



Project Metamorphosis

Volume 3 Number 1A

Key 1: Honor

Relationships. There are good ones. There are bad ones. Sometimes we can't live with others. But we can't live without them. This volume of Project Metamorphosis concerns relationships and how to improve them. The focus is on personal relationships. Much of what we learn also applies to the work world. Relationships don't just happen. We make them happen. Their quality depends, in part, on choices we make. Relationships, like success, require thinking skills.

HONOR: WHAT DO YOU VALUE?

Picture a rock in your hand. Imagine a small one. Think of one the size of a quarter. It's no big deal. It's just a pebble. Take another look at your pretend rock. This time, pretend that someone told you that your rock is an unpolished diamond, the largest one ever found. And, you're holding it in your hand. It's yours. Wow! Do you feel differently about the rock?

Is it worth more to you? That feeling of excitement and high value is honor. Honor is an attitude. It's an emotion. Now think about the rock again. The rock never changed. The only change was how you thought about it. That's your self-talk. At first, you probably thought, "Just a rock—no value—not worth my time." When you thought it was a diamond, you may have thought, "This is worth a lot of money. I'll be rich." Your self-talk—which you control—determines honor. You control your attitudes. You control your emotion. You choose what to honor by what you value.

**"Congratulations! . . .
you just became the
president of your own
company: ME, Unlimited."**

MEN AND WOMEN RELATIONSHIPS WITH

Relationships are connections. We can have personal connection, working relationships, and relationships with family. We relate to friends. We relate to men and women. Men and women tend to think differently. They process ideas differently and have different communication styles. We need to know how both men and women think. This helps us understand ourselves and relationships with others better.

THE EFFECT OF THE BRAIN ON RELATIONSHIPS

Are you right- or left-handed? The hand you use most is your dominant hand. It may feel strange and awkward to do things with your non-dominant hand. Your brain also has right and left sides. Each side thinks about things in different ways. The right side is more creative, visual, and emotional. The left side is more factual, verbal, and practical. We have a side of our brain that we prefer. This is our dominant side. If you've not already done so, your instructor can give you a survey to help you figure out your dominant side. It's easier to honor others when you understand how they think.

LIFELONG LEARNING: Thinking about words in the last volume of Newsletter, you learned how to rate your knowledge of words. (0, never seen it; 1, seen it, but not sure of meaning; 2, sort of know the meaning; 3, know the meaning very well). Circle 10 words in this newsletter. Rate your knowledge of each. How can you increase your understanding of words you rate 0 or 1?

The Greatest Secret in the World: Part 3

Today you'll learn a third principle of success. Don't forget to read this section 3 times each day. Read it in the morning, read it after lunch, and read it aloud before you go to sleep. As you repeat the words, they will become part of your active mind and your other mind—the part that never sleeps and makes you act.

I am nature's greatest miracle. No one is exactly like me. I am unique. I am unmatched. I am different. I will be proud of my differences.

I am nature's greatest miracle. I am rare. There is value in being rare. Thus, I am valuable. I am the product of generations of learning and experience. I am better equipped for success than anyone who came before me. Unless I use what I have, my mind and body will grow stale and die. Most people use only a small part of their brains. I am different. I am not average. I will increase my achievements beginning today.

I am nature's greatest miracle.
I was created for a purpose. In the past, I did not consider this fact, but it has changed my life. Now I will increase my skills. Now I will practice and improve myself. Why?

Because **I am worth the investment in myself. I am nature's greatest miracle. Nature is never defeated.**

It overcomes everything. I will succeed because I am unique. . . and because I am nature's greatest miracle.

Source: Adapted from *The Greatest Secret in the World* by Og Mandino

CHARACTER FIRST: GRATEFULNESS

Gratefulness is letting others know by our words and actions how they benefit our life. Gratefulness isn't just an attitude. It is an action. It's a way we choose to behave. Most people can't read our minds. They don't know if we are grateful. We have to show or tell them. We show gratefulness by thanking others. When we praise others or tell them they did well, we are showing gratefulness. Gratefulness is not just flattery giving compliments. It is truly being appreciative for what others do.

Gratefulness also relates to personal satisfaction with life. We may not think that there is much to be grateful for. . . but there is if we look for it. There are a lot of things that we don't have. Gratefulness helps us be more content with what we do have. We have a place to live. We have food to eat. We have our health. We have chances to learn. We have this program to help us develop ourselves. We probably have friends and family who support us. We have ourselves and we are nature's greatest miracle.

Gratefulness is an important job skill. There's a lot to be grateful for at work. We can be grateful that we have a job. We can be grateful for the work experience gained. We can be grateful for our bosses. We can be grateful for our co-workers. We can be grateful for job benefits.

Think about your job here. What are you grateful for? To whom can you show your gratitude?

