



SELF-HELP STRATEGIES FOR CUTTING DOWN OR STOPPING SUBSTANCE USE: A GUIDE

Draft Version 1.1 for Field Testing



Caveat relating to use of this document

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Opportunity for feedback

We invite your comments and feedback. We are particularly interested in your experiences in using this document and its usefulness and relevance in your clinical, or other, setting.

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1. INTRODUCTION

If you think your substance use is putting you at risk of experiencing health, social, legal, psychological, work or family problems then this guide will help you to weigh up your substance use habits and give you some ideas about how to change them.



The guide is designed for people who are at moderate risk of substance related problems and who do not have severe substance related problems or dependence.

If you experience severe withdrawal symptoms when you stop using you should seek medical help from your doctor, health care worker or someone from a specialist drug and alcohol service.



2. HOW DO YOU KNOW IF YOU ARE AT RISK

Different substances have different harms and risks, for example you are at risk of experiencing problems:



If you regularly use tobacco products – especially by smoking.

If you regularly exceed guidelines for low risk drinking of alcoholic beverages.



If you use substances such as cannabis, cocaine, amphetamine-type stimulants (including ecstasy and “designer drugs”), inhalants, non prescribed sedatives or sleeping pills, hallucinogens, or opioids.

If you have a copy of this document it may be because your doctor or health care worker has asked you some questions about your substance use and thinks you might be at risk of harm from one or more substances.

3. WHAT IS A SUBSTANCE USE PROBLEM

Substance use problems can arise as a result of acute intoxication, regular use or dependence and from the way in which substances are used. It is possible for a person to have problems from all of these.



Your doctor or health care worker may have given you a feedback card and information leaflets which contain information about specific health problems related to the substance(s) you use.

Substance related problems can result from the way in which substances are used, for example, many of the harms associated with tobacco and cannabis occur because these substances are smoked and the smoke is harmful.

Using substances by injection can cause serious health problems no matter which substance is injected. Injecting of any drug is a significant risk factor for contracting blood borne diseases such as HIV and Hepatitis B and C. If you inject you are also at risk of infection and damage to the skin and veins as a result of poor injection technique, repeated injections, and dirty equipment. People who inject drugs have a higher risk of dependence and are likely to have more severe dependence than those who do not inject.

Injecting of stimulant drugs such as amphetamines and cocaine increases the risk of drug related psychosis while injecting depressant drugs like heroin increases the risk of overdose.



4. GETTING STARTED

You might already have decided that your substance use is causing problems for you. Or, you could want to check whether you really are using too much.

Either way the rest of this booklet will help you look at where you are now, and how you could make changes.

Changing our habits, substance use or otherwise, can seem scary or difficult. But...



CHANGE IS POSSIBLE

As the old saying goes. "A thousand mile journey starts with a single step". It doesn't really matter if you take breaks along the way: you'll still get there. What counts is deciding you want to make changes, and then making them,



ONE SMALL STEP AT A TIME

5. GETTING SUPPORT

You can use this guide by yourself without involving anyone else in what you are doing. However, it can be an enormous help to have your own supporter – someone who understands what you want to do and is willing to spend time helping.



A supporter needs to be some-one you trust and feel comfortable with, such as your partner, a friend, a relative, someone at work, a nurse, a priest or monk, a counsellor or a doctor. It is important that your supporter does not have a problem with substance use at the same time as trying to help you with your substance use.

If you ask someone to support you and, after thinking it over, that person says no, it is worth asking someone else. Many people appreciate being asked to help – it has rewards for them too.

Give your supporter this guide to read before you start – especially the section called "Guidelines for supporters".

6. DO I NEED TO DO SOMETHING ABOUT MY SUBSTANCE USE

You'll get an answer to this question by writing down any problems you think your substance use has caused over the last 3 months.

Think about what substance(s) you use and the problems you think it might be causing. You might find that one substance causes several problems. Eg. arguments with your family or partner, problems with your health – like not sleeping properly, feeling depressed, or feeling anxious or agitated. Some people find that using substances can affect their memory and concentration, which can cause problems with work or study.



DO YOU THINK YOUR SUBSTANCE USE MIGHT HAVE CAUSED ANY PROBLEMS FOR YOU OVER THE LAST 3 MONTHS?



Write down any "Problems relating to my substance use" here.

	Substance	Problem
1		
2		
3		
4		
5		
6		
7		
8		

If someone else has said anything about problems due to your substance use, these might need to be added to your 'Problem' list. If you completed a questionnaire with your health care worker and/or have been given a feedback report card,

check the problems that were listed there too. If any of these apply to you, write them down in your "Problem" list.

