

REENTRY PACKET

Your Customized Guide to Support your Successful Transition



National Web-based Reentry Resource Center

www.fairshake.net

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Mini Computer Guide

Keyboard Shortcuts - Usually the same on all computers... Macs have slight differences

Windows	Mac OS	Linux	Action
Ctrl + A	⌘ + A	Ctrl + A	Select all content
Ctrl + B	⌘ + B	Ctrl + B	Bold selected text
Ctrl + C	⌘ + C	Ctrl + C	Copy file or selected content
Ctrl + I	⌘ + I	Ctrl + I	Italicize selected text
Ctrl + P	⌘ + P	Ctrl + P	Print document
Ctrl + S	⌘ + S	Ctrl + S	Save current page or work
Ctrl + U	⌘ + I	Ctrl + U	Underline
Ctrl + V	⌘ + V	Ctrl + V	Paste file or content
Ctrl + X	⌘ + X	Ctrl + X	Cut file or content
Ctrl + Y	Shift + ⌘ + Y	Ctrl + Y	Redo, If you did an undo
Ctrl + Z	⌘ + Z	Ctrl + Z	Undo last action, can be done many times
Alt + Tab	⌘ + Tab	Alt + Tab	Shuffle through open programs
Tab	Tab	Tab	Use Tab as a quick way to move around forms
Shift + F3	⇧ + ⌘ + C	Shift + F3	Change selected text to all capital letters, first letter capital or all lowercase.

Email Warnings

1. Beware of SCAMS. Advice on Scams: Scambusters <http://www.scambusters.com/> gives information about how to avoid becoming a victim of identity theft, or of frauds such as pyramid selling, or money laundering scams. The Office of Fair Trading describes SCAMS as:









































Scheming Crafty Aggressive Malicious

Their advice is that "If it looks too good to be true it probably is!"

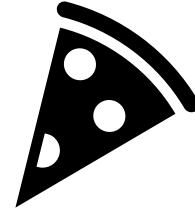
1. Nigerian "419" email fraud: These are emails from Africa offering to share huge sums of money with you if you let them use your bank to help them get their money out of the country. They ask for your bank account details and an administration fee. But it's a scam. If you comply and pay a small administration fee, then there'll be some complication and more money will be requested - again and again. The big money for you will never materialize. At worst you might get an invite to Africa where being held for ransom is a further threat.
2. Lotteries and Prize Draws: You may get emails saying you are a winner in an overseas lottery or prize draw and asking for your bank account details so that the cash can be transferred. You may also be asked to send money in order to claim your prize. These are scams.
3. Phishing: Many Internet fraudsters use a technique called "phishing" - sending out hoax emails, which look like they have come from your Bank or other online account such as Ebay Paypal. These often say that there has been a problem with unauthorized access to your account, or that you need to reconfirm your details for security reasons. Links in the email would take you to a page that could look like it belongs to your bank, where you will be asked to enter your passwords and personal information. If you followed these instructions and entered your details you would be enabling the fraudsters to access your accounts. It might be safer to use a search engine to find the web site of your bank than a link in an unverifiable email.

For more Fair Shake computer guides, tutorials and short-cuts visit our New To Computers page at:

www.fairshake.net/new-to-computers

 New – Create a new document like a blank sheet of paper.  Open – Open a saved project - something you already worked on.  Save – Save your progress on this project. We recommend you often save.	 Common style type – You can set common style types that you like and then add them to any selected text by choosing them from the drop down menu. Default/Normal would be common paragraph formatting while Heading1 or Heading2 might introduce sections or important paragraphs as their titles.
 New / Write – This is the button you use to start a new message. When you arrive in your email you are in the reading portion, use this button if you would like to create a new email.  Write	 Font – Fonts change the way your letters look. There are hundreds of fonts, most people choose from one of the fonts displayed in these icons because they are professional and are easy to read.
 Print – Start printing your document on the default printer.  Print Preview – View what your document will look like on paper and also view more printing options.	 Text Size – By selecting text and choosing a number within this list you can make your text larger or smaller.
 Cut – Remove selected object or text from the document and keep it ready to paste somewhere.  Copy – Copy selected object or text and keep it ready to paste somewhere.  Paste – Paste the most recent cut or copied object/text.  Copy Formatting – Highlight object or text with a desired format and click this button, then highlight some other object or text you want the format copied to.	 Left Alignment – Pushes all your lines of text as left as they will go.  Center Alignment – Puts the text within a line in the absolute middle.  Right Alignment – Pushes all your lines of text as right as they will go.  Justified Alignment – Spaces all the words within a line to fill the whole line.
 Undo – Undo the previous action. This can usually be done a few times.  Redo – Redo action previously undone. This can be done as many times as you used the Undo feature.	 Numbered List – Start a list or turn selected text into a list. When you press the enter / return key a number will appear in front of the next list item.  Bulleted List – Start a list or turn selected text into a list. When you press the enter/return key a number will appear in front of the next list item.
 Insert Hyperlink – Add a link to your document that will open in an internet browser. Be ready with the address (http://www.address.com), highlight what you want to link and press the button. Insert the link and click <i>ok</i> or <i>apply</i> . 	 Bold – Use the style Bold  Italics – Use the style <i>Italics</i>  Underline – Use the style <u>Underline</u> You can combine any or all of these styles.
 First Line Indent – Location to indent the first line within a paragraph.  Hanging Indent – Location to indent all lines within a paragraph after the first line while leaving the first line unaffected.	 Decrease Indent – Pull selected paragraph to the left.  Increase Indent – Push selected paragraph to the right.
 Spell Check – Check the document for spelling errors. If there is more than one button then you can use the second one to turn on / off the red line under misspelled words.	 Text Color – Change the color of selected text or text you are about to type.  Highlight Color – Change the color behind the selected text or text you are about to type.
 Attach Files - Sometimes you want to send another document or photo along with your message. Do this by clicking the attachment button and finding the file/image. 	 Find / Search - Use key words from within the subject or body of an email to find emails within your folders quickly. When you search you will get a list of emails that all contain the word(s) you entered. 
 Line Spacing – Increase or decrease the amount of space between lines.	 Add Photo / Image - Add an image to your message. Click the button and then locate your image.

INFLUENCE



Mmmmm...I can almost taste the steamy, hot pizza slice on the television screen. I know that what I see is just an image, but my mouth still waters. My mind and body have been influenced by advertising which, hopefully, will be short-lived.

Throughout our lives, and often unconsciously, we are influenced. Events, experiences and ideas can change our life without our permission (especially throughout our early years!). As we get older, we start to learn that we have some power to decide how things influence us. We still mostly react to what comes at us from friends, family, co-workers, other people in the world, movies, advertising, television, social media, weather, animals, history, our projections (including fear, expectations and overconfidence) and much, much more...but by our teens we learn that we can call BS on something we don't think is right.

We influence others, too, of course: we smile, we say a kind word or a cruel word, we try to convince others to see our point of view.

Popular culture encourages us to believe we are easily influenced. We are pummeled with TV advertisements telling us to 'ask our doctor' to give us drugs...but then the newscasters tell us that the Sackler family is responsible for our addiction. What no one says is that we can say 'no' to the whole game. You won't see an ad or a news story telling you that you don't need to buy one product or service to share your unique and awesome power and gifts with the world!

We are persuadable, certainly, but we can push back on at least some of what we don't like. We can be stubborn and immovable when we feel it's important. We can learn to include our intentions in our response, reducing the likelihood that these powerful attempts to influence us will distract us from our goals.

In our early years we were not able to choose the impact of the influencers. We were shaped by them. In our early teens, we were told that our choices were limited and we should just comply with the status quo: to believe authorities and experts know what's best.

But we're fickle. We may hear, we may comply, and play the part, but many of us today find ways to be our authentic selves. Sometimes we are accepted for being different, but often we are encouraged to fit into a group. Our boundaries are useful here; we can be open to ideas – even when they are delivered by a powerful persuader, but then we can stop...and think! We can 'hear them' and then – if we wish – we can defend our perspective, our ideas, our choices.

Influencers only have the power that we give them.

"Between stimulus and response there is a space.

In that space is our power to choose our response.

In our response lies our growth and our freedom."

- Viktor Frankl

"No one can make you feel inferior without your consent."

- Eleanor Roosevelt

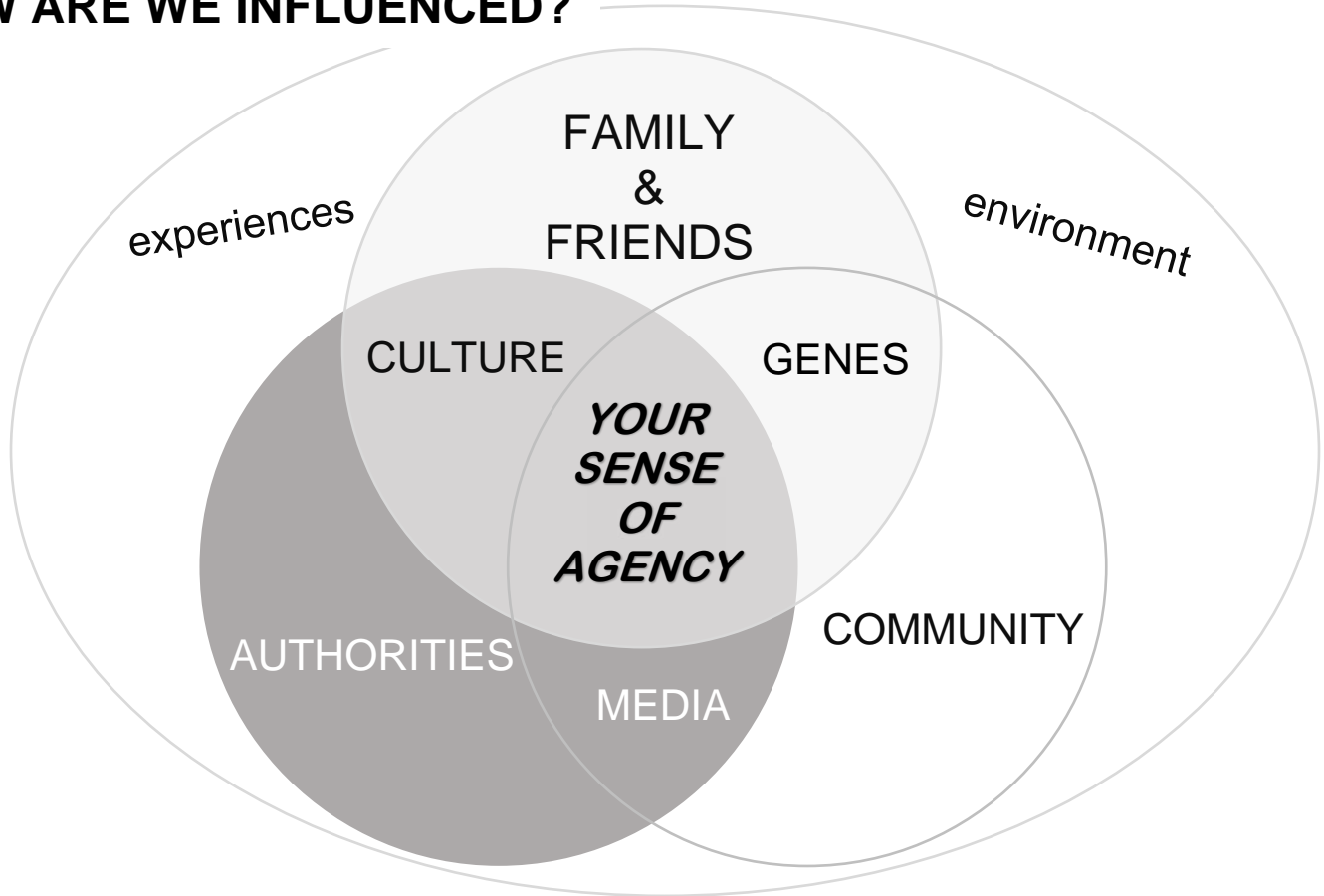
Shortcuts to Remember Cialdini's Principles of Influence (formerly 6, now 7!)

1. **Reciprocity:** We feel obligated to return favors. For instance, if a sales person gives us something, we are more likely to say 'yes' to them.
2. **Scarcity:** We value things more if they seem scarce: this includes objects, information, food and opportunities.
3. **Authority:** We believe what experts say (the experts that we believe are 'trustworthy and credible').
4. **Commitment & Consistency:** People want to be consistent with what we've said or done in public.
We are most likely to do what is consistent with what we've done in the past.
5. **Social Proof:** We trust the power of the crowd and like to be associated with popular things.
6. **Likability:** We like those who are like us. We say yes to people that we like by how they act or how they look.
We are also more likely to say yes to people when we have things in common with them, receive complements from them, or share a cooperative endeavor with them.
7. **Unity:** What people have in common. "Inclusion fitness." Increased oneness and shared aspects of identity which reduces 'otherness' (Sue: one way to interpret our ubuntu nature ~ :)

Based on Robert Cialdini's **Influence: The Psychology of Persuasion - New and Expanded** (2021)

For more information on this topic, see Resisting Influence on page **xx**.

