



# THE UNCLASSIFIED

July 2023

INTAKE MANAGER: MICHELLE AXTELL

## WELCOME TO CCIC.

For first timers, please know that we are working hard at making your stay with us as short and safe as possible. There are 10 counselors to help you. There are many moving parts to your intake process, and it might take a while to get it fully done but we want to make sure to get a clear picture of who you are and what your needs are to start you on the right path, thank you for your patience!

For the others, you know the process and we encourage you to be positive role models to the newbies in your community!

If you are still at CCIC 10 days after meeting with your intake counselor, please kyte C.Andretti to make sure your transport request was entered. Thanks!

Thank you!

### Newsletter content:

- Chaplain's corner
- Fourth of July facts
- ODOC general announcements
- Victim service programs info
- Prison tips.
- Self-help corner: Declare your independence from toxic relationships
- The Take a breath corner 😊

if you need **brain teasers** during your stay please:

Kyte Ms. April if you are housed in A & B Units and Ms. Wheeler if you are in O & Q Units.

You can also submit your own poems, short essays, or drawings to be included in our next newsletter, we welcome your submissions and suggestions!

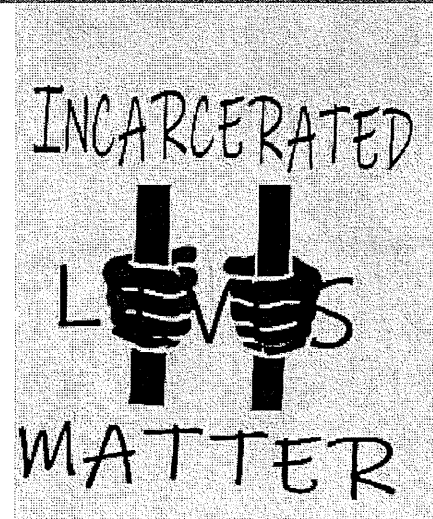
THANKS 😊

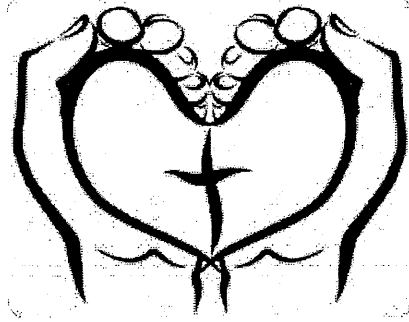


All of you matter to the intake team and we are eager to meet with you and listen to your wants, needs and goals. We might not always give you the answers you want to hear however you will be treated with respect and dignity and we thank you for your patience!

Until we meet enjoy this reading material and start thinking about what purpose you would like this time in custody to serve in your lifeline. We wish you the best.

YOUR INTAKE TEAM





*Greetings from Religious Services! Happy July and Independence Day! As you may know, there are no services or volunteer visits provided for, or religious property available, during your brief stay here at Coffee Creek. These opportunities are available when you arrive at your next institution. However, if you would like to speak to the Chaplain or need a religious resource of some kind, please send Chaplain Melendez a Kyte. Many blessings to you as you grown on your spiritual journey.*

### **Faith-Based Services and Support**

The Oregon Department of Corrections (DOC) provides AICs the opportunity to explore and practice their faith or spirituality, either individually or in a group setting. The department's Religious Services unit actively strives to present itself as open and welcoming to community faith-based groups, to establish a streamlined and consistent system, and to provide AICs with many accessible programs both inside and outside of prison.

### **GENERAL INFORMATION**

**WEDDING RINGS:** Wedding bands are authorized through a facility's chaplain office. The ring should be mailed directly to the chaplain along with a copy of the marriage certificate or domestic partnership paperwork. Please be sure to include the name and SID of the AIC inside the package. Rings must be plain (no stones, special cuts or engravings). If the ring meets department standards, the chaplain will authorize the ring to the AIC. A record of receipt will be forwarded to the AIC's property list

**WEDDINGS:** The Oregon Department of Corrections permits individuals to be married or have a domestic partnership ceremony within its correctional facilities, and AICs may request information about the ceremony from the chaplain at their facility. Officiators and witnesses cannot be Oregon Department of Corrections' chaplains or staff. All guests must be approved for privileged visiting. No food, cameras or special clothing may be brought into the facility for the ceremony.

### **Book Requests at CCIC**

Holy scriptures and other spiritual books are available by request. Once you get to your next institution, you can ask the chaplains there to authorize holy scriptures and/or other religious books for your personal property. If you need something other than books or have general questions about Religious Services in the ODOC while you are here, you can send a kyte to **CCIC Chaplain Melendez**.

### **Chapel Services**

Depending on which institution you transfer to, there may or may not be religious services and activities happening based on current COVID restrictions. If you are interested in attending services, please send a kyte to the chaplains once you arrive and ask what is currently available. No services are held at Intake.

# Fourth of July Facts



The Declaration of Independence was approved by the Continental Congress on the 4th of July, 1776 - now known as Independence Day - and every year Americans honor the 4th of July as the birthday of the United States of America.

## HISTORY

- ❖ In 1775, during the Revolutionary War, very few colonists wanted complete independence from Great Britain.
- ❖ By 1776, hostility against Great Britain increased and radical, revolutionary notions were starting to gain traction.
- ❖ On June 7, 1776, the Continental Congress met at the Pennsylvania State House in Philadelphia and Richard Henry Lee, delegate from Virginia, ushered in a motion calling for the independence of the colonies.
- ❖ Debate spurred and Congress postponed the vote on the resolution.

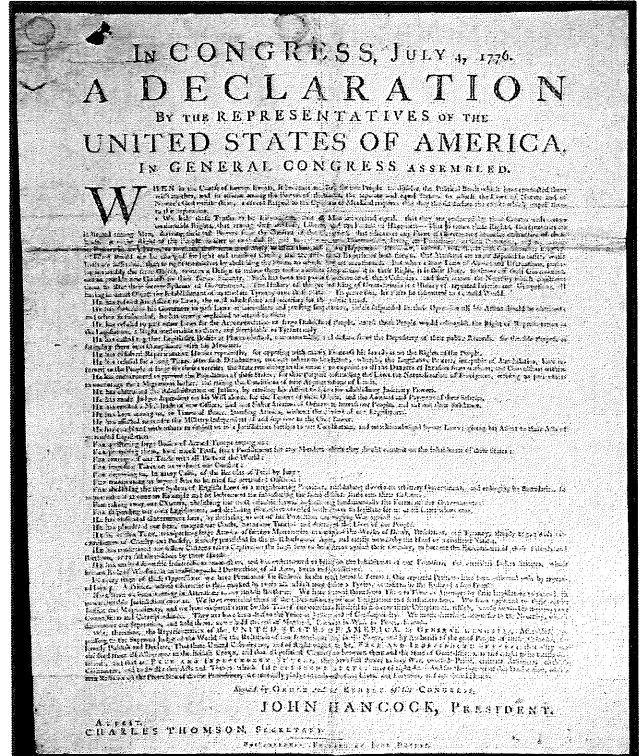


# Fourth of July Facts

- ❖ A committee consisting of Benjamin Franklin, John Adams, Thomas Jefferson, Roger Sherman, and Robert R. Livingston was formed.
- ❖ The committee drafted a statement justifying independence from Great Britain.
- ❖ In a near-unanimous vote, the Continental Congress voted in favor of independence on July 2, 1776.
- ❖ It was on the 4th of July when the Continental Congress officially adopted the Declaration of Independence.
- ❖ The vote for actual independence happened on July 2nd, but the 4th became the Independence Day of the United States because of the formal declaration.

## THE DECLARATION OF INDEPENDENCE

- ❖ The Declaration of Independence is the formal statement adopted by the Second Continental Congress in a meeting that took place in Philadelphia, Pennsylvania on the 4th of July, 1776.
- ❖ The Declaration proclaimed that the Thirteen Colonies in the midst of battle with Great Britain would be regarded as independent sovereign states, free from British sovereignty.
- ❖ The independence of the thirteen states marked the beginning of the formation of the United States of America.



