

Getting Out by Going In

presents

#1 Tools of the Body GOGI Life Tools

(#1 of 4 courses)

**A Free Reflective Writing GOGI Course
to be distributed and processed by
administrators and educators.**

**This course is valid when the course is offered by institutional staff
and when each student receives a personal copy of all pages.**

This course is offered at no cost to any organization, school, institution, or facility so they may provide FREE GOGI programming to their participants. This course is one in a series of free courses offered by Getting Out by Going In (GOGI).

Institutions/Organizations/Facilities: Please send in each student's completed "My Opinion Matters" survey to info@gettingoutbygoingin.org.

GOGI Student: Do not mail this course to GOGI. Turn this course in to the individual who provided it to you. Be sure to complete the "My Opinion Matters" survey as this is required for your official GOGI certificate. Your course completion will be processed by your facilitator, instructor, or supervisor.

Version date: May 2025

This course packet belongs to

First: _____ *Last:* _____

ID: _____ *Housing:* _____

Date: __/__/__

#1 GOGI Life Tools ~ Tools of the Body

This free course offered by Getting Out by Going In (GOGI) was created to be given to students by teachers, counselors, facilitators, programs, organizations, re-entry, shelters, schools, churches, and anyone else providing supportive programming to any population. If you want more free GOGI programming, please contact GOGI at info@gettingoutbygoingin.org.

CREDITS - There are two types of credits a student may receive for completion of this course:

- 1) Official GOGI Credit** - The teacher/facilitator/counselor/institution can email each student's "My Opinion Matters" form to GOGI's headquarters. GOGI generates an official GOGI certificate for course completion and sends a student transcript documenting any/all of their GOGI course completions by email to the teacher/facilitator/institution.
- 2) Local Credit** - The teacher/facilitator/counselor/institution may award their own form of credit or certificate for completing this course. In this case, GOGI will not enter the student's credit into the GOGI database.

Please Note: It is NOT possible for the student to submit the completed course directly to GOGI. The only credit issued for this free course is when the teacher/facilitator/institution submits all of the completed "My Opinion Matters" forms to GOGI.

GOGI STUDY - There are three ways to study GOGI:

- 1) Free GOGI** - This course is one of the many free ways to study GOGI.
- 2) Self-Study GOGI** - GOGI offers many independent, small group, and classroom study courses. The student has a personal softbound course and completes the writing and study assignments in this format. The completed softbound workbook is turned in to a GOGI representative, teacher, or facilitator or mailed to GOGI headquarters. Official GOGI certificates are awarded for softbound workbook completions. You can purchase these softbound courses at www.gettingoutbygoingin.org/shop. Many individuals who engage in Self-Study GOGI choose to work toward Certified GOGI Coach status, a title offered after completing specific self-study courses and projects.
- 3) GOGI Groups** - GOGI offers several GOGI Group workbooks, which include GOGI leadership training and GOGI Community Coach Certification. This method of GOGI programming is popular with organizations and institutions, as GOGI circle groups permit learning and positive peer associations leading toward success.

For more than 25 years, GOGI has offered social awareness skill-building to enhance human wellness and create a positive life experience. Information regarding GOGI's Community Coach Certification, other courses, video media, and open-source materials can be obtained by contacting GOGI:

Getting Out by Going In (GOGI)

PO Box 88969

Los Angeles, CA 90009

www.gettingoutbygoingin.org

info@gettingoutbygoingin.org

Attention! Before You Begin

Student!

Welcome to the wonderful world of GOGI! This course details positive decision-making tools you can use in any situation or circumstance. Please enjoy this course, knowing that what you get from it is proportional to what you put into its completion. These tools are meant to help you confidently face any challenge with a solution-oriented and positive mindset. This course contains assignments, questions to answer, and pages to fill with your thoughts. Read the text, consider and contemplate, answer the questions, and put the Tools to use throughout the day. We want you to be a strong, positive force for good wherever you go.

Please note that these assignments are to be submitted to your organization, institution, or teacher. **Do not mail this course to GOGI.** Your official GOGI certificate is created from your “My Opinion Matters” form. Please return your completed course to the individual, institution, or organization that provided it. If you send your course to GOGI, you will not receive credit. Credit for this course is only available from the organization that provided it.

Teacher/Facilitator/Counselor!

Any time a facilitator, teacher, counselor, institution, program, organization, non-profit, school, church, or other entity emails copies of each student’s completed “My Opinion Matters” form, they qualify for certificates and many free resources provided by GOGI! Each student must receive a personal printed copy of all workbook pages. This is a reflective writing course, and credit is based on their writing on each page.

We want to create Official Certificates!