HOW ARE WE INFLUENCED?



YOUR SENSE OF AGENCY and FEELINGS OF SELF-EFFICACY

Your belief in your ability to control your destiny. This includes creating and maintaining clear boundaries.

FAMILY & FRIENDS: Love and acceptance are influential. Alongside these important feelings, we may also feel a great deal of pressure to conform to the group, including traditions.

CULTURE: What society accepts as 'normal', status, roles: examples can include parenthood, age, physical abilities, gender, race, religion, character, employment, etc., and stuff: money, bling, cars, clothes, et al.

GENES: Clearly they influence us, but how much? And can we still write a new script for ourselves?

AUTHORITIES: Can include family and friends, teachers/classroom settings, employers, legal agents (lawyers, police, judges, elected and appointed politicians), and – recently – entertainers can fall into this category!

MEDIA: All forms of video: movies, news, commercials, games, All forms of audio: music, podcasts, advertising, talk radio, All forms of print: newspapers, magazines, books, ads and All social media.

COMMUNITY: Norms, language, 'word of mouth' information sharing, power of the group.

Dr. Zimbardo's Hints About Resisting Unwanted Influences On You

1. Let go of illusions of 'personal invulnerability'.
2. Engage in life and think critically!
3. Be aware of Cialdini's principles. Look for attempts to persuade you.
4. Be okay with saying: 'I was wrong' and 'I've changed my mind.'

5. Separate your ego from your actions; laugh at yourself each day.
6. Be aware of wanting simple answers or short cuts!
7. Develop and learn to understand the vague feelings called intuition.
8. Play devil's advocate!

9. Think hard.
10. Reflect on when, where and why we have rules.
11. Insist on a second opinion
12. Consider possible situational forces before judging behavior as 'character'.

National Reentry Resources (besides Fair Shake)

2-1-1 or www.211.org Dial 211 or visit the website!

211 is a vital service that connects millions of people to help every year. Simply call 211 or search for 211 online. Program of United Way.

Services include:

Supplemental food
Shelter, housing, utilities
Emergency / disaster relief
Employment opportunities
Education opportunities
Veterans services

Health care
Rehab and addiction services
Reentry Resources
Support groups
Safe path away from abuse



Aunt Bertha: <https://www.auntbertha.com/>

Search for free or reduced cost services like medical care, food, job training, etc. People can create profiles, connect with resources, and save searches...or search anonymously anytime.

Positive Transitioning: 614-573-0464 or 844-392-9695

CALL FOR RESOURCES: Employment, Housing, Education, and Legal Assistance. - 24/7 Resources and Listening Line Are you looking for resources? Give us a call! Also sign up for coaching, enroll in classes and connect to a mentor or become a mentor. www.positivetransitioning.org

Help Yourself Therapy:

www.helpyourselftherapy.com/

SELF-Therapy For People Who ENJOY Learning About Themselves. Free, confidential, practical advice from a therapist. Everything is easy to understand and to use. Self-disclosure is never needed. Completely confidential.



Help Yourself Therapy

Homeless Accommodation Directory: www.homelessshelterdirectory.org/

Transitional Housing www.transitionalhousing.org

Food Pantries and Soup Kitchens: www.homelessshelterdirectory.org/foodbanks/

Employment Related:

Clothes For Women: **Dress For Success** <https://dressforsuccess.org/>

Clothes For Men: **Career Gear** <https://www.careergear.org/>



careeronestop

U.S. Department of Labor

Career One Stop www.careeronestop.org

Your source for career exploration, training & jobs.

Vital Records www.cdc.gov/nchs/w2w/

Where to write, or where to go, to obtain birth, death, marriage and divorce certificates.

Social Security new or replacement card: <https://www.ssa.gov/ssnumber/>

HOUSING

Like the Fair Shake [Find A Job](#) page, the Housing Search page lists search engines to find housing near you. In addition to the websites listed below, there is a lot more information in the [Resource Directory](#) and in Reentry Guides section below the Search Box.



Aunt Bertha

Aunt Bertha is a social care network that connects people and programs — making it easy for people to find social services in their communities. To do this, we've verified and added hundreds of thousands of programs covering every county in the US.



2-1-1

A phone number and a website! Not sure where to turn? We are here for you. **211 receives more requests for help with finding housing or shelter or paying utilities bills (over 4.4 million each year) than for any other issue.**

Homeless Shelters and Service Organizations:

National list of homeless shelters and other services homelessshelterdirectory.org/

Find the Housing Authority Near You!

A nearly-complete list. Some others are located on the Fair Shake website under State and Local Reentry Guides.

https://www.hud.gov/program_offices/public_indian_housing/pha/contacts



Section 8: Frequently Asked Questions

What is Section 8 Housing?

The actual name of the program commonly known as "Section 8" is the Housing Choice Voucher Program, a federally funded program that subsidizes rent for eligible participants. It is designed to assist very low-income families or individuals. A housing subsidy is paid directly to the landlord on behalf of a participating family/individual.



How do I apply for Section 8 housing?

Contact your local [Public Housing Authority](#).

For further assistance, contact the Housing and Urban Development office nearest you.

Does my criminal record ban me from public housing?

There are only 2 convictions for which a PHA must prohibit admission:

- If any member of the household is subject to a lifetime registration requirement under a State sex offender registration program; and,
- If any household member has ever been convicted of drug-related criminal activity for manufacturing or production of methamphetamine on the premises of federally assisted housing.



Motivation Tips

From the Fair Shake Ownership Manual:

Self Motivation - While managers often try to find ways to motivate people from the outside, the best way to get things done is simply by wanting to do them. The more we align ourselves with our goals, values and interests, the more easily we can find the necessary motivation to carry out our tasks. Sometimes we have to keep our 'eyes on the prize' and work through things we really don't like – and sometimes we have to wait patiently - to get to the ultimate goal that we value the most.

"Whether you think you can or whether you think you can't, you're right." - Henry Ford

"He is able who thinks he is able." – The Buddha

Often people use - and many people want - **EXTRINSIC MOTIVATORS** (outside forces) to get us to do things we don't desire to do. Do we want to be lured by a Carrot? Do we prefer to be scared by a Stick? Bribe... or... threat? Encourage you to buy a gizmo with a coupon or make you worry that you will not be hip if you don't have the gizmo? Do you recognize these *extrinsic motivators*? You will find more examples of extrinsic motivators all around you once you start to take notice. Alas, extrinsic motivators work well to get us to do some things, but not everything.

We cannot always be pulled or pushed. Sometimes we just want to be interested in what we're doing!

The forces that can energize us through our most challenging and creative tasks are often our **INTRINSIC MOTIVATORS** (inside forces) that bring satisfaction when we do tasks we don't care for but can find meaning in. For example, hanging laundry may be your least favorite thing to do, but you need clean clothes. This mundane task can transform to something beautiful when it happens on a warm, sunny day in the early spring. Just knowing that a beautiful day of hanging laundry is possible makes it easier to hang laundry on less desirable days. Intrinsic motivators make the tough stuff tolerable and can even connect us to the rest of the people on the planet who are going through tough stuff. And also to the people who are enjoying the spring sun while hanging out their laundry.

When we have an inner goal, a desire to solve a puzzle, the wish to work out something by ourselves, we are often motivated with speed, stamina, determination and creativity! Often our values and beliefs provide the fuel for our intrinsic motivation motors.

Motivation Tips:

1. **Systematically and deliberately create success.** Decide what you want to do and what you will do when you get there. Now explore the steps you need to take to get you to where you want to be. Remember to anticipate the hurdles!
2. **Don't let your excuses get in the way.** You will come up with every excuse in the book to not move forward. You will even believe many of your excuses are legitimate. When you believe your excuses you can become stuck. Are you a victim or are you a creative thinker who can solve a problem?

3. **Change habits and behaviors that lead you to procrastinate.** Are you doing things that are holding you back? Schedule time to do nothing and other than that time, stay on track with your goals.
4. **Several small jobs done over short periods of time are more manageable than one large task.** Instead of focusing on the difficulty of the large task, break it into smaller jobs and create a timeline for finishing them.
5. **Try tackling the more undesirable tasks early** so that you can pursue more pleasant activities later in the day.
6. **Exercise self-discipline.** Say 'no' when you need to...to yourself and to others. Keep your "eyes on the prize!"
7. **Overcome procrastination and block out human and media obstacles.** Sometimes we have to just get started, even when we don't feel like we're ready, or even up for the task. Often just the ACT of getting started is enough to get engaged and encouraged. Refuse to let others divert you from your path! Procrastination is a self-defeating behavior that develops - in part - due to the fear of failure and paradoxically, the fear of success!
8. **Reward yourself.** Your self-motivation will increase enormously if you give yourself a pat on the back for a job well done. It feels great to accomplish tasks!
9. **Have fun!** Learning to enjoy yourself keeps you enthusiastic and motivated and helps you keep stress to a minimum. After all, good vibes create more good vibes!
10. **Imagine what the rewards will be when you finally reach your destination** and keep that thought foremost in your mind. You can also imagine the bad consequences (pain, frustration, the feeling of defeat) that may occur if you don't, if you prefer to look at it that way. Carrot or stick?
11. **Tell someone about your goals.** Show them or mark stages on a calendar to emphasize and visualize your goal. Check in with them periodically to tell them of your progress.
12. **Review your habits; do you see yourself accomplishing your goals?** You must change the habits that lead you to procrastinate in the first place. Lose, shorten or refuse to participate in demotivating habits during inappropriate times of the day (watching TV, disengaging from your goals) and replace them with habits that lead to engaging in and control of your life.
13. **Find your true interest.** If you dislike certain tasks, just look at them in the big picture...they are character building steps on the path of getting you to your greater goal.
14. **Make lists of the smaller jobs then tick off the work that you have completed.** Prepare a list of the things you have to do. Prioritize the list and then start ticking off tasks as they are completed. If you do this right, you may become motivated to complete them all!

ASA J. PETERS

1514 Campbell, D1 Jefferson City, Missouri 64108
(816) 667-0421 (816) 992-1421

AREAS OF RELEVANT SKILL

Multi-dimensional individual with experience as **heavy equipment operator, driver, or laborer** with technical knowledge in surveying, welding, and general maintenance. Excellent safety record and willingness to do more than what is expected. Communicate and interact effectively with diverse cultures.

- **Heavy Equipment Operations:** Forklift, Tractor, Loader, Backhoe, Motor Grader, Track Loader, Bulldozer, Bobcat Skid/Steer Loader, Scraper
- **Driver:** Dump Truck, Over-the-Road
- **Technical:** Surveying, Welding
- **Maintenance:** General, Preventative, Carpentry, Painting

EDUCATIONAL BACKGROUND

Linn State Technical College

Heavy Equipment Operator Certificate Course

Welding; Blueprint Interpretation; Surveying; Preventative Maintenance

American Truck Driving School

Over-the-Road Truck Driving Certificate Course

Northwest Missouri Community College

Introduction to Computer Information Systems; Basic Programming; Data Files; Structural Programming; Microcomputer Operating Systems

EMPLOYMENT HISTORY

TEMPORARY ASSIGNMENTS, Jefferson City & Cameron, MO

- Store Clerk/Stocker
- Library Clerk/Data Entry Clerk
- Computer Operator/Data Entry Clerk
- Chapel Head Clerk
- AM/PM Baker/Store Clerk

LINN TECHNICAL COLLEGE, Linn, MO

- Maintenance Technician – General maintenance, cleaning, carpentry, and lawn care.

SPRINGFIELD PARKS AND RECREATION DEPARTMENT, Springfield, MO

- Laborer, Park Maintenance

MAZZIO'S PIZZA, Springfield, MO

- Delivery Driver

DRIVEWAY PAVING, Toledo, OH

- Dump Truck Driver/Laborer

NORTH AMERICAN VAN LINES, Ft. Wayne, IN

- Over-The-Road Driver

This resume example created by and for *Expert Résumé's for People Returning to Work*

Wendy S. Enelow and Louise M. Kursmark
2003 JIST Publishing Inc. Indianapolis, IN

ARTHUR F. ECK, JR.

639 Arcadia Street Rochester, NY 12239
387-458-3241

OBJECTIVE

BREAKFAST and LUNCH COOK

To assist a restaurant in attracting and retaining a strong customer base,
by applying a passion for the culinary arts and a strong work ethic.