*Declaration of Independence*



# Fourth of July Facts

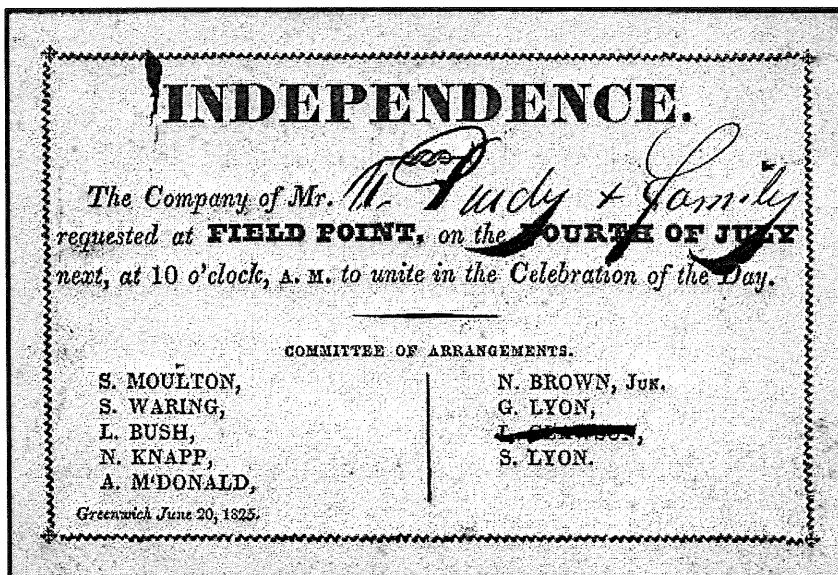
- ❖ The thirteen colonies consisted of Connecticut, Delaware, Georgia, New Hampshire, Massachusetts Bay, Rhode Island, New York, New Jersey, Pennsylvania, Maryland, North Carolina, South Carolina, and Virginia.
- ❖ Prior to being called the Declaration of Independence, it was first referred to as the Lee Resolution, named after Richard Henry Lee.
- ❖ Thomas Jefferson drafted the original Declaration of Independence, upon the persuasion of John Adams of the committee.
- ❖ Congress edited Jefferson's composition and came up with the final version.
- ❖ In the Declaration, Congress explained why they had voted to declare independence from Great Britain, after the American Revolutionary War broke out.
- ❖ Signatures of fifty-six delegates of Congress are affixed on the Declaration.
- ❖ John Hancock as President of Congress presumably signed first on the engrossed copy.
- ❖ After gaining Congress' approval of the final wording of the Declaration on July 4, a copy was sent to be printed in Dunlap broadsides.
- ❖ The original draft can be found in the Library of Congress, in its preserved form with changes made by John Adams and Benjamin Franklin, and notes of Congress.
- ❖ The official signed version is preserved at the National Archives in Washington, D.C.



# Fourth of July Facts

## FOURTH OF JULY CELEBRATIONS

- ❖ In the summer of 1776, a few colonists celebrated Independence Day by conducting mock funerals for King George III, to symbolize the beginning of liberty and end of the monarchy's reign on the United States.
- ❖ Bonfires, parades, music concerts, and the firing of cannons were the usual festivities of Independence Day.
- ❖ The Declaration of Independence was also read in public.
- ❖ Amidst the ongoing war, on July 4, 1777, Philadelphia held the first annual commemoration of independence.
- ❖ On July 4, 1778, George Washington issued twice the usual rations of rum to his soldiers.
- ❖ In 1781, Massachusetts became the first of the states to make July 4th an official state holiday.
- ❖ Americans continued to commemorate the birth of independence even after the Revolutionary war.
- ❖ The festivities allowed a sense of unity among US citizens.



- ❖ By the end of the 18th century, the Federalist Party and the Democratic-Republican Party started holding separate Fourth of July celebrations in major cities.

*Independence Day celebration invitation,  
1825*



### **A Letter from the Corrections Ombudsman:**

In 2022 the Oregon legislature funded an independent Corrections Ombudsman position located in the Governor's Office. One of the primary purposes of this position is to strengthen procedures and practices which lessen the possibility that objectionable corrections actions will occur.

The Corrections Ombudsman has the power: to investigate, on complaint or on the Ombudsman's own motion, any action by the Department of Corrections (DOC) or any employee thereof without regard to its finality. However, pursuant to ORS 423.425, the Ombudsman may decide not to investigate complaints that are trivial, frivolous, vexatious, or not made in good faith, as well as those that are too long delayed or could reasonably be expected to be resolved through a different administrative process.

The position is located within the Governor's Office and is not accountable to and does not report to the DOC in any manner. All communications to the Ombudsman are confidential and no person who files a complaint to the Ombudsman pursuant to ORS 423.400 to 423.450 shall be subject to any penalties, sanctions or restrictions because of such complaint. If any person willfully obstructs or hinders the proper and lawful exercise of the Ombudsman's powers, or willfully misleads or attempts to mislead the Ombudsman in inquiries under ORS 423.400 to 423.450, a Marion County Circuit Court judge, on application of the Ombudsman, shall compel obedience by proceedings for contempt.

Because the modern version of this position is new, it will take some time to establish the office and build the Ombudsman team. While I am processing and replying to all complaints, please be advised that this is a very slow process. **For now, please take the survey below and kyte or write a letter with your answers to the address below.**

1. How many people on your contact list have tried to get validated with the IC Solutions phone system?
2. How many have been successful so far?
3. What stopped them from getting registered (they have a prepaid phone, can't get a credit card, system is too complicated, etc.)
4. How long have you been waiting for someone to get validated (ex. "I haven't talked to my partner in six weeks because they can't get validated).
5. What other DOC issues are important to you?

Please send responses by kyte or letter to:

**Adrian Wulff**

**Corrections Ombuds**

**900 Court St. SE Suite 254 Salem, OR 97301**

**Hotline Number- (833)-685-0842**

Thank you, Adrian Wulff, LPC Corrections Ombuds



# Financial Services

## *Informational Briefing*

### *Savings Options for Adults in Custody*

## What is the Transitional Savings Account (TRSA)?

- Funds in the TRSA are protected from debt/obligation collection and garnishment.
- Established per SB844/ORS 423.105 as a means for AIC's to save funds for release from ODOC custody.
- 5% of each eligible deposit is applied into an AIC's TRSA until the account reaches **\$500**.
- AIC's may elect to transfer funds into their TRSA by submitting a Trust Account Transfer Request form (CD1832) up to \$500.
- AIC's may continue a 5% deduction of their eligible deposits beyond \$500 if court-ordered financial obligations (COFOs) are satisfied.
- Funds in the TRSA are not available to AIC's until reentry into the community (*no exceptions*).

## What is the General Savings Account (GS)?

- Funds in the GS Trust Account are not protected from debt/obligation collection or garnishment.
- Established as an optional means for AIC's to save funds outside of the TRSA.
- AIC's may elect to transfer funds into the GS Trust Account once per calendar month by submitting a Trust Account Transfer Request Form (CD1832).
- Funds in this account are not available until the AIC releases from ODOC custody; an exception may be granted by the CFO or designee per OAR 291 Div. 158.

### *What About External Savings Accounts?*

*AIC's may have accounts with external banking institutions however, ODOC staff are not able to facilitate. AIC's may not have unauthorized money items in their possession (such as checks).*

*Note: Trust Account Transfer Request Forms (CD1832) are available on AIC housing units or through Business Services. If the amount being transferred is excessive, it will be limited. The minimum transfer amount is \$5.00.*

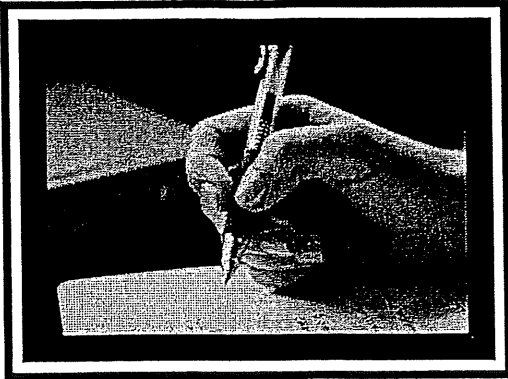
*Please address any questions to Business Services by submitting an AIC communication (available electronically on the tablet).*

## Questions?

*AICs may submit an AIC Communication form to Business Services (electronic communication option preferred & available on the tablet). Friends and Family may submit questions to [dldoctrustinfo@doc.state.or.us](mailto:dldoctrustinfo@doc.state.or.us).*



# VICTIM SERVICES PROGRAMS



## Responsibility Letter Bank

The Responsibility Letter Bank is a structured letter writing process using restorative justice principles that provides Adults in Custody (AIC) with the opportunity to demonstrate responsibility for their crimes and express remorse for the harm they have caused.

The program provides crime victims/survivors with the choice to receive information in a safe manner.

- ◆ AIC's may initiate the process by applying to participate in the program
- ◆ Crime victims/survivors may inquire with Victim Services to find if they have a letter available for them
- ◆ Victims are not contacted about the availability of a letter if they have not registered with the Bank through Victim Services
- ◆ Victims decide whether or not they wish to receive a responsibility letter and whether or not the AIC is informed that the victim received or read the letter
- ◆ Participation does not constitute permission for the AIC to make additional contact
- ◆ Victims may choose to respond to a responsibility letter through the program, however, further correspondence requires the approval to participate in the FDP
- ◆ Letters will be reviewed by the Victim Services Program for appropriateness
- ◆ Accepted AIC letters will be deposited in the Responsibility Letter Bank maintained by Victim Services
- ◆ Letters are voluntary and will not affect an inmate's good time, release date, or post-prison conditions

To request additional information about the Responsibility Letter Bank, send an inmate communication to:

OSCI Residence 3  
Victim Services  
3405 Deer Park Drive SE  
Salem, OR 97310



# Facilitated Dialogue Program

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## What is Facilitated Dialogue?

