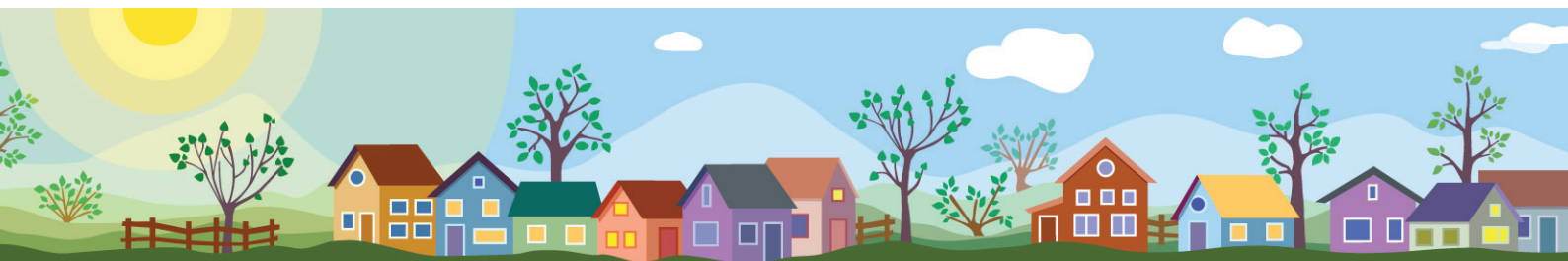


HOME

Help yourself, **O**rganise, **M**ove, **E**njoy

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Foreword

This workbook was designed by a group of service users from Tameside.

Working through the challenges in the book can help you get ready for independent living and managing your own tenancy.

There's information on lots of different subjects like eating properly, managing your money, keeping healthy, getting a tenancy and what to do once you've moved in.

You'll also find 'Top Tips' from our service users dotted around the workbook.

You don't have to work through every part of the workbook, it's designed so that you can decide what issues you want to work on and pick and choose the challenges that will help you improve in that area.

Your project worker can help you with the sections that you decide to use.

We hope you find the workbook useful!

What to do First

It's worth sitting down with your project worker to think about what sections of the workbook would be most helpful to you or which to start first.

To start you off use the space below to write **'your story'** - think about how you got to where you are today, what type of things you are good at and any experiences you have.

My Story

Continue on a separate sheet if needed

Priorities

Think about what things are most important to you and what can wait until later?

Important	Not so important

Now think about the things in your 'important column' have a look through the workbook and choose the subjects that can help you.

Healthy Eating

What does Healthy Eating mean to you?

Have a go at our healthy eating quiz to see how much you know.

Q1. How many portions of fruit and vegetables should you eat per day?

- 2
- 5
- 7
- 3

Q2. What do you think makes up 'one portion' of fruit?

- 1 whole fruit
- 2 whole fruits
- 5 whole fruits

Q3. What makes up 'one portion' of vegetables? (Fresh, canned or frozen)

- 2 heaped tablespoons
- 3 heaped tablespoons
- 5 heaped tablespoons

Q4. Give as many examples of high fibre food as you can....

.....

.....

.....

.....

.....

.....

Q5. How much fluid (non-alcoholic) should you drink a day?

- 5-6 cups
- 8-10 cups
- 12-14 cups

Q6. What is the average amount of fat a woman should have in her diet per day?

- 30 grams
- 50 grams
- 70 grams

Q7. Circle 3 answers that you think offer the healthiest way to cook food

- deep fat frying
- grilling
- frying in the frying pan (shallow fry)
- roasting in the oven
- steaming
- poaching
- microwave cooking

Q8. Which foods do you think contain more salt and sugar?

- frozen foods
- fresh foods
- microwave foods

Q9. Which foods do you think are high in salt?

- crisps
- baked beans
- fresh carrots
- apples
- biscuits
- Cereal

Check your answers with your project worker to see how you did.



How many calories a day should:

Men have?



Women have?

Some foods use a traffic light system which can tell you whether the food is high or low in fat, sugar and salt.

High

Medium

Low



Mel's top tip

Eating a lot of salt can make our hearts unhealthy as it clogs up our arteries and increases our chances of having a heart attack or a stroke!



Food labels will show you what else is in your food.

	A Little	A Lot
Sugar	2g	10g
Fat	3g	20g
Of which are saturated	1g	5g
Salt	0.1g	0.5g

★ Challenge 1

Look in your cupboards at home and choose five foods and fill in the tables below to find out what else is in them:

Item	Content	A Little	A Lot
	Sugar		
	Fat		
	Of which are saturated		
	Salt		

Item	Content	A Little	A Lot
	Sugar		
	Fat		
	Of which are saturated		
	Salt		

Item	Content	A Little	A Lot
	Sugar		
	Fat		
	Of which are saturated		
	Salt		

Item	Content	A Little	A Lot
	Sugar		
	Fat		
	Of which are saturated		
	Salt		

Main food groups

Here are the main 5 food groups that need to be included in your diet



Answer the following questions...

Q1. What food group does mince fit into?

Q2. What food group does rice fit into?

Q3. What food group does yogurt fit into?

Now think about where you shop...

Do you shop using a shopping list?

Do you stick to your list?

How many microwave meals do you have each:

Week?

Day?

Chris's top tip

You don't feel full when you eat fast food because of the monosodium glutamate (MSG) it contains

Meal Planning

★ Challenge 2

Write down what you plan to have each day for:

	Breakfast	Lunch	Tea
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			



What is meant by the phrase "fresh ingredients"?

Can you give some examples?

.....

.....

.....

.....

★ Challenge 3

With the following ingredients write down what meals you can make:

List 1

- Chicken
- Carrots
- Onions
- Butter
- Flour
- Potatoes
- Butter

Meals i could make...

You can change the carbohydrate for another carb such as:

Rice

Pasta

Bread

List 2

- Mince
- Pasta
- Onion
- Tomatoes
- Veg

Meals i could make...

And add 1 ingredient



Shopping

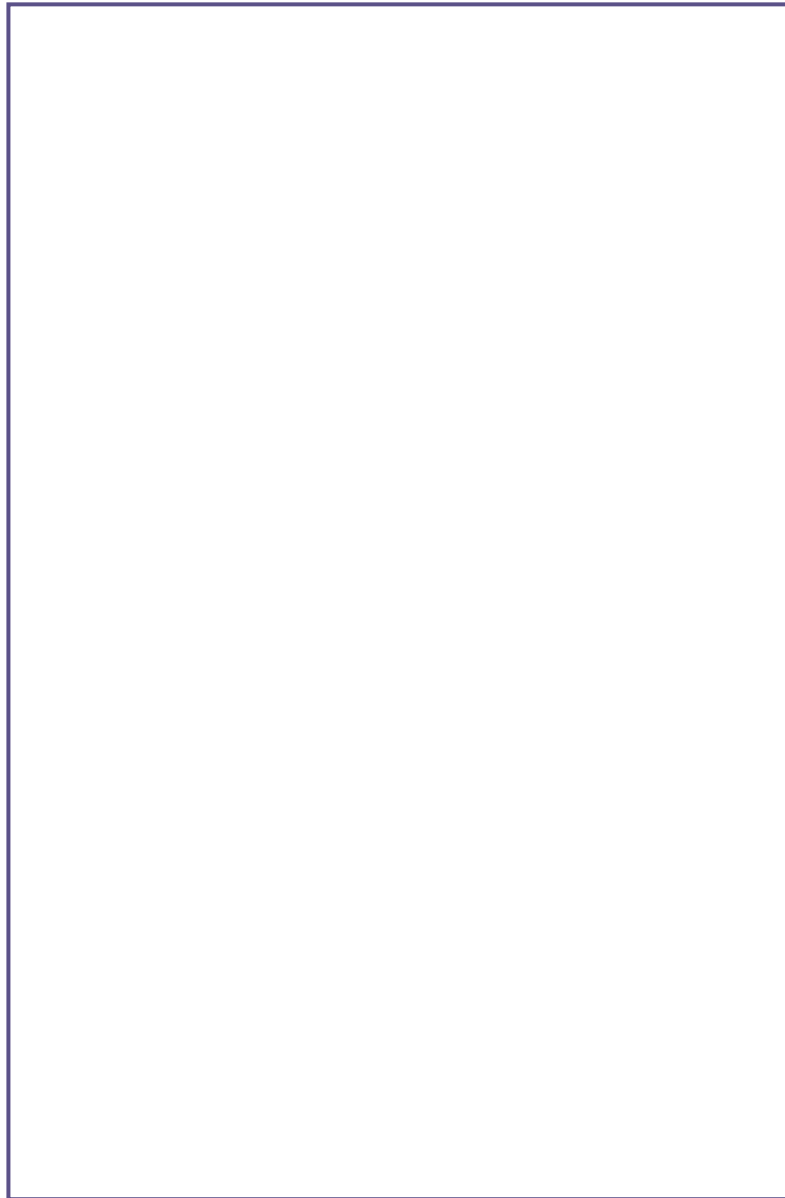
★ Challenge 4

For your next shop:

- Write a list

My shopping list

- Set yourself a food budget
- Keep your receipts for evidence and stick into the workbook below



Chris's top tip

Don't go shopping on an empty stomach; you are more likely to

- buy junk food.

Think about the following things:

Frozen foods are cheaper at:

- Farm foods
- Iceland
- Jack Fulton's

Remember that

- B + M
 - Quality Save
 - Wilkinsons
 - Pound shops
- are great for toiletries, drinks, chocolate and crisps.

Fresh meat and veg is good value at:

- Asda
- Gabbots Farm
- Local butchers
- Lidl
- Aldi
- Local markets



Mel's top tip

Check out the local offers in late shops. You can shop around for the best deals.



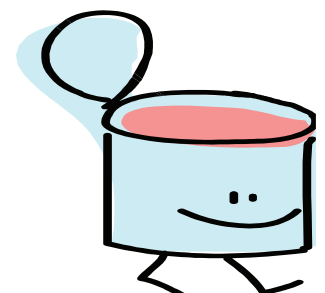
Which deal would be the best value for you!

Baked Beans

6 for £2.25

4 for £1.89

1 for 69p



Its worth shopping around for deals like these as every little helps!

Food Diary

Complete a food diary next week

Agree with your worker that you will cook one fresh meal a week then take a picture of your meal and stick it below with your recipe and method:

Photo of my cooking



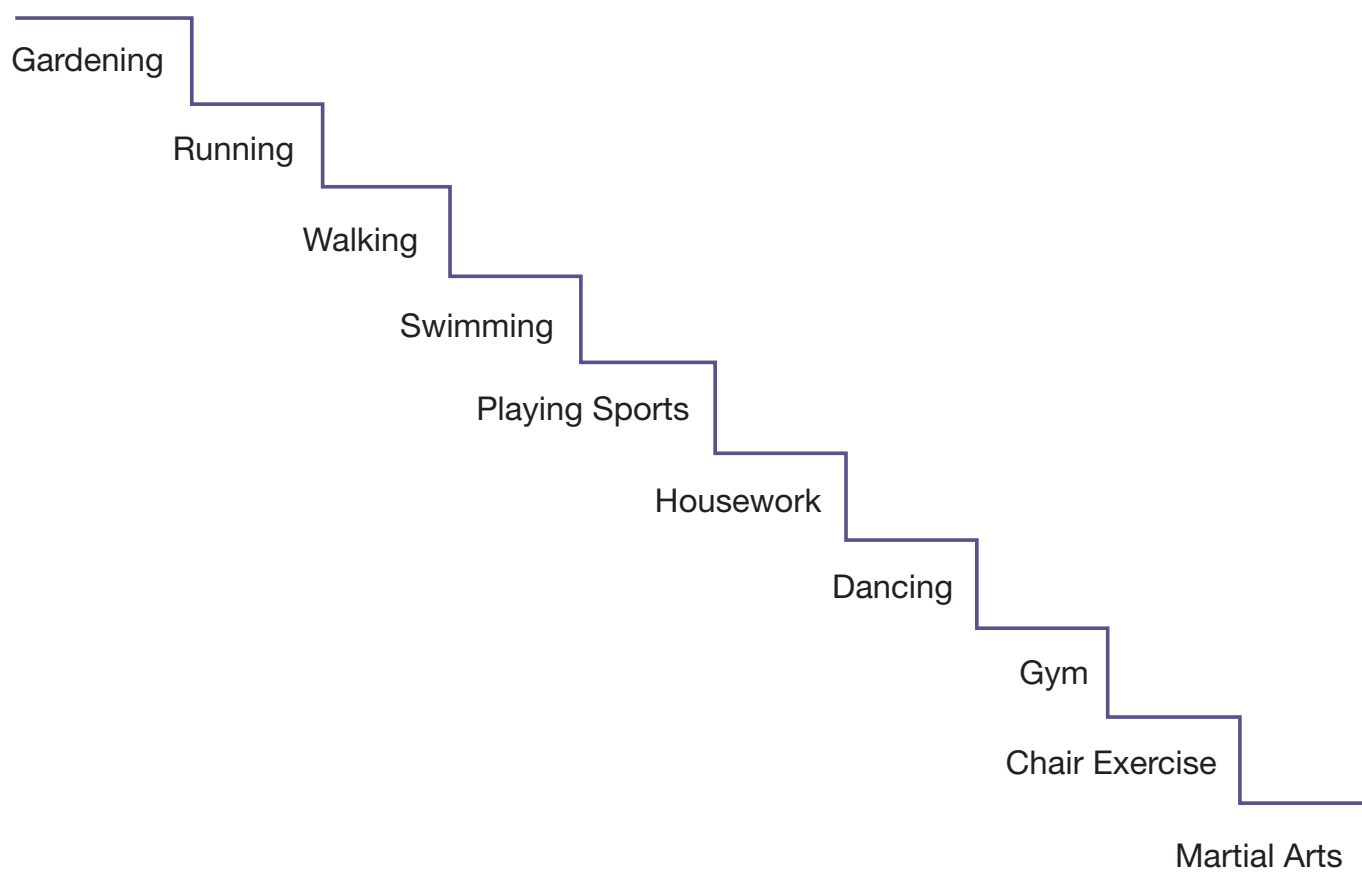
Mel's top tip

Why not go to the library it's free! And search for recipes using these ingredients on line or in a recipe book.

Keeping fit and healthy

To stay healthy it's important to exercise as well as eat the right foods. Exercise can be anything you do during the day that means you are moving about.

Put a stick figure on each step of an activity you do



There are loads of things that you can do everyday that mean you move about more.

★ Challenge 5

Choose a new activity and try it for a week.

.....

How do you feel you did?

.....
.....
.....
.....
.....
.....
.....



Joe's top tip

Get off the bus the stop before you need to - the walk will help you stay healthy.

Drugs and alcohol

If you are using substances such as drugs or alcohol, this may affect your health

How much do you really know about drugs and alcohol?

Q1. If you are under the influence of alcohol or drugs a cup of strong coffee will sober you up

True False

Q2. Alcohol can reduce the risk of cancer

True False

Q3. The safe limit of alcohol intake for women is 14 units per week

True False

Q4. Dependency on heroin can develop within a few weeks of daily use

True False

Q5. Smoking cannabis is more likely to cause cancer than smoking tobacco cigarettes

True False

Q6. "Passing out" and "blacking out" are the same thing

True False

Q7. Crack cocaine use will cause your heart and breathing to slow down

True False

Q8. A pint of beer contains the same amount of alcohol as one measure of whiskey