Whether or not you came up with any problems...

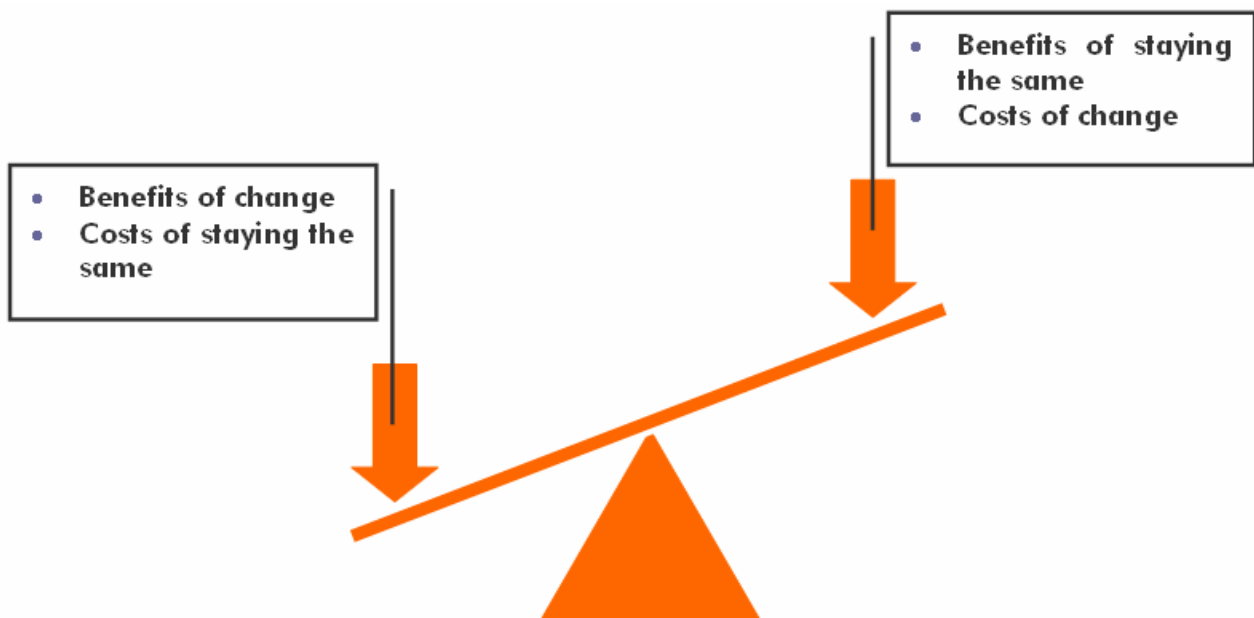


**THE CHOICES ARE YOURS:
YOU CAN CONTINUE ON AS YOU ARE OR
YOU CAN CUT DOWN OR STOP YOUR
SUBSTANCE USE**



**YES? OR NO?
IT'S UP TO YOU.**

Of course, whatever you do will have positive consequences (**benefits**), and negative consequences (**costs**).



EXAMPLE:





John is a 33 year old man who lives with his girlfriend and their young child. He went to the doctor because he continually feels tired and had recently caught a very bad cold. After a general examination the doctor asked John some questions about his alcohol and other drug use. John smokes 3 or 4 pipes of marijuana most evenings and 5 or 6 pipes on the weekend, and has recently noticed some problems at home and work which have been made worse because of smoking marijuana. The doctor said that John was at risk of experiencing health and other problems from smoking marijuana, and asked him to think about what those problems were.

John's list of problems due to his drug use was:

	Substance	Problem
1	Marijuana	Tiredness in the morning
2	Marijuana	Forgetting things
3	Marijuana	Missing work
4	Marijuana	Finding it hard to concentrate
5	Marijuana	My girlfriend gets angry with me because I don't help around the house much.
6	Marijuana	Not interested in doing much except watching TV.
7		
8		

Here is a substance use Balance Sheet to help you weigh up the effects of continuing as you are or cutting down or stopping your substance use. If you regularly use more than one substance you may like to fill in a balance sheet for each substance separately. Think about both short term and long term positives and negatives.

BALANCE SHEET 1 

	Continuing my present substance use pattern	Reducing or stopping my substance use.
Positives 		
Negatives 		

Now review the balance sheet.

Mark the positives and negatives that are most important to you. [X]



???

ARE THERE ANY REASONS FOR YOU TO CHANGE?

EXAMPLE:



John's balance sheet looked like this.