Facilitated Dialogue is a process involving a victim/survivor of violent crime and the offender who committed the crime. Victims/survivors are able to let the offender know how the crime has affected their lives and ask questions to which they have never been given answers. Not only does the program give crime

victims a chance to meet with the offender, it also allows victims the opportunity to hear the offender recount the crime in his/her own words and accept responsibility. It is an opportunity for the offender to recognize the real person they have hurt and hear from the victim/survivor, the real consequences of the crime. An offender's participation in the facilitated dialogue does not impact his/her sentence or any release considerations.

## A victim/survivor-centered approach

The Facilitated Dialogue Program is a victim/survivor-initiated and victim/survivor - driven process. Victim/survivors must contact the Department of Corrections Victim Services Office to express interest in the program.

All requests for dialogue are carefully assessed by Victim Services in collaboration with an Advisory Committee to determine if the case is appropriate to move forward. The victim/survivor or offender can stop the process at any time if either party does not wish to continue.



## Impacts of Crime on Victims

Below are some impacts that crime may have on victims and survivors. Before you write a letter of responsibility, you may want to consider the impact of your crime(s) on the people you have harmed.

<u>Physical</u>  <b>Trauma to the body:</b> <b>Burns, Black eyes, Broken bones, Bruises, Cuts, Scars</b>  <b>Self-mutilation, Ulcers, Sleeping disorders, Tremors</b>  <b>HIV or AIDS, Sexually Transmitted Disease, Unwanted pregnancy, Cancer and other stress related illnesses</b>  <b>Neglect:</b> <b>Not eating, Alcohol use, Drug use</b>	<u>Emotional</u>  <b>Isolation</b>  <b>New Fears:</b> <b>Night time, Being home, Being out, Being alone, Certain places, Certain items, Child's safety</b> <b>Fear of people of a certain gender, age, ethnicity or role</b>  <b>Depression, Shame, Suicide, Rage, Anger, Insecurity, Sadness, Confusion, Guilt</b>	<u>Financial</u>  <b>Personal out-of-pocket expenses:</b> <b>Medical costs, Funeral costs, Attorney costs, Counseling costs, Travel costs (to and from court)</b>  <b>Replacement of broken/stolen items</b>  <b>Loss of wages</b>  <b>Insurance deductibles and increased premiums</b>  <b>Security Systems / Locks</b>
<u>Social</u>  <b>Social isolation, Withdrawal from normal activities, Withdrawal FROM others, Avoidance BY others, Feeling like an outcast, Loneliness, Feeling intimidated by others, Distrust, Overprotection, Divorce and other fractured relationships</b>	<u>Spiritual</u>  <b>Emptiness, Sadness over loss, Anger over loss, Abrupt change in world view, Questioning personal and community values, Questioning feelings about people: are people good, or are people actually evil, Questioning religious beliefs, Questioning "love", "family", "marriage", etc. (when offense was within that context)</b>	<u>Psychological</u>  <b>Fear of being alone, Fear of being with people, Distrust, Overprotection, Post-traumatic Stress Disorder (PTSD), Depression, Crying outbursts, Inability to sleep or feel clean, Wanting to die, Nightmares, Difficulty with normal personal relationships</b>

**Before writing your letter, ask yourself some questions:**

**Are you ready?** Writing an accountability letter is voluntary. You have nothing to gain except personal growth and insight. The victim may never request to read your letter. Submitting this letter will not affect your custody level, parole eligibility, release date, or conditions of supervision. The process of writing this letter may help you become more honest about yourself and your intentions.

**Do you expect the victim to forgive you?** If you expect forgiveness, you are writing the letter for your own benefit, not the victim's. Do not ask the victim to forgive you, as it places the responsibility on the victim to meet your needs.

**Do you make excuses for your actions?** If you make excuses you have not fully accepted responsibility for your actions.

**Do you blame the victim, others or your circumstances for the crime?** If so, you are not ready to submit a letter.

**Things to consider while writing your letter:**

**Make sure that your handwriting is legible.** If your handwriting is difficult to read, consider typing the letter.

**Avoid long, rambling letters.** It is best to be clear and to the point.

**Do not preach your religious beliefs.** It may be appropriate to tell the victim that your faith is helping you to change your life, but it is not appropriate to try to force your beliefs on the victim.

**Ask for help with writing your letter.** If you are struggling, ask a trusted friend, chaplain or corrections staff person to assist.

**Put your draft letter aside for a while.** When you come back to it later, you may want to make changes.

## Responsibility Letter Cover Sheet

For AIC's submitting a letter of responsibility, please complete this form and return with each apology letter you are submitting.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

SID#: \_\_\_\_\_ Institution: \_\_\_\_\_

Name of Victim: \_\_\_\_\_

Crime you are writing responsibility of: \_\_\_\_\_

\_\_\_\_\_

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**A Victim Services designee shall review your letter of responsibility. The letter will either:**

- a. If accepted, it will be placed in a depository bank. The victim of your offense will read the submitted letter **ONLY UPON THEIR** request to do so.
- b. Be returned to you with constructive comments for improving your letter. Once you have made your revision, you may re-submit your letter for the Victim Services designee to review again.

**Responsibility Letter Bank  
Request to Participate**

Please complete this form for each responsibility letter you are writing.

**NOTE: Do not attempt to contact your crime victim(s) directly.**

Date: \_\_\_\_\_

Your Name: \_\_\_\_\_

SID# \_\_\_\_\_ Institution: \_\_\_\_\_

Crime(s) you are taking responsibility for in the letter:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date(s) and location(s) of the crime(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Crime Victim Information: If the crime victim is not a direct crime victim, please note his/her relationship to the direct crime victim (parent, child, spouse, community, etc.)

Crime Victim's Name	Relationship to Direct Crime Victim
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\_\_\_\_\_

Have you had victim impact programming? (This does not impact your participation)

Yes / No

Your responsibility letter will be reviewed, then the letter will either:

- Be accepted as is and deposited in the Responsibility Letter Bank.
- Be returned to you with constructive comments for improving the letter. Once you have made your revisions, you may re-submit the letter for review again.

**Please submit this form with your apology letter to:**

Victim Services - RLB Program  
2575 Center St NE  
Salem, OR 97301

## Something I Wish I Knew at Coffee Creek

### Dealing with a Difficult Cellmate

Written by AIC Luna, EOCI

It's difficult to live with another person in a small, confined area. It doesn't matter how well you get along with each other or how good of friends you are, if you live with someone long enough you will become annoyed with them at times. Here are some tips on how to develop a good, co-habiting relationship with your cellmate.

#### **Communicate:**

Much harder than it sounds, but communication is key to keeping a good relationship with your cellie. Sometimes it can be uncomfortable; however, it is better to be uncomfortable now than to bottle up your feelings and let them turn into something much bigger. Whatever the issue, take the time to communicate with your cellmate. Most issues can be resolved by communicating in a clear and respectful way.

#### **Set Clear Boundaries:**

Anytime you get a new cellie, or move into a new cell, it is always a good idea to have a conversation right away about your expectations and theirs. **Respect does not look the same to everyone.** For example, if you are the type of person who gets annoyed by water left on the sink, tell your new cellmate ahead of time. It is a much different conversation to say, "I get really annoyed by water left on the sink" than to say "You annoyed me when you left water on the sink." If you have the conversation up front, you are just telling your new cellie things that you find irritating in a general sense. If your cellie has done some of these things already and you are now having the conversation, it can feel more accusatory and confrontational.

Most importantly – listen. As much as you want to be upfront about things you like or don't like, you also want to listen to your new cellie to find out what their tics are.

#### **Make a Plan:**

Understanding each other's schedule will help set expectations, whether it is who is cleaning on what days, cell-time, or even a sleep schedule. Some people keep late hours, some are early risers – this can have an effect on your comfort level if your cellmate is keeping you up all night, or vice versa.

#### **Get a Job:**

When arriving at your next facility, one of the most important things you can do is develop a routine that gets you out of the cell - preferably during the opposite times of your cellmate.

Getting a job is essential. Finding one that keeps you out the cell and preferably off your unit is ideal. While this won't solve all of your problems it can give you a sense of normalcy and purpose.