PERSONAL PROFILE

- Experience working in a kitchen environment, filling orders and developing menu items.
- Ability to get the job done by employing critical thinking and problem resolution skills.
- Work well as a team player and independently with very little supervision.
- Received commendations for being dependable and hardworking.
- Bilingual, Spanish and English.

COOKING SKILLS

- ✓ Prepared a selection of entrees, vegetables, desserts, and refreshments.
- ✓ Cleaned the grill, food preparation surfaces, counters, and floors.
- ✓ Met high quality standards for food preparation, service, and safety.
- ✓ Trained and supervised workers.
- ✓ Maintained inventory logs and placed orders to replenish stocks of tableware, linens, paper, cleaning supplies, cooking utensils, food, and beverages.
- ✓ Received and checked the content of deliveries and evaluated the quality of meats, poultry, fish, vegetables, and baked goods.
- ✓ Oversaw food preparation and cooking.

RESTAURANT EXPERIENCE

Kitchen Worker – State of New York (Coxsackie Correctional Facility); Coxsackie, NY

Short Order Cook – Rockies Breakfast Bar; Rochester, NY

Prep Cook/Laborer – New World Diner; Rochester, NY

Lunch and Dinner Cook – Albany's Italian American Restaurant; Albany, NY

MILITARY SERVICE

U.S. Navy – Machinist Mate E-3 – *Honorable Discharge*
GED obtained

Maurice Sprewer

414.874.1657 (list the BEST contact number you have)

Maurice.sprewer@dwd.wisconsin.gov

(be sure that your email address is professional)

EXAMPLE of a FUNCTIONAL Resume'

Production Worker and General Laborer Committed to Safety and Quality

(personal branding statement - describes position and a quality that makes you great at it)

Summary of Skills: *(make sure the skills are relevant to the job you are applying for - usually found in the job description)*

- Sorting, grading, weighing, and inspecting products, verifying and adjusting product weight or measurement to meet specifications.
- Observing machine operations to ensure quality and conformity of filled or packaged products to standards.
- Monitoring the production line, watching for problems such as pile-ups, jams, or glue that isn't sticking properly.
- Attaching identification labels to finished packaged items, or cut stencils and stencil information on containers, such as lot numbers or shipping destinations.
- Stocking and sorting product for packaging or filling machine operation, and replenishing packaging supplies, such as wrapping paper, plastic sheet, boxes, cartons, glue, ink, or labels.
- Packaging the product in the form in which it will be sent out, for example, filling bags with flour from a chute or spout.
- Inspecting and removing defective products and packaging material.
- Starting machine by engaging controls.
- Removing finished packaged items from machine and separate rejected items.
- Counting and recording finished and rejected packaged items.
- Stopping or resetting machines when malfunctions occur, clearing machine jams, and reporting malfunctions to a supervisor.
- Removing products, machine attachments, or waste material from machines.
- Transferring finished products, raw materials, tools, or equipment between storage and work areas of plants and warehouses, by hand or using hand trucks.
- Packing and storing materials and products.
- Helping production workers by performing duties of lesser skill, such as supplying or holding materials or tools, or cleaning work areas and equipment.
- Counting finished products to determine if product orders are complete.
- Measuring amounts of products, lengths of extruded articles, or weights of filled containers to ensure conformance to specifications.
- Following procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures.
- Mixing water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Loading and unloading items from machines, conveyors, and conveyances.
- Operate machinery used in the production process, or assist machine operators.
- Placing products in equipment or on work surfaces for further processing, inspecting, or wrapping.

Relevant Production and General Labor Experience

General Laborer (Position while incarcerated)

State of Wisconsin / Badger State Industries / FBOP *(whichever applies)*

year - year

City, State

Previous Relevant Employment

Previous Employer

year - year

City, State

Other Experience

Previous Relevant Employment

Previous Employer

year - year

City, State

Education

Relevant Education

(Relevant Degree / Diploma)

*Created by Maurice Sprewer Employment & Training Specialist / Reentry Coordinator
DWD / Job Service 4201 N. 27th Street Suite 602 Milwaukee, WI 53216*

Culture Shock!

Most of the information Fair Shake shares is for everyone to read, because everyone plays an important role is creating opportunities for success after incarceration. This document has been created to increase generosity and understanding between the people who are coming home from prison and the people who have not experienced prison. Whether family, co-workers, neighbors, or friends, it's important to try to think about how hard it must be to 'hit the ground running' after living in such a stark and controlled environment, while gadgets, lingo, and trends are mutating quickly and constantly.

In many aspects, life in prison functions in opposite ways to life outside of prison.

Although we cannot grasp what prison culture is like, if we can imagine living for several years on a confined piece of land surrounded by fences while living, working and eating in cement buildings, we begin to scratch the surface of a very different daily life. Inside prisons (and outside of administrator's offices) we find few, if any, potted plants, curtains, pictures on the walls, or carpets on the floors to provide a little comfort and absorb sound. Sleeping quarters are often very small, sometimes made smaller by the addition of a toilet, a sink and possibly another person. Other sleeping spaces can include large dormitories filled with dozens of bunk

beds and little or no privacy or quiet. People in prison do things in large groups frequently, like dining and going to work, while everyone in prison is living within their own unique story, too, which may include difficult news from the doctor, a lawyer, or family and friends, at any time. Oftentimes people must bear their hard news alone.

Prisons have unique cultures, which can vary a great deal: over the years, within one institution, between institutions, and amidst the types of institutions (federal / state; or security levels). Not only do the people change, but also the philosophy and directive of "corrections".

We all become acculturated or "institutionalized" to places where we spend a lot of time: where we work, go to school, our neighborhood, etc. When we return home after spending time in another culture, our own customs can feel a little strange. We can adjust to a wide variety of conditions over time and even assume new cultural norms without consciously deciding to do so. Just as we need time to adjust to a new neighborhood or job, people coming home need time, generosity and understanding to adjust, too.

We have power! We can build relationships, trust and understanding by reducing expectations and projections; and by increasing listening and care.

Consider just a small sample of cultural and lifestyle differences:

Persona

IN PRISON: Survival in some prisons may require a tough appearance. Gentleness and kindness may be perceived to be weak, leading to a person being taken advantage of mentally, physically, or both. Maintaining a stoic exterior, keeping thoughts to one's self can be useful in prison.

OUT OF PRISON: Friendliness, smiles, and engaging conversations can show others we are open to interaction. These sociable attributes are critical for success many jobs.

Trust

IN PRISON: Trust is hard to give and hard to gain. Concealment of emotions is important in many circumstances but it can make trust more difficult to attain.

OUT OF PRISON: One of our most treasured character traits is honesty. Trust is an important element in any relationship; whether with family, friends, or work-related. We work hard to build long- lasting relationships. It is within these deeper relationships that we can learn more about ourselves.

Choices

IN PRISON: In addition to having an established schedule in prison, incarcerated people have few choices about where to go, what to wear, what colors they would like to see on the walls, or what they would like to eat for breakfast.

OUT OF PRISON: We constantly make decisions. Life moves at a brisk pace with frequent changes. We're constantly adjusting our plans, and re-prioritizing our goals to accommodate others and still keep time for ourselves. Lots of choice!

Gizmos

IN PRISON: There are few gizmos. One gizmo is the music player. For twice the cost that unincarcerated people pay for a single song, an incarcerated person – who often earns about 1/100th of what they would earn outside of prison – can add a song to their MP3 player. Another gizmo is the 'public computer', which offers email and news within the institution. The most advanced gizmos are the tablets, which may or may not be free to the user. They offer email, music and movie services that generally come with a cost, and may include free services, too, such as books from Project Gutenberg, prison and education programming, or even Fair Shake's free software.

OUT OF PRISON: Gizmos, such as phones, tablets and laptops are ubiquitous. The devices demand attention which many of us eagerly provide. They offer non-stop distractions from 'real life' in the form of videos (many of which people make and post themselves), TV, social media, email, music and radio. Gizmos are also able to offer two-way communication through text, voice or video options.

Social Media

IN PRISON: People watching TV together, people reading the same article and then talking about it, and even teleconferencing visits with family or friends are pretty much the extent of social media.

OUT OF PRISON: Social media is on almost every gizmo, and the pressure to join facebook, twitter, instagram and linkedin is great.

Many of us claim social media is 'pro-social' and boosts our awareness of current events and their meaning, but it has been tied to anxiety, depression and suicide.

Quiet Time

IN PRISON: Prisons are noisy places. They offer few quiet places or opportunities for time alone. The buildings are made of concrete and offer few furnishings to reduce noise. When people get upset, they may become loud. Many incarcerated people keep earplugs with them at all times.

OUT OF PRISON: Life is very busy and we are constantly interacting; the gizmos make sure of that. We have to be strong and determined to carve out time to be alone...to reflect on our day, our perspective, and life, or to sit quietly and listen. Quiet time can be rejuvenating and reaffirming.

Care-giving

IN PRISON: Incarcerated people are not able to provide daily, in-person physical or emotional care for children, partners, parents, or pets.

OUT OF PRISON: Caring for others is constantly affirming, taxing, challenging, and invigorating! We need to be needed, and we feel good supporting those we care about. Caring for others enhances our health!

Humanness

IN PRISON: Incarcerated people may be referred to as "offender", inmate, or by their last name or ID number.

OUT OF PRISON: We can insist upon being treated with respect.

Physical Contact

IN PRISON: Affectionate touch is brief and has been limited to family and close friends when they visit. Since COVID began, many visits have been replaced with teleconferencing.

OUT OF PRISON: Handshakes, hugs, back-patting, and other signs of affection are welcome and encouraged among relatives, friends, teammates and colleagues.

Information

IN PRISON: Incarcerated people can access a limited amount of information through magazines, newspapers, television, radio, and letters. But a person can think, weigh options, and philosophize with others, and without a gizmo buzzing at them constantly.

OUT OF PRISON: We are overloaded with information, misinformation and disinformation, with very few tools to differentiate one from another and very little desire to hear things from outside of our bubble. Online, we have limitless reinforcements for our beliefs.

Patience

IN PRISON: Incarcerated people must ask for - and wait for - assistance, services, and professional help including doctor visits, rides to see specialists, meetings with administrators, phone calls, and daily meals.

OUT OF PRISON: We are impatient. We want 'urgent care' and we can get medical help immediately, if necessary. We arrange meetings according to our schedule and we can spontaneously do things.

Consider these similarities, too!

- In prison, people continue to love children, partners, parents, grandparents, sisters, brothers, other relatives, friends, colleagues, clergy, advocates, etc.
- We all appreciate humor and many of us support our favorite sports people / teams
- We all feel sad, scared, excited, angry, caring, anxious, blue and vulnerable at times.
- We are all concerned about safety, security, and the future.
- We all need - and deserve - feelings of self-worth, agency, dignity and belonging.

Educate Yourself!

The Internet can be used as a powerful tool for growth; you can teach and learn many things by yourself! Education serves many purposes, among them: to help us understand things and also to understand ourselves, to help us make connections and decisions, to show others we are capable; to name but a few.

Basic academic education is not the key to knowledge. Knowledge involves many facets to learning: academic, experience, learning about yourself and your values, listening, learning to live in society, and more. The key to knowledge works when we integrate all of the aspects to make decisions and set goals.

Fair Shake brings together many free, online self-directed education resources for you to engage in education!

Knowledge is power. Information is liberating. Education is the premise of progress, in every society, in every family. ~ Kofi Annan

Traditional Education

Education Basics

Free support for learners through High School or GED

Higher Education

Free university level or professional development resources.

Non-Traditional

Life Skills

Tools for daily living, including finances, cooking, and creativity!

Employment Skills

Support from resume' building to professional development

Khan Academy: offers a library of over 3,500 videos which covers K-12 math, biology, chemistry, physics, the humanities, finance and history. Each video is approximately 10 minutes long. All materials and resources are free.



GCF Learn Free: Provides quality, innovative online learning opportunities to anyone who wants to be successful in both work and life. They believe there's freedom in the ability to learn what you want, when you want, regardless of your circumstances



Massachusetts Institute of Technology's free courses include materials from more than 2,000 courses, presenting virtually the entire curriculum of the Institute.



Coursera is an education platform that partners with top universities and organizations worldwide, to offer courses online for anyone to take, for free.



Academic Earth provides access to a world-class education and includes curated links to over 750 online courses and 8,500 individual online lectures, giving students of all ages unparalleled access to college courses they may otherwise never experience.



Codecademy is a great place to get started with programming! The lessons are very rewarding as your progress can encourage you with medals or allow you to post your progress on social media websites. The lessons are free; tests that offer certificates are available for purchase.



Acámica es el futuro de la educación superior en línea. A través de lo que llamamos microaprendizaje ramificado, ofrecemos cursos de calidad, accesibles, dinámicos e interactivos, que pueden ser tomados en cualquier lugar, en cualquier momento.



CLEP offers 33 Internet-Based Testing exams in five subject areas at over 1,800 college test centers, covering material taught in courses that you may generally take in your first two years of college. By passing a CLEP exam, you can earn 3 to 12 college credits. Exams cost \$80. There are text exams for you to use to prepare.



List of CLEP Exams: Match with OpenCourseWare Classes!

American Literature	Western Civilization I: Ancient Near East to 1648
Analyzing and Interpreting Literature	
College Composition and Modular English Literature	Western Civilization II: 1648 to the Present
Humanities Foreign Languages	Science and Mathematics
French Language (Levels 1 and 2)	Biology
German Language (Levels 1 and 2)	Calculus
Spanish Language (Levels 1 and 2)	Chemistry
History and Social Sciences	College Algebra
American Government	College Mathematics
Human Growth and Development	Natural Sciences
Intro to Educational Psychology	Pre-calculus
Introduction to Psychology	Business
Introduction to Sociology	Financial Accounting
Principles of Macroeconomics	Introductory Business Law
Principles of Microeconomics	Information Systems and Computer Applications
Social Sciences and History	Principles of Management
History of the United States I: Early Colonization to 1877	Principles of Marketing
History of the United States II: 1865 to the Present	

Transition Tips

Reentry can be both exciting and frustrating! Our attitude toward release from prison is that it should be a simple matter of getting resettled, resuming routines, and reestablishing your relationships; but reality proves there is much more to it than that. Here is a list of tips to consider that can help you go through the transition process:

1. **Mentally prepare for the adjustment process.** Be prepared for anything... especially the most challenging things like rejection, depression, anger and disappointment. Also, be prepared for things to be NOT as you expect them to be.
2. **Give yourself permission to ease into the transition.** Allow yourself the space and time to acclimate to your new environment. Don't worry if it takes you a little while to get used to things again. You'll need time to reflect upon what is going on around you.
3. **Understand that the familiar will seem different.** You have changed; home has changed. You will see familiar people, places, and behaviors from new perspectives.
4. **Expect to do some 'cultural catching up'.** Clothes, trends, language, and more have changed!
5. **Reserve judgments.** Reserve all judgments of others, but especially negative judgments; just as you would like to have others reserve judgments of you. Resist the impulse to make snap decisions.
6. **Expect mood swings.** It is entirely possible for you to feel ecstatic one moment and completely defeated a short time later. It's okay; it is a part of the process.
7. **Allow sufficient time for reflection and self-analysis.** Your most valid and valuable analysis of an event is likely to take place after allowing time for reflection. Consider your core values and determine how you can live within them.
8. **Respond to inquiries thoughtfully and carefully.** Prepare to greet surprise questions with a calm, thoughtful approach. If you find yourself being overly defensive or aggressive, take a deep breath and relax.
9. **Seek support networks.** Don't isolate yourself! There are people who want to help you through your transition. You will find them if you look...
10. **Volunteer.** A great way to connect to community, build references and network with people and possibilities is to volunteer.

To prepare yourself for upcoming challenges, it is safe to expect the following:

- You will have to prove yourself (over and over and over).
- People will make many assumptions about who you are now.
- You will be different than when you left; your family and friends will be different, too!
- People will expect a lot from you.
- The way you'd hoped things would be will be different from the way they are.
- You will feel down or depressed after the initial return 'honeymoon' period. Please refer to our Culture Shock! page for further transition considerations.

Handling Frustration

Dealing with frustration

Life is full of frustrations. From the minor irritations of losing your car keys to the major anxieties of continued failure towards a goal, frustration is not a pleasant emotion in any magnitude. Because of the unpleasantness of this emotion, people will often avoid anything that might lead to it. Unfortunately, many of the things we truly want to experience such as triumph, joy, victory and purpose require a great deal of frustration. Being able to manage frustration allows us to remain happy and positive even in trying circumstances.

In order to successfully manage frustration, you need to first understand what causes it. Frustration is simply caused whenever the results you are experiencing do not seem to fit the effort and action you are applying. Usually frustration is caused by a narrow focus on a problem that isn't resolving itself as you had hoped. This is a very simple concept, but it is an important step to solving frustrating problems.

Frustration is Energy Consuming

Our energy as human beings is our primary currency we use to do anything. Physical, mental, emotional and spiritual energies all fuel discipline, creativity, courage and motivation. Anthony Robbins includes energy as the first key to success in any area of life. Stress in excessive doses is a negative emotional state that weakens the immune system and raises blood pressure as the direct result from a lack of energy. When we run out of energy we become useless.

Frustrating problems are incredibly energy consuming. Because these problems consume our energy in such great quantities, we need to be extremely careful that we don't try to keep running with an empty energy reserve. When this happens we burnout and require a long time to recover. The initial reaction of most people is to work harder when they encounter frustration. Although the intention to work harder makes sense, it often results in trying to spend more energy than we have available.

Why are frustrating problems more energy consuming than normal tasks? The answer to this is relatively simple. Because your action is not producing the results you expect, your brain naturally goes into full gear, rapidly consuming mental energy to solve the problem at hand. In this time it is very easy to run out of energy. When your energy stores are depleted this is when you become irritable, tired, stressed and sometimes even angry.

To get a little perspective on your issue, try broadening your focus from your current problem outwards. Try thinking about how the problem looks when you view it from a few weeks, a year, or ten years from now or compared to your lifetime?

Go outside and look up at the sky. Viewing the incredible expanse of space and time will ultimately make your problems look very small indeed.

Getting perspective when you are frustrated isn't a particularly difficult practice; the difficulty is in remembering to do it. It will be difficult to do this at first, but after diligent practice it will become a habit and happen automatically.

Nobody likes to feel frustrated. Unfortunately, frustrations are part of life. Learn to manage your frustrations so they don't leave you stressed, burned-out or depressed. Take breaks from your frustrations to recover your mental and creative energies. Reward your actions, not just your results and remember to gain a little perspective when you begin to feel overwhelmed. Don't let your frustrations prevent you from setting goals and living your life to the maximum.

Thank you Scott Young! Find more about this information here:
<http://www.scotthyoung.com/blog/2006/06/10/dealing-with-frustration/>

Computer and Internet Tips

Windows Short Cuts:

(work for PC's but not Mac's)

1. **CTRL+A** - Select all content
2. **CTRL+ B** – Bold
3. **CTRL+C** - Copy file or content
4. **CTRL+ I** – Italicize
5. **CTRL+ P** – Print
6. **CTRL + S** - A great “quick save” for a document or spreadsheet
7. **CTRL+ U** – Underline
8. **CTRL+ V** - Paste file or content
9. **CTRL+ X** - Cut file or content
10. **CTRL+ X** - Cut file or content
11. **CTRL+ Z** - Undo; like the ‘back’ arrow
12. **Windows Logo + D** - Minimizes all open windows and displays the desktop
13. **ALT+TAB** - Shuffle through open programs
14. **TAB** - Use tab as a quick way to move around forms (including username/password entries). It's quicker than the mouse!

Search Engine Quick Tips

Here are some of the more frequently used search engines available. They are quite different from each other, so take a little time to see the value of each one ~

[Ask.com](#), [Google](#), [Yahoo! Search](#), [Craigslist](#), [Monster.com](#), [Metacrawler](#), [WebCrawler](#), [AltaVista](#)

And here are some tips for quick and accurate searching:

- Use six to eight key words, preferably nouns.
- Most users submit only one or two key words per search, which is not enough for an effective query.
- Avoid verbs. Use modifiers if they help define your object more precisely, e.g. “feta cheese” rather than just “cheese.”
- Spell carefully, and try alternative spellings.
- “and” or “+” between key words means: “I want only documents that contain both or all words

Tips for Qualifying Internet Sources

Be sure to check:

1. Authority -- Who owns/operates the server/site? Where is it located?
2. Coverage -- Is the material relevant?
3. Objectivity and Accuracy -- How accurate, objective, balanced is the site?
4. Currency -- Is the information up to date?

Some of the clues you will find at the end of a URL are:

URL	STANDS FOR	URL	STANDS FOR
.org	Non-profit organization	.state .us	State or Local Government
.gov	Government (State, Federal, Local)	.edu	Educational (School or College)
.museum	Museum	.biz	Business
.info	Informational	.com	Commercial
.coop	Business Cooperative	.pro	Professional
.aero	Aviation	.net	Personal page from a private net provider
/users	Personal page from a private net provider	/members	Personal page from a private net provider
~name	Personal page from a private net provider	.name	An individual's web address

(~ is pronounced "tilde") (Warning: some non-profit groups are not harmless.)

Online surfing tips

Many of us have fallen prey to the mesmerizing internet... Searching and searching as questions and desires come faster than the answers. The internet is such a powerful tool we must use it with conscious caution and go 'controlled crazy'. Here are a few tips to maintain a thread of reality while you are searching and researching ~

1. **Surf when you have TIME to surf.** Getting caught in the Web is like walking by a TV and getting 'sucked in' only worse!
2. **Document where you started.** It's very easy to walk away from a computer after spending several hours following a myriad of leads only to find out you really don't have any useable information. If you are on a 'tangent', stay focused and write down other avenues to explore during another session.
3. **Keep track of time.**

Email Warnings

1. **Beware of SCAMS. Advice on Scams: Scambusters** <http://www.scambusters.com/> gives information about how to avoid becoming a victim of identity theft, or of frauds such as pyramid selling, or money laundering scams. The **Office of Fair Trading** describes SCAMS as:

Scheming Crafty Aggressive Malicious

Their advice is that *"If it looks too good to be true it probably is!"*

1. **Nigerian "419" email fraud:** These are emails from Africa offering to share huge sums of money with you if you let them use your bank to help them get it out of the country. They ask for your bank account details and an administration fee. But it's a scam. If you comply and pay a small administration fee, then there'll be some complication and more money will be requested - again and again. The big money for you will never materialize. At worst you might get an invite to Africa where being held to ransom is a further threat.
2. **Lotteries and Prize Draws:** You may get emails saying you are a winner in an overseas lottery or prize draw and asking for your bank account details so that the cash can be transferred. You may also be asked to send money in order to claim your prize. These are scams.
3. **Phishing:** Many Internet fraudsters use a technique called "phishing" - sending out hoax emails, which look like they have come from your Bank or other online account such as Ebay Paypal. These often say that there has been a problem with unauthorized access to your account, or that you need to reconfirm your details for security reasons. Links in the email would take you to a page that could look like it belongs to your bank, where you will be asked to enter your passwords and personal information. If you followed these instructions and entered your details you would be enabling the fraudsters to access your accounts. It might be safer to use a search engine to find the web site of your bank than a link in an unverifiable email.

Internet Shopping Safety Tips

http://www.microsoft.com/protect/yourself/finances/shopping_us.msp



PHILOSOPHY: our Human Operating System

"It's not fair!" "Good job." "Why can't I do that?" "You should eat more vegetables."

These statements, which seem to have nothing in common, are all based on beliefs, values, and judgement. These statements are all philosophical expressions.

According to the City University of New York's website, "philosophy is a combination of two Greek words, *philein sophia*, meaning lover of wisdom". Philosophy celebrates all kinds of thinking and provides a 'wholeness' about knowledge, recognizing that our beliefs about things are connected, and form the foundation of our epistemology or 'how we know what we know'.

Discussions about philosophy are often considered 'academic' or pointless, and are generally avoided yet, as demonstrated above, philosophy forms the foundation of the way we view the world and act in it. It also forms the foundation of how we believe people-in-society ought to act.

Philosophy covers: morals and ethics (which we all have, whether we articulate them or not). It also covers beliefs, values, and reasoning or logic; and the questioning of our assumptions about all of them - known as critical thinking.

Philosophy guides all learning, including what we determine is important to learn or whether we want to learn at all. Sadly, we are systematically denied a pursuit of the 'love of wisdom' in our basic mandatory school years. Rather than teaching us how to learn, or simply to love to learn, we are instead trained to accumulate and memorize facts, followed by dehumanizing testing to demonstrate retention. But memorizing is not understanding. It does not help us become caring or creative problem solvers. It does not help us listen or value each other's contributions to a collective community project. Aren't these skills at least as important as remembering how to multiply? (We can do that on a calculator anyway.) Testing kills our creativity...but we can revive it! We are never too old to learn, or to learn to love wisdom.

Socrates was a philosopher who loved to ask questions and to encourage others to ask questions. Socrates was not necessarily looking for answers. Instead, he often asked questions to understand how people think. Socratic questions, like the ones below, help us to understand each other:

- Why do you think that?
- What do you mean by that?
- Why is this question important?
- Could you put that another way?
- What do you think is the main issue here?
- Could you expand upon that point further?
- Why would someone make this assumption?
- Could you give me an example of what you mean?
- What assumptions can we make based on this question?
- Does this question lead to other important issues and questions?

