Report Card

### **Commandment 1: Making Only Accurate Comparisons.**

Comparing self only to persons with similar injuries, illnesses, disabilities and stresses, age, length of diagnosis, etc., etc., etc. Not comparing self to self before challenge, others without same challenge, etc.

Excellent	Above Avg	Average	Below Avg	Failing

### **Commandment 2: Learning New Ways to Do Old Things.**

Focused on learning new ways (or other, another ways) to do desired things. Not giving up and quitting or feelings helpless or hopeless or defeated or deprived.

Excellent	Above Avg	Average	Below Avg	Failing

### **Commandment 3: Building Self Up and not Beating Self Up.**

Understanding our disabilities and not getting mad, getting too frustrated, yelling at ourselves. Instead, understanding and supporting ourselves and talking to ourselves in a supportive way and being patient. Using pacing, and coaxing ourselves along in a supportive way will help us function in our disability areas, and help us recover.

Excellent	Above Avg	Average	Below Avg	Failing

### **Commandment 4: Viewing Progress as a Series of Small Steps.**

Focusing on the gains compared to when you were one step behind where you are now, and focusing on the Graduated Successes and feelings of accomplishment (despite giant obstacles). Allowing yourself to feel proud and hopeful and focusing on reaching the next small step ahead, and making progress through the many small steps necessary to make substantial progress. Focusing on current gains and small steps of progress to allow hope and a sense of challenge and growing victories.

Excellent	Above Avg	Average	Below Avg	Failing

**Commandment 5: Expecting Challenge & Striving to Beat It!** Accepting the fact that life brings challenges and that you do not have an exemption. Believing that you do not have any special entitlements or contracts offering freedom from challenges of injury, illness, significant stress.

Excellent	Above Avg	Average	Below Avg	Failing

## Task Analysis (TA) Protocol

TA involves breaking any task, chore or complex procedure into single, logically sequenced steps & recording the steps in a Checklist. The list can be checked off as completed. TA's always make task initiation, completion & follow through much easier. Performing a TA and generating a checklist can greatly improve ability to perform tasks in persons with limitations in memory, attention, energy, initiative, ability to sustain performance, organization, etc.

Task Analysis Checklists are also extremely useful in minimizing fatigue by reducing energy demands required by memory, planning, organization, prioritizing and deciding the sequences for a task. Task analyses are useful for both basic and complex behaviors. Once completed, task analyses allow performance of tasks or routines without assistance from others. Most importantly, through repetition and relearning, they re-establishing the efficient routines that make up normal everyday human activity. When the procedures assisted by Task Analyses are repeated consistently, they eventually become automatic [habits] and become as automatic and effortless as tying a shoe.

The ingredients for rebuilding these automatic habits are the 3 P's: **Plan**, **Practice**, **Promotional Attitude**. The result is *rehabilitation*, or replacing obstacles with efficient habits that increase independence.

Several samples of different types of activities (tasks, cleaning routines, daily schedules) follow:

### TA Samples: Single Tasks

#### Weekly Shopping Checklist

- MILK
- PAPER PLATES/CUPS
- HAND LOTION
- CHEESE
- NAPKINS
- CHAP STICK
- BUTTER
- PAPER TOWELS
- SHAMPOO
- EGGS
- PLASTIC WRAP
- AFTER SHAVE
- FRUIT
- TRASH BAGS

#### 'Making A Bed' Cheatlist

- 1. Strip sheets, blankets and pillow cases
  - 2. Put blankets and pillows on table
  - 3. Take break
  - 4. Get sheets and pillow cases from closet
- Mom:
- 5. Put on fitted sheet
  - 6. Put on top sheet, evening it out
  - 7. Put on blankets and tuck in corners
  - 8. Put pillow cases on pillow
  - 9. Put comforter on bed

At This time doing with

### 1. Remove Cleaner and Parts From the Closet

canister  handle  floor brush  hand brush,  crevice

### 2. Unwind Power cord

### 3. Decide task

- carpets
- wood/vinyl floors
- hand dusting
- change dust bag

### 4. For Carpets

- attach power handle
- adjust carpet level on canister
- turn on power
- vacuum first in main traffic paths and then to the sides
- turn off power

### 5. For Hard Floors

- attach long handle brush
- turn on power
- vacuum from the center outward
- turn off power
- remove handle
- clean brush head with vacuum power

### 6. For Hand Dusting

- attach brush head to hand grip
- turn on power
- carefully dust all surfaces
- turn off power
- remove brush and clean it with vacuum handle

### 7. Change Dust Bag

- when red light on canister comes on, or check monthly
- when bag supply is low, purchase more at Sears. Bring code# to store.
- open canister, carefully pull bag off attachment.
- place dirty bag carefully into the trash
- put new bag following reverse procedure

### 8. After Cleaning

- recoil power cord into canister
- store all parts in the closet

### TA Sample: Daily Habits & Routines

#### AT's Initiative/Energy Retainer

#### MORNING

- Wash Face
- Shave
- Apply medication to face if needed
- Brush Teeth
- Comb Hair
- Dress before "morning" nap
- Check finger nails & toe nails; trim when needed
- Check hair length and get a haircut as needed
- Shower and wash hair
- Perform an Activity/Chore (Choose from Menu)
- Check Schedule (e.g., M,W,F=Y; Tues=RedX)
- Check your appearance before leaving the house