#### **Don't Sweat The Little Things:**

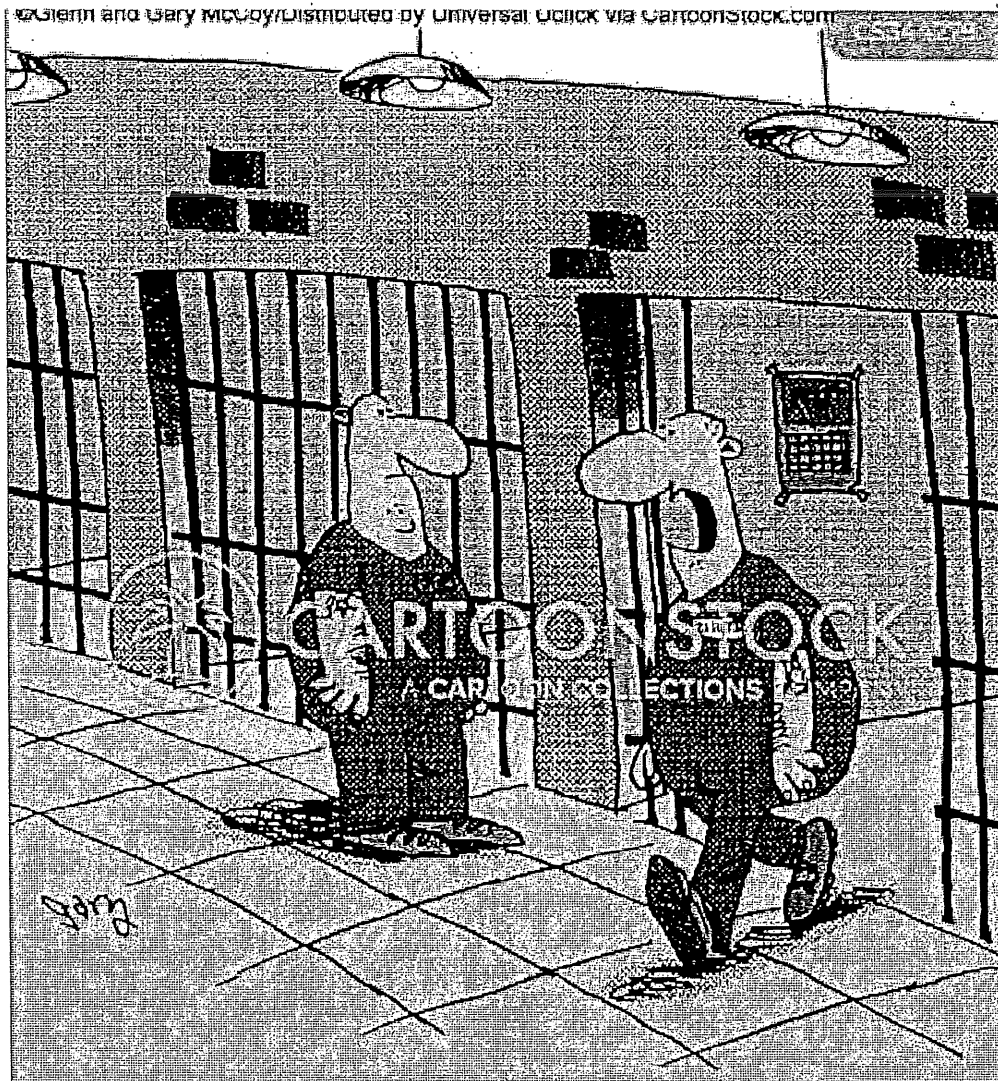
There may be times when your cellie does something that annoys you. Everyone has their tics and what you find annoying might be totally normal to someone else. Before you get frustrated think to yourself, "does this really matter?" Often we get annoyed and irritated by little things that really don't matter. So before you react ask yourself this question and take a minute before you respond.

**Consider That You Are Also Hard to Live With:**

Everyone likes to complain about their cellmate but no one ever thinks they are the problem. Here is a fact: you are the worst cellmate possible for someone out there. Everyone is. Every person is someone else's worst possible cellmate. Instead of looking at what the other person does or doesn't do, take a look at yourself. Are there things you can do better? Are there things you do that you don't find bothersome but that your cellmate might?

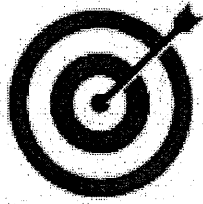
**Don't Be Afraid to Make a Change:**

Sometimes things just don't work out. Maybe you can't handle snoring and you are living with a snorer. It happens. Even the best of friends can sometimes make poor cellmates. It is hard to live with someone in a really small space. There may be times when the best thing to do is part ways and find a new place to live.



"It's a very safe block. I never lock my cell door when I go out."

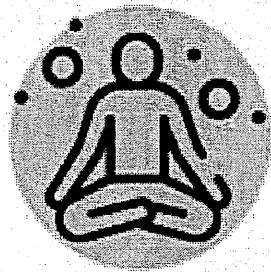




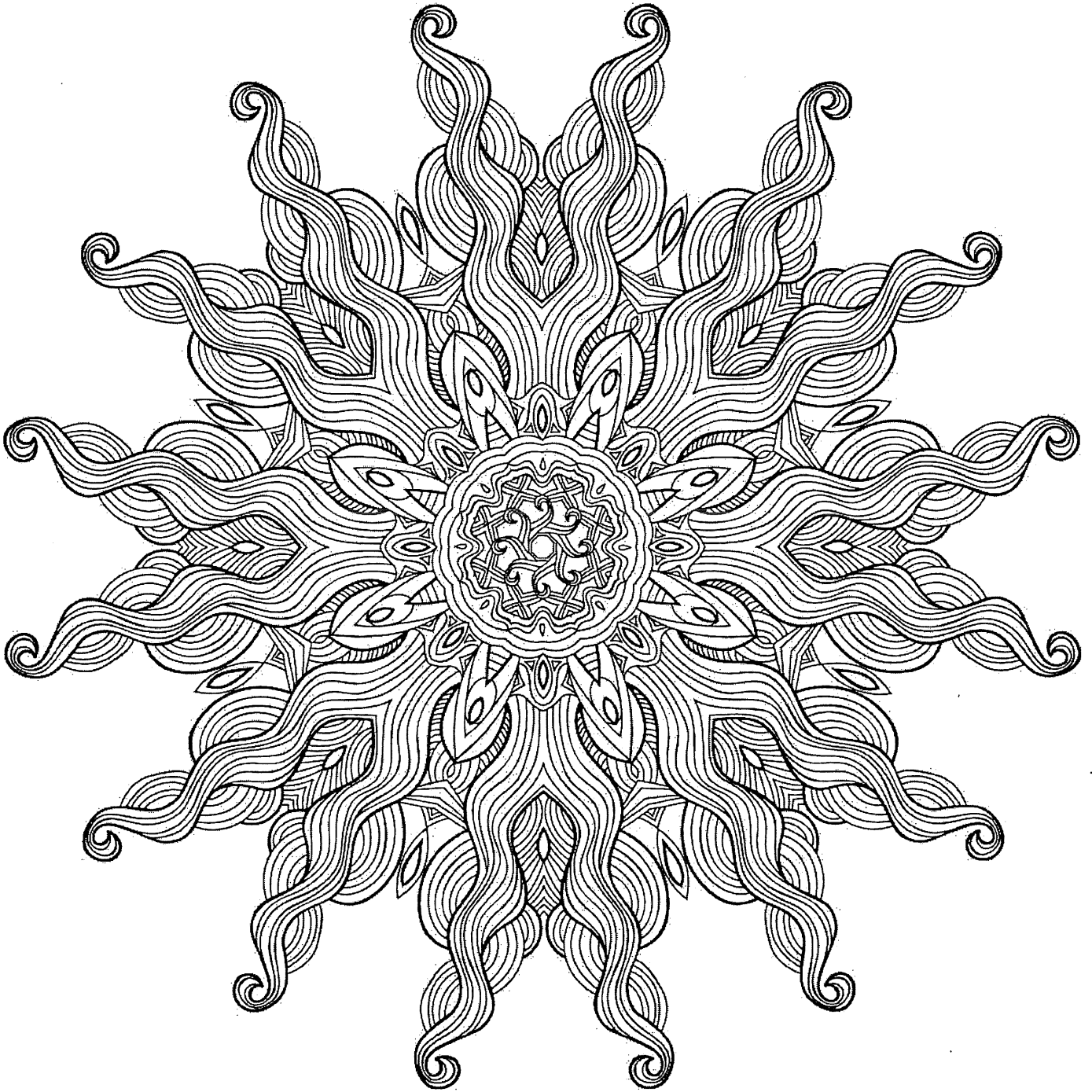
## Self Help Corner

HEALTHY ATTACHEMENT, BOUNDARIES AND MORE!!!!  
DECLARE YOUR INDEPENDENCE FROM TOXIC RELATIONSHIPS!

### AUTOAYUDA



RELACIONES SALUDABLES, LIMITES Y MÁS



Bardo Journey

More coloring pages at  
[mondaymandala.com](http://mondaymandala.com)

# Creating Secure Attachment

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Healthy relationships require the right mix of intimacy and independence. Someone who is insecurely attached often struggles to trust or commit to others. With time and effort, it's possible to feel safe and fulfilled in relationships while remaining your own person. Below are some tips for how to do this:

## Learn about your attachment style

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Learn about the four main attachment styles as well as the associated thoughts and behaviors. This empowers you to spot trends in your relationship history and make a plan to break unhelpful patterns.

## Examine your beliefs about relationships

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Views about relationships tend to get set early in life. For that reason, it's important to investigate what is actually true about your current relationships and abandon outdated beliefs and interpretations.

## Act opposite to your anxious or avoidant style

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If you have an anxious attachment style, try taking small steps toward becoming more independent. If you have an avoidant attachment style, try letting down your guard and initiating intimacy.

## Increase your emotional awareness

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Learning to express and tolerate your emotions makes you better able to accept and empathize with those of your partner. This decreases reactivity and increases attachment security.

## Communicate openly and listen empathetically

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Secure attachment requires communicating in a respectful, open-hearted way. When conflict happens, collaborate with your partner to help each other feel understood and connected, even when you disagree.

## Seek out others with healthy relationships

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If you want to run a marathon, it's helpful to surround yourself with successful runners. In the same way, you can improve your relationships by observing how people with healthy relationships think and behave.

## Minimize stressors

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Stress can worsen attachment issues. Be proactive by committing to self-care, addressing conflict before it escalates, and engaging in calming activities with your partner.

# Creación de vínculos seguros

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Las relaciones sanas requieren una mezcla adecuada de intimidad e independencia. Las personas inseguras suelen tener dificultades para confiar en los demás o comprometerse con ellos. Con el tiempo y esfuerzo, es posible sentirse seguro y realizado en las relaciones sin dejar de ser uno mismo. A continuación le proporcionamos algunos consejos para lograrlo:

## Conozca su estilo de apego

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Conozca los 4 principales estilos de apego, así como los pensamientos y comportamientos asociados. Eso le permitirá detectar tendencias en sus relaciones y hacer un plan para romper patrones poco útiles.

## Analice sus creencias sobre las relaciones

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Las opiniones sobre las relaciones suelen establecerse pronto en la vida. Por eso es importante investigar qué hay de cierto en sus relaciones actuales y abandonar creencias e interpretaciones obsoletas.

## Actúe de forma opuesta a su estilo ansioso o evasivo

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Si usted tiene un estilo de apego ansioso, intente dar pequeños pasos para llegar a ser más independiente. Si su estilo de apego es evasivo, intente bajar la guardia y poner en práctica la intimidad.

## Aumente su conciencia emocional

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Al aprender a expresar y tolerar sus emociones, usted será más capaz de aceptar y empatizar con las emociones de su pareja. Esto disminuye la reactividad y aumenta la seguridad en el apego.

## Comuníquese de forma abierta y escuche con empatía

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Un apego seguro requiere comunicarse de forma respetuosa y sincera. Cuando surja un conflicto, colabore con su pareja para ayudarse mutuamente a sentirse comprendidos y conectados, incluso cuando no estén de acuerdo.

## Busque a otras personas con relaciones sanas

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Si quiere correr un maratón, es útil rodearse de otros corredores exitosos. Del mismo modo, usted puede mejorar sus relaciones observando cómo piensan y se comportan las personas con relaciones sanas.

## Minimice los factores de estrés

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El estrés puede agravar los problemas de apego. Sea proactivo y comprométase a cuidar de sí mismo, abordar los conflictos antes de que empeoren y realizar actividades relajantes con su pareja.

# Tips for Healthy Boundaries



**Personal boundaries** are the limits and rules we set for ourselves within relationships. A person with healthy boundaries can say “no” to others when they want to, but they are also comfortable opening themselves up to intimacy and close relationships.

## **Know your limits.**

Before becoming involved in a situation, know what’s acceptable to you, and what isn’t. It’s best to be *as specific as possible*, or you might be pulled into the trap of giving just a little bit more, over and over, until you’ve given far too much.

## **Know your values.**

Every person’s limits are different, and they’re often determined by their personal values. For example, if you value family above all else, this might lead to stricter limits on how late you will stay at work, away from family. Know what’s most important to you, and protect it.

## **Listen to your emotions.**

If you notice feelings of discomfort or resentment, don’t bury them. Try to understand what your feelings are telling you. Resentment, for example, can often be traced to feelings of being taken advantage of.

## **Have self-respect.**

If you always give in to others, ask if you are showing as much respect to yourself as you show to others. Boundaries that are too open might be due to misguided attempts to be liked by elevating other people’s needs above one’s own.

## **Have respect for others.**

Be sure that your actions are not self-serving, at the expense of others. Interactions should not be about winning, or taking as much as possible. Instead, consider what’s fair to everyone, given the setting and relationship. You might “win”, but at the cost of a relationship’s long-term health.

## **Be assertive.**

When you know it’s time to set a boundary, don’t be shy. Say “no” respectfully, but without ambiguity. If you can make a compromise while respecting your own boundaries, try it. This is a good way to soften the “no”, while showing respect to everyone involved.

## **Consider the long view.**

Some days you will give more than you take, and other days you will take more than you give. Be willing to take a longer view of relationships, when appropriate. But if you’re *always* the one who’s giving or taking, there might be a problem.

# Consejos para los límites saludables



Los límites personales son las reglas que establecemos para nosotros mismos dentro de las relaciones. Una persona con los límites saludables puede decir "no" a los demás cuando quiere, pero también está cómoda con la intimidad y las relaciones cercanas.

## Conozca sus límites.

Antes de involucrarse en una situación, decida qué es aceptable para usted, y qué no. Es mejor ser lo *más específico posible*. De lo contrario, podría caer en la trampa de dar un poco más, una y otra vez, hasta haber dado demasiado.

## Conozca sus valores.

Los límites de cada persona son diferentes, y a menudo son determinados por sus valores personales. Por ejemplo, si su familia es lo más importante para usted, podría ser que usted tuviera límites más estrictos sobre cómo de tarde se quedaría en el trabajo, lejos de la familia. Piense en lo que es más importante para usted, y protéjase.

## Escuche sus emociones.

Si nota sentimientos de incomodidad o resentimiento, no los reprima. Trate de entender lo que dicen sus sentimientos. Por ejemplo, el resentimiento frecuentemente está relacionado al sentimiento de que alguien se ha aprovechado de usted.

## Respétese a sí mismo.

Si siempre consiente a los demás, pregúntese si muestra el mismo respeto a sí mismo que a los demás. Elevar las necesidades de los demás por encima de las propias, permitiendo límites demasiado flexibles, podría corresponder a un intento equivocado de querer agradar.

## Respete a los demás.

Asegúrese que sus acciones no sean egoístas, a expensas de los demás. Las interacciones no deben tratar sobre ganar o tomar todo lo posible. Mejor, considere lo que es justo para todos, según el entorno y la situación. Podría "ganar" a corto plazo, pero a expensas de una relación saludable a largo plazo.

## Sea asertivo.

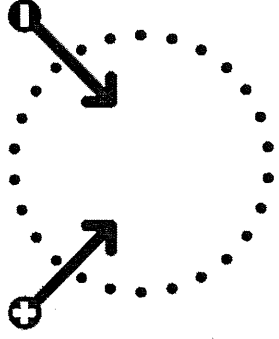
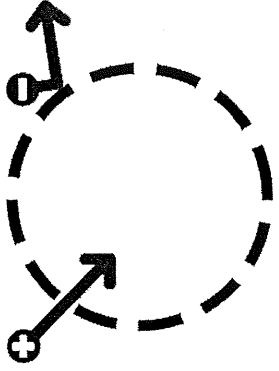
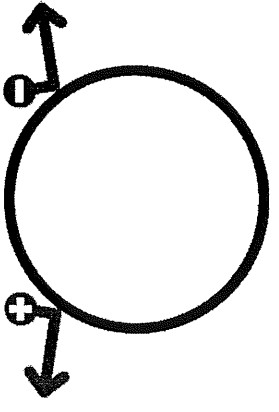
Cuando sepa que es hora de establecer un límite, no sea tímido. Diga "no" respetuosamente, pero sin ambigüedad. Si puede encontrar una solución intermedia mientras respeta sus propios límites, inténtelo. Ésta es una buena manera de suavizar el "no", mientras muestra respeto a todos los involucrados.

## Contemple a largo plazo.

Habrán días que usted dará más de lo que toma, y otros días tomará más de lo que da. Esté dispuesto a invertir en sus relaciones a largo plazo, cuando sea apropiado. Pero, si es *siempre* usted el que da o toma, puede convertirse en un problema.