	Continuing my present substance use pattern	Reducing or stopping my substance use
<p>Positives</p> 	<p>[X] Helps me relax after work [X] I unwind and forget the day Enjoy myself more at parties and with my friends</p>	<p>[X] I wouldn't be so tired [X] I would remember things better [X] My relationship with my girlfriend would be happier and she wouldn't get angry with me. [X] I would concentrate better at work [X] I wouldn't miss work so much.</p>
<p>Negatives</p> 	<p>[X] Affects my memory [X] Affects my concentration [X] I feel hazy and tired after a big night [X] I sometimes miss work after a big night [X] My girlfriend isn't happy about it and we argue about it.</p>	<p>[X] It would be hard to relax after work I wouldn't enjoy myself so much at parties My friends might laugh at me.</p>

EXAMPLE:

When John was asked:

"How concerned are you about your substance use? On a scale of 0 to 10, where 0 is not at all concerned and 10 is extremely concerned, how would you rate yourself?"

0	1	2	3	4	5	6	7	8	9	10
Not at all concerned							Extremely concerned			

John rated himself as a 7 because he was worried about his tiredness and forgetfulness and he wanted to improve his relationship with his girlfriend. At the same time, he still felt that he really enjoyed smoking marijuana and would be sad to give it up.



WHERE DO YOU RATE YOURSELF ON THIS SCALE?

“How concerned are you about your substance use? On a scale of 0 to 10, where 0 is not at all concerned and 10 is extremely concerned, how would you rate yourself?”

0	1	2	3	4	5	6	7	8	9	10
Not at all concerned					Extremely concerned					

If you have answered 1 or more read on.

7. WHICH SUBSTANCES ARE YOU CONCERNED ABOUT

Which substance are you most concerned about? _____.
You might want to tackle this one first.

Rank any other substances that concern you in the order from most concern to least concern.

1. _____

2. _____

3. _____

4. _____

5. _____



EXAMPLE:

John decided he was most concerned about his marijuana use. He wasn't concerned about any other substances because he wasn't using them regularly or excessively.

8. MEASURING YOUR SUBSTANCE USE

You can work out how much you are using now by making a "Substance Use Diary" of your substance use over the last week.

Start with yesterday. Write down:



The time and place of your substance use

Who you were with



What you were using

How much you had



How much you spent

Go back over the week a day at a time and write down the information for each day. At the end you will be able to see how much you used in the last week.



Fill in this "Substance Use Diary" for your substance use over the last week

When? Where? & Who With?	What	How much	Money Spent

EXAMPLE:



This is how John's diary looked the week before he went to the doctor.

"Substance Use Diary"

When? Where? & Who With?	What	How much	Money Spent
Friday night at David's place	Marijuana	5 pipes	\$50 (bag)
Saturday night Peter's party	Marijuana	6 pipes	None-had some left
Sunday did gardening and played soccer in the park	Nothing	NA	NA
Monday night tired after work relaxed in front of TV at home	Marijuana	2 pipes	None-had some left
Tuesday went to guitar lesson after work, came home late	Nothing	NA	NA
Wednesday night watched soccer on TV at home	Marijuana	4 pipes	\$25 (bag)
Thursday night at home, watched TV	Marijuana	4 pipes	None-had some left
Friday night David and Peter came over and we watched a video	Marijuana	5 pipes	\$50 (bag)

When John looked over the week he was surprised to see he had smoked 26 marijuana pipes in total and spent \$125.

9. HOW MUCH IS TOO MUCH



There is no safe level of consumption for tobacco products.

Smoking is the most harmful method of using tobacco.

Non-smokeless varieties such as chewing tobacco, snuff (which is inhaled) and Snus (which is placed between gum and lip and absorbed) are also risky.



If you drink more than the following guidelines you are at risk of a range of health and other problems.

For Men

- No more than 2 – 3 standard drinks* per day.
- Two alcohol free days per week.

For Women

- No more than 1 – 2 standard drinks* per day.
- Two alcohol free days per week.

There are certain factors which may mean that you should drink less than the suggested guidelines above, such as;

- A family history of alcoholism
- Being on certain medications
- You weight less than other people for your gender and height
- You have not eaten anything recently

You should not drink at all if you are:

- Pregnant
- Driving or undertaking other activities that involve risk.
- You have health problems which may be made worse by alcohol
- You are taking medicine which directly interacts with alcohol.