Reflections

Consider the following questions:

1. What did I learn today?

2. Why is this important to know?

3. How can I use what I learned?

4. What difference will this make in my life?

How can our attitude affect our personal relationships? How is thinking a relationship skill?

Rethink a relationship in your life - approach that person with respect.

Why are you nature's greatest miracle?

PROJECT METAMORPHOSIS NEWSLETTER

Volume 3 Number 1A Understanding What You Read

Read *Key 1: Honor*. Then answer the questions.

1. What is honor?
2. What are relationships?
3. What are the differences between left- and right-brain thinking?
4. Why is forming a relationship a thinking skill?
5. Which side of your brain is dominant ? Give an example that demonstrates that dominance.
6. What is the relationship between self-talk and honor?

PROJECT METAMORPHOSIS NEWSLETTER

Volume 3 Number 1A Understanding What You Read

Read *Key 1: Honor*. Then complete the following summary. Use words from the article if you wish.

Relationships don't just happen. We make them happen. Their quality depends, in part, on

_____ we make. Relationships are

_____ skills. _____ is a

feeling of excitement and high value. It is an emotion. It is an attitude. Our _____

determines honor. We choose what to honor by what we _____.

Relationships are _____. Men and

women think differently. Understanding how people think helps us understand our relationships with others.

The brain has _____ sides. Each side processes ideas differently.

The left side is _____,

and _____. The right side is _____,

_____.

We have a side we use most. This is our _____

side. It is easier to honor others when we understand how they think.



Project Metamorphosis

Volume 3 Number 1B

Key 2: Creating Loving Relationships

It just happened. I fell in love. . . . I don't know what happened. I was away. We grew apart. We just fell out of love, I guess. . .

There's more to it. Love takes both knowledge and skill in how to love someone. Often what bugs us most about people are things put there by other people. They affect how we think. That changes our self-talk. It changes what we believe is true. Real love finds and provides the facts needed to build good relationships. What is true? What is not true? What do you value? How do you show it? Relationships need four things to survive and grow:

Security

Everybody likes to feel safe. It's knowing that no matter what happens, the other person will be there. This doesn't mean that one person is a doormat. No one has to put up with abuse. Security is commitment.

Meaningful Communication

Meaningful communication is more than words. It includes feelings, and using good listening and thinking skills. Meaningful communication consists of both verbal and nonverbal skills.

Romantic Emotional Experiences

This may sound like just sex, but it's much more. It's an attitude, not just an act.

Touch

When we were infants, touch was one of the first ways in which others communicated with us. Arms rocked us. Hands soothed us. Laps held us. These were comforting feelings. Physical contact—hugs, pats, touches—still communicate feelings.

Love

Love isn't just a feeling. It's a decision. It's one of the most important decisions we make. We choose who to love. We choose how to love. We think about what we need and what our mate needs. We make a plan and follow it. Loving others is a skill we can learn. Showing love to a mate is hard when we are apart. Talking about plans for the future is one way to develop love. We can talk about plans for security. We can begin now to communicate meaningfully. We can plan future romantic emotional experiences. We can tell our mate what we've learned about love. Together you can build the relationship we both want.

LIFELONG LEARNING: Facts and Opinions- Facts describe information that can be proven to be true (The room is 10 feet by 9 feet. There are 7 days in each week. Today is Monday.). Opinions express qualities or information that is open to question. (It is a hot day—what does hot mean? That is a big room—what is big?) Reread this article. Find three facts. Find three opinions.

Reflections

How can you help your mate feel secure about your commitment to him/her?

Consider the following questions:

1. What did I learn today?

2. Why is this important to know?

3. How can I use what I learned?

4. What difference will this make in my life?

Think about your values. In terms of fact-finding, what do you value about the person you love?

What is the relationship between honor and love?

What essential element of loving relationships do you value most? Which do you think your mate values most? How can you resolve the differences?

Which were harder to find—facts or opinions? Does this surprise you? How does that affect communication?

PROJECT METAMORPHOSIS NEWSLETTER

Volume 3 Number 1B

Understanding What You Read

Read Key 2: Creating Loving Relationships. Then answer the questions.

1. How does fact-finding contribute to good love relationships?
2. What four things do relationships need to survive and grow?
3. What is security?
4. What is involved in meaningful communication?
5. Why is love a decision-making process?

PROJECT METAMORPHOSIS NEWSLETTER

Volume 3 Number 1B

Understanding What You Read

Read *Key 2: Creating Loving Relationships*. Then complete the following summary.
Use words from the article if you wish.

Love requires both knowledge and skill in how to love someone. Love is affected by what other people

_____ about the person we love.

That affects our _____. Real love finds

and provides the _____ needed for good relationships.

Relationships need four things in order to grow: (1) _____,

(2) _____, (3) _____,

and (4) _____.

