

WEEK 2

MEMORY SKILLS AND GOAL SETTING

GOALS/OBJECTIVES:

To increase group member understanding of the difficulties related to attending to and utilizing information following a TBI, and to increase their knowledge of strategies to use that will aid memory and goal-setting skills.

- Members will discuss the new information and practice within the group
- Members will utilize the new memory skills to plan for the week ahead

TIME:

Allow 1.5 hours for the session.

NUMBER OF PARTICIPANTS:

A minimum of four participants is recommended.

WEEK 2

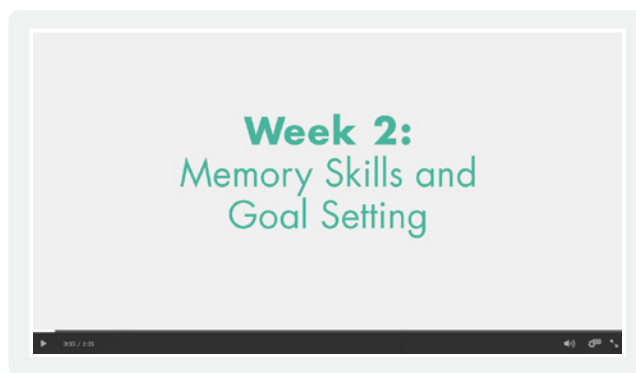
PREPARATION



VIDEO

Watch the following video:

<https://youtu.be/AJC-oc5baP4>



PRINT HANDOUTS

- Practical Memory Strategies
- Progressive Muscle Relaxation Script
- S.M.A.R.T. Goals Defined and S.M.A.R.T. Goals Log
- Take Home Impressions

These handouts can be found in the handout section for this week, the facilitator's guide will indicate when these should be referenced.

Below is a link to a Fact Sheet entitled "Memory and Traumatic Brain Injury" (MSKTC, 2016), which should be printed by the facilitator and handed to participants as a handout where indicated.

http://www.msktc.org/lib/docs/Factsheets/TBI_Memory.pdf



WRITE

Write the following learning objectives on the white board for reference throughout the treatment group:

- Structure and topic
- Homework review
- TBI and Memory
- Break
- Introducing S.M.A.R.T. Goals (25-30 minutes)
- Discussion: developing a S.M.A.R.T. Goal and S.M.A.R.T. Goal Log
- Reflection/Homework

Note: *The "Break" section of this group asks the facilitator to utilize the Progressive Muscle Relaxation exercise featured in Module One; please see Module One for this document. It is not necessary to print copies of this for each participant, as the facilitator will be using the handout to verbally lead the exercise while the group members practice the exercise.*

WEEK 2

INTRODUCTORY ACTIVITIES

ESTABLISH GROUP RULES

5 MINUTES

Now we are going to review the rules that we will follow throughout the duration of this treatment group. If you have any questions about any of the group rules, I can help to clarify what is meant by that rule.

- 1. Confidentiality:** The information we discuss in this group is private, and members are expected to keep it that way. What is discussed in the group may be highly personal at times, and should not be discussed outside of the group.
- 2. Respect:** Give your attention and consideration to your fellow participants, and they will do the same for you. Examples of respectful behavior include: Not talking over each other and paying attention to the person talking (listen, don't just wait for your turn to talk). Encouraging each other by responding to each other in a positive manner. *Have the participants give other examples of how to show respect, and add those to the list as desired.*
- 3. Participation:** You are expected to take part in the discussion and contribute to this group. The pace of this group, however, may limit some participation. Often individuals who have TBI struggle to stay on topic. Let's briefly discuss one way that the group leader(s) can signal you if you are off topic and/or when we need to wrap up discussion and move on.

Note: Ask the group participants what other rules they believe should be in place, and add them to the list if they are applicable and constructive rules that are agreed upon by most or all the group members. It may be helpful to write the group rules on the board, or to create a written list on a large sheet of paper that may be posted in the group room for easy reference. Be sure to communicate to participants the expectations you have for their behavior (for example, how you would like people to excuse themselves from the group if a break becomes necessary, how the group should handle conflicts among group members, etc.). Setting these specifics out ahead of time will help to avoid confusion when these situations inevitably occur.



DISCUSSION PROMPT

What other rules does the group want to establish?



ICE BREAKER AND INTRODUCTION

5-10 MINUTES

Facilitator can utilize one or both of the below Icebreakers to warm up the group and build rapport. The facilitator should participate in the Icebreaker by sharing their responses as well as soliciting responses from participants.

