



**LIVING SKILLS**

Personal Growth

# VALUES AND RESPONSIBILITIES

PARTICIPANT WORKBOOK



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**ABOVE AND BEYOND COUNSELING - HOUSTON, TX**



# AN OVERVIEW OF VALUES AND RESPONSIBILITIES

To make healthy changes in your life you have to take responsibility for your attitudes and behaviors. Only then can you make the changes you want to make. These changes need to reflect the values you hold. This workbook will help you identify and prioritize your values and learn how to take personal responsibility so you can make the changes you want to make in your life.

## THIS WORKBOOK IS DIVIDED INTO FOUR SESSIONS

**SESSION 1** introduces the idea that identifying the qualities we admire in others helps us think about the kinds of people we want to be so we can begin to make those changes.

**SESSION 2** focuses on understanding what a value is, the importance of recognizing the values we hold, and identifying and prioritizing personal values.

**SESSION 3** focuses on understanding what personal responsibility is, identifying the different types of responsibilities, and recognizing that there are consequences for following or not following through on one's responsibilities.

**SESSION 4** focuses on learning how to put your values into practice by fulfilling personal responsibilities.





## SESSION 1.

# Introduction to Values and Responsibilities

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Sometimes we think of heroes as sports stars or celebrities. But real heroes are people whom others admire for their brave deeds and positive qualities. They are people who have made a difference in the world, people like Martin Luther King Jr. or Abraham Lincoln or Mother Teresa. But not all heroes are famous. Your hero may be a family member or a teacher or a neighbor or a coach. It is the personal qualities and actions of a person that make him or her a hero.

■ Think about who your hero is and why. Who is this person?

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■ What qualities does that person have?

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■ How does this person treat other people?

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■ What did this person do to impact the world in a positive way?

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Each of the famous heroes in the list below has qualities that many people admire. Draw a line between the person on the left and the qualities on the right that he or she possessed. Each quality might fit more than one of the famous heroes.

FAMOUS HEROES	QUALITIES
<b>Abraham Lincoln</b> This American president is famous for freeing the slaves.	Courageous
<b>Harriet Tubman</b> This African American woman is famous for helping slaves escape on the Underground Railroad.	Caring
<b>Cesar Chavez</b> This Latino American man is best known for being a civil rights leader and labor leader who helped farm workers in their struggle to gain healthy working conditions.	Dependable
<b>Nelson Mandela</b> This president of South Africa from 1994 to 1999 was the first president ever to be elected in that country in a multiracial election. He focused on ending apartheid and tackling racism, poverty, and inequality.	Willing to Act on Values
<b>Mahatma Gandhi</b> This Indian leader is famous for leading India to independence and inspired movements for nonviolence, civil rights, and freedom across the world.	Kind
<b>Leonardo da Vinci</b> This Italian Renaissance artist is famous for his exceptional talent in many areas, such as painting, sculpture, architecture, music, mathematics, engineering, inventing, anatomy, geology, cartography, botany, and writing.	Determined
	Hard Worker
	Generous with Their Time
	Trustworthy
	Display Leadership
	Have Strength of Character
	Talented

*Look at the lines you have drawn.  
Did each of the heroes possess all of these qualities?*

### Exploring Positive and Negative Qualities

Read the following scenarios. After each scenario, there is a list of qualities. Put a **P** in front of the positive qualities the person in the scenario has. Put an **N** in front of the negative qualities.

#### Scenario 1.

*Carlos worked in a manufacturing plant. He liked to laugh, and he got along well with the other workers. He also had a temper and was quick to yell when something went wrong. He had been working at the plant for a year when the company decided to cut back on health insurance benefits for the workers. This was a problem for Carlos, but he knew it was an even bigger problem for some of the other workers who had families to support. He organized the workers and got a meeting with management to try to change the policy. However, about five minutes into the meeting he started yelling at management and lost any chance for a settlement. Later, one of the workers told Carlos that he should have held his temper. Carlos said the boss was an idiot and he couldn't help but yell at him.*

#### Qualities:

\_\_\_\_\_ Good Sense of Humor

\_\_\_\_\_ Leader

\_\_\_\_\_ Friendly

\_\_\_\_\_ Bad Temper

\_\_\_\_\_ Caring

\_\_\_\_\_ Blamed Others (*instead of taking personal responsibility*)

#### What could Carlos have done differently?

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**Scenario 2.**

*Fatima worked at a department store. She became friends with some of the other workers. She would give the other workers help when they needed it. She often brought treats in to share. She always came to work on time and worked hard. She noticed one day that another worker took a watch from the store and snuck it into his pocket. She thought she should tell her supervisor, but she was afraid that the worker would know she was the one who turned him in and he would be angry. She still didn't say anything when she saw him steal a wallet. When the supervisor noticed someone was stealing but didn't know who, the supervisor started making everyone have their bags and pockets searched when they left work.*

**Qualities:**

\_\_\_\_\_ Generous

\_\_\_\_\_ Helpful

\_\_\_\_\_ Lacked Courage

\_\_\_\_\_ Friendly

\_\_\_\_\_ Hard Worker

 \_\_\_\_\_ Cared More about the  
 Opinion of Others (*than  
 about doing what was right*)
**What could Fatima have done differently?**


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We all have positive qualities and negative qualities. Nobody is perfect. Still, we can work on changing our negative qualities to become more like the person we would like to be. We can only do that if we first recognize and admit what our qualities are.

Check the qualities that describe you below, both the negative and the positive qualities. Remember not to judge yourself too harshly. You may slip into some of the negative qualities some of the time, but not always. The point is to notice so you can start to make the changes that will let you be more of the person you want to be. And remember, don't be afraid to notice your positive qualities too.

POSITIVE QUALITIES		NEGATIVE QUALITIES	
	<b>Helpful</b>		<b>Rude</b>
	<b>Loving</b>		<b>Egotistical</b> <i>(think you're better than others)</i>
	<b>Hard Worker</b>		<b>Selfish</b>
	<b>Trustworthy</b>		<b>Disrespectful</b>
	<b>Dependable</b>		<b>Lazy</b>
	<b>Sensitive</b>		<b>Uncaring</b>
	<b>Courageous</b>		<b>Crabby</b>
	<b>Respectful</b>		<b>Angry or Bad Temper</b>
	<b>Good Sense of Humor</b>		<b>Blame Others</b>
	<b>Compassionate</b>		<b>Lack Courage</b>
	<b>Generous</b>		<b>Fearful</b> <i>(concerned about what others think)</i>
	<b>Brave</b>		
	<b>Honest</b>		
	<b>Loyal</b>		
	<b>Friendly</b>		
	<b>Caring</b>		
	<b>Leader</b>		

*Put a star ★ next to the positive qualities that you wish you had more of.*

Carlos made a lot of people laugh with his good sense of humor and helped them enjoy their work more. Fatima's warm and generous nature helped the people around her at work feel positive.

■ Choose one or more of your positive qualities and write how it has affected others.

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When Carlos lost his temper at the management meeting, it kept everyone else from working together toward a solution. When Fatima didn't have the courage to confront her coworker who was stealing or to tell the supervisor, all the workers ended up getting blamed.

■ Choose one or more of your negative qualities and write how it has affected others.

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■ Are the qualities you've shown in the past who you want to be? Are there qualities you would like to change? If so, what steps can you take—starting today—to chart a new course? Write them in the space below.

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Imagine yourself as a hero of your own life. Draw a picture that represents what that would feel like. It might be a picture of the sun to show how light you would feel. It might be a picture of a strong arm to show your courage. Draw whatever fits for you.

A large, empty rectangular box with a thin blue border, intended for a drawing. It is positioned below the introductory text and above the goal-writing section.

■ What is your goal for this program? Are there qualities about yourself that you would like to change? Are there qualities about yourself that you want to appreciate more? Do you want to learn how to act in ways that reflect the qualities of your hero? Do you want to learn more about what it means to take personal responsibility? Write your goal here.

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## SUMMARY

- It is important to identify the qualities that make people heroes or role models.
- Who people consider to be heroes helps them think about how they want to be like them.
- Identifying the qualities a person would like to have is followed by putting those qualities into action.