Love isn't just a feeling. Love is a _____. Loving others

is a skill you can _____.



Project Metamorphosis

Volume 3 Number 2A

Key 3: Handling Anger

I know a trick. I can change your feelings. Here's how the trick works. Look at the keys in the box on the right. Count to five. You should now feel very sad. Did it work? Are you feeling very sad? No? Sometimes the trick doesn't work the first time. Please try again. Look at the keys. Count to five. You should now feel very happy. Do you? No?

The truth is that there is no trick. I can't change your feelings. The real truth is that nobody can change your feelings. Nobody can really make you sad, happy, mad, or whatever. We make our own feelings by what we tell ourselves. We control our feelings.. Feelings are thinking skills.

ABC'S OF EMOTIONS

Anger is the #1 destroyer of relationships. What causes anger? How do we control it? A researcher named Albert Ellis came up with the ABC's of emotions.

A is for Activating event.

An activating event is something that happens. Let's say that the activating event is a job interview. The interviewer asks if you've ever been in prison.

B is for our Belief about the event.

Belief is what we tell ourselves. It's self-talk. You think, "That guy's a real jerk. What difference does it make if I've been in prison. I've done my time."

C is an upsetting emotional Consequence.

You might say, "That's none of your business. I don't have to answer that question." Perhaps you get angry or defensive. Maybe you even get up and leave.

“. . . nobody can change your feelings. You make your own feelings by what you tell yourself. . . Feelings are thinking skills. “

CHANGING BELIEFS

Thoughts—self-talk—cause feelings. Negative emotions often come from beliefs that are inaccurate. Think about your belief about the interviewer. What if your belief had been the following: "This guy is in business. He needs people he can depend on. I can see that he might worry if I've been in prison. He'd be right to worry. I need to say things that will convince him that I am different. I need to tell him about the experience I've gained. He may hire me. He may not. Other more qualified people may have applied. They may be better for the job. I'll be honest and do the best I can." Some beliefs are inaccurate. Here are a few to recognize and try to change:

Perfection

Everything and everyone should be perfect. Few things and people are. Accept reality.

Approval

People like/dislike me. The truth is that most people don't think about us as much as we think they do.

Shoulds and Oughts. Things or people should do this or that. People ought to do this or that. Decide what *is* rather than what we think it *should be*. We can't control others.

Exaggeration

Things that *always* or *never* occur. (e.g., They *always* talk about me. I *never* get the good jobs.). Think in terms of what really happens.

Victim

These are feelings of helplessness. (I couldn't help it. I was under pressure. Everyone was against me. It wasn't fair.)

HANDLING ANGER

Anger is a strong emotion. It sometimes hides other feelings. Anger replaces feelings we'd rather not look at or think about. Maybe we really feel hurt about something. Instead of saying that, we get mad. Some of us feel more powerful when we're angry. We feel bigger and meaner. We might think others will pay more attention if we are angry. We might use anger to build ourselves up. Maybe some of us let anger become an unlit fuse. Maybe we put up with a lot and then we explode. Others might use anger to create feelings of excitement. Some people think handling anger is just self-restraint. If we try hard enough, we can control ourselves. We've probably found that generally doesn't work. Look for the real reason for the anger—the activating event. Think about your beliefs about the event—your self-talk.

Here are some ways to do so:

Identify the activating event.

What happened?

.

Think about your beliefs.

Why did that make me angry?

What was I thinking?

Was my thinking accurate?

Change your beliefs.

Avoid focusing on negative explanations (I didn't get a letter today. Nobody cares.). Create positive explanations (I'm glad my friends stay busy while I'm in prison. I'll write them a letter and tell them that).

Become aware of your real feelings.

See if your anger hides other feelings.

Pay attention to anger triggers.

Talk about your feelings.

Try to express power and strength in other ways.

Think about being courageous, strong, and powerful, rather than just mad.

Vent anger in safe ways.

If you tend to get physical when you get mad, engage in physical activity when you feel anger coming on. Work out or work hard. Write a furious letter and tear it up.

Accept others and yourself, flaws and all.

No one is perfect. We often get most angry about traits we dislike in ourselves. Perhaps you get mad when your mate is late. The truth may be that you're never on time. We often blame others for faults we also have.

Accept criticism for what it is and who it comes from.

The real purpose of criticism is to improve yourself or a situation. Think about the results of changed behavior. Focus on how you will be a better person or how the situation

will be better. Think about the spirit in which criticism is made. Is the critic honestly trying to help you or is that person just mad? Remember, no one can make you angry but you.