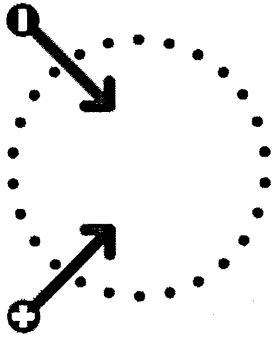
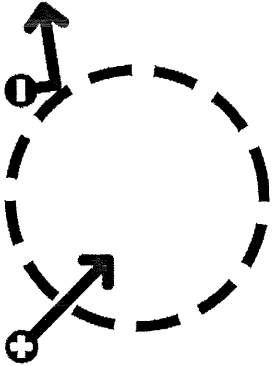
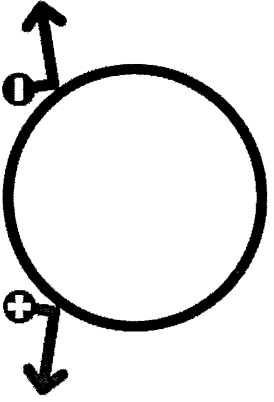
# Boundary Styles

Boundaries define what is acceptable, and what is not, in a relationship. It is possible to have different boundary types in different relationships.

<p><b>Porous Boundaries</b></p> 	<p><b>Healthy Boundaries</b></p> 	<p><b>Rigid Boundaries</b></p> 
Lets almost anyone get close to them	Selective about whom to let in and keep out	Keeps most people at a distance
Overly trusting of others, even strangers	Takes time to build trust with others	Very untrusting of others
Overshares personal information	Shares personal information appropriately	Very guarded with personal information
Has difficulty saying "no" to others	Able to say "no" when needed	Says "no" to others most of the time
Overly involved in others' problems	Supports others without being too involved	Detached from others' problems
Quick to adopt others' opinions	Values both own and others' opinions	Tends to ignore others' opinions
Avoids conflict by giving in to others	Accepts conflict as a normal part of life	Avoids conflict by pushing others away
Does not assert personal values	Stands by personal values, but can adapt	Has inflexible personal values
Communicates passively	Communicates assertively	Communicates aggressively

# Estilos de límites

Los límites definen lo que es aceptable y lo que no en una relación. Es posible tener diferentes tipos de límites en diferentes relaciones.

<p><b>Límites porosos</b></p> 	<p><b>Límites saludables</b></p> 	<p><b>Límites rígidos</b></p> 
<p>Permite que casi cualquiera se acerque a él/ella</p>	<p>Selecciona a quiénes deja entrar y a quiénes no</p>	<p>Mantiene a distancia a la mayoría de la gente</p>
<p>Tiene una confianza excesiva en los demás, incluso en los desconocidos</p>	<p>Se toma tiempo para crear confianza con los demás</p>	<p>Es muy desconfiado con los demás</p>
<p>Comparte demasiada información personal</p>	<p>Comparte la información personal de forma adecuada</p>	<p>Es muy reservado con la información personal</p>
<p>Le cuesta trabajo decir "no" a los demás</p>	<p>Es capaz de decir "no" cuando es necesario</p>	<p>Dice "no" a los demás la mayor parte del tiempo</p>
<p>Se involucra demasiado en los problemas de los demás</p>	<p>Apoya a los demás sin involucrarse demasiado</p>	<p>Se desapega de los problemas de los demás</p>
<p>Adopta rápidamente las opiniones de los demás</p>	<p>Valora las opiniones propias y ajenas</p>	<p>Suele ignorar las opiniones de los demás</p>
<p>Evita el conflicto cediendo a los demás</p>	<p>Acepta el conflicto como una parte normal de la vida</p>	<p>Evita el conflicto alejando a los demás</p>
<p>No afirma sus valores personales</p>	<p>Se mantiene firme en sus valores personales, pero puede adaptarse</p>	<p>Tiene valores personales inflexibles</p>
<p>Se comunica de forma pasiva</p>	<p>Se comunica de forma asertiva</p>	<p>Se comunica de forma agresiva</p>



# Boundary Exploration

Think about a person, or a group of people, with whom you struggle to set healthy boundaries. This could mean that your boundaries are too rigid (you keep this person at a distance), too porous (you open up too much), or there's some other problem that isn't so easily labeled.

**Who do you struggle to set healthy boundaries with?** (e.g. "my husband" or "coworkers")

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In your relationship with the person you listed above, how are your boundaries in each of the following categories? Add a check in the appropriate column for each boundary category.

Boundary Category	Porous	Rigid	Healthy	Other
Physical Boundaries				
Intellectual Boundaries				
Emotional Boundaries				
Sexual Boundaries				
Material Boundaries				
Time Boundaries				

Take a moment to imagine what it will be like when you begin to establish healthy boundaries with this person. If your boundaries are too rigid, that might mean opening up. If they're porous, it might mean setting limits and saying "no" when you don't want to do something.

**What are some specific actions you can take to improve your boundaries?**

**How do you think the other person will respond to these changes?**

**How do you think your life will be different once you've established healthy boundaries?**

# Exploración de los límites

Piense en una persona o en un grupo de personas con las que a usted se le dificulta establecer límites saludables. Esto podría significar que sus límites son demasiado rígidos (usted mantiene a esta persona a distancia), demasiado porosos (usted es demasiado abierto) o que hay algún otro problema que no es tan fácil de identificar.

**¿Con quién se le dificulta establecer límites saludables?** (por ejemplo, "mi esposo" o "mis compañeros de trabajo")

En su relación con la persona que ha mencionado anteriormente, ¿cómo son sus límites en cada una de las siguientes categorías? Marque la columna correspondiente a cada categoría de límites.

Categoría de límite	Poroso	Rígido	Saludable	Otro
Límites físicos				
Límites intelectuales				
Límites emocionales				
Límites sexuales				
Límites materiales				
Límites de tiempo				

Tómese un momento para imaginar cómo sería cuando usted empiece a establecer límites saludables con esta persona. Si sus límites son demasiado rígidos, eso podría significar una mayor apertura. Si son porosos, podría significar establecer límites y decir "no" cuando no quiera hacer algo.

**¿Qué acciones específicas puede tomar para mejorar sus límites?**

**¿Cómo cree que responderá la otra persona a estos cambios?**

**¿Cómo cree que será su vida una vez que haya establecido límites saludables?**

# The Four Horsemen & Their Antidotes

The **four horsemen** are behaviors that escalate conflict and damage a relationship. Over time, these harmful behaviors may become a normal part of communication between partners.

**Antidotes** are skills that replace each of the four horsemen. These skills help resolve conflict and encourage positive feelings between partners.



## Four Horsemen



## Antidotes

### Criticism

Dealing with problems through harsh, blaming, or hurtful expressions of judgment or disapproval.

- Focus is on perceived personal flaws rather than changeable behaviors.
- Often met with defensiveness.

*"This kitchen is a mess. You're such a slob."*

### Gentle Startup

Dealing with problems in a calm and gentle way. The focus is on the problem—not the person.

- Save the discussion for an appropriate time.
- Use warm body language and tone of voice.
- Use "I" statements.

*"I feel frustrated when dirty dishes are left in the sink. Could you please do the dishes tonight?"*

### Defensiveness

Deflecting responsibility for your own mistakes and behaviors, or refusing to accept feedback.

- Making excuses for behavior.
- Shifting blame to your partner.

*"It isn't my fault I yelled. You were late, not me!"*

### Take Responsibility

Own up to your behavior without blaming others.

- Avoid taking feedback personally.
- Use feedback as an opportunity to improve.
- Show remorse and apologize.

*"I shouldn't have raised my voice. I'm sorry."*

### Contempt

Showing anger, disgust, or hostility toward your partner.

- Using putdowns or insults.
- Acting superior to your partner.
- Using a mocking or sarcastic tone.

### Share Fondness & Admiration

Foster a healthy relationship by regularly showing each other respect and appreciation.

- Show affection.
- Recognize your partner's strengths.
- Give compliments.

### Stonewalling

Emotionally withdrawing, shutting down, or going silent during important discussions.

- Often a response to feeling overwhelmed.
- Used to avoid difficult discussions or problems.
- Underlying problems go unresolved.

### Use Self-Soothing

Use relaxation techniques to calm down and stay present with your partner.

- Agree to pause the conversation briefly.
- Use deep breathing.
- Use progressive muscle relaxation (PMR).

# Los cuatro jinetes y sus antídotos

Los **cuatro jinetes** son comportamientos que intensifican el conflicto y dañan una relación. Con el tiempo, estos comportamientos perjudiciales pueden convertirse en una parte normal de la comunicación entre la pareja.

Los **antídotos** son habilidades que sustituyen a cada uno de los cuatro jinetes, ayudan a resolver el conflicto y fomentan los sentimientos positivos entre la pareja.



## Cuatro jinetes



## Antídotos

### Crítica

Afrontar los problemas con expresiones duras o hirientes de culpabilidad, juicio o desaprobación.

- Se enfoca en los defectos personales percibidos, en vez de los comportamientos que pueden cambiar.
- Suele encontrarse con una actitud defensiva.

*"La cocina es un desastre. Eres muy desordenada".*

### Gentileza

Afrontar los problemas de manera tranquila y con gentileza. El enfoque está en el problema—no en la persona.

