TOOL

Co-Occurring Disorders Workbook

Patient Education and Skill-Building
It’s not easy to learn the skills for managing recovery from several problems at once. Often it seems that what you need to do to manage your drug addiction or alcoholism is exactly the wrong thing for your depression, anxiety disorder, etc. But a few systematic steps can help you understand and apply the practices that build stable recovery and long-term sobriety. That’s what this workbook is about.

Ten Tasks for Successful Recovery

1. **Stabilize symptoms**: Stop drinking and drugging. Follow your treatment plan. If psychiatric medications are prescribed, take them.

2. **Learn about your illness**: Show evidence of your knowledge by helping to teach others.

3. **Self-diagnose**: Apply what you have learned to understand your own situation. “Own” your illness.

4. **Begin living one day at a time**: Develop a 24 hour plan. Don’t get ahead of your plan.

5. **Rearrange your activities to support recovery**: Your lifestyle should support your physical, spiritual, and psychological welfare.

6. **Put treatment first**: Know your priorities. Make compliance unconditional.

7. **Inform others of your plan**: Enlist their help in achieving your goals.

8. **Examine factors that could lead to relapse**: Don’t fall into a relapse trap.

9. **Make a detailed plan to prevent relapse**: Be sure to get plenty of feedback from others. Update and refine your plan.

10. **Put your plan into action on a daily basis**: Do what you said you would.
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Task One: Stabilizing Symptoms

A. When I arrived in treatment I was feeling these emotional and mood symptoms:

B. I have now been drug and alcohol free for __________ days.

C. Since arrival, my mood and emotional state has (Check one)
   - Improved
   - Stayed the same
   - Gotten worse

D. The factors that have made the biggest difference in my mood are:

E. Negative symptoms I am still experiencing include (Check all that apply):
   - Depression
   - Sadness
   - Can’t relax
   - Irritable
   - Frustrated
   - Easily upset
   - Anxious
   - Clenched jaw
   - Anger
   - Want to hurt others
   - Want to hurt self
   - Irritated
   - Desire to escape
   - Desperation
   - Feeling of doom
   - Impatience
   - Can’t stop worrying
   - Temper outburst
   - Crying
   - Insecurity
   - See things that aren’t there
   - Can’t make decisions
   - Despair
   - Hear voices
   - Suspiciousness
   - Lost confidence
   - Headaches
   - Insomnia
   - Nightmares
   - Nervousness
   - Lack energy
   - Insomnia
   - Fear of the future
   - Confused thoughts
   - Unwanted thoughts

F. Which negative symptoms are currently giving you the most difficulty? The least difficulty?
Task Two: Learning About My Illness

A. I have been given a diagnosis of: ____________________________

B. The signs and symptoms of this disorder are:

C. This illness is (check those that apply):
   - Chronic
   - Manageable
   - Unimportant
   - Relapsing
   - Progressive
   - Transitory
   - Untreatable
   - A factor in my drug or alcohol use

D. The treatment for this disorder is (describe in your own words):

E. I can be treated for this disorder at:
### Task Three: Owning Your Illness (Self-Diagnosis)

**A. Signs and symptoms** of my illness are (Check all that apply.) 
*Use the boxes at the bottom to add symptoms if necessary.*

<table>
<thead>
<tr>
<th>Feeling tired all the time</th>
<th>Persistent sadness</th>
<th>Isolating from others</th>
<th>Being afraid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feeling angry</td>
<td>Feeling lonely</td>
<td>Crying</td>
<td>Confusion</td>
</tr>
<tr>
<td>Not eating</td>
<td>Yelling at others</td>
<td>Nervousness</td>
<td>Excessive sleeping</td>
</tr>
<tr>
<td>Paranoia</td>
<td>Thoughts of harming myself</td>
<td>Mood swings</td>
<td>Insomnia</td>
</tr>
<tr>
<td>Not being clean</td>
<td>Thoughts of harming others</td>
<td>Not bathing</td>
<td>Not taking medicine</td>
</tr>
<tr>
<td>Making threats</td>
<td>Visual hallucinations</td>
<td>Hearing voices</td>
<td>Hyperactivity</td>
</tr>
<tr>
<td>Panic feelings</td>
<td>Anxiety</td>
<td>Excessive smoking</td>
<td>Problems with others</td>
</tr>
</tbody>
</table>

**B. Alcohol and drugs** made these symptoms worse by (describe in your own words):
### Task Four: The 24-Hour Plan

**A. The most important** things I need to do on a daily basis are (circle your choices):

<table>
<thead>
<tr>
<th>Task</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Take meds as prescribed</td>
<td>Proper rest/sleep</td>
</tr>
<tr>
<td>Attend treatment activities</td>
<td>Be with supportive people</td>
</tr>
<tr>
<td>Talk with other people</td>
<td>Control worry</td>
</tr>
<tr>
<td>Be honest with others about how I’m doing</td>
<td>Control fears</td>
</tr>
<tr>
<td>Keep appointments</td>
<td>See doctor/therapist</td>
</tr>
<tr>
<td>Recognize trouble signs</td>
<td>Remain hopeful</td>
</tr>
<tr>
<td>Calm myself</td>
<td>Be patient with others</td>
</tr>
<tr>
<td></td>
<td>Remember my illness</td>
</tr>
</tbody>
</table>