EFFECT OF YOUR ANGER ON YOURSELF AND OTHERS

Anger is the #1 destroyer of relationships. It shuts down communication. It closes the other person's spirit. This causes disagreement, emotional distance, and rebellion. It damages you and others. No one is perfect. It's normal to feel angry from time to time. We can resolve conflicts and restore harmony by doing the following:

1. Identify the activating event and belief.

2. Resolve anger through clear communication.

3. Seek forgiveness or forgive others... and really mean it.

Describe your feeling (I'm sad, confused, upset, etc.). Tell what you think happened. Tell your belief about it (I didn't get a letter and I don't think you care.). Tell what you want to happen (I'd feel more secure if you wrote me once a week.) Sometimes we think people should just know what we want and expect. Again, few of us can read minds.

LIFELONG LEARNING: Drawing Conclusions-When we draw conclusions, we predict what might happen. We figure out consequences of actions. Look at each way to handle anger. What might happen if we DON'T do these with our friends and family? What might happen if we DON'T do these on the job? What conclusions can we draw?

Reflections

Think about a time when you got really angry. What was the activating event? What was your belief about the event?

Consider the following questions:

1. What did I learn today?

2. Why is this important to know?

3. How can I use what I learned?

4. What difference will this make in my life?

How does your ability to draw conclusions help you handle anger on the job?

What is the relationship between self-talk and anger?

Can other people “make” you angry? Why or why not?

What are the steps in resolving conflict?

PROJECT METAMORPHOSIS NEWSLETTER

Volume 3 Number 2A Understanding What You Read

Read *Key 3: Handling Anger*. Then answer the questions.

1. Why are feelings thinking skills?
2. What is the #1 destroyer of relationships?
3. What are the ABC's of emotions?
4. What is the relationship between self-talk and emotions?
5. What are some inaccurate kinds of beliefs that people may have?
6. What are some reasons for anger?
7. What are three ways to handle anger?
8. What is the effect of your anger on yourself and others?
9. Describe the process of conflict resolution.

PROJECT METAMORPHOSIS NEWSLETTER

Volume 3 Number 2A Understanding What You Read

Read *Key 3: Handling Anger*. Then complete the following summary.
Use words from the article if you wish.

Nobody can change our feelings except _____.

We control our _____ . Feelings are
_____ skills.

_____ is the #1 destroyer of relationships.

Albert Ellis came up with the _____ of emotion. A stands for
_____. B stands for your _____ about
the event. C is an _____.

Thoughts—your _____—cause feelings. Negative
emotions often come from _____ beliefs. Some inaccurate
beliefs include _____, approval,
_____ and _____, exaggeration,
and _____.

Anger is a strong emotion. It often replaces other emotions. Anger makes some people feel more

_____ . Anger can also be an

_____ ready to explode. Still others use anger to

create feelings of _____ .

Anger can be handled in several ways. First, identify the _____ . Think about your

_____ about the event. Try to _____

your beliefs. Become aware of your real _____ . Pay attention to your

anger _____ . Try to express _____

and _____ in other ways. Vent anger in

_____ ways. Accept others and

yourself. Accept _____ for what it is and who it comes from.

Anger damages you and others. You can resolve conflicts by identifying the _____

and _____ .

Use _____ to resolve anger. Seek

_____ or _____ others.



Project Metamorphosis

Volume 3 Number 2B

Key 4: Using Communication to Increase Intimacy and Understanding

When we think, we often think in pictures. They help lock ideas into our minds. Pictures also unlock feelings. This kind of communication helps create intimacy—closeness with others. It contributes to understanding.

Artists use different colors and strokes to create different kinds of pictures. Some pictures just look like lines and colors. Other pictures look very real. Some pictures create emotions in us. They remind us of things we experienced. They show us the artist's emotions.

The words we choose create pictures, too. We decide what to say. We decide how to say it. This is a thinking skill. Some word pictures are unclear and abstract

(That's nice. I feel strange.). Others are more visual *(The new red car was shiny and clean.)*. Still others create an emotion *(Being in prison feels like living in black and white photographs. Life on the outside is a full-color experience.)*.

Good word pictures change lives. They help focus attention. They make communication come alive. They lock words into our hearts. They form the gateway to intimacy. There are several steps to creating good word pictures:

**“The words you choose
create different pictures.
Communication is a
thinking skill.”**

Have a purpose

Decide what you want to communicate. Do you want to clarify meaning? Do you want to increase intimacy? Do you want to honor others and build self-esteem? Do you need to correct others?

Find out the other person's interest

Don't use word pictures about cars if the person has no interest in cars. Create a word picture that appeals to that person.

Draw word pictures from nature, objects, stories, or history.

Practice creating word pictures.

Match your nonverbal language to what you say.

Choose a convenient time to talk.

Be persistent

Life is a series of snapshots, not just one or two. Communication and closeness develop over time.

LIFE- LONG LEARNING: Nouns and Adjectives- Nouns and adjectives help you make good word pictures. Nouns are names of people, places, and things. *Dog, job, and time* are nouns. Adjectives describe nouns. *Cute, large, and blue* are adjectives. Some words can be either depending on their use. *Word* is often a noun. But in *word pictures*, it describes *picture*. Circle 5 nouns in this newsletter. Underline 5 adjectives.