As we will explore in the Moral Courage document, sometimes simply asking questions requires a great deal of courage. Although there is such a glut of information that it's difficult to make sense of it all, a lot of people are threatened when we ask questions...about the information, about beliefs or values and even about accepted norms, commonly called 'the status quo'.

But how can we learn if we don't ask questions? How can we grow if we don't question our own beliefs? How can we build a satisfying life if we don't determine what is valuable to us?

"The man who views the world at 50 the same as he did at 20 has wasted 30 years of his life."
- Muhammad Ali

WHAT IS PHILOSOPHY GOOD FOR?

Philosophy helps us:

- create meaning. Meaning guides our values, and values guide our lives.
- bolster our courage. People of all ages, all around the world, have endured and survived extremely difficult situations because of their beliefs.
- trust ourselves – our knowledge, our reasoning, and our beliefs! – and also to trust others, even when their beliefs are different from ours.
- understand identity: personal, group, national, global!
- recognize and address our desire to feel we have control over our lives, and help us grapple with our constant dual needs for autonomy and belonging
- interpret the world through different perspectives. We don't have to assume the perspectives, but understanding them can help us listen, understand, and 'walk a mile' in someone else's shoes

Moral Foundations Theory (MFT) www.moralfoundations.org

MFT was created by a group of social and cultural psychologists, including Jonathan Haidt, to understand why morality varies yet shows many similarities and recurrent themes. In brief, the theory proposes the concept of “intuitive ethics” used to construct cultural virtues, narratives, and institutions around the world. They consider these as universal moral foundations:

1) Care / harm:

This foundation is related to our long evolution as mammals with attachment systems and an ability to feel (and dislike) the pain of others. It underlies virtues of kindness, gentleness, and nurturance.

2) Fairness / cheating:

This foundation is related to the evolutionary process of reciprocal altruism. It generates ideas of justice, rights, and autonomy. [Note: In our original conception, Fairness included concerns about equality, which are more strongly endorsed by political liberals. However, as we reformulated the theory in 2011 based on new data, we emphasize proportionality, which is endorsed by everyone, but is more strongly endorsed by conservatives]

3) Loyalty / betrayal:

This foundation is related to our long history as tribal creatures able to form shifting coalitions. It underlies virtues of patriotism and self-sacrifice for the group. It is active anytime people feel that it's “one for all, and all for one.”

3) Authority / subversion:

This foundation was shaped by our long primate history of hierarchical social interactions. It underlies virtues of leadership and followership, including deference to legitimate authority and respect for traditions.

4) Sanctity / degradation:

This foundation was shaped by the psychology of disgust and contamination. It underlies religious notions of striving to live in an

elevated, less carnal, more noble way. It underlies the widespread idea that the body is a temple which can be desecrated by immoral activities and contaminants (an idea not unique to religious traditions).

5) Liberty / oppression:

This foundation is about the feelings of reactance and resentment people feel toward those who dominate them and restrict their liberty. Its intuitions are often in tension with those of the authority foundation. The hatred of bullies and dominators motivates people to come together, in solidarity, to oppose or take down the oppressor. We report some preliminary work on this potential foundation in this paper, on the psychology of libertarianism and liberty.

To explore more ideas in philosophy, check out the Morals in Brief, JUDGE, VALUE, and BOUNDARIES documents; or the reading list at the back of this book!

EMOTIONS: THE BASICS

By: Tony Schirtzinger - www.helpyourselftherapy.com

What every eight-year-old should know, and most adults have never been taught, about the emotions that run our lives.

Basics #1

YOUR NEEDS AND WANTS

This topic explains what your feelings are, how to use them to help yourself, and how to overcome the ones that get in your way.

This information applies to every second of your life and every decision you will ever make.

Learning to apply the concepts in these few short pages can go a long way toward improving your life!

Keep these pages close at hand and use them regularly.

YOUR ENERGY AND YOUR FEELINGS

We get our physical energy from taking care of our bodies well – not perfectly, and not obsessively. We only need to eat, sleep, and exercise well enough in order for our feelings to give us all of the information we require about our needs and wants, and all the energy we'll need to address them.

Feelings are actually energy surges which tell us, very specifically, what we want or need.

When our feelings are strong enough to grab our attention, we can be certain that we'll have sufficient energy to handle things.

YOUR NEEDS

Needs are about survival. We would die if we didn't get what we need.

An adult needs the same things an infant needs. We need: food, air, space, exercise, temperature control (avoiding being too hot or too cold), and to eliminate waste efficiently.

We also need attention or "strokes" from each other. We don't need anything else!

YOUR NEED FOR ATTENTION OR "STROKES"

A "stroke" is a unit of recognition. When we receive a stroke, we are being noticed by someone.

Infants need strokes to survive. Adults want strokes so much that getting attention (just being recognized) is the strongest want we will ever experience in our lives.

FOUR KINDS OF STROKES

TYPE OF STROKES	THE ATTENTION COMES FROM:	EXAMPLE:
Conditional Positive	People who like something you did.	"I like how you did that."
Conditional Negative	People who do not like something you did.	"I don't like that about you."
Unconditional Positive	People who like the whole you.	"I love you!"
Unconditional Negative	People who do not like the whole you.	"You are worthless!"

Get good at understanding... and deeply absorbing... the first three.

And be sure to powerfully turn down and throw away all the "Unconditional Negative Strokes" you ever receive!

THE FIRST SIGN OF DISCOMFORT

Some people ignore their needs. They live in pain and may die from it. Most of us don't ignore our needs. We notice our need but then

we wait while the discomfort turns to pain.

Don't wait!

Get good at noticing the very first feeling of discomfort! Avoid emotional problems by taking care of your physical needs at the first sign of discomfort!

TRIGGERS FOR FEELINGS
Feelings are triggered by reality or fantasy. (It's always one or the other, never both.) **REALITY**

comes to us through our senses. If we can see it, hear it, taste it, smell it, or feel it on our skin, then it is real.

FANTASY is all mental activity – including thoughts, memories, dreams, ideas, etc. Fantasy doesn't come TO us, it comes FROM us – from our own brains.

If we only think it, it might be true or it might be false – but it is not real!

FEELINGS WE CREATE

Feelings that start in our brains rather than in our senses are unnecessary and optional, because they are not real. If we create painful feelings, we will need

to change how we think in order to feel better. If we create pleasurable feelings, that's great – as long as we remember we are only imagining.

Sometimes we create feelings which are so strong that they hide our real feelings from our senses. When we do this, we are out of touch with reality, and in real danger of making serious mistakes.

Basics #2:

YOUR NATURAL FEELINGS

THE NATURAL, REAL FEELINGS

Feelings that start in our senses are natural responses to the real world.

When we notice real anger, or sadness, or scare, we notice that something is wrong in our lives.

When we notice real joy or excitement, we notice that something is right in our lives. Natural feelings are always trustable. Learn what they are saying to you. Use them well.

TYPES OF FEELINGS

There are 5 natural and necessary feelings: EXCITED, SAD, MAD, GLAD, SCARED.

There are many other unnatural and unnecessary feelings – and all of them cause problems. Guilt, shame, and imagined fear are by far the most common and troublesome of these. ("The Basics #3" is about these.)

THREE HUGE QUESTIONS THAT AFFECT OUR FEELINGS

When any feeling starts, we are immediately faced with three huge questions, and we tend to automatically answer them in less than a second:

1) Will you admit to yourself what you are feeling? If you don't, you'll feel "out of touch" or "crazy" or uncentered.

2) Will you express the feeling either alone or with someone else? If you don't, you are giving up the chance for relief.

3) Will you take action to improve things? If you don't, you are giving up the chance to improve your future.

When we are having problems, we need to slow down this automatic process so that it takes longer than a second or two. This will allow us to think through each step instead of relying on old habits.

THE FIVE NATURAL FEELINGS

Use this information so you will always know what you want and feel.

<i>THE FEELING:</i>	<i>WHEN YOU FEEL IT:</i>	<i>WHAT TO DO FIRST:</i>	<i>WHAT TO DO NEXT:</i>
<i>SADNESS</i>	When you've LOST something, or when something important is MISSING from your life.	Feel it through thoroughly, to notice how important the loss was.	Work to replace what you've lost or what is missing.
<i>ANGER / MAD</i>	When there is a BLOCK between you and what you want.	Feel it through thoroughly, to notice how powerful you are.	Work toward getting past the block powerfully, wisely, and safely.
<i>FEAR / SCARED</i>	When your EXISTENCE is threatened.	Feel it immediately – in a second or less – and notice the danger.	Tune into your senses (what you see, hear, smell, taste or feel) and protect yourself!
<i>EXCITEMENT</i>	When you are ON YOUR WAY to something you want.	Feel it through thoroughly, to notice how good you feel about what's coming.	Enjoy it for the fun of it!
<i>JOY</i>	When You've GOT What You Want.	Feel it through thoroughly, so you notice how happy you are and how good you are at getting what you want.	Enjoy it for the fun of it!

HOW TO FIND EACH FEELING IN YOUR BODY	
1st	Remember a time when you felt each feeling very strongly.
2nd	Recall what was going on when you felt the feeling so strongly. Remember it in enough detail so that you actually start to feel the feeling again.
3rd	Notice where, in your body, you feel each emotion. (Find your "sad spot," your "angry spot," etc.)
4th	Describe what you feel in your body. Use adjectives like tight, weak, empty, heavy, light, etc.
5th	REMEMBER what you learn by doing this. Do this exercise over a few times if needed.

You will need this information to know who you are and what you want and to make every decision you will ever make.

Basics #3: UNNATURAL FEELINGS

ABOUT GUILT

Since guilt is not a natural, necessary emotion, it blocks and wastes our energy.

Guilt is a cover-up for which anger, which leaves us feeling sad.

We wonder: "Why am I so sluggish and irritable?"

On the surface we feel:
SAD or DEPRESSED

We've been telling ourselves things like:

"I shouldn't be angry. I should be understanding."

"That person didn't mean to hurt me."

"I'm too sensitive."

"I should just take the mistreatment."

"I don't deserve better."

Down deep we feel: ANGRY

Make A Conscious Choice:
Will I admit to myself that I'm angry or will I keep feeling guilty and be depressed?

BE PROUD OF YOUR
ANGER!

It's there to protect you.
Let it do its job!

ABOUT SHAME

Since shame is not a natural, necessary emotion, it blocks and wastes our energy.

Shame is a deep belief in our own worthlessness. It comes directly from being shamed as a child.

We wonder: "Why don't I seem to care what happens to me like other people do?"

On the surface we feel: VERY
SAD and "HOPELESS."

We've been telling ourselves things like:

"I'm no good. I just don't feel worthwhile."

"I wonder what's wrong with me, but most of the time I just don't care."

"I might as well have a drink (or a drug, or take a big risk)."

Down deep we feel:
MOSTLY SAD, BUT
FEARFUL & ANGRY TOO.

Make A Conscious Choice:
Will I keep believing those people who shamed me or will I treat myself well and be happier?

Know that anyone who shamed you was wrong!

ABOUT IMAGINED FEAR

Since imagined fear is not a natural, necessary emotion, it blocks and wastes our energy.

Imagined fear is a feeling we create to cover deeper feeling which bother us more.

We wonder: Why am I afraid?
Why do I always ask: What if?
Why don't I stop scaring
myself?

On the surface we feel: FEAR

We've been telling ourselves:
I hate being afraid.
I wish I could do what other
people do, and not be afraid.
I wish I'd stop thinking about
every single bad thing that
could happen.

Down deep we feel:
USUALLY SAD.
SOMETIMES SHAME

Make A Conscious Choice:
Will I always feel scared or
will I face and overcome my
deeper bad feelings?

***Face what you feel that
bothers you more!***

You will get past the deeper
feelings. But creating fear can
last forever!

***All other created feelings
that feel bad.***

It is possible to create any
feeling – and any created
feeling that feels bad
will block and waste our
energy.

All imagined feelings are
habitual feelings we create
to cover deeper, real feelings
that bother us more.

We wonder:
Why do I keep feeling this
same feeling all the time,
even when I know it's not
necessary?

On the surface we feel:
THE CREATED FEELING.

We've been telling ourselves:
I hate feeling this all the time.
I wish I'd feel and do a wider
range of things like other
people do.
Why can't I stop making
myself feel this way?

Down deep we feel:
***Real feelings that seem too
much to handle.***

Make A Conscious Choice:
Will I keep feeling this way
or will I face and overcome
the deeper bad feelings?

***You can overcome the
deeper feelings alone or
with help, but the habitual
feeling you are creating
could go on forever.***

Face the feelings that bother
you more!