**B. These are useful** slogans. Define each to the best of your understanding.

- One day at a time
- Live and let live
- Stay focused on the present
- Easy does it
- Keep it simple
Task Five: Rearranging Your Lifestyle

A. **What activities** must I change to support the gains I make in treatment?

<table>
<thead>
<tr>
<th>Activity</th>
<th>Stop</th>
<th>Keep</th>
<th>Change (specify how)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relationship</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sex</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friends</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Getting high</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gambling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time alone</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Music</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TV</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reading</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traveling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eating</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sleeping</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (specify):</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Other (specify):</td>
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</tr>
<tr>
<td>Other (specify):</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Task Six: Putting Recovery First

A. **Based on your experience,** would any of the following problems interfere with your success in continuing treatment? If yes, write briefly how you would prevent it from interfering again.

<table>
<thead>
<tr>
<th>Problem</th>
<th>Your Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medication costs, side effects, remembering to take it, feeling you don’t need it.</td>
<td></td>
</tr>
<tr>
<td>Problems with doctor, therapist, group, clinic, trust.</td>
<td></td>
</tr>
<tr>
<td>Problems with addiction treatment, AA/NA, etc.</td>
<td></td>
</tr>
<tr>
<td>Problems with family, friends.</td>
<td></td>
</tr>
<tr>
<td>Problems with transportation.</td>
<td></td>
</tr>
</tbody>
</table>

B. **Write out,** in your own words, what you are willing to do in order to be successful in treating your illness. Share it with your counselor. Then share it in group. Make changes in your statement to remove excuses and cop-outs. Then sign it and have your counselor sign as a witness. **(You can use the back of this sheet.)**
### Task Seven: Informing Others of My Plan

**A. How can other people** help you follow your treatment plan? Check the choices that apply.

<table>
<thead>
<tr>
<th>Choice</th>
<th>Choice</th>
<th>Choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remind me about medicine, appointments with therapist</td>
<td>Give me rides to appointments</td>
<td>Encourage me to quit smoking</td>
</tr>
<tr>
<td>Understand me</td>
<td>Listen to me</td>
<td>Treat me as an adult</td>
</tr>
<tr>
<td>Help me manage money</td>
<td>Communicate with my doctor</td>
<td>Spend time with me</td>
</tr>
<tr>
<td>Teach me things</td>
<td>Have fun with me</td>
<td>Don’t yell or nag</td>
</tr>
<tr>
<td>Tell me if I act sick</td>
<td>Be honest with me</td>
<td>Help me find work</td>
</tr>
<tr>
<td>Help me apply for services</td>
<td>Go to family therapy</td>
<td>Be patient with me</td>
</tr>
<tr>
<td>Let me help them</td>
<td>Be my friends</td>
<td>Don’t expect too much of me</td>
</tr>
</tbody>
</table>

**B. Who can I tell** about my plan? Check boxes that apply.

- Doctor
- Nurse
- Social worker
- Family
- Probation officer
- Friends
- Counselor
- Caseworker
- Others (list):

**C. Do you feel** you can be honest with others about your plan for recovery? If not, explain why not.
Task Eight: Examine Relapse Factors

A. **What do you see** as the three main dangers to your recovery plan?
   1.
   2.
   3.

B. **Complete the Relapse Traps** test. According to the test, what are the main areas where you are vulnerable to relapse?

C. **In your own words,** how do you plan to prevent relapse after you leave treatment?

D. **Share your** relapse prevention plan with your small group, and ask for their feedback. Make changes where you think it is appropriate.
TOOL (continued)

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Task Nine and Ten: Make a Plan and Put it into Action

A. **Your major goals** for today (no more than four for any one day.)

1. 

2. 

3. 

4. 

B. **Five Things** you plan to do today to support your recovery:

1. 

2. 

3. 

4. 

5. 

A. **Imagine it’s the first** day after discharge. Map out how you will spend your time:

Wake up to 9:00 a.m:

9:00 a.m. - Noon:

Noon - 3:00 p.m:

3:00 p.m. - 6:00 p.m:

6:00 p.m. - 8:00 p.m:

8:00 p.m. - 10:00 p.m:

10:00 p.m. to bedtime:
Overview of the Tasks

A. **(For those who have been prescribed medication)**
   The name of my prescribed medication is:
   
   __________ __________ __________.
   
   The dose and frequency is:
   
   __________ __________ __________.

B. I have been given a diagnosis of substance dependence and __________.

C. The symptoms I want to prevent are:

D. The best ways to manage my illness are:

E. People I can go to for help in following my treatment plan are:

F. The most important things I need to do daily to prevent relapse and lead a healthy life are: