



Ownership Manual Workshop Guide

The goals and objectives below are meant to be a guide for individuals or groups working with the Fair Shake Reentry Packet; please adjust according to your group or individual needs.

Goals and Objectives: To help learners preparing for successful reentry understand the power they have to create success and regain full ownership of their lives.

There are many ways we can make our lives more meaningful and successful, and there are as many ways and more to get distracted from our goals and follow others. Powerful forces are constantly pulling and pushing at us, trying to persuade us to believe certain things and act certain ways; wanting us to buy stuff and ideologies. They are everywhere; they are most obvious in media (Ads, TV shows (including the news), movies, music videos, magazines and newspapers), but the forces also come through friends and family members (which are hardest to resist), business leaders, educators and politicians.

The Ownership Manual (OM) is a little guide to remind us of the seemingly small things that we can do to strengthen our mettle to stay on our path. We do not have to hide in a cave to resist the forces, in fact the best way to resist – and to create lasting change – is to stand firm in your resolve to stay true to yourself, and thus provide powerful models for others, esp. our youth.

In this study guide we explore 33 concepts involved in ownership, but there are many more. We hope you will share your ideas with us so we can add them to the list to reach and strengthen more people as they take command of their lives and their success. These concepts are vital components in creating better outcomes for ourselves, our loved ones, and our communities.

Possible discussion points:

The following discussion points correlate with the OM. We suggest reading the text in the document out loud and then discussing the questions below. We also suggest breaking up in to smaller groups to address 3 points each and then having the groups present their reflections before the larger group to then allow a short (2 min) opportunity for clarification and discussion. Another option is to have each learner choose 2 or 3 considerations and present their ideas to the group with a short question and answer period to follow the presentation. As always, we hope you will share other ways to explore the OM so we can share them with others.

Exploring the Ownership Manual could take 2 hours, or it could easily take 2 weeks.

The facilitator and group should determine how much time they want to spend on this. It could involve projects, reports, supplemental reading and a discussion on ownership. We encourage learners to find and explore other sources of information (including quotes, business books, dictionaries, self-help books, etc) to deeply understand each concept.

Consider the Source: Be sure to check out who the authors of the quotes are. They shed light on the quote, and also on themselves.

Locus of Control (Locus = locality, place, point)

It matters not how strait the gate, How charged with punishments the scroll, I am the master of my fate: I am the captain of my soul ~ William Earnest Henley

- What is a *locus of control*? How does your perception of it and your relationship to it affect your life? Is it possible to have internal and external controls at the same time?
- How does the quote address the concept? Why is the image of a compass used?
- Why is it important to feel we are in control of our lives?

Self-Motivation

- What drives you? What makes you feel like you must take action and do something?
- Name five ways (excuses) we use to talk ourselves OUT of doing things? Why are capability quotes used here to inspire self-motivation?
- How can we motivate ourselves to do things we're not excited to do but we know we must do to reach our ultimate goal, to improve our habits and strengthen our resolve?
- How does the image relate to the concept?

Change

They say that time changes things, but you actually have to change them yourself.

- Andy Warhol

- Describe change you instigated and how you felt from the beginning through to when you felt the change was complete. (This can be as simple as shoveling the sidewalk.)
- Describe change you did not want, how you dealt with it, and how you felt. (This can include the loss of a loved one, bad weather that upsets an activity, laws that affect our rights, or the need to change something within yourself)
- How does the image relate to the concept? How do the quotes relate to the concept?

Satisfaction:

"And in the end, it's not the years in your life that count. It's the life in your years. "

- Abraham Lincoln

- How do you define satisfaction? What is the difference between satisfaction and happiness?
- What does it mean to take responsibility for your own satisfaction?
- Why is it important to feel satisfied with your choice in employment? How can you feel satisfied at work? What questions should you ask during the interview, or even when you drop off an application, to find out whether you will be satisfied at work?

Fear:

Courage is resistance to fear, mastery of fear - not absence of fear. - Mark Twain

Our deepest fear is not that we are inadequate. Our deepest fear is that we are powerful beyond measure.

- Marianne Williamson

- Discuss the quotes above.
- Describe how fear is healthy. Describe how fear can be unhealthy. Describe how fear can be irrational. Describe how fear can be used as an attempt to avoid challenges or as a tool to control others.

- How do politicians, the TV news (including the weather!) and other shows, family members, and others attempt to persuade us through the use of fear. (examples include the fear of not being 'good enough' for social situations without mouthwash, fear of amazingly bad weather, fear of people leaving us, fear of each other so that we will exchange rights for 'security', fear we lack self-knowledge and must rely on experts)
- What does the quote in the OM mean? What does Franklin D. Roosevelt's quote mean: *We have nothing to fear but fear itself.* And what about the popular *No Fear* slogan?
- Describe how our most debilitating fears can be irrational...such as fear of speaking in public, fear of looking stupid, fear of not being good enough, fear of failing, fear of success, fear of stigma/stereotypes, fear of authenticity, fear of ownership and fear of freedom. (Check out Erich Fromm's book *Escape from Freedom*)

Cause and Effect:

Life is a perpetual instruction in cause and effect.

- Ralph Waldo Emerson

- How does Cause and Effect relate to Rejection, Freedom, Satisfaction, Locus of Control, planning and goal-setting, Education, Understanding, Desires, and other OM themes?
- How can you look 3 to 5 moves down your path to see where you might get a boost, or run into hurdles, because of something you set in motion today? (Both positive and negative. Ex: I decide to meditate every day for 30 min. Because of this decision, I feel more capable and confident and connected. Certain friends, however, are upset because they see this as selfish; that I should spend time with them or do chores, or work more hours....
- How does the quote relate to the concept?
- How does the image relate to your life?

Freedom:

While we are free to choose our actions, we are not free to choose the consequences of our actions.

- Stephen Covey

- Define freedom in the larger group by writing single words on the board. Divide the concepts between *Freedom From*: such as freedom from pain and freedom from limitations; and *Freedom To*: including freedom to eat what you want to eat, freedom to choose a vocation, to be an active an engaged parent, and to change the world.
- Can we be free from responsibility for the society we live in?
- Can we be free from affecting others or being affected by others?
- Can we be free to take effective and impacting control of our destiny?
- Can we be free enough to allow others to be free?
- How does freedom make you more responsible and not less responsible?
- When can your freedom impede my freedom; or my freedom affect your freedom? How can we resolve this challenge so everyone feels free while still within the community?

Accept Yourself:

The worst loneliness is not to be comfortable with yourself.

- Mark Twain

If you want to be respected by others, the great thing is to respect yourself.

- Fyodor Dostoevsky

- What does self-acceptance mean to you? Can you be honest with yourself about your gifts, talents and skills and also about your shortcomings, weaknesses and challenges?

- How does accepting who you are right here and right now (not a glorified image of who you plan to be) affect your acceptance of others?
- We have a quote by Carl Rodgers on the inside cover of the Reentry Packet: *The curious paradox is that when I accept myself just as I am, then I can change.* Explain the meaning of this quote.
- How does self-acceptance relate to ownership?
- How does the image relate to the concept?

Work:

Work spares us from three evils: boredom, vice and need.

– Voltaire

- What comes to mind when you say *WORK*?
- Describe work you love. Describe work you dislike but are okay doing because of the 'big picture'. Describe purposeful work.
- What does the quote mean?
- Why is it as important for you to interview the employer as it is for them to interview you?
- How does 'working toward goals' or 'working on a project' differ from 'going to work'?
- What is the difference between a job and a vocation?

Boundaries:

The idea of setting good boundaries is to provide clarity, communication, and it takes a lot of bravery to do it.

- Perna Chodron

- Name some important boundaries (Ex: I will not drive over the speed limit. I will not allow TV commercials to determine my desires. I will base my decisions on my values.)
- Why is it important to set boundaries?
- Are boundaries for YOU (to protect yourself) or for OTHERS (to understand you)?
- Are boundaries in relationships easier or harder than boundaries about values and self-control? Why?
- Name 10 reasons others may dislike our boundaries.
- What happens when they object to your boundaries? What can you do to help them understand they are important and beneficial, even if they feel like rejection or worse?
- How do the quote and the image relate to the concept of boundaries?

Degree of Agreeability:

Happiness is an attitude. We either make ourselves miserable, or happy and strong. The amount of work is the same.

- Francesca Reigler

- What does this phrase mean? What do we mean by 'degree'?
- Why do we want to be agreeable, and yet hold our ground at the same time?
- Consider other people in your life. Can you recognize their Degree of Agreeability and see where it helps or hinders them? Do you think it's authentic or contrived?
- Do you think we must sometimes be a little less than totally authentic to be agreeable? (for instance: eating my grandmother's coconut-raspberry birthday cake when I really don't like coconut or raspberries, but I love my grandmother and want her to be relaxed and happy on her birthday)

Equality:

- How can we treat everyone equally when we are all different?
- Do you ever put people on a pedestal, or give them un-earned respect or credit simply because they are actors, politicians, attractive, wealthy or awesome auto mechanics?
- Is it possible to see a person as an authority and also an equal? Explain.
- What does the quote by Eleanor Roosevelt mean? How are you responsible for your feelings if an entire group of people tries to make you feel inferior OR superior?
- Do you feel 'superior' when you know something others don't know, and if so, can you still see that you are an equal or do you feel a little 'above' others? Explain.

Communication:

The way we communicate with others and with ourselves ultimately determines the quality of our lives.
- Anthony Robbins

- Name at least 15 types and modes of communication. (for starters: non-verbal: eye brows, verbal: whispering, texting, smoke signals, inattentive driving, make up / clothes)
- Why is it as important – or possibly more important – to listen?
- Can you identify your main methods of communication?
- Consider how the media communicates **to** us through ads, TV shows, news, radio announcers, and weather forecasters. Compare that to how doctors, dentists, therapists and other medical industry professionals communicate **with** us? (Notice the change from TO us to WITH us? Why would we distinguish the difference?)
- Who is responsible for 'getting the point across': the communicator or the listener?
- How can we use communication to build or destroy trust?
- How does how you act and what you do impact what you say or expect from others?
- How does the quote and the image relate to the concept?

O.A.R.S

- What are Open-Ended Questions? (provide examples)
- What are Affirmations? (provide examples)
- What is Reflective Listening? (provide examples)
- Why is Support important in conflict resolution? (provide examples)
- Describe how each of these communication skills are important to
 - get a better understanding of the perspectives of others
 - de-escalate arguments
 - work on solutions to problems
- How do the image and the quote relate to the concept? Do you know of other quotes, memes (concepts) or images that you can apply to this approach to conflict resolution?
- Describe a time when you were able to use your O.A.R.S.

Value:

I conceive that the great part of the miseries of mankind is brought upon them by false estimates they have made of the value of things.
- Ben Franklin

- How do we decide HOW to value things?
 - By looking deep inside at who we are and what we want of ourselves?
 - By listening to experts, actors, politicians or other authorities when they tell us what we SHOULD value? If so, how do you determine which authorities to trust?

- By referring to the values we learned from our family when we were young?
- Deferring our values to those of our religion as much as possible? (and what about when the question of value is not in that scope?)
- What American values do we share? What family values are shared at home? What community values are shared in your neighborhood, town or state?
- What values do you have that you feel you have despite the values you were raised with (perhaps you have changed your value as you've matured)? What values do you have despite the values that are accepted by the status quo? (perhaps you are opposed to the language used and/or relationship roles demonstrated on television)
- How do you deal with different and sometimes opposing values? (Agree to disagree?)
- Money plays a major role in our understanding of value in the US. Describe
 - how money rarely relates to the actual value of anything
 - how money trivializes and often trumps real and proper human values
 - why we are consistently urged to use money to determine value (Do you remember the phrase 'you get what you pay for'? How does this relate?)
- How could we move the value of value away from money and toward qualities that are good for everyone such as a healthy, educated, engaged and satisfied society?

Relationships:

Our greatest joy - and our greatest pain - comes in our relationships with others.

- Stephen R. Covey

- UBUNTU: an ancient southern African philosophy that states: *I am who I am because of who we all are...* which means we are born into relationship, we become who we are because of relationship and we can never exist outside of relationship. Being human means needing other humans. (see page 55) Describe how this philosophy relates to you, to the health of our families and communities and to our ever-shrinking planet.
- Is the philosophy of Ubuntu completely opposed to the philosophy of the Rugged American Individual? (describe the Rugged American Individual (as YOU see it!) and whether or not you believe it is true...in the past, present or future sense)
- Describe when relationships (of all kinds...with your partner, your children, your mail carrier, your disc golf friends, etc) are healthy. Describe the same relationships when they are not healthy. Then describe the power you have in keeping them healthy. (consider: boundaries, freedom, equality, flexibility and other concepts in the OM)
- Discuss other important relationship concepts such as dependability, blaming, honesty, guilt, support, codependency, optimism, ownership, control, joy, belonging and terms like *grandmother, grandfather, brother and sister* when describing non-family relations.

Dependency:

- When is it good to depend on others? Why or why not?
- When is it not healthy or beneficial to depend on others? How can you tell if others are dependable? How does ownership and trust play into this?
- Is it important for you to be dependable? How can you show you are dependable?
- Describe the benefits and challenges to being dependent and to being independent.
- How do the image and the quote relate to the concept?

Tenacity:

Good Luck is another name for tenacity of purpose.

- Ralph Waldo Emerson

- What is tenacity? How is it the same or different from stubbornness or resolve??
- How can we determine when we should 'stick to it' or when we should 'cut our losses'?
- Can you describe a time when your persistence and dedication paid off? Can you remember a time when you stuck with something only to see it not come to fruition?
- How does working hard for something add to the value of the 'thing'?
- How do the image and the quote relate to the concept?

Denial:

We can often see denial as it occurs in other people; we just can't see it in ourselves.

- Charles N. Roper

- How can we recognize when we are in denial? How can we determine the truth when others say we are in denial?
- Are there any times in our lives when denial is beneficial? Explain.
- How do the image and the quote relate to the concept?
- Can you see areas in your life where you deny the 'truth'? Can you see where this might sometimes be beneficial?
- How does this quote by George Bernard Shaw relate to denial? *People who say it cannot be done should not interrupt those who are doing it.*

Commitment:

Commitment in the face of conflict produces character.

- Anonymous

- Name 10 things you are committed to. Describe them from the easiest to the most difficult commitments. For instance: brushing teeth (easy), waking up at 6 am (not too bad), running 5 miles 4 days per week (some weeks are tough), no snacking between meals (very difficult). Explain why they vary in difficulty.
- Describe an overarching commitment and sub-commitments. Example: Overarching: increase stamina, lose fat. Sub: wake up at 6 am for calisthenics, run 5 miles 4 days per week, diet that is 50% fruits and vegetables, drink more water.
- Are you firm or flexible regarding other people's commitments to you? Or does it vary depending on what the commitment is for? ('call you later' vs 'let's meet at 6 pm')
- Do you find it hard to change, cancel or renegotiate a commitment? Why?

Time Control:

- Do you see yourself as having enough time, not enough time, too much time? Why?
- Name 5 concerns you have about managing time when you are released.
- Do you see yourself as someone who thinks quite a bit about the past, or someone who is dedicated to living in the moment, or are you focused on your future? Explain.
- Discuss how long you think it will take you to do these things: Travel to and from work, make lunch to take to work, make breakfast and dinner, washing clothes (will travel be involved?), clean your home (house, apartment, room/bathroom), exercise, shopping for food clothes and cleaning supplies; recreation, reflection, spending time with children/parents/ family, reading and relaxing. Create a calendar and insert the information. Will you have enough time?
- Are you managing your time now as well as you can?

- What do you have time for now that will be very difficult to find time for after release?
- How do Ben Franklin's quotes relate to the topic?

Reality Check:

Cloquet hated reality, but realized it was the only place to get a good steak. - Woody Allen

- How do you know when you are being realistic? Discuss all of the questions in the OM.
- Can you set goals a little out of your reach and design a plan that could be successful?
- People may tell you that you are not realistic; that you are taking on too much. But you feel you can see clearly that you will be able to do what you set out to do. How can you assure them and assure yourself you have not taken on too much? Do you have an 'exit plan' in case you find you did take on too much?
- How do the image and the quote relate to the concept?

Education:

Everyone and everything around you is your teacher. - Ken Keyes, Jr.

- Consider the questions that are in the OM.
- What is the difference between book knowledge, experiential knowledge and belief?
- How we determine which 'information' to trust when we are given opposing 'truths' so often such as in the cases of Climate Change, Raising The Minimum Wage, Universal Health Care, Genetically Modified Organisms and political candidates running for office?
- What do you think is missing from, and what do you think is great about, public school?
- What do you think the purpose of education should be?
- What are some ways you educate yourself?

Point of View:

How do we know that the sky is not green and we are all colour-blind? - Anonymous

- Why is it important to consider as many points of view as possible when making important decisions?
- How can you explore points of view from outside of your 'circle' or community?
- Can you assess point of view of various TV shows including the news? How about papers and magazines? Do the advertisers share their point of view?
- How about novels. Can you find the point of view of the characters or the author when reading fiction?
- Discuss why it is important to consider all points of view when trying to solve a problem.
- How do the image and the quote relate to the concept?
- Can you imagine other points of view or play 'devil's advocate'?

Understanding:

Any fool can criticize, condemn, and complain but it takes character and self-control to be understanding and forgiving. - Dale Carnegie

- What does the term 'Help me to never judge another until I have walked a mile in his moccasins' mean? Consider the different types of footwear worn by people around the world. Describe an everyday occurrence such as getting food and making a meal. Pick three types of shoes (or no shoes!) and describe scene through the eyes of the people wearing the different shoes. (Or, the group could put the names of different shoes in a hat and individuals could pull them out and describe the scene.)