## CHALLENGE

Ask three or four of your friends or family members to name their heroes and why they chose them. What are some common qualities that their heroes have?

## ANSWER KEY

(pages 5–6)

### Exploring Positive and Negative Qualities

#### Scenario 1.

##### Qualities:

  P   Good Sense of Humor

  P   Leader

  P   Friendly

  N   Bad Temper

  P   Caring

  N   Blamed Others (*instead of taking personal responsibility*)

##### What could Carlos have done differently?

Carlos should've held his temper and not yelled at management.  
He could've counted to ten and waited to respond.

#### Scenario 2.

##### Qualities:

  P   Generous

  P   Helpful

  N   Lacked Courage

  P   Friendly

  P   Hard Worker

  N   Cared More about the  
Opinion of Others (*than about doing what was right*)

##### What could Fatima have done differently?

She could've privately talked to the worker. She could've spoken to her supervisor.





## SESSION 2.

# What Are Values?

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Values are the things you consider to be really important in your life. They are the beliefs, principles, and behaviors that you think are the right way to live. Values are guideposts that help you make choices.

We all have our own values, but we don't always think about them. Sometimes we don't even recognize which values we hold. Thinking about our values is really important. Keeping our values in mind helps us make good decisions and act in ways that we feel good about. Positive values make it possible to live a healthy, rewarding life.



Here is a list of possible values a person could hold. Put a check mark in front of the values you hold. Remember, not everyone holds the same values, and that's okay.

*(There is also space for you to fill in values you hold that are not listed.)*

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|--|--|--|
| <input type="checkbox"/> Achievement       | <input type="checkbox"/> Freedom             | <input type="checkbox"/> Patience      |
| <input type="checkbox"/> Affection         | <input type="checkbox"/> Friendliness        | <input type="checkbox"/> Peace         |
| <input type="checkbox"/> Being responsible | <input type="checkbox"/> Fun                 | <input type="checkbox"/> Pride         |
| <input type="checkbox"/> Belonging         | <input type="checkbox"/> Giving              | <input type="checkbox"/> Relationships |
| <input type="checkbox"/> Boldness          | <input type="checkbox"/> Goodness            | <input type="checkbox"/> Respect       |
| <input type="checkbox"/> Caring for others | <input type="checkbox"/> Gratitude           | <input type="checkbox"/> Risk-taking   |
| <input type="checkbox"/> Change            | <input type="checkbox"/> Happiness           | <input type="checkbox"/> Security      |
| <input type="checkbox"/> Cheerfulness      | <input type="checkbox"/> Health              | <input type="checkbox"/> Self-control  |
| <input type="checkbox"/> Cleanliness       | <input type="checkbox"/> Honesty             | <input type="checkbox"/> Strength      |
| <input type="checkbox"/> Compassion        | <input type="checkbox"/> Hopefulness         | <input type="checkbox"/> Timeliness    |
| <input type="checkbox"/> Contentment       | <input type="checkbox"/> Humility            | <input type="checkbox"/> Truth-seeking |
| <input type="checkbox"/> Control           | <input type="checkbox"/> Independence        | <input type="checkbox"/> Unselfishness |
| <input type="checkbox"/> Courage           | <input type="checkbox"/> Integrity           | <input type="checkbox"/> _____         |
| <input type="checkbox"/> Creativity        | <input type="checkbox"/> Kindness            | <input type="checkbox"/> _____         |
| <input type="checkbox"/> Dependability     | <input type="checkbox"/> Learning            | <input type="checkbox"/> _____         |
| <input type="checkbox"/> Enjoyment         | <input type="checkbox"/> Love                | <input type="checkbox"/> _____         |
| <input type="checkbox"/> Equality          | <input type="checkbox"/> Loyalty             | <input type="checkbox"/> _____         |
| <input type="checkbox"/> Faith             | <input type="checkbox"/> Making a difference | <input type="checkbox"/> _____         |
| <input type="checkbox"/> Family            | <input type="checkbox"/> Open-mindedness     | <input type="checkbox"/> _____         |
| <input type="checkbox"/> Fitness           | <input type="checkbox"/> Order               |  |



Prioritizing your values—figuring out which values are most important to you—helps you make good choices in your life. Go through the list on the previous page and put a star in front of the ten values that are the most important to you.