#### AFTERNOON

- Fill Out Chart (Behavioral Activity Monitor & Points)
- Eat Lunch
- PowerRelaxationNap (PRN; Use Tape)
- Perform Activity or Chore (Choose from Menu)

#### EVENING

- Eat Dinner
- PRN (PowerRelaxationNap; Use Tape)
- Engage in Evening Activity
- 10:00pm: Complete Chart (Behavioral Activity Monitor & Tally Pts)
- Shower (if not done in am; or, again?)
- Watch TV News
- Prep for Bed (PJ's, Brush Teeth, etc.)
- BedTime

## TA Samples: Cleaning Routines

### TB's Bachelor Pad Cheat Sheet

#### 1. CLEAN APARTMENT:

##### **A. KITCHEN:**

- Z CLEAN COUNTERTOPS DAILY
- Z SWEEP FLOOR DAILY
- Z ORGANIZE CABINETS & WIPE OFF ICE BOX
- Z EVERY WEDS MOP FLOOR & WIPE WALLS

##### **B. BEDROOM**

- Z FOLD CLOTHES OR HANG THEM UP AND STORE WHERE APPROPRIATE. DAILY
- Z SWEEP AND VACUUM FLOORS WHEN APPROPRIATE OR PRN
- Z ORGANIZE COMPUTER AREA
- Z EMPTY CAT BOX DAILY
- Z MOP FLOORS WHEN APPROPRIATE PRN

##### **C: DEN:**

- Z SWEEP FLOOR
- Z VACUUM DAILY
- Z DUST DAILY
- Z STRAIGHTEN UP DAILY
- Z VACUUM UP
- Z MOP

##### **D. LIVING ROOM**

- Z DUST DAILY
- Z STRAIGHTEN UP DAILY
- Z SWEEP DAILY
- Z VACUUM ONCE A WEEK
- Z MOP ONCE A WEEK
- Z USE A CHECKLIST TO ENSURE DOING ALL

#### 2) SET A CLEANING SCHEDULE:

- Z A: DAILY DUTIES DUST, SWEEP, STRAIGHTEN UP EACH ROOM
- Z B: EVERY WED MOP ALL ROOMS AFTER A IS COMPLETE

### Single Doctor Chores CheatList

#### BATHROOM

- Z Dust around the Mirror and Light and Window, including the tops of the light and mirrors and window sills.
- Z Dust, with a damp cloth, around the windowsills, on the front of the blinds and the back (reverse sides by adjusting slats up and down), and along the tile division.

#### Tub and Toilet

- Z Wipe down the bathtub walls, going to the ceiling.
- Z Use cleanser and a brush to quickly wipe grime in the tub, and scum stains on the wall.
- Z Use soapy brush to quickly wash and rinse the inside shower curtain.
- Z With a soapy disinfectant, clean the toilet top, seat, behind the seat, and under the seat, along the walls to the floor
- Z Fold all tiles neatly on the tile racks

#### Floor

- Z Sweep the floor, including behind the toilet.
- Z Take out the rug and shake it off of the porch vigorously to remove dirt and dust.
- Z Remove and empty the garbage can.
- Z Mop the floor, using ammonia or Clorox and be sure to get behind the toilet.

- Z Use a rag to get the floor behind the toilet. Be sure to get in all the nooks and crannies along the edges of the floor, near the tub, etc.

#### LIVING ROOM

- Z Dust Furniture, including all shelves
- Z Use broom/duster to dust along all baseboards, window sills, ceiling molding & fireplace mantle
- Z Sweep and Vacuum Under Rugs
- Z Sweep and Vacuum Floors
- Z Vacuum the couch, love seat, and chair

#### KITCHEN

- Z Empty Trash Can
- Z Clean Top of Refrigerator and Microwave (Wet Soapy Cloth)
- Z Clean Inside Refrigerator and Microwave
- Z Wash Any Dishes and Clean Sink with Cleanser
- Z Clean Sink and Surrounding Countertop

- Z Sweep, and then Mop Floor

#### STUDY/OFFICE

#### DINING ROOM

#### BEDROOM

- Z Dust dresser tops, around doors and windows, and along baseboard and ceiling molding

#### LAUNDRY

- Z 9:00am Saturday: Take Clothes to Dry Cleaners before 10:am
- Z 5:00pm Saturday: Pick up clothes from Dry Cleaners and Arrange in closet
- Z 10:00am Sunday: Launder socks, underwear, bathroom towels, bed sheets, etc.
- Z 11:00am Sunday: Use Dryer & Fold & replace clothes when done. Hang Dry other clothes
- Z 11:20am Sunday: Steam mist to refresh any pants, shirts in need
- Z Sunday 9:00pm: Fold, hang, put away dry clothes

## TA Samples: Daily Activity Trainers

### DH's Daily Plan Checklist

#### MORNING

- Z Wake 6:00 AM to the Alarm Clock
- Z Take Medication
- Z Make Bed
- Z Shower
- Z Get Dressed
- Z Comb Hair
- Z Make and eat breakfast
- Z Clear, rinse, stack breakfast dishes (for pm wash)
- Z Wipe counter, table stovetop if needed
- Z Feed animals
- Z Brush teeth
- Z Gather items to take for the day
- Z Leave house at 7:00; go to Grandma's

#### REHAB CENTER

- Z Arrive between 7:30-8:00Am by van
- Z Follow Morning Schedule (In Rehab SchedBook)
- Z Lunch at 11:30, Take medication
- Z Follow Afternoon schedule
- Z Leave for Grandma's between 3:30-4:00

