



**Structured Family
Recovery®
Workbook
for
SFR Counselors**



Helpful Tools

THIS WORKBOOK IS ONLY FOR THE PRIVATE USE OF COUNSELORS
TRAINED IN SFR BY THE LOVE FIRST TRAINING INSTITUTE

Love First Training Materials™

Structured Family Recovery® Worksheets, etc.

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Structured Family Recovery® Counselor Training Resources



Access to Resources

<https://bit.ly/3xJCbmj>



TEAM BUILDING

First list all possible SFR team members.

Go to the Book: Pages 133 - 137

Look beyond the nuclear family.

Make a list of the people most important to the beloved addict.

Uncles, aunts, grandparents, best friends can add power to the team experience.

Sometimes we don't have many people to choose from. That's okay.

Finalize the list. Start by asking everyone to read the first 34 pages.

FIRST THINGS

Family To-Do Before the First SFR Meeting

Get the book *It Takes a Family*, **2nd edition**. Hard copy works best. Read the first 34 pages.

Get a copy of the Al-Anon books *Courage to Change* and *How Al-Anon Works*.

While waiting for the book's arrival, listen to the author read the first 13 pages (lovefirst.net) or read the first 20 pages of text (bit.ly/3xI5KVj).

GET STARTED

SFR uses conference calls.

Simple steps change behavior.

We use free conference calling or other audio technology.

Audio creates better listening.
It's simple. It reduces distraction, misunderstandings, self consciousness.

Email call number and access code.

Join 3-5 minutes early to greet the team as they join.



QUICK ACCESS

Cheat sheet for frequently referenced pages in the book.

1. A Note to the Reader - xix
2. Introduction: We Come Home Together - page 1-4
3. Eight Essential Elements - page 17-20 (Drug testing)
4. Creating social norms for success – page 54-55
5. Relapse action plan discussion – page 62
6. Family Emotional Relapse - page 72
7. Tiny Tasks - page 73-84
8. Staying sober and positive social norms – page 82-84
9. Key points for understanding treatment & recovery – page 130-132
10. Two recovering addicts talk about SFR with their family – page 147-157
11. 3-Second Celebration - page 187-188
12. Red/Yellow Green Light - page 201-206
13. Checklists - page 211-221
14. Recovery Plan Intro - page 223-224
15. My Recovery Plan - page 225
16. Relapse Warning Signs - page 228
17. Recovery Reconnection Agreement - page 232
18. Letter to My Future Self - 235
19. Team Sharing - 271-272
20. SFR Meeting Opening and Closing - page 281-282
21. Chapter Notes - page 393. Index - page 409.



SNAP TRAININGS

Short audios to assign families between SFR Meetings.

1. Include Bitly link with Snap Training assignments. All snap trainings listed will be found here: bit.ly/39vheiW . **Note:** Page number corrections for 2nd edition of the book shown.
2. **Prior to Week One:** Assign the audio, "SFR Team Meeting Orientation with Debra Jay." Send Bitly link to SFR team: bit.ly/3kAda7i
3. **Week One:** "How to Talk to a Person in Treatment" (5 min. 30 sec.) and "How to Talk to Your Loved One's Counselor" (3 min. 59 sec.) and "Your First Al-Anon Meeting" (3 min. 50 sec.) – bit.ly/39vheiW **Reading:** page correction: p. 251-257.
4. **Week Two:** "How to Answer Objections in Treatment" (5 min. 4 sec.) and "Getting Ahead with Quickreads" (2 min. 13 sec.) – bit.ly/39vheiW **Reading:** page correction: p. 139-142.
5. **Week Three:** "Emotional Sobriety" (3 min. 43 sec) and "Love vs. Trust" (3 min. 34 sec.) – bit.ly/39vheiW **Reading:** page correction: p. 269-273.
6. **Week Four:** "Virtue Ethics vs. Role Ethics" (3 min. 32 sec.) – bit.ly/39vheiW **Reading:** page correction: p. 169-172 (through paragraph one on last page).
7. **Week Five:** "How to Think About Drug Testing" (4 min. 2 sec.) – bit.ly/39vheiW **Reading:** page correction: p. 19 and p. 234.
8. **Week Six:** Listen to actor Anthony Hopkins give an AA talk. Bitly link: bit.ly/3Fu0RRh (33 min).