- How is it possible that there can be many ways of looking at something and not one way is right? How does that affect our considerations of *right* and *wrong*?
- Describe why it makes a difference to take into account the world view of the person with whom you are working, sharing a home, solving a problem, sympathizing or arguing?
- Do you feel people understand you? Why or why not? Do you wish to be understood?
- How do the image and the quote relate to the concept?

Permission:

And as we let our own lights shine, we unconsciously give other people permission to do the same.
- Marianne Williamson

- Have you seen instances where sometimes people feel they are in control and can make decisions and other times those same people will say they can't make a decision without permission? What do think this means?
- Name 5 instances where someone who asks for permission is really seeking approval.
- Consider our dependence on experts. When we want something, we can usually find an expert who will make sure we can buy it. We get permission and they get commission. How is this a conflict of interest? Consider the applications to various professions.
- Consider where people need to ask for your permission. To borrow a book? To sit next to you? To take your picture? To smoke? Do you believe you grant permission easily?

Success:

Along with success comes a reputation for wisdom. – Euripides

- Consider the questions from the OM. What definitions of success do most people share and on which ideas do they differ? Does happiness require some type of success?
- Name 10 areas of your life where you can feel successful. (Not that you necessarily feel successful now, but you can feel successful with effort and engagement.)
- Name 10 types of success at or through employment.

Swellness: (Also see page 53 in the Reentry Packet)

Cheerfulness is the principle ingredient in the composition of health. - Arthur Murphy

- Discuss the quotes above.
- How do you simultaneously build your mental and physical health?
- Discuss the term Ubuntu (page 55) as it relates not only to people but also to our food, animals, forests, ecosystems, water, glaciers, etc.
- When we are healthy, we are capable of so much! When we are not healthy we are weak and incapable. Why do we not focus more on being stronger, and instead allow ourselves to become weaker, esp. in light of the size and breakthroughs in our mental and physical health industries? (This is only for speculation. There is no right answer.)
- Why do we need physical health for mental health? Why would we need good mental health for good physical health?
- Is mental health about the brain or is it about the mind? Please describe the difference.
- Is it important to exercise our mind in a similar way that we exercise our bodies? Is it as important to be flexible in our mind as it is in our bodies?

Stress:

It's always the challenge of the future, this feeling of excitement that drives me.

- Yoshihisa Tabuchi

- Describe sources and ways healthy stress can make you stronger
- Describe sources and ways that unhealthy stress can make you weaker, ill or ornery.
- Describe how you can use healthy stress to alleviate unhealthy stress.
- How do the image and the quote relate to the concept?
- What kind of stress do you feel now about reentry? What kind of stress do you anticipate that you will feel after you are released...both in a halfway house or home-confinement setting, or after you are free from the physical constraints?

Anger: (also see Managing Anger, page 35)

Flying off the handle sometimes causes hammers and humans to lose their heads, as well as their effectiveness.

- William Arthur Ward

- Describe how anger can be used as a powerful, durable and effective positive energy source. Please share stories about turning anger into a force for good.
- Think of issues that make us angry. Then think of how we can use the anger to make the situation better or, if that is not possible in the moment, how to invest the energy into long-term solutions by addressing the root of the problem.
- Read Sue's Anger Story, starting on page 37. Does it seem she was angry over nothing, or that perhaps she got angry when someone was being thoughtful and kind? Discuss how our anger triggers are as diverse as we are and are often rooted deep in our history.
- How do the image and the quote relate to the concept?

Diet:

As for butter versus margarine, I trust cows more than chemists.

- Joan Gussow

- Discuss why fresh air and lots of water is important in any diet
- How does a good diet affect our Swellness?
- Junk food is high fructose corn syrup, artificial colors and flavors, preservatives, and what else? What is healthy food? Discuss ways to eat healthy on a small budget.

Exercise:

If your dog is fat, you're not getting enough exercise.

- Anonymous

- Do you exercise regularly? Both your mind and your body?
- How can you exercise your mind? What are the benefits of strengthening your mind?
- Name 10 ways you can exercise without gym or sports equipment.
- What are some benefits of physical exercise?

Flexibility:

I have come to the conclusion, after many years of sometimes sad experience that you cannot come to any conclusion at all.

- Vita Sackville-West

- Why do you need to be flexible mentally as well as physically?
- How will flexibility benefit you in your home life, your work life, your recreation?
- If you want people to be flexible with you as you make your transition, do you think you can be flexible with them when they are thoughtless or have unrealistic expectations?
- Confucius said: *The green reed which bends in the wind is stronger than the mighty oak which breaks in a storm.* What does he mean?