We feel better about ourselves when we live our lives according to our values. We have better self-esteem. But sometimes, because of the pain or difficulties of life, we lose touch with our values. Having problems with substance use or mental and emotional illness or difficult circumstances can slowly eat away at our sense of values and personal responsibility. Our self-esteem suffers.

We can get caught in a negative cycle. The worse we feel about ourselves, the more poorly we behave. Like Dan:

*Dan had a lot of feelings of anger, depression, and anxiety. His boss criticized his work, and Dan got really mad at him. He didn't say it out loud, though. He held it inside and took it out on his wife when he got home. He yelled at her for the slightest thing she did. She felt hurt and cried. Then Dan felt lousy about himself. To escape from that feeling, he had a couple of drinks, and then some more drinks. He went to bed drunk and in the morning he felt even worse. His wife wasn't talking to him by the time he left for work.*

*Dan held a value that he should be honest and respectful in his relationships. But his behavior didn't fit with his values. The more he behaved differently than his values, the worse he felt about himself. Dan also had another value that was dictating his behavior—a value he didn't even realize he held. He believed he should be a perfect worker. He also believed that if he was criticized it meant he was a bad person.*

*Dan went to counseling and recognized the values that were driving his negative behavior. He was then able to work on changing those values.*



■ Take a minute to think about whether you are caught in an unhealthy cycle. What values are important to you that you are not putting into practice in your behavior? Write them here.

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■ Are there values driving your behavior that you have not thought about? Write those values here.

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## SUMMARY

- It is important to know what a value is and recognize the ones that are most important.
- Values are seen in a person's decisions and actions.

## CHALLENGE

Identify another hero and a value he or she exhibits. Begin today to show that value in your life and in your actions.



## SESSION 3.

### What Are Personal Responsibilities?

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Responsibilities are jobs or tasks that you are expected to do or you should do. The word *responsibility* can be broken down into two parts: *response* and *ability*. It means you respond to people, situations, and events with behaviors that match your values. It's about getting what you value on the inside lined up with your actions on the outside. Being responsible means telling ourselves and others the truth about what's best for us and acting on it, even when that's hard to do. It's not always easy. In fact, sometimes it's really hard. But it can be done.

## Response      Ability

Personal responsibility means:

- *Acting on your values.* For example, your yes means yes and your no means no.
- *Following the rules and respecting others, even when it's hard.* For example, cleaning your apartment regularly and doing other household chores.
- *Taking positive risks.* For example, sharing feelings or problems with someone you trust.

Personal responsibility means different things in different parts of our lives. In the following spaces, write down what you are personally responsible for in different parts of your life.

### Myself

■ (Examples might include getting counseling or taking my prescribed medication.)

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### **Relationships with Family and Friends**

■ (Examples might be making sure my kids have clean clothes to wear to school or paying child support to my ex-spouse on a regular basis.)

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### **Work**

■ (Examples might be showing up on time, asking for help, or doing my best.)

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### **Daily Life**

■ (Examples might be picking up my apartment, taking out the trash, or brushing my teeth.)

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### **Money**

■ (Examples might be making a budget or making responsible decisions about how I spend and save money.)

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### Society

■ (Examples might be throwing trash in a garbage can instead of on the street or driving the legal speed limit.)

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Personal responsibility isn't easy to put into practice. We all make mistakes. And when we do, it affects the people around us: coworkers, friends, family, and neighbors. We feel better about ourselves and our lives when we fulfill our responsibilities according to our values. We don't feel good about ourselves when we don't. When we don't fulfill them, the best thing to do is admit it to ourselves and, if it affected someone else, admit it to him or her too. This is what Jorge did.

*Jorge was divorced. He had custody of his five-year-old son, Paul, every other weekend. He was supposed to pick up Paul on Friday evening at 6:30. A friend called him at 6 and said, "Meet me at O'Grady's Bar at 7. My girlfriend will be there and she's bringing a hot friend." Jorge did not show up to get Paul. Paul was very upset. Paul thought his father didn't come because he had been a bad boy and his father didn't love him anymore.*



What would be the responsible thing for Jorge to do now? Look at the options and put a check mark in front of the answers that you think Jorge should do to be responsible. The correct answers can be found at the end of this session.