Ask your health care worker if you are unsure about any of these

A standard drink is :

- 1 can of ordinary beer (330ml at 5%)
- A single shot of spirits (eg 40 ml at 40%)
- A glass of wine or small glass of sherry (eg 140 ml at 12% or 90ml at 18%)
- A small glass of liqueur or aperitif (eg 70ml at 25%)

Now, look back over your balance sheet, your substance use diary and your problems relating to substance use.



ON BALANCE ARE THERE ANY REASONS FOR YOU TO CHANGE?

Yes

No

Not Sure

(mark your answer)

If no, you may not want to continue with this booklet.
If not sure, write down the reasons why in the table below. You might want to talk it over with your supporter.

“Reasons to change my substance use”

1	
2	
3	
4	
5	
6	
7	
8	



EXAMPLE:

John decided that there were reasons to change so he marked the box... Yes [X]

10. CHOOSING YOUR GOAL



WILL I CUT DOWN – OR WILL I STOP MY SUBSTANCE USE?

Now that you've decided to make a change to your substance use, your next decision is whether you'll use less, or stop using altogether.

To help you make up your mind, think about these questions:



Do you have any health or psychological problems that might be made worse by your substance use? Your doctor can advise you.

Do you experience withdrawal symptoms when you stop using? If so, stopping use entirely is probably the best goal for you. Your doctor can help you manage the withdrawal symptoms



Do you have any legal or financial problems as a result of your substance use?

Do you have any relationship or family problems because of your substance use?





Have you solved substance use problems before by stopping completely? Then this might be your best way now.

On the next page is another balance sheet where you can write down the positives and the negatives of cutting down or cutting out.

BALANCE SHEET 2



	Cutting down	Stopping completely
<p>Positives</p> 		
<p>Negatives</p> 		

[X]

Mark those that are most important to you

Looking over what you have written, which do you feel is the best goal for you?

is it...

TO CUT DOWN your substance use

or...

TO STOP substance use completely

(mark your answer)



Remember



What you decide now might not be the decision you follow for the rest of your life. You can review your substance use goal regularly.

Whatever goal you choose it's a good idea to talk it over with the person you are closest to. All change can be challenging and difficult at first, and it helps to get support for your plans.

EXAMPLE:



John completed the balance sheet and decided to CUT DOWN his marijuana use.

	Cutting down	Stopping completely
Positives 	<ul style="list-style-type: none">[X] I could still use marijuana with my friends sometimes.[X] I would be able to use it to relax and unwind sometimes.[X] I would still have fun at parties.[X] Using less means I wouldn't be so tired and forgetful[X] If I only use at weekends I wouldn't miss work.[X] My girlfriend would be pleased and we would argue less	<ul style="list-style-type: none">[X] I wouldn't be tired and forgetful[X] I wouldn't miss work[X] My girlfriend would be happy.
Negatives 	<p>I won't be able to relax with a few pipes after work each day.</p>	<ul style="list-style-type: none">[X] I would really miss the fun times with my friends[X] I would really miss relaxing with a few pipes after work.My friends would laugh at me.[X] I wouldn't enjoy myself so much at parties.

11. CHANGING THE WAY YOU USE

If you have decided to cut down you might also want to think about the **way** you use the substance and consider using in ways that are less harmful.

For example, if you inject drugs you increase the risk of harm from the drug as well as harm that result from injecting.



Injecting amphetamines or cocaine increases the risk of psychosis and dependence.

Injecting heroin and other depressant drugs increases the risk of dependence and overdose

You may want to consider changing from injecting to another, less risky way of using substances. Or you may want to consider making some changes to reduce the risks from injecting.

It is safer not to inject because of the risk of blood-borne viruses (Hepatitis B & C, HIV/AIDS) and other infections. If injecting use clean equipment (e.g. needles & syringes, spoons, filters etc).

It is always safer not to use drugs but there are ways to reduce the risk.



Just say **NO**



Don't drive or undertake dangerous activities while using drugs.

Use smaller amounts less often to reduce the risk of developing dependence.

Don't use daily.

Don't mix your drugs – only use one substance on any using day.

Always have someone with you when using.

Using while pregnant or breastfeeding can affect the baby so it is best not to use drugs when you are pregnant or breastfeeding.

12. MY CONTRACT WITH MYSELF

Now that you have made some decisions about your substance use and what you want to do about it you can write yourself a contract. This will help to remind you exactly what you have decided to do.

EXAMPLES:



Example A: I will stop using (substance) on/...../.....

Example B: I will cut down my (substance) use to no more than once per fortnight starting from/...../..... I will do this for three months until/...../..... when I will review my progress.