#### LATE AFTERNOON

- Z Dinner at Grandma's & take medication
- Z Home between 6:00-7:00PM
- Z Get mail, read & sort; put bills on microwave

#### EVENING: PREPARE FOR THE NEXT DAY

##### Laundry if needed (clothes, sheets, bath/kit towels)

- Z separate colors and whites
- Z set water level
- Z put soap in
- Z put clothes in
- Z turn on
- Z put clothes in dryer - set timer for 45min
- Z Listen for Buzzer - fold when dry
- Z PUT CLOTHES AWAY: Drawers/Closets

##### Kitchen

- Z wash dishes
- Z wipe off countertops, stovetop;
- Z rinse out sink
- Z sweep floor; mop if needed
- Z Change or empty cat litter if needed
- Z Vacuum Carpet/Rugs if needed
- Z Dust Furniture if needed

##### Bathroom if needed

- Z clean sink, tub, countertop
- Z put toilet cleaner in toilet
- Z clean floor, mirror
- Z wash toilet inside and out
- Z change towels, mat, washcloths
- Z Check off things needed on list; write out list when going shopping -Keep list in kitchen drawer
- Z Pick & lay out clothes to wear for the next day

##### Relax/Free Time

### Prepare for Bed

- Floss/Brush Teeth
- Wash Face
- Shave
- Put away clothes (in hamper or drawer/closet)
- Set Alarm for 6:00AM

### DG's Daily Checklist

#### MORNING

- \_\_\_\_\_ WAKE 5:30 AM TO THE ALARM CLOCK
- \_\_\_\_\_ TAKE A SHOWER-Wash and condition hair
- \_\_\_\_\_ SHAVE
- \_\_\_\_\_ PUT COLOGNE ON
- \_\_\_\_\_ COMB HAIR
- \_\_\_\_\_ PUT DEODORANT ON
- \_\_\_\_\_ BRUSH TEETH
- \_\_\_\_\_ GET DRESSED
- \_\_\_\_\_ MAKE BED
- \_\_\_\_\_ AT 6:00 AM TAKE MEDICATION
- \_\_\_\_\_ MAKE AND EAT BREAKFAST
- \_\_\_\_\_ CLEAR, RINSE, STACK BREAKFAST DISHES TO PREPARE FOR PM WASHING
- \_\_\_\_\_ WIPE COUNTER, TABLE, STOVE TOP IF NEEDED
- \_\_\_\_\_ BRUSH TEETH
- \_\_\_\_\_ GATHER ITEMS TO TAKE FOR DAY - including medication
- \_\_\_\_\_ AT 7:00 AM LEAVE HOUSE & GO TO PICK-UP POINT FOR SHELTERING ARMS
- \_\_\_\_\_ LOCK DOOR

#### REHAB CENTER

- \_\_\_\_\_ ARRIVE 8:00-8:30 AM BY THE VAN
- \_\_\_\_\_ FOLLOW MORNING SCHEDULE
- \_\_\_\_\_ LUNCH AT 11:30, TAKE MEDICATION
- \_\_\_\_\_ FOLLOW AFTERNOON SCHEDULE
- \_\_\_\_\_ LEAVE BETWEEN 3:30-4:00 PM TO GO TO THE PICK-UP POINT

#### LATE AFTERNOON

- \_\_\_\_\_ TAKE MEDICATION AT 6:00 PM
- \_\_\_\_\_ GET MAIL, READ & SORT, PUT BILLS IN APPT BOOK TO GIVE TO MY SEC.
- \_\_\_\_\_ BUSINESS RELATED ACTIVITIES
- \_\_\_\_\_ CHECK FOR MESSAGES
- \_\_\_\_\_ RETURN CALLS
- \_\_\_\_\_ MAKE DINNER

#### EVENING: PREPARE FOR THE NEXT DAY

##### KITCHEN

- \_\_\_\_\_ wash dishes
- \_\_\_\_\_ wipe off countertops, stovetop
- \_\_\_\_\_ rinse out sink
- \_\_\_\_\_ sweep floor, mop if needed
- \_\_\_\_\_ CHANGE /EMPTY TRASH CAN - If Needed
- \_\_\_\_\_ LAUNDRY IF NEEDED (CLOTHES, SHEETS BATHROOM& KITCHEN TOWELS)

##### LAUNDRY

- \_\_\_\_\_ separate colors and whites
- \_\_\_\_\_ set water level \_\_\_\_\_ put soap in
- \_\_\_\_\_ put clothes in \_\_\_\_\_ turn on
- \_\_\_\_\_ put clothes in dryer
- \_\_\_\_\_ fold when dry
- \_\_\_\_\_ PUT AWAY CLOTHES: DRAWERS/ CLOSET
- \_\_\_\_\_ VACUUM CARPET/RUGS IF NEEDED
- \_\_\_\_\_ DUST FURNITURE IF NEEDED

##### BATHROOM

- \_\_\_\_\_ clean sink, tub, countertop
- \_\_\_\_\_ put toilet cleaner in toilet
- \_\_\_\_\_ clean floor
- \_\_\_\_\_ wash toilet inside and out
- \_\_\_\_\_ change towels, mat, washcloths
- \_\_\_\_\_ WATER PLANTS ON FRIDAY IF SOIL DRY
- \_\_\_\_\_ CHECK OFF THINGS NEEDED ON LISTS, WRITE OUT LIST WHEN GOING SHOPPING - KEEP LIST ON KITCHEN COUNTER
- \_\_\_\_\_ PICK AND LAY OUT CLOTHES TO WEAR FOR NEXT DAY
- \_\_\_\_\_ GATHER AND ORGANIZE ITEMS TO BRING FOR NEXT DAY