- Dejar la discusión para un momento adecuado.
- Utilizar un lenguaje corporal y un tono de voz cálidos.
- Hablar en primera persona (yo).

*"Me siento frustrado cuando se quedan los platos sucios en el fregadero. ¿Podrías por favor lavar los platos esta noche?"*

### Defensividad

Desviar la responsabilidad de sus propios errores y comportamientos o negarse a aceptar la retroalimentación.

- Hacer excusas por el comportamiento.
- Pasar la culpa a la pareja.

*"No es mi culpa que haya gritado. ¡Tú llegaste tarde, no yo!"*

### Responsabilidad

Aceptar la responsabilidad de su comportamiento sin culpar a los demás.

- Evitar tomarse los comentarios como algo personal.
- Utilizar la retroalimentación como una oportunidad para mejorar.
- Mostrar remordimiento y pedir disculpas.

*"No debí haber levantado la voz. Lo siento".*

### Desprecio

Mostrar ira, disgusto u hostilidad hacia la pareja.

- Utilizar desprecios o insultos.
- Actuar con superioridad.
- Usar un tono burlón o sarcástico.

### Cariño y admiración

Fomentar una relación sana actuando siempre con respeto y aprecio por la otra persona.

- Demostrar afecto.
- Reconoce los puntos fuertes de la pareja.
- Hacer cumplidos.

### Evasión

Retraerse emocionalmente, cerrarse o guardar silencio durante las conversaciones importantes.

- A menudo es una respuesta al sentirse abrumado.
- Se utiliza para evitar las conversaciones o los problemas difíciles.
- Los problemas se quedan sin resolver.

### Relajamiento

Utilizar técnicas de relajamiento para calmarse y estar presente con la pareja.

- Hacer breves pausas en la conversación.
- Utilizar la respiración profunda.
- Utilizar la técnica de relajación muscular progresiva (PMR).

# Relationship Green Flags

qualities of a healthy relationship

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Every relationship is unique. For example, the way one couple expresses appreciation may be very different from how another couple does so. However, healthy relationships tend to be alike in many ways. These relationship green flags are associated with physical and mental wellness.

## **Appreciation**

You respect and value your partner, and express gratitude often.

## **Balance**

You find happiness in time spent together *and* apart. Some needs are met outside the relationship (through friendships, hobbies, etc.).

## **Commitment**

You are invested in your partner and the relationship. You give the relationship adequate time and energy.

## **Commonality**

You share important goals, beliefs, and values with your partner.

## **Conflict Resolution**

You take responsibility for your actions, and work as a team to solve problems.

## **Effective Communication**

You communicate your own needs and wishes, while respecting those of your partner.

## **Empathy**

You take your partner's perspective and understand their feelings, even if you do not always agree.

## **Honesty**

Your actions align with your words. The thoughts and feelings you express are genuine.

## **Independence**

You have your own interests and goals separate from those of your partner.

## **Intimacy**

You feel close and connected with your partner physically and emotionally.

## **Safety**

You respect your partner's boundaries. You feel safe physically, intellectually (expressing thoughts), and emotionally (expressing feelings).

## **Self-Confidence**

You feel comfortable being yourself in the relationship.

# Banderas verdes de las relaciones

## Cualidades de una relación sana

Cada relación es única. Por ejemplo, la forma en que una pareja expresa su aprecio puede ser muy diferente de la manera en que lo hace otra. Sin embargo, las relaciones sanas suelen parecerse en muchos aspectos. Las siguientes **banderas verdes de las relaciones** están relacionadas con el bienestar físico y mental.

### **Aprecio**

Usted respeta y valora a su pareja y le expresa su gratitud frecuentemente.

### **Confianza en sí mismo**

Se siente cómodo siendo usted mismo en la relación.

### **Compromiso**

Usted está comprometido con su pareja y se involucra en la relación. Le dedica a la relación el tiempo y la energía adecuados.

### **Coincidencias**

Usted comparte objetivos, creencias y valores importantes con su pareja.

### **Resolución de conflictos**

Usted asume la responsabilidad de sus acciones y trabaja en equipo para resolver los problemas.

### **Comunicación eficaz**

Usted expresa sus propias necesidades y deseos, respetando los de su pareja.

### **Empatía**

Usted acepta la perspectiva de su pareja y comprende sus sentimientos, aunque no siempre esté de acuerdo.

### **Honestidad**

Sus acciones están en consonancia con sus palabras. Los pensamientos y sentimientos que usted expresa son genuinos.

### **Independencia**

Usted tiene sus propios intereses y objetivos independientemente de aquellos de su pareja.

### **Intimidad**

Usted siente una cercanía y conexión con su pareja, tanto física como emocionalmente.

### **Seguridad**

Usted respeta los límites de su pareja. Se siente seguro físicamente, intelectualmente (expresando sus pensamientos) y emocionalmente (expresando sus sentimientos).

### **Equilibrio**

Ustedes encuentran la felicidad en el tiempo que pasan juntos y separados. Algunas necesidades las satisfacen fuera de la relación (mediante amistades, pasatiempos, etc.).

# Setting Boundaries



**Personal boundaries** are the limits and rules we set for ourselves within relationships. A person with healthy boundaries can say “no” to others when they want to, but they are also comfortable opening themselves up to intimacy and close relationships.

## Know Your Boundaries

Boundaries should be based on your values, or the things that are important to you. For example, if you value spending time with family, set firm boundaries about working late.

Your boundaries are yours, and yours alone. Many of your boundaries might align with those who are close to you, but others will be unique.

Know your boundaries *before* entering a situation. This will make it less likely you’ll do something you’re not comfortable with.

## What to Say

You always have the right to say “no”. When doing so, express yourself clearly and without ambiguity so there is no doubt about what you want.

“I’m not comfortable with this”

“Please don’t do that”

“Not at this time”

“I can’t do that for you”

“This doesn’t work for me”

“I’ve decided not to”

“This is not acceptable”

“I’m drawing the line at \_\_\_”

“I don’t want to do that”

## What to Do

### Use Confident Body Language

Face the other person, make eye contact, and use a steady tone of voice at an appropriate volume (not too quiet, and not too loud).

### Be Respectful

Avoid yelling, using put-downs, or giving the silent treatment. It’s okay to be firm, but your message will be better received if you are respectful.

### Plan Ahead

Think about what you want to say, and how you will say it, before entering a difficult discussion. This can help you feel more confident about your position.

### Compromise

When appropriate, listen and consider the needs of the other person. You never *have* to compromise, but give-and-take is part of any healthy relationship.

# Setting Boundaries

**Instructions:** Respond to the following practice questions as if you were really in each situation. Think about the language *you* would use to firmly state your boundary.

## ✓ Examples

**Situation:** You notice your roommate has been eating your food in the fridge. You never discussed plans to share food, and don't want them eating what you bought.

**Response:** "I'd like to keep our food separate. If there's something of mine that you want, please ask me before taking it."

**Situation:** Your friend calls you at 11 pm to discuss issues she is having with her boyfriend. You need to wake up at 6 am.

**Response:** "I can tell you're upset. I want to talk to you, but I need to go to bed. Maybe we can talk tomorrow afternoon."

## 🎯 Practice

**Situation:** You invited a friend over for the evening, but now it's getting late. You would like to get ready for bed, but your friend seems unaware of how late it is.

**Response:**

**Situation:** A good friend asks you out on a date. You are not interested in being more than friends. You would like to let them down clearly, but gently.

**Response:**



# Setting Boundaries

**Situation:** You missed several days of work due to a medical condition. When you get back, a coworker asks what happened. You feel this information is personal, and do not want to share.

**Response:**

**Situation:** Your brother asks if you can watch his two young children on Saturday morning. You already have plans.

**Response:**

**Situation:** Your coworker is upset about their recent performance review. They start yelling and slamming their fist on their desk. This is making you very uncomfortable.

**Response:**

**Situation:** A salesperson comes to your door during dinner. You try to politely show disinterest, but they keep giving their sales pitch. You want to get back to dinner.

**Response:**

# "I" Statements

When a person feels that they are being blamed—whether rightly or wrongly—it's common that they respond with defensiveness. "I" statements are a simple way of speaking that will help you avoid this trap by reducing feelings of blame. A good "I" statement takes responsibility for one's own feelings, while tactfully describing a problem.

"I feel *emotion word* when *explanation*."

- ✓ "I feel..." must be followed with an emotion word, such as "angry", "hurt", or "worried".
- ✓ Careful wording won't help if your voice still sounds blaming. Use a soft and even tone.
- ✓ In your explanation, gently describe how the other person's actions affect you.

## Examples

<b>Blaming</b>	"You can't keep coming home so late! It's so inconsiderate."
<b>"I" Statement</b>	"I feel worried when you come home late. I can't even sleep."

<b>Blaming</b>	"You never call me. I guess we just won't talk anymore."
<b>"I" Statement</b>	"I feel hurt when you go so long without calling. I'm afraid you don't care."