"My Contract with myself"

I will...	
I will...	
I will...	
I will...	
I will...	
I will...	
I will...	
I will...	

13. GETTING ON WITH IT

This section will offer you some suggestions about how to go about making the changes you have decided to make.



You can keep track of your substance use by keeping a substance use diary. Your diary shows you just what is happening, and when and where change is occurring.

The diary also makes it easier for you to spot your "high risk" situations – times when you use substances, or use too much, or badly want to use. The situations that make you feel like using might be being with certain people, or in a certain place. It might also be how you are feeling – angry or upset, or maybe happy and relaxed.

Several weekly diaries are included at the end of this guide. They are similar to the one you used earlier in "Measuring your substance use" on page 14.

14. KEEPING YOUR "SUBSTANCE USE DIARY"

There are copies of the Substance use Diary in the Appendix.



Keep your diary every day.

Write it up when **YOU DID** use or when **YOU FELT** like using. (There is an extra column in the diary called 'wanted to use but didn't' for you to record this).



Keep it for 3 months. This will help you to see changes. Later, you can keep "spot checks" for a week or two every few months.

Add up the money you've spent on substance use.



If you like, review your diary with your supporter.

Put a cross against 'high risk times' – when you had more than you meant to, or had a strong urge to use.

Read what you have written and think about it several times a week.

THIS IS AN IMPORTANT PART OF HELPING YOU MAKE CHANGE

15. HIGH RISK SITUATIONS

If you can identify your high risk situations – where you used more than you meant to or badly wanted to use – it will help you in setting guidelines for yourself.



ARE YOUR HIGH RISK SITUATIONS?

In particular places eg. home, a friend's place, a club, etc?



Around certain people eg. partner, particular friends, etc?

At particular times eg. after dinner, weekends, celebrations etc?



Your high risk situations may also be tied to certain emotions such as when you feel depressed, angry, guilty, stressed or worried

Think of the last few times your substance use got you into trouble... and when it didn't. What's the difference between these occasions?

Look at the Substance Use Diary on page 14. Are there particular situations when you use more than you intend to, or use when you don't mean to? What situations, circumstances, places or feelings make you want to use substances?

List your "high risk situations" here.

1	
2	
3	
4	
5	
6	
7	
8	

EXAMPLE:



John identified his high risk situations and found he was most likely to smoke marijuana...

1	To help me relax when I get home from work
2	When I am watching TV
3	When I am with my friends on the weekends
4	At parties with friends
5	
6	
7	
8	

16. SETTING SUBSTANCE USE GUIDELINES

If your goal is to stop substance use completely then your guidelines are clear cut...



NO SUBSTANCE USE IN ANY SITUATION

CUT DOWN



HOW

If your goal is to Cut down you will need some guidelines like these:

How often will I be using?

How much will I have on using days?

How many substance free days per week or month?

How much will I use in a week or month?

What are my high risk situations where I'll avoid using?

How will I administer the substance?

How will I reduce the risk of harm?

My "substance use guidelines" are...

1	
2	
3	
4	
5	
6	
7	
8	

EXAMPLE:



John decided the following strategy would work best for him...

1	I will avoid smoking marijuana after work on weekdays (Monday to Friday)
2	I will only smoke marijuana on one night of the weekend
3	I will not smoke any more than two pipes of marijuana in any one day
4	I will avoid buying large amounts of marijuana because it is too tempting
5	
6	
7	
8	

17. HELPFUL TIPS

These tips will help you stick to your substance use guidelines, no matter what your goal is.



Make sure you have a healthy diet and get plenty of sleep

Keep active and establish a regular exercise routine – walking, yoga, the gym.



Drink plenty of water and other non-alcoholic drinks

Keep busy with non substance use activities – take up a new hobby or spend more time on an old one. Enrol in a short course



Make non using friends

Give yourself non substance use treats occasionally



Put the money you save into a special fund to save up for something you really need or want.