TAKE IT STEP BY STEP

Walk Through an SFR Meeting

An SFR counselor shares the basic meeting structure

1. As an SFR counselor, I join the conference call early so I can welcome team members and have a few minutes to socialize. (“How is the new grandbaby?” or “I hear you are having quite a snowfall.”)
2. We begin the meeting on time. The first thing I do is assign an order for the team to read and share. I write name order in my notes. This helps me remember both this week and next week (when I will change the order).
3. Next, I tell the team to turn to page 281 to read the Opening Statement. I start things off with the name of the first person on the list: “John, you will start us off?” I do not say anyone else’s name. They know who they come after (unless someone forgets—so I always keep track).
4. Next, I ask the team to turn to this week’s meeting (Let’s turn to Week 12, “Trusting the Process,” on page 306). I always give page numbers for everything, every week. Eliminates confusion.
5. I then identify who has chosen the Daily Reading for this week (from *Courage to Change*, *Daily Reflections* or another 12-step daily reader) and ask them to read their selection and share why they chose that reading. (Week 12’s topic isn’t in the index of the books, so last week I suggested looking under “commitment” or “surrender.”) The reader names the daily reader they are reading from and the page number *before reading*, so the team can follow along and refer back to it.
6. Next, the rest of the team shares insights gained from the reading (following the order).
7. I then announce moving to “Report, Discuss and Plan” (RDP). Again, we follow our sharing order, with me asking the first person on the list to begin (“John, you will start us off?”). Each team member automatically follows John. Everyone reads each point in R,D, P aloud as they share. Everyone has a copy of the Recovery Checklist or turns to page 215 in *It takes a Family*.
8. We enthusiastically celebrate any milestones (“I got a home group” or “I just completed Step 3 with my sponsor”) with the 3-second celebration chosen by the SFR team. (Everything on the Recovery Checklist is celebrated as it is completed.)
9. Next, I announce we will move forward to “Family Recovery Discussion” and the 3 paragraphs. For each paragraph, I select a reader who also shares insights after reading. The rest of the team shares in order. A different person is selected to read each of the three paragraphs. (I keep names of readers in my notes, so I can select different readers next week.)
10. Next, I ask a member of the team to read next week’s assignment.
11. I assign a team member to find a reading for next week’s topic. I always state the topic: “Mary would you like to choose a reading for next week’s topic on ‘choices’ from one of the daily readers?” In my notes, I record that Mary will be responsible for next week’s Daily Reading.
12. Next is the Closing Statement. I ask the team to turn to the Closing Statement on page 282. I start off asking the first person on the list to read: “John, you will start us off?” I do not say anyone else’s name. They know who they come after. Then we all say good bye, and I always say something like, “What a great meeting!! See you next week!”

Team Building

Some suggestions when creating an SFR team

1. Start by making a list of the people most important to the beloved addict.
2. Look beyond the nuclear family. Sometimes close friends feel like family and would be a welcome addition to the team. Each team defines what the word family means to them.
3. Uncles, aunts, and grandparents add richness and power to the team experience.
4. Teams take on different shapes and sizes. Some are large and some are small.
5. Team size doesn't impact the quality of SFR.
6. When the team list is finalized, ask everyone to read the first 34 pages of *It Takes a Family*.
7. The introduction to the book and first 20 pages can be found using this link: bit.ly/3l2xvLs
8. More information on team building can be found in Chapter 15 on pages 133-138.

Make a list of all possible SFR team members.

Read the chapter "Begin With a Team" for guidance (p. 133).