Reflections

Create a word picture to describe your feelings about looking for a job when you go home.

Consider the following questions:

1. What did I learn today?

2. Why is this important to know?

3. How can I use what I learned?

4. What difference will this make in my life?

How could you use word pictures on the job?

How do nouns and adjectives help you create word pictures?

Why is it important to choose the right time to describe your word picture to someone?

What purpose do you have for creating a word picture for your friends or family?

PROJECT METAMORPHOSIS NEWSLETTER

Volume 3 Number 2B

Understanding What You Read

Read *Key 4: Using Communication to Increase Intimacy & Understanding*.
Then answer the questions.

1. What is intimacy?
2. How does thinking in pictures create intimacy?
3. What do good word pictures do?
4. What are the steps in creating good word pictures?

PROJECT METAMORPHOSIS NEWSLETTER

Volume 3 Number 2B

Understanding What You Read

Read *Key 4: Using Communication to Increase Intimacy & Understanding*.
Then complete the following summary. Use words from the article if you wish.

When we think, we often think in pictures. They help lock _____

_____. They also unlock _____.

This kind of communication creates _____, or closeness

with others. The words we choose create different pictures. Communication is a _____

_____. Some word pictures

are _____. Some are visual . Some create

_____. Good word pictures change

_____.

They help focus _____. They form the gateway to

_____. There are several steps in creating word pictures:

First, _____. Find out the other person's _____.

Draw word pictures from _____, objects, _____, or

_____. _____ creating word

pictures. Match _____ to

what you say. Choose a _____. Be persistent.



Project Metamorphosis

Volume 3 Number 3A

Key 5: Becoming Friends with Your Family (and Others)

Have you ever thought about the phrase “making friends”? It means that friendship isn’t something you have. It’s something you do. You can be friends with family, coworkers, and others.

CREATING FRIENDSHIPS

We create bonds of friendship at home through shared activities. The activities should be things you like to do together. Shared problems either at home or at work also create bonds. Crisis situations require you to work together against an outside force.

AVOIDING NEGATIVE EMOTIONS

Negative emotions occur at home, work, and with friends. Sometimes we’re not happy because we choose to be unhappy. We often choose to be angry, worried, hurt, or sad based on our self-talk. We create our own emotions. Just as others can’t “make us mad,” they can’t “make us happy.” We make ourselves happy. Thus, happiness is often a choice. We have to take responsibility for our feelings.

“Friendship isn’t something you have. It’s something you do.”

SERVICE AS A SOURCE OF HAPPINESS

Happiness is often a by-product of service. When we focus on others and help them, we feel more fulfilled. We feel happier. Happiness occurs when energy flows out of us—not toward us.

LIFELONG LEARNING: Finding Main Ideas- Everything has a main idea. Reread the article. What is the main idea of each section (*Creating friendships, avoiding negative emotions, service as a source of happiness*)? What is the main idea of the entire article? How can you apply the main idea to your life?

Reflections

What are some activities you can plan to do with your family when you return home?

Consider the following questions:

1. What did I learn today?

2. Why is this important to know?

3. How can I use what I learned?

4. What difference will this make in my life?

How does serving others create happiness?

Describe the main idea of a crisis situation which deepened your relationship with another person.

What is the relationship between the character trait of gratefulness and making friends?

PROJECT METAMORPHOSIS NEWSLETTER

Volume 3 Number 3A

Understanding What You Read

Read Key 5: *Becoming Friends with Your Family (and Others)*.

Then complete the following summary. Use words from the article if you wish.

Friendship isn't something you have. It's some thing you _____.

We can create bonds of friendship through _____ and

through _____.

Our self-talk often negatively affects our emotions. _____ is

a choice. We have to take responsibility for _____.

Happiness is often a by-product of _____ to others.

Happiness occurs when energy flows _____ of us, not

_____ us.



Project Metamorphosis

Volume 3 Number 3B

Key 6: Personality— Who Are You?

In Project Metamorphosis, we've learned a lot about ourselves. We've **assessed** how we learn and think. In Key 6, we'll learn more about ourselves. We'll find out how we relate to others. We'll find out how others relate to us.

PERSONALITY TYPES (WITH A DIFFERENCE)

Have you ever wondered why we don't get along with some people? Have you ever known someone that drove you crazy? Were you ever the one that drove others crazy? Chances are that it was the person's strong points—out of balance—that didn't **mesh** with your personality type.

There are four **unique** types:

LION: Lions are **bold**.

They take charge of situations. They are under pressure. They are always on the go. They like to do things immediately. They find it hard to rest.

OTTER: Otters are **sociable**.