- What is your favorite movie or television show, and why?
- If you could only eat one candy or dessert for the rest of your life, which dessert would you choose?

Review Take-Home Impressions Form

- During the past week, have you done anything differently because of what you learned in previous groups? If so, please describe what you did.
- Were you able to use your new strategies/skills in any way? Please describe your experience.



EXPLAIN THE NATURE AND PACING OF THE GROUP

2-5 MINUTES

- Because we only have an hour and a half for each group meeting, it is important that we cover everything that is necessary.
- Today, I will guide you through several topics about memory skills and goal setting. We will discuss how TBI affects memory, and how it may have affected your own memory since your injury.
- Also, we will discuss the importance of goal setting and how established goals can assist you in your ongoing treatment.

- Lastly, we will discuss and review some practical memory skills to assist you with some difficulties in memory. Specifically, we will discuss the concept of S.M.A.R.T. goals and practice developing a specific S.M.A.R.T. goal that you would like to achieve in your treatment.
- **Important:** To get through all the material, I will be keeping us on point by giving reminders when that section's time is almost up. If we are off-topic, I will redirect you to the relevant topic. If you would like to continue to discuss the topic that I redirected you from, please let me know after group so that we can discuss it at greater length. If necessary, we'll use the signal we agreed upon earlier to wrap up discussions.



DISCUSSION PROMPT

Do you have any questions?



HOMework REVIEW

5-10 MINUTES

Last week, you were asked to work on recognizing your TBI symptoms by using the Symptom Recognition Log and, you were asked to share your experiences within this group with your Support Person.

- How did it go?
- What were some challenges?
- Do you feel you were successful?

Note: *If participants have not completed the previously assigned homework, please ask the following question:*

- *What led to your decision to not complete the assignment?*
- *What will you need to do differently this week so that you are able to complete your homework assignment from this group? (Reminders, write a note, etc.)*

WEEK 2

CONTENT

TBI AND MEMORY

5-15 MINUTES

Briefly, discuss how TBI affects memory.

- How can TBI affect memory? (Examples include: entering a room and forgetting why you went in there, becoming distracted in the middle of tasks and failing to complete them, being unable to remember the name of a new friend, failing to remember to complete a task you were asked to complete earlier that day, not being able to remember appointments or conversations).

Facilitator should hand out the MSKTC (2016) fact sheet handout and read through it with the participants (use the following link to obtain the handout: http://www.msctc.org/lib/docs/Factsheets/TBI_Memory.pdf), then, ask the following questions of the group:

- Do some of these symptoms present themselves in your daily life?
- Does anyone want to share some personal examples of experiencing these symptoms?

Because TBI can influence your ability to remember information, we are going to review some practical skills that you can use to help you remember information better. *Facilitator should pass out the handout on Practical Memory Strategies which can be found in the handout section for this week.*

Take a few minutes to look over the memory strategies suggested on this handout. *Facilitator may want to read them aloud, as some participants may have difficulty reading.*

Allow participants approximately two minutes to review this handout before continuing.

- Do any of you use any of these strategies already?
- Which strategies do you use?
- How have they been effective?
- How often did you have to practice them?

After asking these process questions, review the remainder of the Practical Memory Strategies handout with the participants to ensure understanding of the material.

Emphasize the importance of establishing a routine of using these strategies in their daily lives. Also, emphasize the importance of writing down information that is essential to remember.

- What are some things that might get in the way of you using these strategies?

Note: *Some participants may not be fully competent at writing, in which case they should be encouraged to ask their support person for help in creating reminder notes or other memory aids.*

BREAK

5 MINUTES

Now we are going to take a five-minute break. During this break, we are going to practice a stress management technique that you can use when you are feeling angry or stressed.

- *Progressive muscle relaxation (found in the handouts section for this week).*



INTRODUCE THE TOPIC OF GOAL SETTING

25 MINUTES

Prior to beginning this treatment group, you each met with a clinician discuss the results of your symptoms questionnaire. As we discussed during that brief meeting, we will attempt to individualize this treatment group for each of you to focus on the recommendations suggested by your individual results.

Please take out your symptoms questionnaire. For the next 25 minutes, we will use the information you got as feedback to help us determine goals for you throughout the course of this group. During this section, the goal will be to decide the ways in which each group member will measure their progress throughout the treatment group. Everyone's goal will be different; keep your mind on your own goal!