Stop covering them with your
“favorite” bad feeling!

These three topics contain the most important information I have for you.

I originally wrote “The Basics” around 1985. I refer to these concepts many times every day in my work with others and in dealing with my own dilemmas.

I sincerely hope you will keep this information readily available and use it frequently.

Use it whenever you feel stuck in bad feelings, when you want to feel more joy and excitement, and when you feel the healthy urge to look inward.

I WISH YOU THE RICHEST, HEALTHIEST, HAPPIEST LIFE YOU CAN ARRANGE!

Tony would like very much to hear your thoughts and experiences as you apply the information provided here. Please send your comments to Fair Shake, and I'll pass them on to Tony! I will then send his responses back to you, if you would like to hear what he thinks.




Fair Shake PO Box 63 Westby, WI 54667

Tony shares more great insights at www.HelpYourselfTherapy.com

WELCOME TO FAIR SHAKE! ➔ www.fairshake.net

PRINT THIS PAGE to guide you as you explore the Fair Shake Do-It-Yourself Reentry Resource Center. There is a lot of information on the website! This guide will help you get find your way around.

3 important items for you to remember:

1. If you ever get lost on the website (or any website), click on the logo to return to the home page.
2. Words in blue are links to pages on our website, other websites or documents that you can also print.
3. Icons you will see:
 -  Available off-line and on-line
 -  Available on-line only
 -  Documents available off-line and on-line



➤ [Resource Directory](#)
➤ [Resource Directory](#)

Fair Shake Website Home Page: ➔ www.fairshake.net



Do It Yourself!

- You are unique! No one knows what you need better than you do
- Explore new opportunities!
- No tracking, nudging, or monitoring



Fair Shake Reentry Tool Kit

- [Resource Directory](#)
- [Reentry Packet](#)
- [Ownership Manual](#)
- [Building Computer Skills](#)
- [Find a Job](#)
- [Become a Member!](#)
- [Educate Yourself!](#)

Find RESOURCES:

Resource Directory – search our huge data base!
Resource Guides – local, regional, and national brochures, books, and interactive websites

Find EMPLOYMENT

Prepare For Work
Find A Job (also includes Start Your Own Business)
Help an Employer Hire You!

Explore LEARNING OPPORTUNITIES

Formal, Informal, Non-formal
Higher Ed, Life Skills, Lifelong Learning

And Improve COMPUTER SKILLS!

Step-by-Step Tutorials and Internet Safety Tips

SEARCH the entire Fair Shake WEBSITE

It is like a REENTRY, DEVELOPMENT and COMMUNITY-BUILDING LIBRARY!

You can find all the pages on our website from almost any location on our website! By hovering over the four menu tabs on the left side of our home page, you will activate the menu bar to reveal links to pages organized under headings.

STEP BY STEP:

Look to the left side of any page and you will see a dark purple column. Do you see the words: Reentry Resources, Information Center, Member Menu and About Fair Shake? Hover your cursor (don't click) over the words Reentry Resources at the top of the column. To 'hover', move the cursor – which usually looks like an arrow – over a tab. You will see the cursor switch to the image of a hand. The Menu Title will then change to light-purple and the Menu will appear to the right. Next, you can move your cursor over the words in the menu. Hover over any of the titles and the color will change to orange and a line will be added underneath. Click on the title that interests you, and you will go to that page on the website.



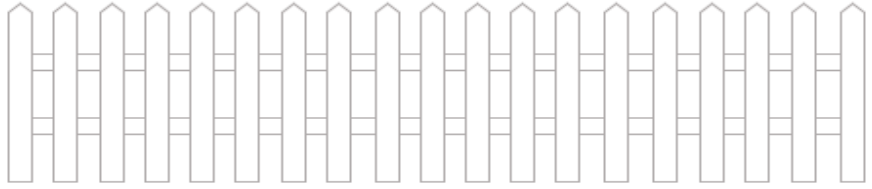
Most websites work like Fair Shake:

- Click on the logo to return to the home page
- Find the sitemap at the bottom of almost every page
- Words that change color are often links
- Learn about an organization's Mission and Vision by visiting the "About Us" page.

Found at the bottom of each webpage, the Sitemap also shows all of the pages on the website:

Home / Sitemap / Privacy Policy / Help / Contact Us / Back to Top

Boundaries



I didn't set this boundary to offend you or to please you.

I set boundaries to manage the priorities and goals that I have set for my life. - Unknown

If I can't say "no", then my "yes" has no meaning. – Peter Block

Boundaries define us. They define what is me and what is not me. – Dr. Henry Cloud

Good boundaries protect you; they protect and preserve your goals, your time, your health and your identity.

I explore this crucial topic here with the help of several guides, including The School of Life, Mark Manson and Dr. Henry Cloud, who have written careful and thoughtful articles that illuminate tricky aspects of boundary setting.

From The School of Life: *because most of us have not been educated in this byway of emotional maturity, (our) boundaries are either non-existent or else get thrown up in a jerky and destructive manner. It takes a little self-confidence and courage to be able to notice just how bad we may be at the art of boundary-laying. We may have spent a large chunk of our lives already in an essentially passive relationship to everyday infringements by people close to us. But we aren't a piece of helpless flotsam on the river of others' wishes; we have agency, direction and – as it were – a rudder. The price to pay for affection isn't compliance. We can prove loveable and worthy of respect and at the same time, utter a warm-sounding and definitive 'no'.*

Mark Manson reminds us: taking responsibility for your own actions and not blaming others are two of the pillars in *Nathaniel Branden's Six Pillars of Self Esteem*. People with high self-esteem have strong personal boundaries. And practicing strong personal boundaries is one way to build self-esteem.

Boundaries protect and preserve our time for thinking (or not thinking) and doing for ourselves. Time that we need to work toward our own unique goals, including meeting with new people, outside our usual circles!

We also need to create healthy boundaries around our learning, our growth and our change. Once we start to make changes in our lives, we will find that some people do not support our growth and will try to convince us to stop, or to once again do what we used to do when we did not have the knowledge we have now. They are afraid of change, but we can't let their fears hold us back. We can politely let them know we respect and understand them, but we are on our own path, and we hope they can respect and understand us, too.

Boundaries liberate you to continue to become your unique, authentic self! (We are always becoming...)

Let's clarify a few words and concepts before we continue:

Autonomy - Humans have a deep need for autonomy. From the Stanford Philosophy website, the definition of autonomy is: to govern oneself, to be directed by considerations, desires, conditions, and characteristics that are not simply imposed externally upon one, but are part of what can somehow *be considered one's authentic self*. (plato.stanford.edu) Our AGENCY is our ability to ACT on our decisions.

Belonging - Humans have deep need for belonging, too. To be a part of a group, a family, to feel we contribute; in other words: the feeling of being accepted and approved of by a group or by society as a whole, according to the American Psychological Association.

Boundaries - Our boundaries are shaped in the balance between our need for autonomy and our need for belonging. It is up to each one of us to determine where to draw our lines. We move the line as we learn new things, reflect on our values, make decisions and create goals. Dr. Henry Cloud and Dr. John Thompson share this description: Boundaries define us. They define what is me and what is not me. A boundary shows me where I end and someone else begins, leading me to a sense of ownership. Knowing what I am to own and take responsibility for gives me freedom.

Healthy personal boundaries (includes) taking responsibility for your own actions and emotions, while NOT taking responsibility for the actions or emotions of others. - Mark Manson

Laying down a boundary involves informing those around us – colleagues, parents, children, lovers – of a set of reasonable things that we require to feel respected and happy. - The School of Life

Your personal boundaries protect the inner core of your identity and your right to your choices.

– Gerard Manley Hopkins

Boundaries and Our Health



Healthy boundaries increase our mental and physical health! Boundaries are determined by our core values. If you have not taken inventory of your values lately, there's no better time than now. It's good to check in on your values now and then because we're always changing, always becoming. As we change, our perspective changes and our values change. Reflecting on our changes, and then checking on our boundaries, helps us stay clear and consistent, even during our changes.

The Health Affiliates of Maine share this on their website: *Being consistent with implementing external and internal boundaries will increase your self-esteem, conserve emotional energy, and create more independence in your life. Once you've made your boundaries known in your life, it's natural for people to test them. We all have different values and boundaries and we all deserve to have them respected. What matters most to you? What are you unwilling to compromise on? Use meditation, prayer, journaling or time outside to allow for a space of self-awareness. These realizations may not all come immediately. That's okay—have patience and continue showing up for yourself.* (www.healthaffiliatesmaine.com)

- + Look to your core values
- + Follow your instincts
- + Be assertive and consistent
- + Learn to say “no”
- + Communicate clearly

"No" is a complete sentence.
- Annie Lamott

Build your 'courage' muscle. Brush up on the "delicate art of graceful objection"!

Unhealthy Boundaries

“When we have unhealthy boundaries, we end up feeling like we have to hold everyone else’s feelings but our own, and that leads to resentment, anger, anxiety, depression, and stress,” says Babita Spinelli. People find it empowering to make decisions for themselves and experience their feelings rather than being told how they should feel. (www.thehealthy.com)

Boundary Maintenance: Based on your core values, reassess your boundaries as you learn new things. Pay attention to your feelings and needs so you know when to protect and when to expand. How can we support others to explore their boundaries while maintaining our own?

From MindBodyGreen: "Boundaries are about honoring your needs, not about judging other people's wants. For example: I set boundaries around phone time because I get overstimulated by tech. This boundary is to decrease my stress level and not about avoiding others' phone calls."

Clearly communicate your boundaries! Unclear proclamations will ensure greater difficulty later on.

Our Boundaries and Others



From Mark Manson: *A person with strong boundaries is not afraid of a temper tantrum, an argument or getting hurt. A person with weak boundaries is terrified of it. A person with strong boundaries understands that a healthy relationship is not controlling one another's emotions, but rather each partner supporting each other in their growth and path to self-actualization.*

Sometimes you have to make sacrifices for the people you love. If you make a sacrifice for someone you care about, it needs to be because you want to, not because you feel obligated or because you fear the consequences of not doing it. Acts of affection are only valid if they're performed without expectations. It can be difficult for people to recognize whether they're doing something out of perceived obligation or out of voluntary sacrifice. Here's the litmus test: ask yourself, "If I stopped doing this, how would the relationship change?"

People will tell you that they applaud your boundaries while they privately, or perhaps not-so-privately, hope that you will bend your boundaries in their favor. A little extra pressure, another chance to prove your devotion to them. But everyone is important. And it is important that you are able to recharge your own battery, so you can have good energy to share in the future, in an even more supportive way.

According to the School of Life: *three powerful anxieties bedevil the boundary-less person:*

- If I speak up, they will hate me.*
- If I speak up, I will become a target for retribution.*
- If I speak up, I will feel like a horrible person.*

A Note on Co-Dependency

Mark Manson writes: *In codependent relationships "victims" and "savers" both get kind of an emotional high off one another. The victim creates problems not because there are real problems, but because they believe it will cause them to feel loved. The saver doesn't save the victim because they actually care about the problem, but because they believe if they fix the problem, they will feel loved. In both cases, the intentions are self-sabotaging.*

If the saver really wanted to save the victim, the saver would say, "Look, you're blaming others for your own problems. Deal with them yourself."

The victim, if they really loved the saver, would say, "Look, this is my problem. Don't fix it for me."

For the victim, the hardest thing to do is to hold themselves accountable for their feelings and their life. They've spent their whole existence believing they must blame others in order to feel any intimacy or love; letting that go is terrifying.

For the saver, the hardest thing to do is to stop fixing other people's problems and trying to force them to be happy and satisfied. They've spent their whole lives only feeling valued and loved when they were fixing a problem or providing a use to someone; letting go of this need is terrifying to them as well.

People who blame others for their own emotions and actions do so because they believe that if they put the responsibility on those around them, they'll receive the love they've always wanted and needed. If they constantly paint themselves as a victim, eventually someone will come save them.

People who take the blame for other people's emotions and actions are always looking to save someone. They believe that if they can "fix" their partner, then they will receive the love and appreciation they've always wanted.

Co-dependency can take other forms as well:

We find it in the relationships where each party holds something the other wants, and they use it for manipulation: sex, money, children, access, etc.

And we also find it in relationships where one person is the authority (the parent, the controller), and the other is subservient, or the follower. We see this not only in personal relationships, but also in cultures.