First Things

SFR Team: To-do List Prior to First Meeting

1. Get the book *It Takes a Family*, second edition. A paperback copy is the best choice. The book is available from Amazon or other booksellers.
2. Listen to the author read the first 13 pages while waiting for the book. This will take a little less than 24 minutes. Here's the link: bit.ly/3l2xvLs
3. Once the book arrives, continue to read through page 34. When starting from where the audio reading ended, begin on page 15. (Time commitment: 28 min.)
4. Listen to "SFR Team Meeting Orientation with Debra Jay." Use the link: bit.ly/3kAda7i . Send link to the SFR team members.
5. The "SFR Team Meeting Orientation" is recorded in 5 segments. Time commitment per segment ranges from approximately three to eleven minutes.

TIPS

1. **SFR Counselor Introduction.** Briefly share your professional, SFR training, and 12-Step recovery experience. Also share reflections from working with SFR families.
2. **Team Introductions.** Ask each team member to introduce themselves to you by sharing their name, relationship to the beloved addict, and something they value about their family/team. Also ask if they've attended a 12-Step meeting or Family Program in the past.
3. Ask if everyone has listened to the **Orientation**. If the team has not listened, be prepared to briefly explain each section of the SFR meeting. If most have listened to the orientation, proceed normally. Ask anyone who hasn't listen to the orientation to do so in the upcoming week. Help them design for it.
4. **Opening Statement.** Assign reading/sharing order for the meeting. Always read/share round-robin style. SFR Counselor asks team members to remember who reads before them. The counselor doesn't call out each name thereafter.
5. **Report, Discuss, and Plan.** If team hasn't listened to the Orientation, ask them to review the Personal Recovery Checklist (p. 215). As no one has anything to share, ask for a volunteer to be SFR Secretary (p. 218-219). Ask team to purchase *Courage to Change: One Day at a Time in Al-Anon.* This is necessary for both the Daily Reading and the team's daily recovery.
6. **Next Topic.** Ask a team member to select a reading from *Courage to Change* for next week's SFR meeting topic. That team member will read what they selected during next week's Daily Reading.
7. **SFR Counselor Follow-Up.** Send the SFR Secretary the following links: "Checklists and Recovery Plan" components (<https://bit.ly/3lWhVYf>); How to find an Al-Anon meeting (al-anon.org) and an electronic Al-Anon meeting (bit.ly/3K8gd1v); which Snap Trainings to listen to this week, if applicable.

GET STARTED

For SFR Counselors to know prior to the first SFR meeting

1. Try to keep initial communication with the team as simple as possible. Simple steps lead to changed behavior.
2. Conference calls are the medium used for SFR. Audio only meetings create better listening, reduced distraction, and eliminate body language and facial expression misinterpretation.
3. Free conference calling resources are available. Many SFR counselors use FreeConference.com.
4. Remember to provide the team with the conference call number and access code well in advance of the SFR meeting. Include date and time (including time zone) for the weekly meeting.
5. Join the call three to five minutes prior to the SFR meeting to be on the line to greet each team member as they join. By doing so, as SFR counselor, you set a positive social norm for Opening Statement #2: *We join and start conference calls on time.* (p.281)
6. Most Snap Trainings can be found using this link: <https://bit.ly/39vheiW>. Go to the "Snap Trainings" page in this workbook for Snap Training assignment suggestions. You may vary Snap Trainings assignments according to team needs. Page numbers provided in the Snap Trainings are from the first edition of the book. New page numbers from the book's second edition are listed with the assignments. Share new page numbers with the team.
7. SFR Counselor emails Snap Training assignments to the SFR secretary who then sends assignments in a group email to the entire SFR team.