True False

Q9. Most drug users make their first contact with illicit drugs through friends

True False

Q13. A woman is affected more than a man if they consume the same amount of alcohol

True False

Q10. The high from a typical dose of crack lasts 1 hour

True False

Q14. Cannabis - skunk and weed is more potent (stronger) than cannabis - grass and resin

True False

Q11. Cannabis can stay in the body up to 1 month after you've used it

True False

Q15. Sleep helps the body eliminate alcohol more quickly

True False

Q12. In most cases death from ecstasy use is caused by the body overheating and dehydration

True False

Joe's top tip

Dealing with a drug or alcohol problem can be really difficult – if you think you might have a problem, talk to your project worker who will put you in touch with people who can help you.

Now set yourself some goals to help you do this.

Setting goals is easy but achieving them isn't. That's why setting 'SMART' goals - Specific, Measurable, Achievable, Realistic and Timely - is the first step in making your goal a reality.

Sit down with your project worker and think about the things on your list of 'things to get better at'.



Carole's top tip

Set yourself realistic goals that you know you can achieve, give yourself credit when you have achieved a goal and you'll feel better because you are taking control of your life.

Make yourself some SMART goals to help you

What do I want to get better at?	What can I do to help me improve?	Who can help me do this?	When will I do it?

How others perceive you

Others view us through the filter of their own experience but they also pick up the images each of us projects outward. We can change others' view of us simply by shifting the images we hold of ourselves.

People form impressions about you based on prejudices and, leading to broad assumptions such as that certain clothing means professionalism, specific actions show caring, and maintaining eye contact suggests that you are trustworthy.

People make judgements about you based on their first impression, once a negative stereotype is applied to you, it can be difficult to change



Carole's top tip

The best way to create a good first impression is to smile!

How to tell what someone's thinking

You can often tell what a person is thinking or feeling through noticing their body language.