These tips will help If your goal is to cut down. Only buy the amount you want to use for one session. Avoid having a stash that might tempt you to use more. Start using later than usual and finish earlier. Declare regular non using days – at least ____ days per week



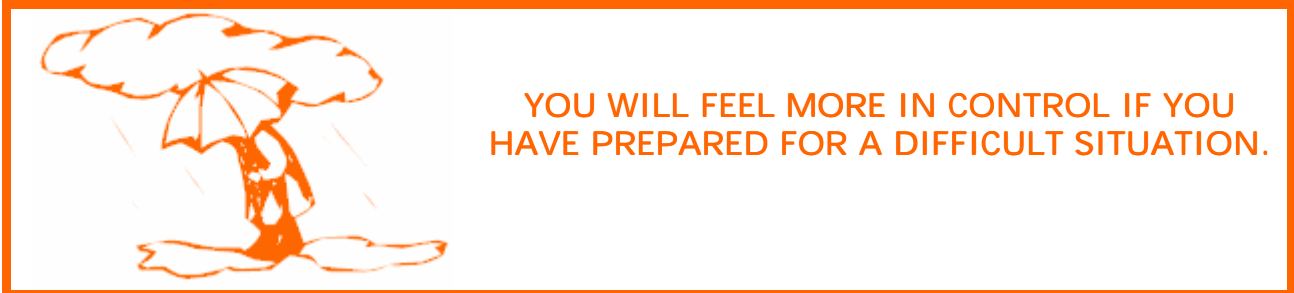
List below any other "helpful tips" you can think of.



1	
2	
3	
4	
5	
6	
7	
8	

18. HANDLING HIGH RISK SITUATIONS

Earlier on we looked at how to identify high risk situations – the times, places, occasions, people, thoughts and emotions which might trigger your substance use or your urge to use.



Identifying your high risk times is step one. Step two is learning how to handle them. Rather than wait until you are under pressure, work out beforehand some ways of coping with these situations. You will feel more in control if you have prepared for a difficult situation.

19. THE PROBLEM SOLVING APPROACH

A method that many people find works well in preparing for high risk situations is the **PROBLEM SOLVING APPROACH**. This is really good for solving other sorts of problems as well.



1. Identify the problem
2. Brainstorm ideas for handling it – don't be too fussy. Write down even those that may seem crazy or impractical.
3. Think what is likely to happen if you try each one and then select those you feel will be most effective.
4. Try one out. If your first choice doesn't work, try the next one. Keep on trying until you find one that works.

If what you tried doesn't work, repeat 3 and 4 until you find something that does. If nothing seems to have worked, seek help – from your supporter, friend, partner, the person who gave you this booklet or a professional counsellor.

EXAMPLE:



John identified his high risk situations and used the problem solving approach to decide what to do in those situations.

High risk situation A	I use marijuana in the evening to relax when I get home from work in front of the TV.
Brainstormed solutions	I'll sit down and put my feet up when I get home I'll practice my guitar I'll kick the soccer ball around in the park I'll talk to my girlfriend about how the day went I'll go to a friend's place on the way home. I'll use some marijuana to relax myself
Best solutions	Practice my guitar and talk to my girlfriend.
What happened	I played my guitar and I talked to my girlfriend while we had dinner and felt better.
High risk situation B	I smoke marijuana with my friends on the weekend and at parties.
Brainstormed solutions	I won't go to any more parties or see my friends I'll try and do more active things with David and Peter and not just stay at home I'll go to parties with friends who don't use marijuana I'll bring just enough marijuana to parties to have 2 pipes I'll tell David and Peter that I'm thinking of cutting back for a while I'll take all the marijuana I'm offered
Best solutions	At parties only take enough for 2 pipes. With David and Peter be more active and tell them I'm cutting back.
What happened	I only took a small amount to the party and told David and Peter that I wanted to cut down and get fit. We spent the party talking about putting a soccer team together.

20. HOW TO SAY NO

One good way to control your substance use is to say “**NO**” when someone offers you substances.

If you have always said “yes” in the past it can be hard to say that first “no” but once you’ve said it once it becomes easier to refuse the next time. You’ll feel good about yourself too.

A simple **NO THANKS, NOT TONIGHT** can be effective.

Or you can say:



“**NO THANKS**, I’m cutting down.”

“**NO THANKS**, I’m having a rest for a while.”

“**SORRY**, doctor’s orders, but you have some if you want to.”

You might find that people accept you saying no without a problem. If it is a problem for people, and you feel uncomfortable about being asked you might have to leave the situation and recognise that **THIS IS A HIGH RISK SITUATION AND PERHAPS YOU NEED TO AVOID IT.**

21. STICKING TO YOUR GUIDELINES

So far, you’ve written out your substance use balance sheets, your goal and your substance use guidelines. You’ve also looked at your high risk situations and ways to handle them.



NOW YOU NEED TO STICK WITH IT...

22. THESE TIPS WILL HELP YOU.



Keep going over your reasons for wanting to cut down on your substance use. Check your balance sheet to remind yourself why you wanted to make changes.

Regularly check your substance use diary. See how much you are using now compared with before.

Read and re-read your guidelines, especially on substance use days.