Inviting the Recovering Loved One to Join SFR

1. Has everyone attended at least one Al-Anon meeting, understanding the power of positive social norms? Is the team comfortable with the structure of SFR?
2. Who is the best team member to invite the the beloved addict to join SFR? Team reads page 190-191 in *It Takes a Family* as a guide.
3. Family sends a copy of *It Takes a Family* and *Daily Reflections*.
4. If the beloved alcoholic is in treatment, inform the counselor prior to the invite. If there is no release, counselors can listen. The counselor cannot respond or even confirm if the loved one is a patient.
5. Discuss focusing on self and not the addict. Discuss #3 from the Opening Statement. Plan an enthusiastic and warm welcome.
6. SFR counselor introduces self. Gives the beloved addict an active role by asking him or her to read one of the paragraph readings



WEEK ONE

“Why Al-Anon?” Assignment Guide

We continue reading *It Takes a Family* each week until completion.

Prior to Week Two: Read pages 35 - 72.

This is a 38-page read. Read 7 pages a day for a daily time commitment of about 11 minutes.

Design for it: How many pages a day? When will I read (my trigger)?

Expect some simple SFR assignments upfront. Remember, our loved one in treatment is immersed in learning about recovery.



A Few Things to Consider in Week One

1. The day before the meeting, send a reminder to listen to the "SFR Orientation" with Debra Jay (resend the webpage link). Include conference call info again.
2. Expect questions from the family. Know your team. Make a list of names. Prepare for the meeting in advance. Have your copy of *How Al-Anon Works*.
3. Arrive on the call 5 minutes early to welcome each team member. Engage in light conversation until the meeting begins.
4. Explain that you will talk more in this meeting than upcoming meetings. Expect questions from the family.
5. Briefly describe goals of SFR - reduce probability of relapse, set behavioral expectations, work together to create positive social norms and Recovery Plans.
6. Invite the newly recovering loved one only after Week Two, as appropriate.

1. **SFR Counselor Introduction:** Professional experience. SFR training and experience. Reflection on doing SFR with families. Brief statement on your own 12-step recovery.
2. **Team Introductions:** Each team member: Give name and relationship to the beloved addict. Name one thing you value about your family. Have you ever attended a 12-step meeting? Family Program? Did listen to the SFR Orientation (reassign, if not).
3. **Opening Statement:** Assign reading/sharing order for SFR meeting. (Hint: just remember the person who comes before you.) Team reads round-robin style. (SFR counselor does not call out each name to read.)
4. **Week's Topic and Daily Reading:** SFR counselor reads first 6 paragraphs of Step One from "How Al-Anon Works," p. 45-47. Team shares insights round-robin style.
5. **Report, Discuss, and Plan:** First week, use this time to complete tasks: Using a Personal Recovery Checklist (p 214-215). A volunteer for SFR secretary. (checklist – page 218 - 219). Purchase "Courage to Change: One Day at a Time in Al-Anon."
6. **Family Recovery Discussion:** Assign readers for each paragraph (choose most willing to share). After each reading, reader and each team member shares insights. Use round-robin style for sharing.
7. **Assignment:** Ask someone to read the assignment. "The Recovery Launch Plan For Family Emotional Sobriety" is on p 225-226.
8. **Daily Reading:** Assign person to choose a reading for next week's topic from daily reader.
9. **Closing Statement:** Read round-robin style.
10. **SFR Counselor:** Email SFR secretary the SFR Snap Training assignment; link for Checklists & Recovery Plan: <https://bit.ly/3lWhVYf> , and how to find an Al-Anon meeting: al-anon.org. Electronic Al-Anon meetings: bit.ly/3K8gd1v