They like to be in groups. They are fun-loving. They don't mind foolishness. They get **bored easily**. **They sometimes goof off too much.** **Optimistic** by nature, they always see the bright side of things.

“Knowing personality types helps us decide how to relate effectively to others at work and at home.”

GOLDEN RETRIEVER: Golden retrievers are **sensitive and kind**.

They like to help others. They do not change easily. They like **consistency**. They don't like to make decisions or say “no.”

BEAVER: Beavers work hard.

They like for things to be done right. They are serious. They demand a lot of themselves and others. They are consistent. They are careful.

Few of us are all one type or another. We have different amounts of each type. Some types have problems getting along with each other. Knowing types helps us decide how to relate to others—at work and at home. Key 6 shows us how to use these types to **maximize** our relationships with friends and family and on the job.

LIFELONG LEARNING: Using Context for Meaning-We can use surrounding words—the context—to figure out the meanings of words we don't know. Some of the words in the article about personality are in bold type. Look at the sentence or paragraph which contains each word. Think about the main idea of the sentence or paragraph. See if you can figure out the words you don't know from context.

Reflections

How might knowing someone's type help you honor them more effectively?

Consider the following questions:

1. What did I learn today?

2. Why is this important to know?

3. How can I use what I learned?

4. What difference will this make in my life?

Do you think your personality type is accurate? Explain.

Which type do you think your friends and family are? How can you relate to them more effectively?

Is personality type a kind of context that helps you figure out the "meaning" of people? Explain.

Part 3 of The Greatest Secret in the World said that you were nature's greatest miracle. How does your type relate to your ability to believe that?

How could knowing your boss's type help you on the job?

PROJECT METAMORPHOSIS NEWSLETTER

Volume 3 Number 3B Understanding What You Read

Read *Key 6: Personality: Who Are You?*. Then complete the following summary. Use words from the article if you wish.

Sometimes we don't get along with others because our personalities _____
_____. There are _____
personality types. _____ types are bold. They take charge. They are always on
the go. They like to do things _____.
_____ types are sociable. They like to have fun. They get
_____ easily. They look at the _____
sides of things. _____ are another type. They
are sensitive and _____. They like to _____.
They do not _____ easily. They like for things to remain
the same. They don't like _____
or _____. Few of us are one kind of
personality or the other. We possess _____ of each type.



Project Metamorphosis

Volume 3 Number 4A

Key 7: Changing Unhealthy Relationships

Everyone knows that some things are unhealthy. Drugs are illegal. Alcohol can be abused. Tobacco products have warnings on them. Some unhealthy things are harder to spot. Some people develop allergies or diseases which are affected by what they eat or do. Some food looks okay, but it isn't good. Some products are recalled because they weren't safe. It's often hard to tell what's healthy and what's not—especially if unhealthy is all you've ever known. Relationships with family, friends, or co-workers can be unhealthy, too. Some bad relationships are clear to see. Others are harder because we've lived with them all our lives. We learned to live in unhealthy ways because we didn't know there were other ways. We teach those unhealthy habits to others as we live our lives. Everyone has either been a parent or had someone who parented them. What we do as parents affects our kids. But, it also affects kids in our families for four generations to come. You may be thinking that your parents (and theirs, and theirs, and theirs) are to blame for your life. That may be, in part, true. But, blame looks back. Key 7 shows you how to look forward. It shows you how to change unhealthy relationships. You'll see different parenting styles.

“Whether or not we change is a decision. We choose how we relate to others.”

Parenting styles often become working styles. You see the same kinds of styles in the workplace that you see in the home. Healthy relationships foster independent thinking, open communication, confidence, safety and shared feeling. We all make mistakes. Healthy relationships create positive connections at home and at work. Whether or not we change is a decision. We choose how we relate to others.

LIFELONG LEARNING: Organizing What you Hear and Read-Ideas are organized, or grouped, in different ways.

A List is a group of items with no order (bread, milk, fruit, meat). Sequences group ideas in order (e.g., first, second, next, last). You can group based on comparisons. Comparisons show how things are alike and different. Ideas can be grouped as causes and effects. They can be grouped as problems and solutions. The same information can sometimes be grouped in more than one way. Reread the article. What are some ways to organize the ideas in them?

Reflections

What connections exist between parenting and relationships?

Consider the following questions:

1. What did I learn today?

2. Why is this important to know?

3. How can I use what I learned?

4. What difference will this make in my life?

What are the effects of healthy relationships?

Some supervisors treat employees like children. Why do you think this might be so?

How could the information in the article be organized? How does finding the organization help you understand the article better?

As nature's greatest miracle, what power do we have to change unhealthy relationships?

PROJECT METAMORPHOSIS NEWSLETTER

Volume 3 Number 4A Understanding What You Read

Read *Key 7: Changing Unhealthy Relationships*. Then complete the following summary. Use words from the article if you wish.