Body language is...the way we communicate without words

Reading body language

Have a go at our body language quiz and see how much you notice.

The Body Language Quiz

Q1. Look at the pictures below and identify the woman with the body language most likely to indicate availability.



- Picture One
- Picture Two
- Picture Three

Q2. Look at the pictures below and decide from the body language which person is most likely to have just told a lie.



- Picture One
- Picture Two
- Picture Three

Q3. A single man arrives at a nightclub hoping to meet a female. Which of the following is he likely to do first?

- Prowl the room looking for available talent
- Pick an empty space and survey the room
- Strike up a conversation with the barman
- Go and stand as close as he can to a woman or group of women
- Introduce himself to the first woman he comes across

Q4. In most Middle Eastern (Traditional Arabian) countries most traditional Arab men greet each other by...

- Shaking hands
- Bowing
- Touching noses
- Hugging
- Clasp each others wrists

Q5. Is body language conscious or subconscious?

- Conscious
- Subconscious
- Both

Q6. The personal space of a traditional African person from sub equatorial Africa is generally less or more than a person of the same age from Europe?

- Less
- More
- Neither, they're the same

Q7. Which people (both men and women) are likely to be seen as more credible? Those with...

- Red hair
- Blond hair
- Brown hair
- Dark brown hair
- Black hair

Q8. In a room full of strangers where is an anxious person most likely to stand? Near...

- The window
- The centre
- The table
- The door
- The refreshments

Q9. When someone is lying, do their vocal tones tend to increase or decrease in pitch?

- Increase
- Decrease
- Neither

Q10. When people are forced by necessity to eat alone in a restaurant they will often seek out a two-seat table rather than sit at one with more seats. Psychologists believe that the most likely reason for this is...

- People feel bad about using more space than they need
- People are concerned that the extra space makes them look isolated
- They are concerned that unwelcome strangers may join the table and dominate
- People worry that waiters will expect more people to arrive and ignore them
- They may be asked to move if the restaurant becomes busy



Q11. Which group is generally believed to be better at recognising body language?

- Men
- Women
- Neither

Q12. When one person subconsciously starts to mimic the body language of another person, it usually means:

- They are irritated and want to leave
- They are in-tune and agreeing with the other person
- It's a show of mutual dominance
- They are mocking the other person without realising it
- None of the above

Q13. A man who is standing with his legs slightly apart with his hands clasped loosely behind his back is likely to be:

- Anxious
- Neutral
- Confident

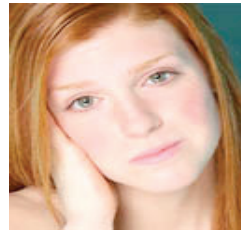
Q14. Look at the picture of these women. Which one is the dominant female?



- Woman 1
- Woman 2

Be warned – the images selected are not always obvious.

Q15. Look at the image below and select the most appropriate answer that describes the facial expression.



- Bliss
- Doubt
- Shy
- Sorrow
- Pain

Q16. Look at this picture of a man. In your opinion is he feeling...



- Comfortable
- Threatened
- Sexy
- Confident
- Aggressive

Q17. Look at the hand gesture above. In America it often means "safe", "respect" or "rock on". (Sometimes even the Texas Longhorns.) In which of the following cities does it usually mean "your wife has had an affair or someone else's baby"?



- Paris
- Istanbul
- Hong Kong
- San Paulo
- Naples

Q18. Take a close look at the picture below and select the most appropriate answer that describes the facial expression?



- Bliss
- Doubt
- Shy
- Sorrow
- Pain

Q19. A person reaches out to shake your hand with the palm of their hand facing slight towards the floor. They are trying to establish...

- Their trustworthiness
- Their willingness to be friends
- Their superior position to you
- Their openness
- Their submissiveness to you

Q20. Body language is identical all around the world.

- True
- False

Q21. Which of the following gestures is usually a very strong indicator that someone is telling a lie?

- Scratching their head
- Looking Down
- Crossing their legs
- Touching their nose or lips
- Fiddling with their hair

Q22. Men and women will often subconsciously point their knees at a person they feel comfortable with.

- True
- False

Q23. Examine the image below and select the most appropriate answer that describes the facial expression?



- Surprise
- Interest
- Joy
- Rage
- Fear
- Anguish
- Disgust
- Shame

How did you do?

Discuss your answers with your project worker.