Distraction: keep yourself occupied – eg., exercise, housework, movies, yoga, tai chi, enrol in a course, gardening etc.



Every time you resist an old habit you come a step closer to overcoming it. If you feel you've got to use, get busy with something else, quickly. The feeling will pass.

Aim to talk to your supporter every week. Tell them how you are going. Talk about the good things as well as the bad.



Don't give up just because you've had a bad day. Be kind to yourself. Think "I'll do it differently next time". Remember the problem solving approach.

Give yourself a pat on the back and reward yourself with something you enjoy. This could be shopping, going for a walk in your favourite spot, having a bath, listening to music, going out with friends, having a nice meal. Reward yourself often instead of saving up and bingeing on one big reward.



Be kind to yourself even when you think you haven't done very well. Tell yourself that change doesn't happen overnight and be patient. The smallest step in the right direction takes you towards your goal.

23. WHEN THINGS GO WRONG...

It's not the end of the world if you stray from your substance use guidelines. The trick is not to let any extra substance use continue. Get back to those guidelines. Look at what happened. Was this a high risk situation that should be on your list? If so, perhaps you need to think of new ways to cope



If your substance use is getting out of control, get help. Speak to your supporter, your primary health care worker, a friend or a specialist alcohol and other drug service.

Look again at balance sheet 2. Is this the best goal for you? Talk it over with your supporter or a primary care worker. Above all, be honest with yourself.



ITS YOUR CHOICE

24. ALTERNATIVES TO SUBSTANCE USE

For many people, substance use has become a part of their life. It is a habit they feel lost without. But, just as you made a habit in the first place, you can make a new one, step by step.

Every time you stop yourself from following an old substance use habit, you are laying a path to better and safer habits.



You can choose not to use. If so, make your choice easier by finding enjoyable alternatives and non using company.

Many people who use substances say they most want to use when they are trying to cope with uncomfortable feelings about themselves or their lives.

You need to find new ways of coping with your feelings, without substances. Open up – share your feelings with your partner, a friend, your supporter or a counsellor. Look for activities you enjoy doing. Be around people who inspire you. Take courses, read books and listen to music that can help you to safer use and a happier, healthier lifestyle.



25. GUIDELINES FOR SUPPORTERS

Someone close to you – maybe a friend, spouse, or relative, has asked for your support to help them stick to their substance use guidelines.



HOW CAN YOU HELP?

Read through the guide with them. Ask them how they would like you to help them handle risky situations and achieve their goal

They may want to contact you when they are having difficulties sticking to their plan. Let them know where and when they can talk to you.

They might find it helpful to go over their progress with you and discuss any problems. You will encourage them if you congratulate them on their successes. Avoid criticising or blaming if they do slip up.

Arrange to reward the person you are supporting when they stick to their guidelines. This could be cooking them a meal, going to a film, - anything that is special to them.

Remember that changing habits is not easy and there may be times when the person does not stick to their goal. They may need your support in helping them to get back to their substance use guidelines. Help them to see the slip up as a one-off lapse, NOT as a reason to give up on their goal completely.

APPENDIX

COPIES OF THE BALANCE SHEETS, LISTS AND
CHARTS THAT WERE USED IN THIS BOOKLET

You can copy them if you wish.

PROBLEMS RELATING TO MY SUBSTANCE USE



(See page 7 of the booklet)





	Substance	Problem
1		
2		
3		
4		
5		
6		
7		
8		

BALANCE SHEET 1



(See page 10 of the booklet)



	Continuing my present substance use pattern	Reducing or stopping my substance use.
Positives 		
Negatives 		

WEEK 1. WEEKLY SUBSTANCE USE DIARY



(See page 14 and 15 of the booklet)



When, where, who with	Money Spent	Substance(s) used and how much	Wanted to use but didn't*

*If you are cutting down, fill in this column if you felt you wanted to use more than your limit but didn't.
If you are stopping, make a note if you wanted to use but didn't. In either case, write down what you did instead.

WEEK 2. WEEKLY SUBSTANCE USE DIARY



(See page 14 and 15 of the booklet)



When, where, who with	Money Spent	Substance(s) used and how much	Wanted to use but didn't*

*If you are cutting down, fill in this column if you felt you wanted to use more than your limit but didn't.

If you are stopping, make a note if you wanted to use but didn't. In either case, write down what you did instead.

WEEK 3. WEEKLY SUBSTANCE USE DIARY



(See page 14 and 15 of the booklet)



When, where, who with	Money Spent	Substance(s) used and how much	Wanted to use but didn't*

*If you are cutting down, fill in this column if you felt you wanted to use more than your limit but didn't.