- For example, if a group member has an identified deficit in short term memory it may be suggested that the client utilize a notebook throughout the treatment group to record information that they will need to recall later. Additionally, it may be suggested that they act as a self-advocate to request additional time from the group facilitator or other participants to allow for more time to record the information.
- **Important:** The over-arching purpose of this treatment group is to empower the participants and instill a sense of self-advocacy in them as they transition into other settings. Emphasize that the goals they outline for themselves should feel empowering to them.



INTRODUCE S.M.A.R.T. GOALS

25-30 MINUTES

Facilitator should pass out S.M.A.R.T. Goals handout (found in the handout section for this week).

- Discuss goal setting and the importance of learning skills to help set goals.
 - How do each of you define "goals?"
- A goal is an observable and measurable end result that you intend to achieve or accomplish. A well-planned goal also includes some sort of timeframe.
 - What are the most important parts of that definition?

WRITE what the participants identify as the most important aspects of that definition on the white board.

- Why do you think goals are important?
Allow participants some time to process this question in group discussion.
- Goals help us to focus our energy, form plans, live a purpose-centered life, and give us a feeling of accomplishment.
 - Sometimes we say that we have specific goals, but they are not defined well.
 - For example, I could say that my goal is to become rich and that is it.
Why is that a poorly defined goal?

WRITE examples that the participants state on the white board, and begin to organize them into the components of S.M.A.R.T. goals.

If participants struggle with determining why this is a poorly defined goal, begin emphasizing the aspects of S.M.A.R.T. goals. Explain the domino theory of goal setting: Using this strategy, goals are like dominoes. Our pathway is defined by how we set up our own personal dominoes. Advantages of this method of goal setting are that it is a mindful approach focused on process over outcome and gain over blame.

- Some questions you might ask yourselves are: But how do you set up these dominoes and establish goals? What goals are worth establishing?
 - Questions like these are why we are going to review how to make S.M.A.R.T. goals.

- Now we are going to be discussing the setting of S.M.A.R.T. goals.
Pass out the S.M.A.R.T. Goals handout.
- S.M.A.R.T. is an acronym that stands for
 - S** – specific (significant, stretching)
 - M** – measurable (meaningful, motivational)
 - A** – actionable (agreed upon, attainable,, acceptable)
 - R** – realistic (relevant, reasonable, rewarding)
 - T** – time-based, (timely, tangible, trackable)
- **EXPLAIN:** This style of goal setting helps identify certain aspects of goals so you can achieve them. For example, say your goal was to one day run a marathon. You know it is going to take a lot of little steps to achieve that big, final goal. If you were going to set out to train for a marathon, you would start by breaking down the steps you need to take to get there into smaller, S.M.A.R.T. steps. Instead of your goal being just to “run a marathon,” which would be very difficult to accomplish right off the bat, your first S.M.A.R.T. goal could be, for example, “Go for a two mile run three days this week.” This is a S.M.A.R.T. goal because it is Specific (you know exactly what you need to do), Measurable (you will know if you did run on three days or not and how far you ran), Attainable (you know you are capable of going on a run three times in one week), Realistic (you have the time and ability to do it), and Time-bound (the goal takes place only within the next week). At the end of that first week, you will know if you met or did not meet that first S.M.A.R.T. goal step towards running the marathon, and you can make your next week’s goal based on how the first S.M.A.R.T. goal went.
- **Setting S.M.A.R.T. goals** is important because they break down big goals into smaller pieces that are less discouraging and intimidating. If you set out to climb a huge mountain, standing at the base and staring up at the top could easily make you feel discouraged and overwhelmed. Think of S.M.A.R.T. goals as something that will help you look only at your feet on the path up the mountain, not at the mountain itself. Once you start seeing the journey up the mountain not as a crazy climb to the top, but as putting one foot in front of the other at a pace you can manage, it becomes a lot easier to believe you can climb the mountain!

WEEK 2

GROUP ACTIVITY



S.M.A.R.T. GOAL DEVELOPMENT

5 MINUTES

Now you will have the opportunity to practice what you just learned. You will have about five minutes to set one specific S.M.A.R.T. goal that you would like to complete, and then you will share it with the group. When we discuss our S.M.A.R.T. goals, we will provide each other with constructive feedback.

Here are some suggestions for developing a well-defined goal:

- Write out a short list of beliefs and/or values that are most important to you.
- Now, think of various goals that you are considering for yourself over the next year.
- Narrow your list down to those goals that most closely match your beliefs and values (our beliefs and values tend to be motivators for us, so matching goals and values is a good way to increase your odds of success). Ask yourself, “What small thing can I do THIS WEEK to start myself on the path towards this goal?” That small thing will become your first S.M.A.R.T. goal. Once you meet the first goal, create a new S.M.A.R.T. goal to guide you through the next step toward your big goal!