- ☐ Act happy next time Jorge sees Paul and hope the bad feelings go away.
- ☐ Tell Paul he is sorry he didn't pick him up but Jorge had an emergency so he couldn't.
- ☐ Jorge should apologize to Paul, tell Paul it was not Paul's fault that he didn't come, and promise to not let Paul down again.
- ☐ If something comes up in the future that would not allow Jorge to pick Paul up on time, he should call Paul right away and explain.

■ Because you are a human being, there are times when you have not followed through on a responsibility. Think about one of those times. What was the result? Did it affect others?

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*Jorge got drunk when he went out with his friend and ended up with a DUI. Now he cannot use his car to pick up Paul on his weekends.*

■ Have you ever gotten into legal trouble for not following through on a responsibility? How did it affect others?

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It's really important to remember your strengths and accomplishments while at the same time reflecting on the times you messed up. This will give you confidence to change. It helps you know that you can take personal responsibility more often in the future.

■ Write about a time you followed through on a responsibility. What was the result? How did it affect others?

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Personal responsibility involves looking honestly at both the good things you are doing and the not-so-good things, and deciding to make a change for the better—not just for yourself, but for others too. It involves accepting yourself as a person who can draw on your strengths and overcome the obstacles in your life. It involves accepting that it takes hard work. And as you do the work, it gets easier.

## SUMMARY

- It is important to understand what personal responsibility is.
- There are different types of personal responsibilities.
- Following through on a personal responsibility requires practicing taking action.

## CHALLENGE

Take one responsibility that is hard for you and brainstorm ways to make it more pleasant. *(For instance, if you don't like cleaning, play music to make it more enjoyable.)*

## ANSWER KEY

*(page 20)*

What would be the responsible thing for Jorge to do now? Look at the options and put a check mark in front of the answers that you think Jorge should do to be responsible.

- ☐ Act happy next time Jorge sees Paul and hope the bad feelings go away.
- ☐ Tell Paul he is sorry he didn't pick him up but Jorge had an emergency so he couldn't.
- ☒ Jorge should apologize to Paul, tell Paul it was not Paul's fault that he didn't come, and promise to not let Paul down again.
- ☒ If something comes up in the future that would not allow Jorge to pick Paul up on time, he should call Paul right away and explain.





## SESSION 4.

# Fulfilling Your Responsibilities

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You may have found it hard to make changes in your life. You may have vowed you would always follow through on your responsibilities. Then the next thing you knew, you'd ignored or forgotten that responsibility again. Old habits die hard.

Here are some guidelines to help you follow through on your responsibilities.

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**Fake it till you make it:** Do the responsible thing even if you don't feel like it. Put one foot in front of the other, and eventually your heart and spirit will follow.

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**Be honest:** Don't con people. Be accountable for your behavior.

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**Be straight with yourself:** Be straight with yourself about how you feel and what you want and need—and let others do the same.

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**Have self-discipline:** Train and educate yourself to act in your long-term best interest.

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**Stick it out:** Stick it out even in tough times. If you slip, get right back in there and act on your values.

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**Don't let your past define your present:** Don't be a victim of your past. Take personal responsibility so you can “change the things you can” in your life.

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*Jenika had three young children. Her husband had to take a job in another state, and he was home only once a month. Jenika worked four days a week. She had been managing okay, but then she started to have trouble sleeping. Pretty soon she found she was crying easily. She felt mad at her kids all the time. As time went on, she had more trouble sleeping. Pretty soon she got so distracted and tired she started to make mistakes in her job. She blamed her boss for giving her too much work to do.*

*Jenika was depressed and needed to get help from a counselor. But she wasn't straight with herself. She just kept telling herself it was a little bump in the road and she didn't need to ask anybody for help.*

■ Look at the guidelines on the previous page. Which one or ones could Jenika have used to help her follow through on her responsibilities?