Erich Fromm describes this in *Escape From Freedom*: *Is there not also, perhaps, besides an innate desire for freedom, an instinctive wish for submission? If there is not, how can we account for the attraction which submission to a leader has for so many today? Is submission always to an overt authority, or is there also submission to internalized...anonymous authorities like public opinion?*

Prepare for Challenges



Not everyone will appreciate your boundaries. Some will even insist that they get to plow right inside your boundaries to 'should' on you. I've seen it all aspects of my life: casual, personal and business. I tend to believe people 'should' on women more than men, but that's just my perspective...because I'm a woman! After figuring out my own unique approach to life and work, I find it very hard to not to be offended when other people want to tell me how to live according to their world view. (I share an example of this in "Sue's Anger Story" within the Managing Anger document found in this publication): Anger may be evoked as a response to a perceived provocation when

one's personal boundaries are violated; and anger may be utilized effectively by setting firm boundaries and avoiding unhealthy situations in the future. Power dynamics often add a complex level of difficulty to the situation.

Problem: When you show you are strong, capable, and operating with intent, people will want you to do even more for them, claiming they do not possess your abilities.

I know that my commitment to my boundaries demonstrates my dependability, tenacity and care so I get asked to manage things, run things, or follow up on things all the time. I'm grateful that others trust me. I get to help them build their own skills in those areas by politely saying 'no'. In asking me to do something, they say they cannot do that thing, so they want me to do it. I tell them "I had to learn to do it, too!" I am, first and foremost, an "Agent of Agency", so I must give them (back) the power they had hoped to give to me.

If you are thinking of starting your own business, clear, well-maintained boundaries is a must!

We Are All Teachers



Teach others about healthy boundaries by enforcing yours. – Bryant McGill

We teach each other many things simply by doing them. We can teach our family and friends about boundaries. We can help them fortify their boundaries by demonstrating courage and strength as we define ours.

Wouldn't it be helpful today if we would have studied how our minds work when we were younger? Thankfully, it is never too late to reach out to the young people coming behind us. We can make sure they are not denied the education we all deserve: primarily the education about ourselves as individuals and as community members.

Do you want to help our youth make better decisions? There is no better way to teach than by showing: model boundary setting with courage and compassion. Where do we learn to build and maintain boundaries? Where do we learn to assess our values and build courage? School, television, and most adults will not model boundaries. We are encouraged to be acquiescent to authorities, professionals and experts.

"Very few of us were modeled the delicate art of "graceful objection" - School of Life

Children today deserve to learn how to protect themselves from predators of all kinds, including marketers. They need to learn how to say 'no', and how to recognize and avoid unhealthy situations and relationships. We can, and we must, show them how. Not by telling, but by doing.

Model courage! Model strength! And model the "graceful art" of saying "no".

Can you find one person, or a small group, to discuss the many challenges that arise from declaring and maintaining boundaries? Perhaps each person can research the topic, and then share what you find? Constructive learning increases our access to knowledge and widens our perspective, to ponder other viewpoints!

Primary References:

Dr. Henry Cloud - Boundaries Guidance website

<https://www.boundaries.me/blog/how-freedom-and-responsibility-can-transform-a-relationship>

Dr. Henry Cloud – How to Set Boundaries (6 min video) <https://www.youtube.com/watch?v=zjcPkKHZRCg>

Dr. Henry Cloud and Dr. John Townsend - Define Boundaries

<https://www.cloudtownsend.com/what-do-you-mean-boundaries-by-dr-henry-cloud-and-dr-john-townsend/>

Mark Manson <https://markmanson.net/boundaries>

School of Life <https://www.theschooloflife.com/thebookoflife/learning-to-lay-down-boundaries/>



Citizenship - Department of Motor Vehicles

Vehicle registration, drivers licensing information, manuals and resources

<http://www.iowadot.gov/mvd/index.htm>

Employment - Job Training

Job Search Help for Ex-Offenders

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140 East 300 South

Salt Lake City, UT 84111

Phone: 801-526-9400

Hours: Monday-Friday 8:00am to 5:00pm

Local Service Providers help people with criminal records find jobs, get training, or meet basic needs. If you see one near you, use the phone number or website to contact them and ask what services they offer.

<http://www.careeronestop.org/ExOffender/american-job-center-finder.aspx?location=SALT LAKE CITY,UT&radius=25&ct=0&y=0&w=0&e=0&sortcolumns=Program Type,GEOCODE&sortdirections=DESC,ASC¤tpage=1&olds=0&return=1>

Employment - Staffing Agency

2150 Hubbell Ave

Des Moines, IA 50317

Phone: (515) 465-1930

A full service Staffing Company

<https://iowa-staffing.com/>

Health - Free/Sliding Scale Clinic

The largest network of free medical clinics in the state of Iowa, Free Clinics of Iowa is a donor-supported, not-for-profit organization, consisting of an administrative office and over 30 member free clinics

<http://www.freeclinicsofiowa.org/>

Health - Free/Sliding Scale Clinic with Dental

409 West 400 South

Salt Lake City, Utah 84101

801-364-0058

Fourth Street Clinic helps Utahns experiencing homelessness improve their health and quality of life by providing high-quality health care and support services.

<https://fourthstreetclinic.org/>

Reentry Resource - Multiple Resources Available

Search for benefits in Education, Grants, Loans, Social Security, Housing and Utilities, Employment and Career Development, Financial Assistance and more.

<https://www.benefits.gov/categories>

Reentry Resource - Multiple Resources Available

801-240-4872

<https://providentliving.churchofjesuschrist.org/find-a-welfare-location?lang=eng>

Employment - Employment Services

Successful planning includes full time employment that supports the transition from incarceration. We can supply this needed support through one of our business partners - Wasatch Staffing. Employment is a cornerstone to the success of MENTORWORKS, and our clients' plans.

42 Claybourne Ave S # 2720

Salt Lake City, UT 84115

(801) 463-1205

EMAIL US:

info@wasatchstaffingUT.com

<http://www.wasatchstaffingut.com/about.html>

Employment - Staffing Agency

2415 Ingersoll Ave

Des Moines, IA 50312

Phone: (515) 266-6700

<https://www.qpsemployment.com/>

Employment - Workforce Development

200 Army Post Road

Des Moines, IA 50315

Phone: 515-281-9619

<https://www.iowaworkforcedevelopment.gov/des-moines>

Health - Free/Sliding Scale Clinic

941 E 3300 S

Millcreek, UT 84106

(801) 266-3700

The mission of the Maliheh Free Clinic is to provide free, same-day access to high quality urgent medical care for all qualified patients. The Maliheh Free Clinic was founded with the sole purpose to rescue those members of our community who are in the most critical need of our help.

<https://malihehfreeclinic.org/>

Health - Health Department

1-888-222-2542

Cannon Health Building

288 North 1460 West

Salt Lake City, UT 84116

We strongly believe that health is critical for enjoying a prosperous life. Our vision is for Utah to be a place where all people can enjoy the best health possible, where all can live, grow, and prosper in healthy and safe communities.

<https://health.utah.gov/>

Reentry Resource - Multiple Resources Available

Our findhelp technology powers Americas leading social care network. Our network features more than 300,000 free and reduced-cost programs in all 50 U.S. states, territories, and Puerto Rico, powering social care systems for hundreds of customers nationwide.

<https://www.findhelp.org/find-social-services/utah>

Employment Tips

We often have to work our way up to the job we want; either because it is not available when we go to find it or we need more experience, education, preparation or time to get ready. Although we will spend time working at jobs that are not our preference, we can enjoy the interim more when we stay focused on our goals.

Start by asking yourself:

- What kind of job or career do I want?
- What am I willing to do, learn or sacrifice to get that job or career?

Before venturing out into the world of work you will have to obtain necessary documents.

The most frequently requested documents are:

- Birth Certificate
- Driver's license or Basic Identification
- Social Security Card

The birth certificate and driver's license forms offered in our Employment Documents are samples. You can find links to the applications that you need in our Resource Directory!

Next, ask yourself the following questions

- What occupations or industries in your area are in need of employees?
- What are your employment limitations due to your particular crime?
- What is the income you need in order to pay for housing, food, energy, phone, child support, restitution, transportation, etc? (check out our [Build a Budget Worksheet](#))
- Which strategies do you think would be most effective for "selling" your attributes?

To prepare to apply for a job you may want to create the following worksheets:

- Inventory your work history in and out of prison
- List your training, skills, limitations, and health considerations
- Gather all the information you will need to fill out employment applications. Are you ready to fill them out online? (Several companies only accept online applications.)

Considerations and Preparation

What are your employment resources?

- Classified ads (in the paper or locally found on-line)
- Applying for jobs with companies you want to work for
- Job Assistance and Job Training centers
- Craigslist, Monster.com, other job-search websites

Skills Assessment and Personal Strengths Evaluation

Consider taking a free online self-assessment test help us see what careers we are suited for. If you type the phrase 'self-assessment test' into any search engine, several options will be available for you to check out.

Do you need clothes for your interview or new job?

Check out Dress for Success, a global program that may have a location near you!

(www.dressforsuccess.org)

Resume' and Interview tips:

Two good places where you get the chance to show a company why they cannot afford NOT to hire you. Keep these tips in mind as you write your application or resume', and prepare for job interviews:

- Be cheerful in your in-person or telephone job interviews.
- Talk about the benefits of your experience and the relevant expertise you offer.
- Speak about the value you would bring to the company.
- Share stories in the job interview about success in prior assignments.
- Talk about your ability to work with a diverse group of people.

Typical Barriers to Employment:

- Lack of updated resume
- Appropriate clothing for job search
- Transportation
- Stable housing
- Substance abuse
- Poor interview skills
- Poor job search skills
- Not a high school graduate
- No documentation (ID, Social Security card)

SMART: What is your strategy for overcoming barriers and creating success?

You can create a clear strategy by following SMART guidelines:

Specific Measurable Attainable Realistic Timely (or Tangible)

Specific – what is the specific goal you wish to achieve?

Can you answer these questions?

- Who do you need to be involved?
- What do you really want to accomplish?
- When do you want to accomplish it?
- Where do you need to be to accomplish it?
- Why do you want to achieve this goal?
- Which things do you need to get in order and which are the constraints to achieving your goal?

Measurable – How will you know when you've achieved your goal? What criteria have you set up to measure your progress and reach your target dates?

Attainable – Can you see yourself achieving this goal? Can you see the path to get there and then see yourself in that place of having reached the goal?

Realistic – Are you willing and able to achieve the goal?

Timely – How long do you need to achieve your goal? Work out your goal date and then the smaller goals that must be met to meet that goal date?

Tangible – Imagine: can you taste, touch, smell, see or hear the results of achieving your goal?

COMPANY OR
EMPLOYER NAME: _____

POSITION APPLIED FOR: _____

APPLICANT TELEPHONE: _____

SOCIAL SECURITY NUMBER: _____

Employment Application

YOUR NAME: _____
Last First Middle

ADDRESS: _____

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE U.S.A.?

☐ Yes ☐ No (If yes, verification will be required.)

I AM SEEKING A PERMANENT POSITION: ☐ Yes ☐ No

IF NECESSARY FOR THE JOB I AM ABLE TO:

Are you able to perform the essential functions
of the position with or without accommodations?

☐ Yes ☐ No

Work (which shifts)? _____

Work overtime? _____

Provide a valid Alaska Drivers License? _____

IF NECESSARY FOR THE JOB, ARE YOU OVER (Please mark one) 14__ 15__ 16__ 18__ 19__ 21__

I WILL BE ABLE TO REPORT TO WORK ____ DAYS AFTER BEING NOTIFIED THAT I AM HIRED.

EDUCATION:	Yrs. Completed	Field of Study	Graduate or Degree
High School _____			
College/University _____			
Business/Technical _____			
Other (May include grammar school) _____			

MILITARY SERVICE: ☐ Yes ☐ No

Duty/Specialized Training: _____

REFERENCES: List two personal references who are not relatives or former supervisors.

Name	Address	Telephone	Occupation	Years known
_____	_____	_____	_____	_____
Name	Address	Telephone	Occupation	Years known
_____	_____	_____	_____	_____

EMPLOYMENT: List last employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary (following this section), or use an extra sheet of paper if necessary.

Employer Name and Address	Position Title/Duties Skills	Dates Employed from to

_____	Supervisor's Name: Telephone: _____	Reason for leaving

Employer Name and Address	Position Title/Duties Skills	Dates Employed from to

_____	Supervisor's Name: Telephone: _____	Reason for leaving

EMPLOYMENT CONTINUED...

Employer Name and Address	Position Title/Duties Skills	Dates Employed from to
		Reason for leaving
	Supervisor's Name: Telephone:	

Employer Name and Address	Position Title/Duties Skills	Dates Employed from to
		Reason for leaving
	Supervisor's Name: Telephone:	

Summarize other
employment related to this job: _____

Types of computers, other electronic or mechanical
equipment that you are qualified to operate or repair: _____

Typing speed: _____ per minute.