Please send us each student’s “My Opinion Matters” form. We would like to know who is engaged in the study of GOGI, and when you send us these forms, you qualify for many other free resources GOGI provides. Some reasons to send GOGI your students’ “My Opinion Matters” forms are:

- Official GOGI course certificate
- Official GOGI student transcript
- Enables GOGI to continue providing free resources to people like you!
- More free resources for you and your students

Contact us at www.gettingoutbygoingin.org for more information.

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

My Opinion Matters

Reflective Writing Course



This survey is only valid if you received your own personal copy of the 57-page free printed workbook titled “#1 GOGI Life Tools ~ Tools of the Body.” This course requires your reflective writing on each page. After completing all 57 pages, return this survey to your teacher/facilitator for an official GOGI credit. Do not mail this form to GOGI.

I affirm that I received, completed, and turned in all 57 pages of this workbook.

Signature: _____

The course I completed is titled: **#1 GOGI Life Tools ~ Tools of the Body**

My first name: _____ **My last name:** _____

My ID: _____ **Today's date:** _____

My institution or facility: _____ **My housing:** _____

Facility address: _____ **City:** _____ **State:** _____ **Zip:** _____

Mandatory Question: On page 57, there is a message to the GOGI Student, what is the most interesting part of that message?

I have circled the number that most closely represents my opinion about this reflective writing course.

This course and writing on the pages was worth my time.

Disagree		Somewhat disagree		Neutral		Somewhat Agree		Agree
1	2	3	4	5	6	7	8	9
								10

This course helped me realize my potential for good and how to make better decisions.

Disagree		Somewhat disagree		Neutral		Somewhat Agree		Agree
1	2	3	4	5	6	7	8	9
								10

This course and writing about my own life left me feeling empowered and hopeful.

Disagree		Somewhat disagree		Neutral		Somewhat Agree		Agree
1	2	3	4	5	6	7	8	9
								10

This course and the writing assignments helped me increase my level of insight.

Disagree		Somewhat disagree		Neutral		Somewhat Agree		Agree
1	2	3	4	5	6	7	8	9
								10

I received all 57 pages of this workbook and was able to write on all pages. (circle one)

Yes No

Here are my comments about this course and suggestions for future courses:

Use the back of this form for more writing space.

Table of Contents

My Opinion Matters

(please complete this page)

<i>Week 1: Getting Started</i>	<i>1</i>
<i>Week 2: BOSS OF MY BRAIN</i>	<i>16</i>
<i>Week 3: BELLY BREATHING</i>	<i>29</i>
<i>Week 4: FIVE SECOND LIGHTSWITCH</i>	<i>41</i>

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

My name is: _____

My ID # is: _____

Today's Date is: ____/____/____

Week 1



Getting
Started

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

Dear Student of the GOGI Life Tools,

WELCOME ~ From all of us who use the GOGI Life Tools daily, we welcome you to the wonderful world of positive decision-making, a world where you can create your own internal freedom regardless of situation or circumstance. This course is designed to help you document your life as you experienced it and chart the course for your life moving forward. While you explore the past, the present, and the future, you will also have the opportunity to explore the GOGI Life Tools and how they can be integrated into your daily choices.

THE GOGI LIFE TOOLS ~ The GOGI Life Tools are simple Tools for making the most positive decisions at anytime, and on any day. Throughout this course, you will explore these Tools and have the opportunity to consider how the tool might have been effective in the past, how it can be effective in the present, and how it will be effective for you in the future.

THE FOUR SETS OF TOOLS ~ This free course details the use of one set of GOGI Life Tools, the Tools of the Body. There are four sets of Tools: Tools of the Body, Tools of Choice, Tools of Moving Forward, and Tools of Creation. Each Set of Tools corresponds to a specific human developmental stage. Optimally, you learned these Tools during the corresponding period of your life. Of course, most early childhood, teenage, and even young adulthood experiences are not optimal, but nothing is stopping you from creating an optimal life today. This course enables you to see your life in a new and more powerful way, one which does not limit your ability to create your best life experience.

ALONE OR TOGETHER ~ With this free course, you can complete each week of study independently, but the ideal format for this work is in a small group. Some small groups will permit you to explore the writing assignments on your own, and the group will meet weekly to discuss the experience. Even two people working together on this course may offer additional insights that self-study does not. Couples may find they love more and are more kind to their partner when they explore the assignments in this course. Parents may help their children better understand their own lives when they are given the opportunity to engage in this course. You choose how you will complete this course. Please know that your successes will be determined, to a large degree, by your willingness to take your time, think, and ponder, as well as reflect and consider.

SLOW AND STEADY WINS THE RACE ~ If you take your time, follow the path, and enjoy the journey, your results will be far greater. Please take your time, as you will be reviewing the span of your entire life while learning GOGI Life Tools and charting the course for the future.