TIPs: Week One

“Why Al-Anon” Assignment Guide Tips

1. Opening Statement. Assign reading/sharing order for SFR meeting. Team reads round-robin style. SFR Counselor asks team to remember who reads before them. Thereafter, the SFR counselor doesn't call out each name.
2. Create a Positive Social Norm. Attend a 12-Step family recovery meeting this week. Find an Al-Anon meeting (al-anon.org) or an electronic Al-Anon meeting (bit.ly/3K8gd1v).
3. Design for continuing to read *It Takes a Family* each week until completion. Choose how many pages you'll read a day. Design for it. What trigger will you use? (See p. 73-84 in the book for Tiny Task directions.)
4. For the upcoming week, read pages 35-72. This is a 38-page read that should take about 50 minutes.
5. Additional SFR Assignments are designed to help us catch up with what our beloved alcoholic or addict is learning in treatment.
6. Work on your Recovery Launch Plan for Emotional Sobriety (p.223-226). Share in Report, Discuss, Plan during next week's SFR meeting.
7. Next Topic: Request a volunteer to choose a reading from *Courage to Change* for the topic listed for the next week's SFR meeting.



WEEK TWO

“Anger and Resentment” Assignment Guide

We continue reading *It Takes a Family* each week to completion.

Prior to Week Three: Read pages 73 - 106.

This is a 33-page read. Read 6 pages a day for a daily time commitment of about 10 minutes.

Design for it: How many pages a day? When will I read (my trigger)?

Expect some simple SFR assignments upfront. Remember, our loved one in treatment is immersed in learning.

1. **Opening Statement:** Assign reading/sharing order for SFR meeting. (Hint: just remember the person who comes before you.) Team reads round-robin style. (SFR counselor does not call out each name to read.)
2. Suggest jotting down notes on the SFR meeting pages.
3. **Week's Topic and Daily Reading:** The person assigned the reading states the name of the daily reader and page number, reads the selection, and shares why they chose this particular reading. Team members share insights round-robin style.
4. **Report, Discuss, and Plan:**
Typo: Question #1 should read "Personal Recovery Checklist." Ask the first person sharing to go back to Week One and re-read the assignment. Reminder: Personal Recovery Checklist is on p. 215. Ask a team member to read the Accountability Partner section on p. 186. Prepare to choose an accountability partner next week.
5. **Family Recovery Discussion:** Assign readers for each paragraph (most willing to share first). After each reading, the reader and each team member shares insights. Use round-robin style for sharing.
6. **Assignment:** Ask a team member to read the assignment. For those who need to complete their Recovery Launch Plan this week, go to p. 225-226.
7. Attend an Al-Anon meeting (live or on Zoom): al-anon.org
8. **Daily Reading:** Assign a person to choose a reading for next week's topic (Acceptance) from the daily reader.
9. Any questions about SFR? Is our team ready to invite our loved one to SFR (Al-Anon)?
10. **Closing Statement:** Read round-robin style.
11. **SFR Counselor:** Email SFR Snap Training assignment to SFR secretary. Include link to find an Al-Anon meeting: al-anon.org
Electronic Al-Anon meetings: bit.ly/3K8gd1v

TIPS: Week Two

“Anger and Resentment” Assignment Guide Tips

1. Attend a 12-Step family recovery meeting this and every week. Find an Al-Anon meeting (al-anon.org) or an electronic Al-Anon meeting (bit.ly/3K8gd1v).
2. Continue to Design for reading *It Takes a Family* each week until completion. Consider how many pages a day and what trigger will be used (see pages 73-84 for more information).
3. For the upcoming week, read pages 73-106. This is a 33-page read that should take about 45 minutes.
4. Additional SFR Assignments are designed to help us catch up with what our beloved alcoholic or addict is learning in treatment.
5. If inviting the addicted loved one to join SFR for Week 3, have a team discussion: Who will be making the invitation? Have everyone prepare warm words of welcome. See page 18 in this workbook for more information.



WEEK THREE

“Acceptance” Assignment Guide

If the Beloved is joining, be sure to welcome them.

We continue reading *It Takes a Family* each week to completion.

Prior to Week Four: Read pages 107 - 138.

This is a 31-page read. Read 5 pages a day for a daily time commitment of about 8 minutes.

Design for it: How many pages a day? When will I read (my trigger)?