#### RELAX/FREE TIME

##### PREPARE FOR BED

- \_\_\_\_\_ BRUSH TEETH
- \_\_\_\_\_ WASH FACE
- \_\_\_\_\_ SHAVE
- \_\_\_\_\_ PUT AWAY CLOTHES (in hamper or drawer)
- \_\_\_\_\_ PUT ON SWEATS

\_\_\_\_\_ SET ALARM FOR 5:30 AM

### L's Automatic Habit Retainer

#### MORNING

- Get up When Awakened
- Take Morning Medications, with Water
- Go to Bathroom
  - Wash Face
- Go to Kitchen
  - Drink Coffee and
  - Eat Breakfast
- Go back to Bathroom and Brush Teeth
- Go to Bedroom and
  - Remove Nightie
  - Put on Panties & Bra
  - Look on Bed and Put on Clothes that have Been Laid out
  - \_\_\_Put Top on \_\_\_Put Bottom on \_\_\_Put Socks on \_\_\_Put Shoes on
  - Get Hairbrush and Brush Hair (with help)
- Finish any Remaining Milk or Coffee
- Get Memory Book
  - Check for Pen - get one from kitchen table if needed
- Go To DayCenter
  - Take Memory Logbook and Pen
  - Go out Front Door and Go To Car
  - Open Car Passenger Door
  - Get in Car
  - Shut Car Door
  - Leave for DayCenter
- Arrive at DayCenter
  - Go to Activity Board
  - See Daily Scheduled Events
  - Participate in Activities
  - Write down in log book each activity

#### LUNCHTIME

- Eat Lunch at Lunchtime
- Take Medication with Lunch
- Participate in Afternoon Activities
- Write down in log book each activity
- Leave DayCenter to Return Home

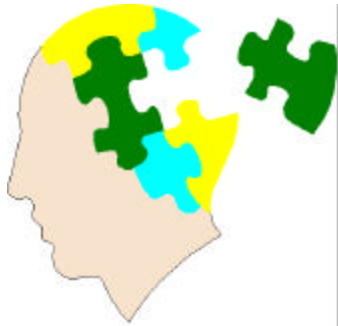
#### EVENING

- Listen to Music Tapes
  - Go to Mom's Bedroom and Get Music Tapes from Table
  - Return to Rec Room
  - Choose and Play a Tape
  - When Finished Return Tapes to Mom's Bedroom Table
- Dinner Time
  - \_\_\_Go To Kitchen \_\_\_ Eat Dinner
- Work on Memory Book and Complete for Day

#### BEDTIME

- Get Nightie From Bed
- Go To Bathroom
- Shower
  - Take Clothes Off
  - \_\_\_Turn Water On \_\_\_Get in Shower
  - Pick up Soap
  - Put Soap on Scrubber
  - Wash Self with Scrubber
  - Wash Soap Off
  - Wet Hair Thoroughly
  - Put Shampoo On
  - Make Sure There is Plenty of Shampoo
  - Shampoo Hair Thoroughly
  - Rise Hair Thoroughly
  - Shut Water Off
  - \_\_\_Get Towel \_\_\_Dry Off
  - Get out of Shower
  - Put on Nightie
  - Put on Face Lotion and Rinse
  - Brush Teeth
- Go To Bedroom
  - Get HairDryer from Bed
  - Plug in and Turn on
  - Take Evening Medication
  - Floss Teeth
  - Set Alarm Clock for 7:30

# A Protocol for Rebuilding Life and Self Satisfaction and Identity After Brain Injury



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<http://villaMartelli.com>



## Life Satisfaction and Self Esteem Protocol: Instructions

1. Complete Life Analysis Form (i.e., follow instructions to rate each area, Love, Work and Play, according to your current satisfaction level from 0 or couldn't be worse, to 10, or couldn't be better) to get a baseline starting point for comparison farther down the road, as you work toward and make progress in each area.
2. Complete Life Satisfaction & Self Esteem Form Ratings (i.e., follow instructions to rate each goal area according to your current satisfaction, from 0 to 10; when completed, divide the total score by the number of goals, to get your "Self Satisfaction") to get a baseline starting point for comparison farther down the road, as you work toward and make progress in each area.
3. Continue working on identifying strategies and objectives to work toward Each Goal on your Master Life Organizer Task List. On the small calendar on page 1, please mark with a checkmark for any day for which work is done toward a goal (if more than once in that day, put more than one check).