It's clear that some things are unhealthy. These include _____.

Other things may look okay but aren't. These include _____.

Relationships can also be unhealthy. They can look okay, but not be okay. We learn to live in unhealthy ways because _____.

We _____ those habits to others as we live our lives.

Everyone has either been a parent or had someone who parented them. What we do affects our _____ and _____ generations to

come. Parenting styles often become _____ styles. Healthy relationships foster _____
_____.

Healthy relationships _____ and _____
_____.

We choose how we relate to others.



Project Metamorphosis

Volume 3 Number 4B

Key 8: Increasing Communication Skills

How much time does the average couple “really talk” each week? (Take a guess. The answer appears at the end of this article.) The workplace tends to be “all business.” There may be a lot of talk, but little communication. We have to think about what we really want to say in order to get our point across.

LEVELS OF COMMUNICATION

So, what are we saying if we’re not really talking? Communication takes place on five levels:

LEVEL 1 (lowest level) is mostly social talk.

“What’s happening?”
“How are you doing?”
“What’s going on?”

These words fill time. We don’t really expect people to tell us how or what they’re doing.

LEVEL 2 is fact sharing.

“Looks like rain.”
“We need some milk.”
“Finish the job by noon.”
“Paychecks are ready.”

LEVEL 3 includes some opinions.

This involves more risk for the speaker. While there may be agreement on the facts, opinions are left open to (sometimes unpleasant) discussion.

“You should take an umbrella.”
“You should save some of your paycheck.”
“That would be a good job for you to get.”

For most people, level 3 is the highest level they reach.

LEVEL 4 shares feelings.

“I’m worried about money.”
“I appreciate your business.”
“I feel bad about the argument.”

“We have to think about what we really want to say in order to get our point across.”

LEVEL 5 shares needs.

“I need you to be home more.”
“I want you to get to work on time.”
“I need you to take more responsibility.”

REACHING HIGHER LEVELS OF COMMUNICATION

Our ability to communicate with others is a valuable personal skill. It’s also one of the SCANS competencies (skills needed in the workplace). The goal of communication is to move to what people feel and need. The following tips help us reach higher levels of communication.

DRIVE-THROUGH TALKING

Use the same techniques to speak that you use to order fast food. Say what you want to say. Ask the listener to repeat or restate what you said. If correct, you say, “Yes, that is what I meant.” If incorrect, rephrase and repeat the process. This helps you check to see that you were understood. This process works at home, with friends, or on the job. It contributes to clear communication.

RELATIONSHIP MENU

List qualities (e.g., responsibility, honesty, good attitude) that are important to the unit. The unit could be the family or co-workers. This describes important values for the unit.

WELL-DONE PRAISE

For sixty seconds, shower a person with verbal praise. Focus on positive actions. Show how you appreciate and honor the person. You'll be surprised how well the person listens to what you say in the future.

SALT PRINCIPLE

Salting food creates a need for water. Salting your talk creates a need for the listener to hear what you want to say. Tell the listeners why what you say is important to them. Convince them that they need what you have to say. If you want people's attention, wait to get their interest.

EMOTIONAL WORD PICTURES

Word pictures create powerful images. They reach the listener's emotional right brain thinking.

FEELINGS RATINGS

Rate your feelings and needs. For example, you could say, "On a scale of 1-10, my happiness is about 5." or "In terms of my ability to do this, on a scale of 1-10, I feel like a 10." This gives the listener an idea of where you stand and where you want to go.

PAY YOUR BILLS

Like bills you want to pay right away, clear up misunderstandings now. Letting things wait often makes matters worse.

(ANSWER: 17 minutes per week)

**Remember: You will succeed
because you are nature's
greatest miracle.**

LIFELONG LEARNING: Restating Information- When listening on the job and at home, we often need to restate what we've heard. This helps us get things right. It helps us understand. We can practice restating information in written form. This helps us think about the words we want to use. It allows others to check for accuracy. It lets us see how others restate ideas. Choose one of the levels of communication or the techniques for reaching higher levels of communication. Restate the meaning in the space below or aloud.

Reflections

What level of communication do you think you use most often? Why?

Consider the following questions:

1. What did I learn today?

2. Why is this important to know?

3. How can I use what I learned?

4. What difference will this make in my life?

What levels of communication did your parents use with you? Is your level of communication the same or different? Why?

How is communication a thinking skill?

How does your ability to restate ideas help you on the job?

Which way to reach higher levels of communication do you like best? Why?

PROJECT METAMORPHOSIS NEWSLETTER

Volume 3 Number 4B

Understanding What You Read

Read *Key 8: Increasing Communication Skills*. Then complete the following summary. Use words from the article if you wish.

There is often a lot of talk, but not much _____

in the home or workplace. There are five levels of communication.

Level 1 is _____.