## Practice

<b>Scenario</b>	A friend always cancels plans at the last minute. Recently, you were waiting for them at a restaurant, when they called to say they couldn't make it.
<b>"I" Statement</b>	

<b>Scenario</b>	You are working on a group project, and one member is not completing their portion. You have repeatedly had to finish their work.
<b>"I" Statement</b>	

<b>Scenario</b>	Your boss keeps dumping new work on you, with little instruction, and not enough time. Despite working overtime, you're weeks behind.
<b>"I" Statement</b>	

# Establecer límites



Los **límites personales** son las reglas y limitaciones que establecemos en las relaciones. Una persona con límites sanos puede decirle "no" a otros cuando así lo desea, pero también se siente cómoda con la idea de la intimidad y las relaciones cercanas.

## Conozca sus límites

Los límites deben basarse en sus valores o las cosas que sean importantes para usted. Por ejemplo, si usted valora pasar tiempo con su familia, establezca límites firmes respecto a trabajar hasta tarde.

Sus límites son suyos y de nadie más. Muchos de sus límites pudieran asemejarse a los límites de las personas cercanas a usted, pero otros son únicos.

Conozca sus límites *antes* de tener que lidiar con una situación. Así será más probable que usted no acepte hacer algo con lo que no se sentirá cómodo.

## Qué debe decir

Usted siempre tiene el derecho de decir "no". Cuando diga "no", exprese con claridad y sin ambigüedades para que no haya dudas sobre lo que usted quiere.

"No me siento cómodo con esto"

"Por favor no haga eso"

"En este momento no"

"No puedo hacer eso por ti"

"Esto no funciona para mí"

"He decidido que no"

"Esto no es aceptable"

"Para mí el límite es \_\_\_\_"

"No quiero hacer eso"

## Qué debe hacer

### Utilice un lenguaje corporal confiado

Mire de frente a la otra persona, establezca un contacto visual y utilice un tono de voz estable con un volumen adecuado (no muy bajo, pero no muy alto).

### Sea respetuoso

Evite gritar, humillar o aplicar "la ley del hielo". Está bien ser firme, pero su mensaje se recibirá mejor si usted es respetuoso.

### Planee con anticipación

Piense en lo que va a decir y en cómo lo dirá antes de lidiar con una situación difícil. Esto le ayudará a sentirse más cómodo con su argumento.

### Llegue a un acuerdo

Si es apropiado, escuche y considere las necesidades de la otra persona. No tiene que llegar a un acuerdo, pero la negociación es parte de cualquier relación sana.

# Establecer límites

**Instrucciones:** Responda a las siguientes preguntas de práctica como si realmente estuviera en cada situación. Piense en las palabras que *usted* usaría para declarar firmemente sus límites.

## ✓ Ejemplos

**Situación:** Usted se da cuenta de que su compañero de cuarto se ha estado comiendo su comida. Usted y su compañero de cuarto nunca han hablado sobre algún plan para compartir la comida, pero no está bien que él se coma los alimentos que usted ha comprado.

**Respuesta:** "Me gustaría mantener nuestra comida por separado. Si deseas algo de mi comida, por favor pregúntame antes de tomarla".

**Situación:** Una amiga le llama a las 11 pm para platicar sobre algunos problemas que ella está teniendo con su novio. Usted necesita despertarse a las 6 am.

**Respuesta:** "Veo que estás molesta. Me gustaría platicar contigo, pero necesito irme a dormir. Si quieres podemos hablar mañana por la tarde".

## 🎯 Práctica

**Situación:** Usted invitó a un amigo a su casa, pero ya se está haciendo tarde. Usted quiere comenzar a prepararse para la cama, pero su amigo no se ha dado cuenta de lo tarde que ya es.

**Respuesta:**

**Situación:** Un buen amigo la invita a salir en una cita romántica. A usted no le interesa nada más que ser amigos. Usted desea rechazar la invitación de manera clara pero amable.

**Respuesta:**

# Establecer límites

**Situación:** Usted ha faltado al trabajo durante varios días debido a un padecimiento médico. Cuando usted regresa, un compañero de trabajo le pregunta qué ocurrió. Usted considera que esta información es personal y no desea hablar al respecto.

**Respuesta:**

**Situación:** Su hermano le pregunta si usted puede cuidar a sus dos hijos pequeños el sábado por la mañana. Usted ya tiene planes para hacer otra cosa.

**Respuesta:**

**Situación:** Su compañero de trabajo está molesto por los resultados de una evaluación del desempeño reciente. El comienza a gritar y a golpear sobre el escritorio con los puños de las manos. Esto hace que usted se sienta muy incómodo.

**Respuesta:**

**Situación:** Un agente de ventas toca la puerta mientras usted está comiendo. Usted trata de mostrar amablemente su falta de interés, pero la persona no deja de hablar. Usted desea seguir comiendo.

**Respuesta:**

# Declaraciones "Yo"

Cuando una persona siente que está siendo culpada, ya sea correcta o incorrectamente, es común que responda con una actitud defensiva. Las **declaraciones "Yo"** son una forma de hablar que te ayudarán a evitar esta trampa al reducir los sentimientos de culpa. Una declaración "Yo" asume la responsabilidad de nuestros propios sentimientos, mientras describe con tacto un problema.

"Me siento *palabra emotiva* cuando *explicación*."

- ✓ "Me siento..." debe seguirse con una palabra emotiva, como "enojado", "herido" o "preocupado".
- ✓ Una redacción cuidadosa no ayudará si tu voz suena acusadora. Usa un tono suave y uniforme.
- ✓ En tu explicación, describe amablemente cómo te afectan las acciones de la otra persona.

## Ejemplos

<b>Acusador</b>	"¡No puedes seguir llegando a casa tan tarde! Es tan desconsiderado."
<b>Declaración "Yo"</b>	"Me siento preocupado cuando llegas tarde a casa. Ni siquiera puedo dormir."

<b>Acusador</b>	"Nunca me llamas. Supongo que ya no hablaremos más."
<b>Declaración "Yo"</b>	"Me siento dolido cuando pasas tanto tiempo sin llamar. Me temo que no te importa."

## Práctica

<b>Acusador</b>	Un amigo siempre cancela planes a último minuto. Recientemente, lo estabas esperando en un restaurante cuando llamó para decir que no podía llegar.
<b>Declaración "Yo"</b>	

<b>Acusador</b>	Estás trabajando en un proyecto de grupo y un miembro no está completando su parte. En repetidas ocasiones has tenido que terminar su trabajo.
<b>Declaración "Yo"</b>	

<b>Acusador</b>	Tu jefe sigue dándote nuevos trabajos con poca instrucción y sin suficiente tiempo. A pesar de trabajar horas adicionales, estás semanas atrasado.
<b>Declaración "Yo"</b>	

## The 5 minute refresh meditation

So go ahead and get into a comfortable position,

Close your eyes and bring your attention to your breath

Letting go of everything happening around you...

All the activity from the day...

All the thoughts swirling around...

All the physical sensations you might be feeling...

And simply focus on your inhale...and your exhale.

### **PAUSE...**

Take a deep breath in...

And as you exhale, drop into relaxation...

Lowering your shoulders,

Softening your cheeks,

Relaxing your arms and your legs...

And allow your body to be rooted in this moment with your breath.

Soft, yet solid.

Relaxed, yet aware.

### **PAUSE...**

As you breathe normally, I want you to imagine that every breath in is cleansing you, clearing space that is taken up by emotions or physical sensation. And every breath out is exhaling those emotions or physical sensations out of your body.

Breathing in, clearing space.

Breathing out, letting it go.

### **PAUSE...**

And now inhale deeply into your belly, feeling your body expand with rejuvenating energy.

And exhale all the way out.

And one more deep breath in, feeling the cleansing inhale refresh you,

And exhale everything else out.

Now bring your breathing to its normal rhythm...

And feel as your body vibrates softly with a cool, fresh energy.

# Meditation Recourses



**HKF provides free books and newsletters to those who are incarcerated and to prison/jail staff members. To request free books for yourself or others, please send the complete name and mailing address to**

**PO Box 61619,  
Durham NC 27715**

## **Our Books**

- We're All Doing Time* by Bo & Sita Lozoff (also available in Spanish)**
- Finding Freedom: Writings from Death Row* by Jarvis Jay Masters**
- When Things Fall Apart* by Pema Chödrön (also available in Spanish)**
- The Untethered Soul* by Michael Singer**
- Finding God Within: Contemplative Prayer for Prisoners* by Chaplain Ray Leonardini (also available in Spanish)**
- Deep & Simple* by Bo Lozoff**
- Lineage & Other Stories* by Bo & Sita Lozoff**
- Nine Paths to Forgiveness: Understanding Ourselves and Others* by Chris Canfield**
- Just Another Spiritual Book* by Bo & Sita Lozoff**
- Una Vida Sagrada* by Bo Lozoff**