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■ Are there one or two of these guidelines that are especially difficult for you to use?

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Sometimes we have trouble knowing we have a problem because of the values and behaviors of our family or others we spend time with.

*One of the reasons Jenika had so much trouble being straight with herself about what she was feeling was that Jenika's mother had been very depressed when Jenika was little, so she thought it was normal to feel like that.*



*Or take Joe. He thought it was fine to get drunk every weekend, even though it interfered with his job and his marriage, because his parents and grandparents had done that all of Joe's life. It looked to him like that's just the way people lived.*



Do you have things you do or feel or think that are a problem, but it's hard for you to take it seriously because of the way you were raised? Or because of the way other people around you live?

Maybe you had a family member who blamed others when he or she got mad and hurt others. If so, it might be hard for you to stop blaming others for your problems too. You can start to live according to your values if you are willing to notice and admit when you're not.

■ Think about what things are getting in the way of you using the guidelines to take personal responsibility. Write about them here:

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Choose one personal responsibility that you are having trouble following through on. Use this form to make an action plan.

PERSONAL RESPONSIBILITY	WHAT I WILL DO DIFFERENTLY	WHEN I WILL START	WHAT RESOURCES I NEED	REVIEW DATE

#### Jenika's form

PERSONAL RESPONSIBILITY	WHAT I WILL DO DIFFERENTLY	WHEN I WILL START	WHAT RESOURCES I NEED	REVIEW DATE
<i>address depression</i>	<i>get counseling</i>	<i>call to make an appointment with a counselor this week</i>	<i>information from my health plan (or phone number for a free clinic)</i>	<i>in one week</i>

You may have let your personal responsibilities slip in the past. As you get serious about following through on them, it can feel overwhelming. You may simply not be able to say yes to everything. For instance, the school asked Jenika to volunteer on the morning of her day off every week. At first she felt like she was a bad person for saying no, but she realized in counseling that she had to say no.

Are there things you should say yes to and things you should say no to?

Fill in this chart. It may help to look at the responsibilities you wrote down in session 3.

AREA OF YOUR LIFE	RESPONSIBILITY	THINGS I SHOULD SAY YES TO	THINGS I SHOULD SAY NO TO
<b>Myself</b>			
<b>Relationships with Family and Friends</b>			
<b>Work</b>			
<b>Daily life</b>			
<b>Money</b>			
<b>Society</b>			

Taking personal responsibility lets you make the changes you want to make so you can live a healthy life. Today is a good day to renew your commitment. Don't put your power in the hands of others by making them responsible for your life. You can't control anyone else. You are the only one who can change your life.

■ By working through this program, has anything changed in the way you think about values? About personal responsibility? What has caused you to look at things differently?

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■ Think about the key skills you will take away from this program. List them here.

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## SUMMARY

- The way people fulfill their personal responsibilities reveals their values.
- There are guidelines that can help people fulfill personal responsibilities.
- An action plan demonstrates a person's commitment to taking personal responsibility.

## CHALLENGE

Follow through on the responsibilities you identified in these sessions, while learning to say no to things that are not your responsibility.



## RECOMMENDED RESOURCES

### Websites

#### Values

[www.values.com](http://www.values.com)

This website from the Foundation for a Better Life provides quotes about values and other resources such as podcasts, bookmarks, and e-cards.

### Resources Available through Hazelden Publishing (800-328-9000, [hazelden.org/bookstore](http://hazelden.org/bookstore))

#### *Behavior vs. Values: Character Conflict During Recovery*

Vernon E. Johnson (Order No. 3248)

This pamphlet explains how people with a substance use disorder, because of the conflict they experience between their values and their behaviors, move from denial to delusion. It also explains how character conflict can be resolved through treatment and recovery.

#### *Finding Your Moral Compass: Transformative Principles to Guide You in Recovery and Life*

Craig Nakken (Order No. 7459, E-book Order No. EB7459)

Craig Nakken, author of the best-selling book *The Addictive Personality*, gives readers in recovery the model and tools needed to make life decisions in the pursuit of good. He offers forty-one universally accepted principles, paired as positive and negative counterparts, that guide behavior.