Professional Licenses, Certifications or Registrations: _____

Additional skills including supervision skills, other languages, or information
regarding the career/occupation you wish to bring to the employer's attention: _____

In case of accident or illness please contact: Name: _____

Daytime phone: _____

Address: _____

Relationship: _____

Information to the applicant: As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references.

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the US, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms.

I understand and agree to the information shown above:

Signature: _____

Date: _____

Equal Employment Opportunity: While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no affect on your application for employment.

Employer Section: _____

Interview Tips

Before you head to your interview, ask yourself these questions:

- Do you really want this job?
- Are you qualified for the job?
- Do you believe you can get the job?
- What attitude and information must you deliver to the employer to get the job?
- Are you ready for your interview?

If you decide you really want to get this job, consider these tips:

1. Keep your answers short yet full of information, unless you are asked to clarify. Try to put yourself in the interviewer's shoes; asking the same questions of many applicants! Fine tune your answers to the Sample Interview Questions and bring your authenticity and vitality to the interview.
2. Determine what your key strengths and assets are. Be sure to state them confidently a couple of times throughout the interview.
3. Prepare for a variety of interview questions. Consider the challenges you have overcome, the difficult interpersonal situations that you resolved with others, and several success stories.
4. Describe specific situations and accomplishments. Generalities fail to show the interviewer your strengths and assets and how they can benefit the company and the position that is available.
5. Put yourself on their team. Show how you fit in with the existing work environment and company culture. During the interview, align your language with the language of the team.
6. Observe your non-verbal communication. Are you saying what you mean to say? Practice answering some of the Sample Interview Questions in front of a mirror to see if your eyes and your gestures agree with your words.
7. Ask questions. Is this where you want to work? Find out what you need to know to accept the job. Also, the interviewer will see that you are taking interest in the company and work environment. That is an important quality in a team player.
8. Be sure to talk WITH the interviewer and not AT the interviewer. Interviews are stressful enough for both parties. Keep it human.
9. Research the company. Is it a right fit for you? Can you get behind the mission of the company? How much can you know about the work and the work environment before the interview?
10. Apply for jobs that you are skilled for and that you can appreciate...even if only as a stepping stone to your next job. If you truly want the job, you must be able to compete successfully with your competition. Authenticity shines through your words and your non-verbal communication.

Sample Interview Questions

The interview is your chance to show an employer your unique qualities and it is also the time you can ask more about the employer, the company culture and the job you are applying for. Before you interview be sure to find out all you can about the company so you understand who they are, and also so the interviewer knows you care.

Interviews can be stressful; the best way to manage that stress is to be prepared. If you are ready to answer the questions below you will be prepared for most of the questions that might come up.

There are many variables that make finding a job even more complicated if you have a criminal record. How much should you disclose and when should you disclose it? How do you explain your criminal record and still land a job? How do you address it during an interview? We explore these questions and more at the end of this document.

Possible Interview Questions: About the Job and the Company

- Why did you apply for this job?
- What experience, skills and characteristics do you possess to do the job?
- Why do you think you are the best person for this job?
- Why should we hire you?
- What have you learned about our company?
- How do you see your role in joining this or any company?
- Describe good customer service.
- Describe handling a challenge with a co-worker
- Are you willing to travel?
- Do you have any limitations that would inhibit you from doing this job?
- How long do you think you would like to be employed by this company?

Possible Interview Questions: About You

- Tell me about yourself.
- What are you passionate about?
- What is your greatest strength? What is your greatest weakness?
- What do you do when you're angry?
- If you know your supervisor is wrong about something, how would you handle it?
- Describe a difficult work situation and how you dealt with it.
- Describe your work style.
- How would you describe the pace at which you work?
- How do you handle stress and pressure?
- Tell me about how you worked effectively under pressure.
- What motivates you? Are you self-motivated?
- What are your salary expectations? (if it is not listed with the job posting)
- What types of decisions are difficult for you? What types are easy?
- If you could relive the last 10 years of your life, what would you do differently?
- If the people who know you were asked why you should be hired, what would they say?
- Do you prefer to work independently or with others?
- Tell me about your ideal work environment.
- How do you evaluate success?
- What are your career goals? How do you plan to achieve these goals?
- Give an example of a goal you reached and tell me how you achieved it.
- Give an example of a goal you didn't meet and how you handled it.
- Give an example of how you set goals and achieve them.
- How do you handle a challenge?

Possible Interview Questions: Your Work History

- Tell me about ____ company listed on your resume.
- What were your duties, responsibilities, expectations...for the position and as an employee?
- What challenges did you face? How did you handle them?
- What did you like about this job? What did you dislike about this job?
- What was your biggest accomplishment at this job? At any job?
- What were your favorite and least favorite aspects about the people you worked with, including supervisors?
- What attributes to you like to see in a supervisor?
- What do you expect from a supervisor?
- Tell me a little about your favorite and least favorite supervisor.
- Why did you leave this job? (why did you quit or why were you fired?)
- Have you been in a position when you did not have enough work to do? What did you do with your time?
- Have you made a mistake? How did you handle it?
- Have you ever dealt with company policy you weren't in agreement with? How?
- Have you gone above and beyond the call of duty? If so, how?
- When you worked on multiple projects how did you prioritize?
- How did you handle meeting a tight deadline?
- What do you do when your schedule is interrupted? Give an example of how you handle it.
- Tell me about a difficult situation with a co-worker? How did you handle it?
- Tell me about your experience working with a team.
- Have you motivated employees or co-workers? Tell me about it.
- Give me an example of when you did and when you didn't listen.
- Have you handled a difficult situation with a co-worker? How?
- Have you handled a difficult situation with a supervisor? How?
- Have you handled a difficult situation with another department? How?
- Have you handled a difficult situation with a client or vendor? How?

Possible Interview Questions: Incarceration

- Why were you incarcerated?
- What did you learn from that experience?
- Do you have challenges or limitations that could affect your work schedule?
- What have you been doing to prepare for employment since you came home?
- Were you employed or in school when you were incarcerated? If so, tell me about your work. Tell me about your education.

Illegal questions:

- What is your age?
- How many children do you have? Are you pregnant?
- How much do you weigh? How tall are you?
- Do you live with anyone? Who?
- Are you married or in a relationship?

Legal alternatives:

- Are you over 18 years old?
- Can you lift 60 pounds?
- Is there anything that might interfere with your work schedule?

Related to Your Criminal Record

An employer may not ask questions about a previous arrest or conviction. They may ask if you have been convicted of specific crimes if they are relevant to the position being applied for. An employer may not refuse employment to someone just because they have a criminal record.

Lisa Pollan, site coordinator at LIFT-DC, says they encourage formerly incarcerated clients to collect "evidence of rehabilitation." This evidence should prove to employers that the client has changed since their offense and is now a responsible member of society. Evidence of rehabilitation can include:

- letters of recommendation from employers or advocates
- proof of training program completion/certificates (including during incarceration)
- participation in a mentoring or support group

For Job Applications, LIFT-DC counsels clients to do the following:

- **Only answer what is asked:** If a question asks if you have been convicted of a felony, you can say no if you only have misdemeanors. If a question asks if you have been convicted of a felony in the last seven years, and you were convicted 10 years ago, answer no.
- **Answer truthfully:** A company may hire ex-offenders but have a policy of terminating anyone who lies on an application.
- **Demonstrate change:** If you answer a question about your record by writing, "Yes, but I got my GED while I was incarcerated," you show that you are educated, focused and want to make positive changes in your life. You can also attach a written explanation of your situation, and proof of your rehabilitation.

Check out LIFT-DC for more tips on interviewing! <http://www.liftcommunities.org/>

From the National Reentry Resource Center:

<http://www.nationalreentryresourcecenter.org/faqs/employment-and-education#Q8>

How should job-seekers respond to questions regarding past convictions?

- Acknowledge the previous mistakes in a concise and businesslike way
- mention any relevant skills or interests developed while in prison or prior to entering prison
- reinforce a commitment and an interest in the new job, by stating, for example, "I'm more mature now and my top priority is to work at [company] to use my abilities, focus on the work, and make a fresh start."

Applicants should be familiar with their criminal history to answer accurately specific questions on job applications and in interviews.

Race/Religion

An employer may not ask you about your religion but it may come up if they ask you what days/times you are available. An employer may not judge you for being a part of any race or religion but may decide not to hire you if you are unavailable for any crucial time for the position you are applying.

Favorite Verbs For Your Resume

Originally "Our Favorite Resume Verbs" by Wendy Enelow

Accelerate	Collaborate	Differentiate	Expand
Accentuate	Collect	Diminish	Expedite
Accomplish	Command	Direct	Experiment
Accommodate	Commercialize	Discern	Explode
Achieve	Communicate	Discover	Explore
Acquire	Compare	Dispense	Export
Adapt	Compel	Display	Facilitate
Address	Compile	Distinguish	Finalize
Advance	Complete	Distribute	Finance
Advise	Compute	Diversify	Forge
Advocate	Conceive	Divert	Form
Align	Conceptualize	Document	Formalize
Alter	Conclude	Dominate	Formulate
Analyze	Conduct	Double	Foster
Anchor	Conserve	Draft	Found
Apply	Consolidate	Drive	Gain
Appoint	Construct	Earn	Generate
Appreciate	Consult	Edit	Govern
Architect	Continue	Educate	Graduate
Arrange	Contract	Effect	Guide
Articulate	Control	Elect	Halt
Ascertain	Convert	Elevate	Handle
Assemble	Convey	Eliminate	Head
Assess	Coordinate	Emphasize	Hire
Assist	Correct	Empower	Honor
Augment	Counsel	Enact	Hypothesize
Author	Craft	Encourage	Identify
Authorize	Create	Endeavor	Illustrate
Balance	Critique	Endorse	Imagine
Believe	Crystallize	Endure	Implement
Brainstorm	Curtail	Energize	Import
Brief	Cut	Enforce	Improve
Budget	Decipher	Engineer	Improvise
Build	Decrease	Enhance	Increase
Calculate	Define	Enlist	Influence
Capitalize	Delegate	Enliven	Inform
Capture	Deliver	Ensure	Initiate
Catalog	Demonstrate	Equalize	Innovate
Centralize	Deploy	Eradicate	Inspect
Champion	Derive	Establish	Inspire
Change	Design	Estimate	Install
Chart	Detail	Evaluate	Instruct
Clarify	Detect	Examine	Integrate
Classify	Determine	Exceed	Intensify
Close	Develop	Execute	Interpret
Coach	Devise	Exhibit	Interview

These verbs have been generously provided by Wendy Enelow and Louise Kursmark
Founders of The Resume Writing Academy www.resumewritingacademy.com

Favorite Verbs For Your Resume

Originally "Our Favorite Resume Verbs" by Wendy Enelow

Introduce	Organize	Recapture	Solve
Invent	Orient	Receive	Spark
Inventory	Originate	Recognize	Speak
Investigate	Outsource	Recommend	Spearhead
Judge	Overcome	Reconcile	Specify
Justify	Overhaul	Record	Standardize
Launch	Oversee	Recruit	Steer
Lead	Participate	Recycle	Stimulate
Lecture	Partner	Redesign	Strategize
Leverage	Perceive	Reduce	Streamline
License	Perfect	Regain	Strengthen
Listen	Perform	Regulate	Structure
Locate	Persuade	Rehabilitate	Study
Lower	Pilot	Reinforce	Substantiate
Maintain	Pinpoint	Rejuvenate	Succeed
Manage	Pioneer	Remedy	Suggest
Manipulate	Plan	Render	Summarize
Manufacture	Position	Renegotiate	Supervise
Map	Predict	Renew	Supplement
Market	Prepare	Renovate	Supply
Master	Prescribe	Reorganize	Support
Mastermind	Present	Report	Surpass
Maximize	Preside	Represent	Synthesize
Measure	Process	Research	Target
Mediate	Procure	Resolve	Teach
Mentor	Produce	Respond	Terminate
Merge	Program	Restore	Test
Minimize	Progress	Restructure	Thwart
Model	Project	Retain	Train
Moderate	Promote	Retrieve	Transcribe
Modify	Propel	Reuse	Transfer
Monitor	Propose	Review	Transform
Motivate	Prospect	Revise	Transition
Navigate	Prove	Revitalize	Translate
Negotiate	Provide	Satisfy	Trim
Network	Publicize	Schedule	Troubleshoot
Nominate	Purchase	Secure	Unify
Normalize	Purify	Select	Unite
Obfuscate	Qualify	Separate	Update
Obliterate	Quantify	Serve	Upgrade
Observe	Question	Service	Utilize
Obtain	Raise	Shepherd	Verbalize
Offer	Rate	Simplify	Verify
Operate	Ratify	Slash	Win
Optimize	Realign	Sold	Work
Orchestrate	Rebuild	Solidify	Write