WEEK 2

REFLECTION/ HOMEWORK



10-15 MINUTES

For homework this session, I would like to you complete two tasks.

1. Facilitator should pass out the “Take Home Impressions” handout (found in handout section for this week, see below). Please take your time and complete this worksheet, because it will help you to reflect on what you learned in this session. Please bring it with you to our next meeting and share your responses with your group leader.
2. For our next meeting, I would like you to use the SMART Goals Log and the information you learned about SMART goals today to set at least one new goal for yourself. Facilitator should pass out “SMART Goals Log” handout (found in handout section for this week, see below). Use this sheet to help you create S.M.A.R.T. goal(s) and start working on meeting those goals. Review your goal(s) with your designated support person. Encourage your support person to help you stay on task with your goals over the course of the next few weeks. Be prepared to discuss the next time we meet.



DISCUSSION PROMPT

Do you have any questions?

WEEK 2

HANDOUTS

PRACTICAL MEMORY STRATEGIES

PROGRESSIVE MUSCLE RELAXATION SCRIPT

S.M.A.R.T. GOALS DEFINED AND S.M.A.R.T. GOALS LOG

TAKE HOME IMPRESSIONS

PRACTICAL MEMORY STRATEGIES

EXTERNAL MEMORY AIDS

Limits the work that the memory has to do and creates reminders.

- Dates and datebooks
- Notebooks
- Lists
- Alarm clocks
- Calendars
- Wall charts
- Post-it notes
- Utilize technology - apps and tools
- Photo albums and cameras

ESTABLISHING A ROUTINE

Following a daily routine can help you get used to your responsibilities and expectations. This helps reduce the reliance on memory and increase your ability to remember tasks.

- Make a list of daily activities and keep it visible.
- Use charts, pictures, and noticeboards for daily events.

ADAPT THE ENVIRONMENT

Changing your environment so as to rely less on your own memory.

- Keeping paper/notepad handy to write down important information and messages.
- Picking a specific place to put important things such as glasses, notepads, lists. Always putting these back in that place.
- Keeping important things on you with a lanyard or pockets.
- Labeling perishable food with the date it was opened.

COMBINING SEVERAL STRATEGIES

It is often helpful to utilize a combination of multiple aids and strategies. This can cover multiple problem areas and create a system which is specific and useful for you.

Can you think of some examples of doing this?

PROGRESSIVE MUSCLE RELAXATION SCRIPT

This script is designed to be read out loud by the leader of this exercise. If you are planning to practice alone, read through the script ahead of time to become familiar with the content and process. The reading of the script will be difficult during the practice of Progressive Muscle Relaxation (PMR), but exact adherence to the script is not necessary. Once you are familiar with the exercise, feel free to modify it to fit your specific needs and comforts.

- 1 Find yourself a quiet place to relax, a place where you feel safe and are least likely to be disturbed by the sounds or presence of others. This is your time...a time for complete and utter relaxation.
- 2 For this relaxation, you can either sit or lie down. Just make sure that you are warm enough, and that you are reasonably comfortable. Let your hands rest loosely in your lap, or by your side. Now close your eyes.
- 3 Become aware of your breathing, and notice how your abdomen rises and falls with each breath...
- 4 Now take a long slow deep breath in through your nose, all the way down into your stomach. Hold the breath for just a moment, and then exhale through your mouth. Allow your breath to carry away all stress and tension as the air floods out of your lungs.
- 5 Take another slow breath in through your nose. Fill your lungs completely. Hold it for a moment...and release the breath through your mouth. Empty your lungs completely.
- 6 Take a third deep breath in. Hold it for a moment, and then let it go.
- 7 Feel that your body has already undergone a change. The tension in your body has begun to loosen and subside.
- 8 Now let your breathing rhythm return to normal...and relax....
- 9 During this relaxation, I will ask you to tense various muscles throughout your body. Please do this without straining. You do not need to exert yourself, just contract each muscle firmly but gently as you breathe in. If you feel uncomfortable at any time, you can simply relax and breathe normally.
- 10 Bring your awareness to your feet and toes. Breathe in deeply through your nose, and as you do, gradually curl your toes down and tense the muscles in the soles of your feet. Hold your breath for just a few seconds and then release the muscles in your feet as you breathe out. Feel the tension in your feet wash away as you exhale. Notice how different your feet feel when tensed and when they are relaxed.
- 11 Take another deep breath in again, tense the muscles in the soles of your feet and hold this position for a few seconds.
- 12 Now release. Feel yourself relaxing more and more deeply with each breath. Your whole body is becoming heavier, softer and more relaxed as each moment passes.