## Life Analysis



- ▶ Family
- ▶ Community
- ▶ Religious Affiliation
- ▶ Romance

**LOVE**

**Life & Self Satisfaction**

**PLAY**

**WORK**

### Procedure

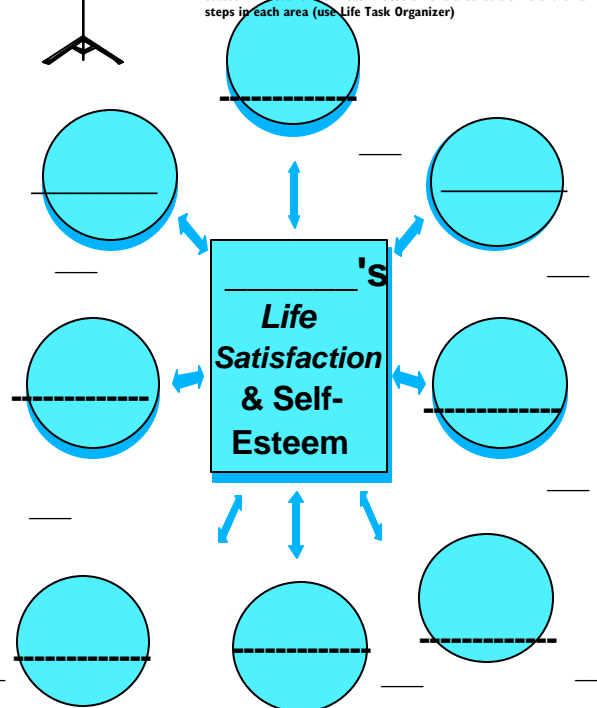
- 1- Rate each Domain (Love, Work, Play) From 0 (Nothing, Zilch) Through 5 (Mixed) to 10 (Couldn't be better; Ideal)
- 2- Interpret Data: If Overall Score is 15 or Less, or if Score for either of your two highest categories is less than 6, then action is needed!
- 3- As needed, Employ the Rehab Imperative #4:

- ✔ First - Want to Be More Satisfied
- ✔ Second - Believe that You Can Be More Satisfied
- ✔ Third - Set a Series of Gradual, Incremental Goals so that You Can Increase Satisfaction in Small Steps!

- ▶ Therapy
- ▶ Hobbies
- ▶ Chores
- ▶ Job
- ▶ Career
- ▶ School
- ▶ Parenting
- ▶ Volunteering, etc.

**Prescription for Achieving a Stable and Satisfactory Self / Identity**

- ▶1) Devise a list of important Life Areas
- ▶2) Rate Satisfaction in each area (0=None; 10=Ideal)
- ▶3) Add Area Satisfaction Score. Divide by 8 for "Average Life Satisfaction"
- ▶4) Complete Goal Attainment Scales (GAS) with steps for Increasing Satisfaction in each Life Area
- ▶5) Devise Plans for Moving Toward a More Desirable Future & Improving Status in relevant Life Areas. Focus on one area at a time and small steps in each area (use Life Task Organizer)





**Life Task Organizer/Analyzer** Name: \_\_\_\_\_ Page: \_\_\_\_\_

<b>Master Task List</b>		M	T	W	Th	F	St	Sa
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

<i>Specific Task/Action List:</i> _____		No: _____
A		
B		
C		
D		
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<i>Specific Task/Action List:</i> _____		No: _____
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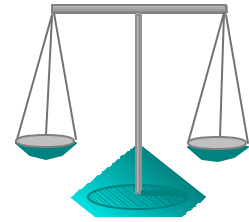
**Life Task Organizer/Analyzer** Name: \_\_\_\_\_ Page: \_\_\_\_\_

<i>Specific Task/Action List:</i> _____ <i>No:</i> _____	
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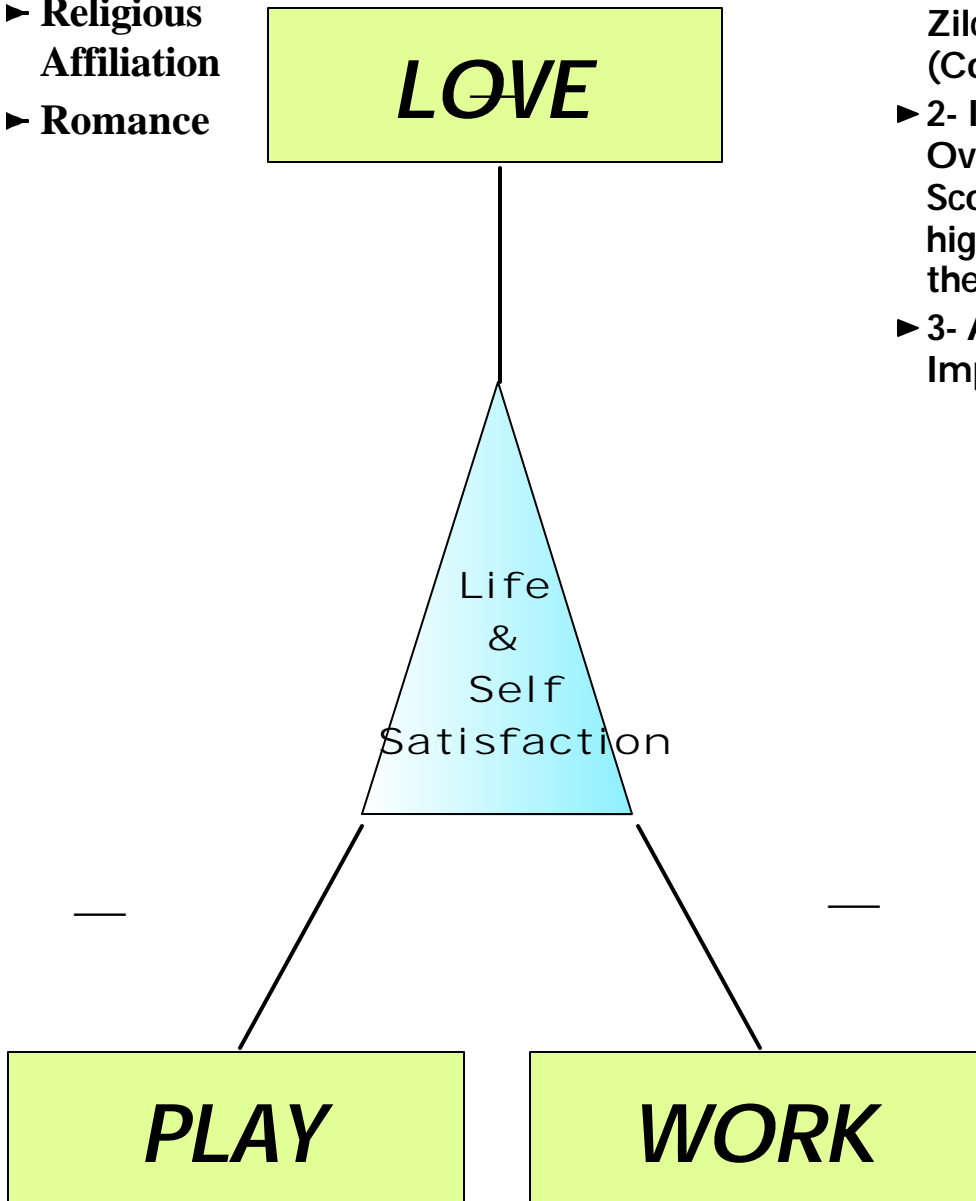
<i>Specific Task/Action List:</i> _____ <i>No:</i> _____	
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<i>Specific Task/Action List:</i> _____ <i>No:</i> _____	
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# Life Analysis