Expect some simple SFR assignments upfront. Remember, our loved one in treatment is immersed in learning.

1. **Opening Statement:** Assign reading/sharing order for SFR meeting. (Hint: just remember the person who comes before you.) Team reads round-robin style. (SFR counselor does not call out each name to read. Team remembers who they come after. Mute reminders.)
2. **Week's Topic and Daily Reading:** The person assigned the reading states the name of the daily reader and page number, reads the selection, and shares why they chose this particular reading. Team members share insights round-robin style.
3. **Report, Discuss, and Plan:** Ask the first person sharing to go back to Week Two (p. 287) and re-read the assignment. Reminder: Personal Recovery Checklist is on p. 215. Team members share round-robin style.
4. **Family Recovery Discussion:** Assign readers for each paragraph (most willing to share first). After each reading, the reader and each team member shares insights. Use round-robin style for sharing.
5. **Assignment:** Ask a team member to read the assignment.
6. **Daily Reading:** Assign a person to choose a reading for next week's topic (Forgiveness) from the daily reader.
7. **Closing Statement:** Read round-robin style.
8. **SFR Counselor:** After meeting, email SFR Snap Training assignment to SFR secretary. Include link to find an Al-Anon meeting: al-anon.org. Electronic Al-Anon meetings: bit.ly/3K8gd1v
9. **Note:** SFR counselor is also the timekeeper who moves the team through the entire SFR meeting. Creating a sharing expectation will help if your team is large. Ask other SFR counselors for helpful ideas.

TIPS: Week Three

“Acceptance” Assignment Guide Tips

1. Attend a 12-Step family recovery meeting this and every week. Find an Al-Anon meeting (al-anon.org) or an electronic Al-Anon meeting (bit.ly/3K8gd1v).
2. Continue to Design for reading *It Takes a Family* each week until completion. Consider how many pages a day and what trigger will be used (see pages 73-84 for more information on helpful behavior triggers).
3. For the upcoming week, read pages 107-138. This is a 21-page read that should take about 30 minutes.
4. Additional SFR Assignments are designed to help us catch up with what our beloved alcoholic or addict is learning in treatment.
5. If inviting the addicted loved one to join SFR for Week 4, have a team discussion: Who will be making the invitation? Have everyone prepare warm words of welcome. See page 28 in this workbook for more information.



WEEK FOUR

“Forgiveness” Assignment Guide

If the Beloved is joining, be sure to welcome them.

We continue reading *It Takes a Family* each week to completion. Prior to Week Five: Read pages 139 - 175.

This is a 36-page read. Read 6 pages a day for a daily time commitment of about 10 minutes.

Design for it: How many pages a day? When will I read (my trigger)?

Expect some simple SFR assignments upfront. Remember, our loved one in treatment is immersed in learning.

1. **Opening Statement:** Assign reading/sharing order for SFR meeting. (Hint: just remember the person who comes before you.) Team reads round-robin style. (SFR counselor does not call out each name to read.)
2. **Week's Topic and Daily Reading:** The person assigned the reading states the name of the daily reader and page number, reads the selection, and shares why they chose this particular reading. Team members share insights round-robin style.
3. **Report, Discuss, and Plan:** Ask the first person sharing to go back to Week Three (p. 289) and re-read the assignment. Reminder: Personal Recovery Checklist is on p. 215. Team members share round-robin style.
4. **Family Recovery Discussion:** Assign readers for each paragraph. After each reading, the reader and each team member shares insights. Use round-robin style for sharing.
5. **Assignment:** Ask a team member to read the assignment. Recovery Plan Checklist is on p. 220-221
6. **Daily Reading:** Do not assign. Team will be reading from Chapter 27.
7. **Closing Statement:** Read round-robin style.
8. **SFR Counselor:** After meeting, email SFR Snap Training assignment to SFR secretary. Include link to find an Al-Anon meeting: al-anon.org. Electronic Al-Anon meetings: bit.ly/3K8gd1v Electronic Al-Anon meetings: bit.ly/3K8gd1v
9. **Notes:** Ask team to continue working on their Personal Recovery Checklist. Attend at least one Al-Anon meeting or other family 12-step meeting. Newly recovering person (if joined) attends 12-step meetings appropriate for their needs.