An example of Level 1 talk is _____.

Level 2 is _____.

An example of Level 2 talk is _____.

Level 3 is _____.

An example of Level 3 talk is _____.

Level 4 is _____.

An example of Level 4 talk is _____.

Level 5 is _____.

An example of Level 5 talk is _____.

Good communication is a valuable personal skill. It is also one of the _____

competencies. The goal of communication is to _____.

There are several things you can do to reach higher levels of communication.

These include _____ talking, relationship _____, well-done

_____, _____ principle, emotional

_____, feelings _____, and

pay your _____.



Project Metamorphosis

Volume 3 Number 5A

Key 9: Transforming Trials to Benefits

Things don't always go well at work. Bad things occur to people. Life isn't just what happens. At home or on the job, it's how we handle life that determines success. We can control hurtful things from our past. We can make things positive, if we choose. This attitude gives us new freedom over negative feelings and emotions. Every problem brings chances for change, growth, and learning. Finding the good in bad times is a thinking skill. We decide how to face problems. There are several practical ways to change trials into life changing benefits.

FACE FACTS

People often let self-talk get out of hand. We project what could have been instead of what is or was. Just face facts. Look at the real damage that occurred. The facts are often less damaging than what we think about the facts.

AVOID EXTREMES

Sometimes people exaggerate. They think of worst-case scenarios. This can cause panic. Panic hampers clear thinking.

DON'T PLAY THE BLAME GAME

Some people are too busy finding fault to find answers. Blame often produces anger. The damage is done. It's time to move on. We have to take responsibility to look for opportunity.

“Finding the good in bad situations is a thinking skill. We decide how to face problems.”

ALLOW (BUT DON'T DWELL ON) GRIEF

It's okay to be sad, mad, disappointed, or whatever when bad things happen. Without grief, we deny the pain. We may bury pain. Pain often resurfaces as anger. Pain and grieving are healthy emotions that must be felt for healing.

HUNT FOR TREASURE

The following process helps you find the best through life's challenges. List the things you like and appreciate about yourself.

List major life trials that affected your self-esteem.

Order them according to importance.

List people who form your emotional support network. List benefits you could get from each life trial.

KEEP LOOKING

Some problems don't have solutions. Don't just look for answers. Keep looking for opportunities..

LIFELONG LEARNING: CHARTING INFORMATION-Charting is a way to organize ideas. It helps our right brain process ideas visually. It helps us think about things in different ways. We can use the chart on the next page to help us hunt for treasure.

TRANSFORMING TRIALS TO BENEFITS

In the space below, list the things you like and appreciate about yourself. These are your strengths.

STRENGTHS

In the first column, list 3 major trials you've faced. These could be work (e.g., company closed, you were fired) or personal (e.g., divorce, death, unplanned pregnancy, sickness, prison sentence). In column 2, list the people who formed your support network during that trial. In column 3, identify possible benefits you could have gained. In column 4, list strengths you have that you could have used to overcome the trial.

MAJOR TRIAL	PERSONAL NETWORK	POSSIBLE BENEFITS	STRENGTHS

Reflections

Being in prison is a trial. What personal benefits can you see to your being in prison?

Consider the following questions:

1. What did I learn today?

2. Why is this important to know?

3. How can I use what I learned?

4. What difference will this make in my life?

Your being in prison is probably a trial for your family. What personal benefits might they gain from the experience?

What is the relationship between self-talk and thinking about challenges as benefits?

What relationship exists between the character trait of gratefulness and your ability to change trials into benefits?

Which way of changing trials into benefits is most difficult for you? Why?

PROJECT METAMORPHOSIS NEWSLETTER

Volume 3 Number 5A

Understanding What You Read

Read Key 9: *Transforming Trials to Benefits*. Then complete the following summary. Use words from the article if you wish.

All people experience hurts and trials. We can _____

hurtful things from our past. Our _____ gives us new

freedom over negative feelings and emotions. Every _____ brings a chance for

change, growth, and learning. There are several practical ways to change trials into benefits. The first is to

_____ by looking at what has

really occurred. Next, we should _____

and not panic. Third is _____.

Anger is often a product of blame. We should allow _____

and _____ but not dwell on them. And,

last, we should _____

for _____.

By looking for the pearls in every trial and hurt, we develop the thinking skill of finding the _____

_____ in every _____ situation.

PROJECT METAMORPHOSIS NEWSLETTER

Volume 3 Number 5A Understanding What You Read

Read *Key 9: Transforming Trials to Benefits*. Then answer the questions.

1. How does our attitude give us freedom?
2. Trials can become doors that open to new opportunities. How is this possible?
3. Why is it important to be realistic and face the facts in a trial?
4. What happens when your mind exaggerates the situation?
5. What is the most common result of blame?
6. Why is it important to face pain and grief and deal with these emotions?