- 13 Take a deep breath in, and tense the muscles in your thighs. Hold for just a moment, and then release everything. As you do this, the blood flow to your muscles increases, and you may notice a warm tingling sensation. Enjoy this feeling of soothing relaxation in your thighs.
- 14 Again, breathe in deeply and tighten your thigh muscles. Hold for a moment. Now release. Focus on letting your muscles go limp and loose.
- 15 Draw in a nice deep breath and gradually tighten the muscles in your buttocks. Hold this contraction for a few seconds, and then release your breath. Feel the tension leaving your muscles. Feel them relaxing completely.
- 16 Once more, breathe in deeply and tighten the muscles in your buttocks. Hold for a moment. Now release them. You are becoming more and more deeply relaxed.
- 17 Take another breath, and this time, gradually tighten all the muscles in your legs, from your feet to your buttocks. Do this in whatever way feels natural and comfortable to you. Hold it...and now release all these large strong muscles. Enjoy the sensation of release as you become even more deeply relaxed.
- 18 Now bring your awareness to your stomach. Draw in a nice deep breath and then tighten these muscles. Imagine you are trying to touch your belly button to your spine. Now release your breath and let your muscles relax. Notice the sensation of relief that comes from letting go.
- 19 Once again, draw in a deep breath and then tighten your stomach muscles. Hold for a few seconds... and then let them relax as you exhale and release all tension.
- 20 Bring your awareness to the muscles in your back. As you slowly breathe in, arch your back slightly and tighten these muscles.... Now release your breath and let your muscles relax.
- 21 Again, draw in a deep breath and then tighten your back muscles. Hold for a few seconds...and then let them relax and release.
- 22 Now give your attention to your shoulder muscles and the muscles in your neck. As you slowly draw in a nice deep breath, pull your shoulders up towards your ears and squeeze these muscles firmly. Now breathe out completely, and allow your contracted muscles to go loose and limp.
- 23 Again, pull your shoulders up towards your ears and squeeze these muscles firmly.
- 24 Now feel the tension subside as you relax and breathe out.
- 25 Feel the heaviness in your body now. Enjoy the feeling. Feel yourself becoming heavier and heavier. Feel yourself becoming more and more deeply relaxed. You are calm, secure, and at peace.
- 26 Now it's time to let go of all the tension in your arms and hands. Let's start with your upper arms. As you breathe in, raise your wrists towards your shoulders and tighten the muscles in your upper arms. Hold that breath and that contraction for just a moment...and then gently lower your arms and breathe all the way out. You may feel a warm, burning sensation in your muscles when you tighten them. Feel how relaxing it is to release that tightness and to breathe away all the tension.

S.M.A.R.T. GOALS DEFINED



- **Specific**
Clear, concise, tangible



- **Measurable**
Dollars, volume, time, experiences



- **Actionable**
You can do something to actually make this happen



- **Realistic**
50% realistic is fine



- **Timed**
Deadlines announced, committed to

(Scheduling Institute, 2014)

S.M.A.R.T. GOALS LOG

	Day:	Date:	Time:
My S.M.A.R.T. goal is:			
Break down this goal into the 5 S.M.A.R.T. categories:	Specific:		
	Measurable:		
	Actionable:		
	Realistic:		
	Time-limited:		
To achieve this goal, I will use these supports (people, resources, tools, skills, etc.):			
I can also use these memory aids (or other strategies):			

TAKE-HOME IMPRESSIONS

You are encouraged to fill out this handout after attending each meeting of this group. Doing this is optional, but it is designed to help you retain as much of what you learned in today's session as possible. In your own words, please answer the following prompts:

1. SOMETHING I LEARNED ABOUT TBI TODAY THAT I DID NOT KNOW BEFORE IS:

2. SOMETHING I LEARNED TODAY THAT I WANT TO SHARE WITH SOMEONE IN MY LIFE IS:

I will share this with: _____

because: _____

3. I STILL HAVE QUESTIONS ABOUT:

4. ONE STRATEGY I LEARNED TODAY THAT I BELIEVE WILL HELP ME IS:

5. THESE ARE THREE SITUATIONS WHERE I CAN SEE MYSELF USING THAT STRATEGY/SKILL:

1) _____

2) _____

3) _____