TIPS: Week Four

“Forgiveness” Assignment Guide Tips

1. Attend a 12-Step family recovery meeting. Find an Al-Anon meeting (al-anon.org) or an electronic Al-Anon meeting (bit.ly/3K8gd1v).
2. For this week, read pages 139-175 in *It Takes a Family*. This is a 36-page read that should take about 49 minutes.
3. Remind SFR team to print and review the Recovery Plan Checklist (<https://bit.ly/3lWhVYf>). The SFR Counselor does the same. If the addicted loved one isn't yet joining SFR, consider postponing work on the Recovery Plan and, instead, moving to the next topic week (Humility, p.298) until the recovering loved one joins the team. Discuss with SFR team.



WEEK FIVE

“SFR Recovery Plan” Assignment Guide

We continue reading *It Takes a Family* each week to completion.

Prior to Week Six: Read pages 176 - 209.

This is a 33-page read. Read 6 pages a day for a daily time commitment of about 10 minutes.

Design for it: How many pages a day? When will I read (my trigger)?

Expect some simple SFR assignments upfront. Remember, our loved one in treatment is immersed in learning.

1. **Opening Statement:** Assign reading/sharing order for SFR meeting. (Hint: just remember the person who comes before you.) Team reads round-robin style. (SFR counselor does not call out each name to read.)
2. **Week's Topic and Daily Reading:** Each team member reads a paragraph from "Everyone Creates a Recovery Plan" on p. 223-224, round-robin style.
3. **Report, Discuss, and Plan:** Because this is a working session, briefly review homework on forgiveness and review of Personal Recovery Checklist (p. 215). Ask the first person sharing to go back to Week Four (p. 291) and re-read the assignment. Team members share round-robin style.
4. **Family Recovery Discussion:** Assign readers for each paragraph. This is a working session. Follow the directions. Provide guidance and answer questions. Working pages as assigned: 221, 225, 259, 187.
5. **Assignment:** Ask a team member to read the assignment.
6. **Daily Reading:** Assign someone to choose a reading for next week's topic Relapse Warning Signs (hint: Let It Begin With Me) from the daily reader.
7. **Closing Statement:** Read round-robin style.
8. **SFR Counselor:** After meeting, email SFR Snap Training assignment to SFR secretary. Include link on finding an Al-Anon sponsor: bit.ly/3nnsnBLa. Include link to find an Al-Anon meeting: al-anon.org. Electronic Al-Anon meetings: bit.ly/3K8gd1v

TIPS: Week Five

“SFR Recovery Plan” Assignment Guide Tips

1. Attend a 12-Step family recovery meeting. Find an Al-Anon meeting (al-anon.org) or an electronic Al-Anon meeting (bit.ly/3K8gd1v).
2. For this week, read pages 176-209 in *It Takes a Family*. This is a 33-page read that should take about 45 minutes.
3. Remind team to complete the “Letter to My Future Self” (p. 235). SFR Counselors reviews this assignment in the book prior to the next meeting.



WEEK SIX

“Relapse Warning Signs” Assignment Guide

We continue reading *It Takes a Family* each week to completion.

Prior to Week Seven: Read pages 211 - 249.

This is a 38-page read. Read 7 pages a day for a daily time commitment of about 11 minutes.

Design for it: How many pages a day? When will I read (my trigger)?