If you are stopping, make a note if you wanted to use but didn't. In either case, write down what you did instead.

WEEK 4. WEEKLY SUBSTANCE USE DIARY



(See page 14 and 15 of the booklet)



When, where, who with	Money Spent	Substance(s) used and how much	Wanted to use but didn't*

*If you are cutting down, fill in this column if you felt you wanted to use more than your limit but didn't.

If you are stopping, make a note if you wanted to use but didn't. In either case, write down what you did instead.

WEEK 5. WEEKLY SUBSTANCE USE DIARY



(See page 14 and 15 of the booklet)



When, where, who with	Money Spent	Substance(s) used and how much	Wanted to use but didn't*

*If you are cutting down, fill in this column if you felt you wanted to use more than your limit but didn't.

If you are stopping, make a note if you wanted to use but didn't. In either case, write down what you did instead.

WEEK 6. WEEKLY SUBSTANCE USE DIARY



(See page 14 and 15 of the booklet)



When, where, who with	Money Spent	Substance(s) used and how much	Wanted to use but didn't*

*If you are cutting down, fill in this column if you felt you wanted to use more than your limit but didn't.

If you are stopping, make a note if you wanted to use but didn't. In either case, write down what you did instead.

WEEK 7. WEEKLY SUBSTANCE USE DIARY



(See page 14 and 15 of the booklet)



When, where, who with	Money Spent	Substance(s) used and how much	Wanted to use but didn't*

*If you are cutting down, fill in this column if you felt you wanted to use more than your limit but didn't.

If you are stopping, make a note if you wanted to use but didn't. In either case, write down what you did instead.

WEEK 8. WEEKLY SUBSTANCE USE DIARY



(See page 14 and 15 of the booklet)



When, where, who with	Money Spent	Substance(s) used and how much	Wanted to use but didn't*

*If you are cutting down, fill in this column if you felt you wanted to use more than your limit but didn't.

If you are stopping, make a note if you wanted to use but didn't. In either case, write down what you did instead.

WEEK 9. WEEKLY SUBSTANCE USE DIARY



(See page 14 and 15 of the booklet)



When, where, who with	Money Spent	Substance(s) used and how much	Wanted to use but didn't*

*If you are cutting down, fill in this column if you felt you wanted to use more than your limit but didn't.

If you are stopping, make a note if you wanted to use but didn't. In either case, write down what you did instead.

WEEK 10. WEEKLY SUBSTANCE USE DIARY



(See page 14 and 15 of the booklet)



When, where, who with	Money Spent	Substance(s) used and how much	Wanted to use but didn't*

*If you are cutting down, fill in this column if you felt you wanted to use more than your limit but didn't.
 If you are stopping, make a note if you wanted to use but didn't. In either case, write down what you did instead.

WEEK 11. WEEKLY SUBSTANCE USE DIARY



(See page 14 and 15 of the booklet)



When, where, who with	Money Spent	Substance(s) used and how much	Wanted to use but didn't*

*If you are cutting down, fill in this column if you felt you wanted to use more than your limit but didn't.

If you are stopping, make a note if you wanted to use but didn't. In either case, write down what you did instead.

WEEK 12. WEEKLY SUBSTANCE USE DIARY



(See page 14 and 15 of the booklet)



When, where, who with	Money Spent	Substance(s) used and how much	Wanted to use but didn't*

*If you are cutting down, fill in this column if you felt you wanted to use more than your limit but didn't.

If you are stopping, make a note if you wanted to use but didn't. In either case, write down what you did instead.

" REASONS TO CHANGE MY SUBSTANCE USE "



(See page 17 of the booklet)





1	
2	
3	
4	
5	
6	
7	
8	

BALANCE SHEET 2



(See page 19 of the booklet)



	Cutting down	Stopping completely
Positives 		
Negatives 		

" MY CONTRACT WITH MYSELF "



(See page 22 of the booklet)



I will...	
I will...	
I will...	
I will...	
I will...	
I will...	
I will...	
I will...	

MY "HIGH RISK SITUATIONS" LIST



(See page 26 of the booklet)



1	
2	
3	
4	
5	
6	
7	
8	

MY "SUBSTANCE USE GUIDELINES"



(See page 28 of the booklet)



1	
2	
3	
4	
5	
6	
7	
8	

" HELPFUL TIPS" FOR STICKING TO MY GUIDELINES



(See page 30 of the booklet)



1	
2	
3	
4	
5	
6	
7	
8	