You may feel nervous beforehand but this is quite natural. Try and keep to what you have planned to say even if the conversation doesn't quite go as you expected. And remember, you can only do your best. After it's all over ask yourself how you did. What things did you do well? What could be improved upon? Give credit to yourself where it is due and learn as much as you can from what happened to apply to the next time.

How did it feel to be more assertive?

.....

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Being assertive means that you can stand up for your rights without being rude or aggressive.

Your rights

We all have a right to:

- Be safe
- Be happy
- Be healthy
- Make choices
- Speak up
- Change your mind
- Walk away from any situation you don't like

Saying 'NO'

You don't have to answer questions or make a decision straight away. Here are some strategies you can use to give yourself some time to think about things.

"No thanks, but ask me again some other time"

"I need you to tell me more before i decide"

"It's nothing to do with you, but i'm saying no this time"

"No, that just wouldn't work for me at the moment"

"I know I said yes, but now i've thought about it..."



Carole's top tip

It's OK to say NO. You don't have to feel bad about saying no to someone.

Feel "OK" about it

They are your feelings - your first one is usually a good one.

It is your right to say "NO" so you don't need to apologise or make excuses.

You are saying "NO" to a request, you are not rejecting the person.

★ Challenge 7

Saying “NO” gets easier with practice.

Each time you say “NO” mark how easy it was on the chart. Mark 1 if it was difficult and 10 if it was easy (you could practice with a friend).

Week	1	2	3	4	5	6	7	8	9	10
1										
2										
3										
4										

Getting yourself a tenancy

If you're living in supported housing you will be helped to find housing through Tameside Housing Register, your key worker will be working with you to get you a tenancy ready to move into

Speak to your key worker about finding somewhere more permanent to live and they will explain in more detail how the register works.

If you want to, you can apply for a tenancy directly either with a housing association or a private landlord.

Housing Association

New Charter is the biggest housing landlord in Tameside there are many others

Private

Private landlords can be found by looking in the papers, adverts in house/shop windows, letting agents and Tameside Housing Advice and check the internet

★ Challenge 8

List below at least 3 other housing associations' in Tameside.

.....

.....

.....

★ Challenge 9

Find out about the rent deposit scheme (RDS) and how it works.



Paula's top tip

Call in or ring Tameside housing Advice to help you answer this question.

0161 331-2700

What is a local housing allowance and how much is it in Tameside?

.....

.....

.....



Paula's top tip

Always use a recommended private landlord and if it sounds too good to be true it probably is.

Tameside has a move on strategy that explains how everyone who provides housing in the area should be working together to help people to move out of supported housing at the right time for them.

Once offered a tenancy

What to do once you've been offered a tenancy

There are lots of things to check out once you've been offered a tenancy to make sure it's right for you. The checklist below will help you think about questions you might need to ask or things you might need to get done when you view a potential new home.

Viewing checklist

	Yes	No
Is there a decorating allowance? Amount £		
Are there any outstanding repairs? If so what: Date due to be completed:		
Does rubbish need removing from the garden?		
Is there a dustbin?		
Are there any void weeks of rent at the start of the tenancy? How many?		
Has the Housing Benefit form been signed by the landlord?		
Are all windows and doors secure?		
Is there gas in the property? Quarterly/Prepayment: Meter Reading: Is there a debt on the meter, if so how much?		
Is there a point to connect a gas cooker?		
Is there electric in the property? Quarterly/Prepayment: Meter Reading: Is there a debt on the meter, if so how much?		
Is there a wiring point for an electric cooker?		
Is the water on?		
Have you located the stopcock? Where?		
Is the water on a water meter? Reading:		
Is there a telephone point?		
Are there any smoke alarms?		

Moving In

There are loads of things you need to do when you move into your own place. The following table should help you make sure the right things get done at the right time. Make a note in the right hand column when you've completed each task for your new home. If you're not sure about anything, get your project worker to help you.