- ▶ **Family**
- ▶ **Community**
- ▶ **Religious Affiliation**
- ▶ **Romance**



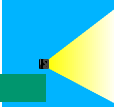
- ▶ **Recreation**
- ▶ **Leisure**
- ▶ **Sports**
- ▶ **Hobbies**
- ▶ **HorsePlay**

## Procedure

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- ▶ 2- Interpret Data: If Overall Score is 15 or Less, or if Score for either of your two highest categories is less than 6, then action is needed!
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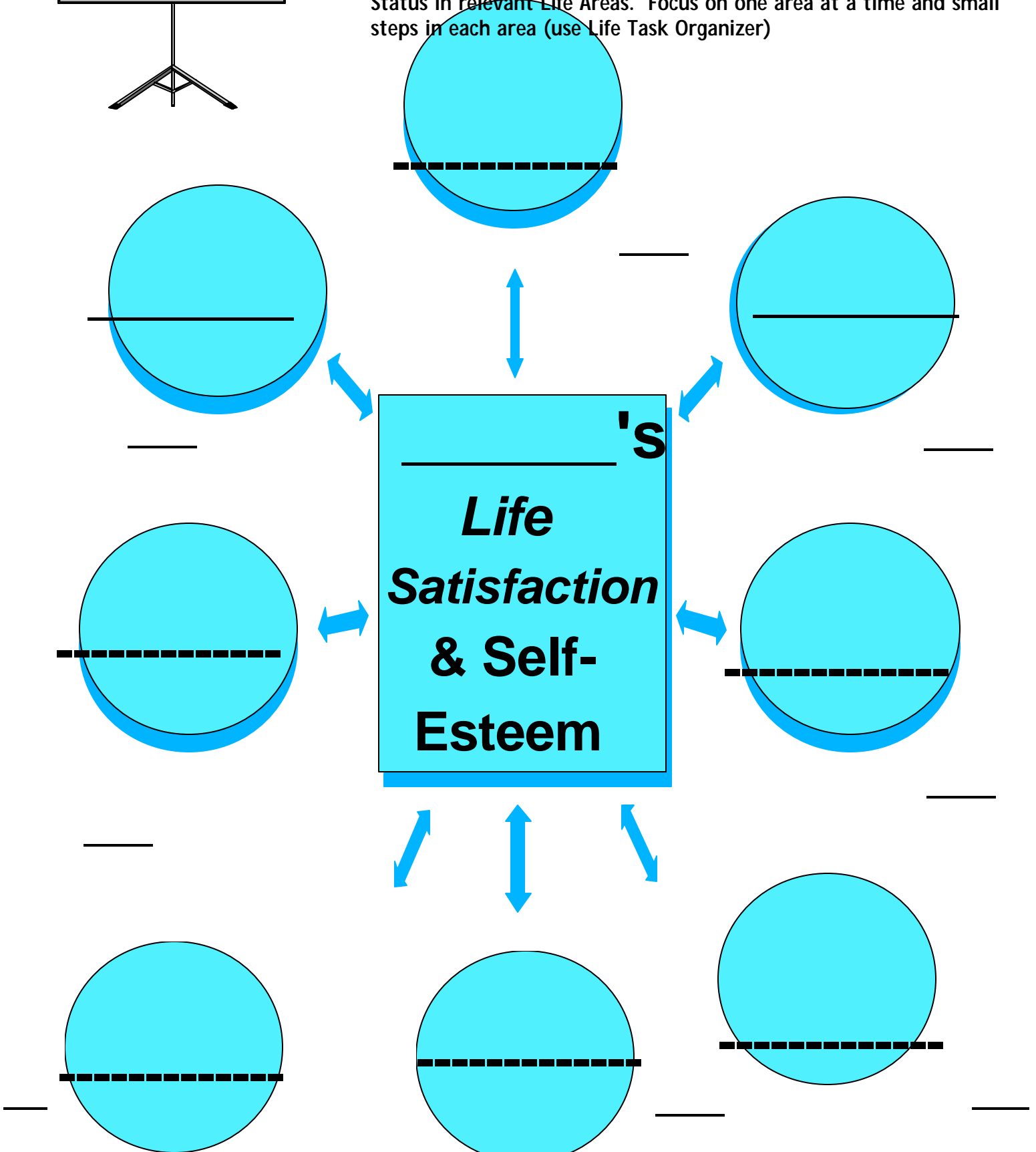
- ✓ First - Want to Be More Satisfied
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- ▶ **Therapy**
- ▶ **Hobbies**
- ▶ **Chores**
- ▶ **Job**
- ▶ **Career**
- ▶ **School**
- ▶ **Parenting**
- ▶ **Volunteering, etc.**