Expect some simple SFR assignments upfront. Remember, our loved one

1. **Opening Statement:** Assign reading/sharing order for SFR meeting. (Hint: just remember the person who comes before you.) Team reads round-robin style. (SFR counselor does not call out each name to read.)
2. **Week's Topic and Daily Reading:** The person assigned the reading states the name of the daily reader and page number, reads the selection, and shares why they chose this particular reading. Team members share insights round-robin style.
3. **Report, Discuss, and Plan:** Ask the first person sharing to go back to Week Five (p. 293) and re-read the assignment. Reminder: Personal Recovery Checklist is on p. 215. Team members share round-robin style.
4. **Family Recovery Discussion:** Assign readers for each paragraph. After each reading, the reader and each team member shares insights. Use round-robin style for sharing.
5. **Assignment:** Ask a team member to read the assignment.
6. **Daily Reading:** Assign someone to choose a reading for next week's topic (Keep Coming Back) from the daily reader.
7. **Closing Statement:** Read round-robin style.
8. **SFR Counselor:** After meeting, email Anthony Hopkins open AA meeting link to team secretary. Include link on finding an Al-Anon sponsor: bit.ly/3nsnBLa. Include link to find an Al-Anon meeting: al-anon.org. Electronic Al-Anon meetings: bit.ly/3K8gd1v
9. **Note:** Once Recovery Plans are completed, completing pages 240-242 is the last step. Share decisions during next week's Report, Discuss, and Plan. Completing our Recovery Plans is reason for a robust 3-second celebration.

TIPS: Week Six

“Relapse Warning Signs” Assignment Guide Tips

1. Attend a 12-Step family recovery meeting.
2. For this week, read pages 211-249 in *It Takes a Family*. This is a 38-page read that should take about 50 minutes.
3. Remind team to celebrate the completion of their Recovery Plans.
4. No daily reading will be assigned for next week.



WEEK SEVEN

“Check Up” Assignment Guide

We continue reading *It Takes a Family* each week to completion.

Prior to Week Eight: Read pages 251 - 278.

This is a 27-page read. Read 5 pages a day for a daily time commitment of about 8 minutes.

Design for it: How many pages a day? When will I read (my trigger)?

Congratulations! With this week’s assignment, you will complete the book.

This is worthy of a 3-second celebration next week.

1. **Opening Statement:** Assign reading/sharing order for SFR meeting. (Hint: just remember the person who comes before you.) Team reads round-robin style. (SFR counselor does not call out each name to read.)
2. **Week's Topic and Daily Reading: Two choices:** 1) A person is assigned the daily reading and reads a selection, sharing why they chose this particular reading. Team members share insights round-robin style. 2) **Optional Daily Reading:** "The Power of Enabling Recovery," p. 89-91 (round-robin style). Ask each person to share one idea that resonated with them.
3. **Report, Discuss, and Plan:** Ask the first person sharing to go back to Week Six (p. 295) and re-read the assignment. Reminder: Personal Recovery Checklist is on p. 215. Team members share round-robin style.
4. **Family Recovery Discussion:** Assign readers for each paragraph. After each reading, the reader and each team member shares insights. Use round-robin style for sharing.
5. **Assignment:** Ask a team member to read the assignment.
6. **Daily Reading:** Assign someone to choose a reading for next week's topic, Humility, from daily reader.
7. **Closing Statement:** Read round-robin style.
8. **SFR Counselor:** Include link on finding an Al-Anon sponsor: bit.ly/3nsnBLa. Include link to find an Al-Anon meeting: al-anon.org. Electronic Al-Anon meetings: bit.ly/3K8gd1v
9. **Note:** Each team member sets a personal recovery goal for the upcoming week, reviewing their Personal Recovery Checklist (p. 215) as a way to guide their goal-setting. The team launches into a 3-second celebration for each team member who achieves something from their checklist.
10. **Who will I share my recovery plan with?**

TIPS: Week Seven

“Check Up” Assignment Guide Tips

1. Attend a 12-Step family recovery meeting.
2. For this week, read pages 251-278 in *It Takes a Family*. This is a 27-page read that should take about 37 minutes. This will conclude the weekly reading schedule! Celebrate on next week’s SFR call!