Gas Provider Tel: Meter point reference:	Take a meter reading and then telephone the provider and register your details on the day you view the property	Meter reading: Date contacted:
Social Tariff number:	Check if the provider has a social tariff that you may be eligible for	Date contacted:
Electricity provider Tel:	Take a meter reading and then telephone the provider and register your details on the day you view the property	Meter reading: Date Contacted:
Social Tariff number:	Check if the provider has a social tariff that you may be eligible for	Date contacted:
TV license Cash Easy Entry Scheme Tel: 08456015526	Telephone once moved into the property. You pay £5.50 for the first 3 weeks then £5 for 23 weeks.	Date contacted:
United utilities (WATER) Tel: 08457 461 100	Telephone and register details. Request weekly payment card and send off ASAP	Date contacted:
Income support Tel: 08456 088 526	Telephone once you have viewed property and ask for a change of address form. Complete form once received and send straight back.	Date form received: Date form sent back:
Child Tax Credit Tel: 0845 300 3900	Telephone and give change of address. They will pass the information to child benefit. You can use the 'Tell us once' at Tameside Customer Services Centres to apply for child benefit & tax credits	Date telephoned:
Housing Benefit / Council Tax	Complete the form at sign up, remember to take 3 proofs of ID with you to the sign up. Proof of income support Proof of child tax credit / child benefit This can be submitted at any local town hall or apply online at www.tameside.gov.uk (online forms). Ask for a dated receipt.	Date form completed: Date form submitted:

Community care grant Tel: 0845 608 8510	This line is always busy, but if you hang on you will get through. You will need your national insurance number to see how your claim is going.	
Doctors	Change your address with your doctor or ask your key worker to help requesting a new doctor	
Sure Start Maternity Grant	Claim any time after 11 weeks before baby's due, and up to 3 months after baby's born. You must be in receipt of JSA, IS or CTC	
Sure Start Children's Centre	Get your project worker to refer you to local Sure Start centre or go along and see what's going on there that you might want to access	

Think about what furniture you need for when you move into your new home

Need to buy	Cost	Where	Have you got it?

There are places where can you get stuff to furnish your flat cheaply. Think about:

- Family
- Friends
- Emmaus
- Mustard tree
- Willow Wood
- Electrical items shop
- Charity shops

Your project worker might know other places you can get help and support from.

Chris's top tip
Don't forget to ask your project worker to support you to apply for a community care grant to help you buy the things you need.

★ Challenge 11

Now you have a place to live, you need to find out what's available in your area.

Find out addresses and phone numbers for the following services:

Nearest doctors/emergency doctor

.....

Dentist

.....

Children's centre

.....

Emergency gas number

.....

Local housing office

.....

Non emergency police number

.....

Local town hall

.....

Pay zone/ point

.....

Library

.....

Post office

.....



Paula's top tip

Look on the Council's website to help you find these numbers.

www.tameside.gov.uk

Keeping your tenancy

There are some really important things you need to know about maintaining and keeping your tenancy.

- Paying rent/bills (keep receipts)
- Responding to letters that are sent to you (don't throw letters away)
- Keeping your place clean and tidy
- Letting gas services in to the property to do a gas safety check
- Reporting repairs

★ Challenge 12

Set up a file to keep all your letters/bills in and **Show this to your key worker.**



Paula's top tip

Buy cheap A4 arch lever folder and a pack of punch pockets to keep your letters in.

Managing your money

It's really important to be able to manage your money effectively. Budgeting involves understanding how much money you earn and spend over a period of time. When you create a budget, you are creating a plan for spending and saving money.

 How do you spend your money at the moment?

Complete the budget sheet and share it with your project worker.

Category	Amount
Income:	
Benefits	
Child benefit	
Wages	
Overtime	
Tax credits	
Income subtotal	
Expenses:	
Rent	
Mortgage	
Utilities: gas/electric	
Water	
Cable/digital TV	
Telephone (landline)	
Mobile phone	
Home repairs/maintenance/replacements	
Car payments	
Petrol/oil	
Car repairs/Bike repairs	
Car tax	
Car insurance	
Other Transportation (bus, trains, etc.)	
Child care	
Internet access expense	
Entertainment/recreation	
Shopping	
Fast food	
Hobbies	
Credit cards	
Fines	

Alcohol	
Cigarettes	
Drugs	
Medication	
Magazines/newspapers	
Hair/nails	
Clothes	
Pets	
Life insurance	
Regular saving account	
Emergency fund	
Expenses subtotal	
Net income (income less expenses)	

If you have more money going out than you have coming in you might want to think about getting some specialist debt advice, or review what you spend your money on.

★ Challenge 13

Find out where you can get specialist debt advice from in Tameside.

Name	Contact number	Worker	Outcome
Mint			
CAB			
Shelter			
Welfare Rights			
National debt help line			

Remember that if you live in supported housing your project worker can support you with lots of different problems or issues you want to deal with. Just ask them to put you in touch with an agency working in Tameside who can help you