**Prescription  
for Achieving  
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## GOAL ATTAINMENT SCALING

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time of Event: \_\_\_\_\_

GOAL # \_\_: \_\_\_\_\_

**1. BEST POSSIBLE ANTICIPATED OUTCOME:**


**2. NEXT TO BEST OUTCOME:**


**3. MIDDLE SUCCESS:**


**4. NEXT TO WORST OUTCOME:**


**5. WORST ANTICIPATED OUTCOME:**


# GOAL OUTCOME SHEET

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

Goal Not Met	Less Than Expected Outcome	Goal Met	Better than Expected Outcome	Best Possible Outcome

## **CRISIS SURVIVAL RULES: Emotional Control Strategies**

### **Be a "Mirror" and not a "Sponge"**

***Sponging*** is absorbing another person's negative emotions (e.g., anger) and reacting to them with similar negative emotions. It is catching the other person's negative emotions and allowing them to control your emotions and reactions.

***Mirroring*** is the process of simply reflecting back another person's negative emotions (e.g., "You are angry that I did not come when you first called...Hmm"), without emotional reaction, without obligation to respond emotionally, or to agree or disagree, and without "catching" the emotion. By its nature, mirroring involves a slow, deliberate and open look at the other person's statements, and prevents escalation of emotions, allowing you to control your emotions by not reacting. It allows **under-reacting** or keeping a cool head to help calm the situation, and prevents you from letting another person's problem become your own.

**Contract with others to allow mistakes and to not beat each other up when mistakes are made... learning and taking into account the "Rules of Crisis" can help...**

### **RULES OF CRISIS**

- ◆ **Everyone will be at their worst!**
- ◆ **Our/Their behavior and communication will reflect our/their worst!**
- ◆ **We/They will hold others accountable and Excuse ourselves/themselves!**
- ◆ **When we are hurting, we fail to appreciate other's hurt!**
- ◆ **Things will get better or worse after a crisis, but will not stay the same!**

**RX: Learn and Remember and Apply the Rules. Blame the situation, not each other, Bolster each other working as a Team to Resolve the Stress!**

*Adapted by M.F. Martelli, Ph.D: ©1994*

## THE 4 E's

### GUIDELINES FOR RESPONDING ADAPTIVELY TO BEHAVIORS THAT MAKE US UNCOMFORTABLE:

- EVENT** -            “*When you ...*”  
(Criticize a Necessary Problem Solving Effort for No Good Reason)
- EFFECT** -            “*It Distracts...disrupts...delays, displeases (me, others)*”  
(Interferes with and slows down progress and toward correcting a simple situation and delays a simple solution and drags out the stress for me, you and others, etc.)
- EMOTION** -         “*It makes me (or someone else) feel uncomfortable, ...negative, frustrated, unhappy with you...angry...*”  
(Be specific and matter of fact. Talk about, but do not show the emotion, and emphasize how you liked it better when they didn't do this (or would like it better when they don't))
- EXPECTED** -        “*I Like It Much Better when You...I Want You to...*”  
(More cooperation and problem solving and open and positive or neutral attitude. Be very specific, and emphasize the positive, desirable alternative.)

NOTE: It is Important to Shape desirable behavior. Reinforce every little step in the desired direction with thanks, smiles; (and) when mostly accomplished, express liberal thanks and appreciation, letting the person know that "I like that much better ...I appreciate your doing that for me...Thank you!". Importantly, the best way to prevent and undesirable behavior is to reinforce a desirable alternative (incompatible) behavior...so be vigilant and catch the person behaving desirably and reward them.

Also, it is important to respond to all undesirable behaviors (i.e., what you clearly don't want) with a clear and specific assertion of what you do want...simply stating what you don't want represents little more than complaining or dwelling on (and even reinforcing) the undesirable & usually fails.

**And, if the 4 E's are not sufficient after several efforts, consider the 5th E**

- or ELSE** -            “*And if you Continue to...(undesirable behavior) instead of ...(desirable behavior), then X will happen (contingency)*”  
(X=report to supervisor; asked to leave; not be allowed to....; given restriction\_\_\_; be ignored, etc....authority will be informed; etc. B sure the contingency is fair, reasonable. proportional, firm and enforceable)



# Go fly a K.I.T.E.

- **K** = Know what you want
- **I** = Use “I” messages
- **T** = Tell others what you want firmly and repeatedly
- **E** = Expect change and Evaluate effectiveness (Careful!)

# **GUIDELINES FOR MANAGER EFFECTIVENESS**

*(or effectiveness in any management/leadership position)*

## **One Minute Goal Setting**

- Clearly define your Expectation** (i.e., **What you want them to do**). Sit down with your staff, students, patients, relatives, and explain what you want them to do. **Be very specific.**

## **One Minute Praising**

Catch them doing things right and tell them. Do this as follows:

- Praise them Immediately**, as soon as you can afterward...don't wait!

### ➤ ***1. Verbal***

- ◆ I like it when you...It's nice when you...Thanks for...That was terrific when you...
- ◆ Great!...Nice Job!...Super!...Fantastic!...Wow!...Beautiful!
- ◆ It make me very happy to see you...I always enjoy it when you...

### ➤ ***2. NonVerbal***

- ◆ Smile... "Thumbs up" sign
- ◆ Handshake OR Pat on back or shoulder

#### *Note:*

- ◆ Congruence between Verbal and Nonverbal Channels is Essential!!
- ◆ Be SPECIFIC with your praise. Tell the client what you liked that s/he did.
- ◆ NEVER use "back-handed" compliments such as "It's about time you did a nice job" or "This is nice...so why can't you do this more often?"...or "It's about time"...
- Be Specific** about what and how they did things well
- Share your feelings** (tell them how good it made you feel)
- Tell them that they are good**, that doing this is good, **and that you know they can do this again in the future**

Importantly, it is often necessary to use **Shaping, or reinforcement of Successive Approximations** of desired behaviors - that is, successive reinforcement (with verbal and nonverbal praise) of the *smallest movements and baby steps in the desired direction.*

**One Minute Reprimand.** Tell them what they did wrong (i.e., what behavior was undesirable) and how you expect better of them.

Do this as follows:

- Reprimand them immediately**, as soon as possible after they did something wrong
- Be Specific** about what they did wrong (and how they did it, if relevant) and **emphasize the behavior, not them as a person. Do this nonjudgementally, matter of factly.**
- Share your feelings** (tell them how it made you feel - for example, angry, disappointed)
- Finish up by telling them that they are a good person**, that they can do better than this, that you want them to do better next time, **and that you don't want expected behavior next time**

## RELATIONSHIP/ COMMUNICATION / SELF ENHANCEMENT STRATEGIES

Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Things I Prefer \_\_\_\_\_ Do Less Often

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

### Things I Prefer \_\_\_\_\_ Do More Often

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

Name: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_ Day: \_\_\_\_\_ Date: \_\_\_\_\_

<b>TO DO List</b>	<input type="checkbox"/> <i>Check Off When Complete or Transfer Incompleted Tasks to Next or Other Day</i>
<input type="checkbox"/>	<b>END OF DAY WRAP UP</b>
<input type="checkbox"/>	<input type="checkbox"/> Check Completed "To Do's"
<input type="checkbox"/>	<input type="checkbox"/> Transfer Incomplete Tasks - Next/ Other Day
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> Fold Page Edge at End of Day

<b>ACTIVITY</b>		Notes (Who, What, When, Where, How/Why)
8:00	<input type="checkbox"/>	
8:30	<input type="checkbox"/> <i>Sample: Take AM Meds (P,B,T)</i>	
9:00	<input type="checkbox"/>	
9:30	<input type="checkbox"/>	
10:00	<input type="checkbox"/>	
10:30	<input type="checkbox"/>	
11:00	<input type="checkbox"/>	
12:00	<input type="checkbox"/>	
1:00	<input type="checkbox"/>	
1:30	<input type="checkbox"/>	
2:00	<input type="checkbox"/>	
2:30	<input type="checkbox"/>	
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4:30	<input type="checkbox"/>	
5:00	<input type="checkbox"/>	
6:00	<input type="checkbox"/>	
6:30	<input type="checkbox"/>	
7:00	<input type="checkbox"/>	
8:00	<input type="checkbox"/>	
9:00	<input type="checkbox"/>	
	<input type="checkbox"/>	
10:00	<input type="checkbox"/>	
11:00	<input type="checkbox"/>	<input type="checkbox"/> Check Regular Appointments Schedule
12	<input type="checkbox"/>	<input type="checkbox"/> Review Tomorrows Schedule

Name: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_ Day: \_\_\_\_\_ Date: \_\_\_\_\_

## Incidental Memory Re-Trainer - Daily Log

*Record Main / Highlight Activities During Each Time Period Throughout Day!*

*Who, What, When, Where, How, Why?*

<b>7:30</b>	_____
<b>8:00</b>	_____
<b>8:30</b>	_____
<b>9:00</b>	_____
<b>10:00</b>	_____
<b>10:30</b>	_____
<b>11:00</b>	_____
<b>11:30</b>	_____
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<b>6:30</b>	_____
<b>7:00</b>	_____
<b>8:00</b>	_____
<b>9:00</b>	_____
<b>10:00</b>	_____

**Compensatory Habit Retraining is the use of strategies, self-talk, notes, log books, breaking things down into small steps, doing things one step at a time, using checklists, etc.**

**It feels like a pain in the Butt!**

**Not remembering, however, is a Colossal and Gigantic Pain in the Butt!**

**So be aware, When Habit Retraining Strategies become Habitualized, they become Automatic and produce good memory and other skills, and are No Longer a Pain in the Butt!**

**Think of Retraining with Strategies As a Temporary Pain in the Butt that is really an Opportunity to Get Rid of Permanent Gigantic Pains in the Butt.**