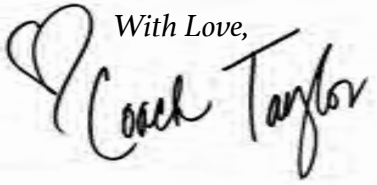
IT'S TIME TO STEP UP TO THE BEST VERSION OF YOU! ~ This course is your opportunity to step up and be your best you. You can't cheat yourself into excellence. Excellence requires practice, so re-read the assignments and study the pages more than once. Practice the GOGI Life Tool of the week and enjoy the steady path while your heart and soul are given sufficient time to integrate your learning.

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

YOU MATTER ~ I promise this; you matter to the world around you. The best version of you can help the suffering, bring a smile to the hurting, and help lift the load of another. The best version of you has wisdom to share, problems to solve, and positive communities to build.

The best version of you is all we see at GOGI. We SEE you as you are, deep down inside. And, with the GOGI Life Tools, you are likely to experience the best of you emerge. You are more important to the world than you may believe. I know this as a fact because I have seen it thousands of times. Those who remain on the journey toward using the GOGI Life Tools each day successfully define their life as one that matters, the GOGI Way.

With Love,

GOGI Coach Taylor

What do you think?

What part of Coach Taylor's message resonates the most with you? And why? Explain your thoughts and share your opinions.

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

GOGI Life Tools

The twelve GOGI Life Tools are listed on this page.



Tools of the Body

BOSS OF MY BRAIN
BELLY BREATHING
FIVE SECOND LIGHTSWITCH



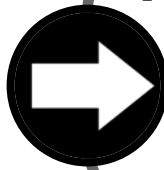
Tools of Choice

POSITIVE THOUGHTS
POSITIVE WORDS
POSITIVE ACTIONS



Tools of Moving Forward

CLAIM RESPONSIBILITY
LET GO
FOR-GIVE



Tools of Creation

WHAT IF
REALITY CHECK
ULTIMATE FREEDOM



Your Turn

Circle the Tool that sounds most interesting to you. Below, explain why this Tool seems interesting to you. If you had to guess what this Tool is about, what would you guess about this Tool?

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

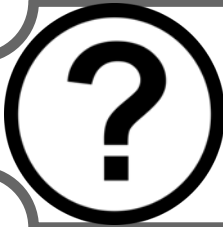
GOGI Life Tool Sets

The twelve GOGI Life Tools are divided into four sets.
On this page, the four sets are listed.



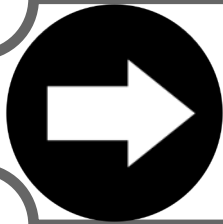
Tools of the Body

This Set of Tools empowers you to take control of your body's responses to life's inevitable challenges.



Tools of Choice

This Set of Tools puts you in charge of everything you think, say, and do and filters them to guide you to a positive life.



Tools of Moving Forward

This Set of Tools helps you move beyond the past and turn your challenges of today into opportunities of the future.



Tools of Creation

This Set of Tools is your guide to designing a life that brings you lasting joy, meaning, and purpose.

Your Turn

Which Set of Tools seems most interesting to you and why?

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

GOGI Life Tool Calendar

According to the GOGI Life Tool Calendar, each GOGI Life Tool has a designated week for its study once every three months. The first week of each month begins on the first Monday of each month. If the first of a month lands on a Tuesday-Sunday, the meeting for the first Tool of that month will begin the following Monday. When there is a fifth Monday in a month, one or all Tools can be reviewed, or you may have a Guest Speaker Meeting.

Calendar Activity

★ Draw a star next to the month of your favorite holiday.

♥ Draw a heart next to the week of this holiday.

Underline the GOGI Life Tool studied the week of your favorite holiday.

January

1st Monday: BOSS OF MY BRAIN
2nd Monday: BELLY BREATHING
3rd Monday: 5 SECOND LIGHTSWITCH
4th Monday: POSITIVE THOUGHTS

February

1st Monday: POSITIVE WORDS
2nd Monday: POSITIVE ACTIONS
3rd Monday: CLAIM RESPONSIBILITY
4th Monday: LET GO

March

1st Monday: FOR-GIVE
2nd Monday: WHAT IF
3rd Monday: REALITY CHECK
4th Monday: ULTIMATE FREEDOM

April

1st Monday: BOSS OF MY BRAIN
2nd Monday: BELLY BREATHING
3rd Monday: 5 SECOND LIGHTSWITCH
4th Monday: POSITIVE THOUGHTS

May

1st Monday: POSITIVE WORDS
2nd Monday: POSITIVE ACTIONS
3rd Monday: CLAIM RESPONSIBILITY
4th Monday: LET GO

June

1st Monday: FOR-GIVE
2nd Monday: WHAT IF
3rd Monday: REALITY CHECK
4th Monday: ULTIMATE FREEDOM

July

1st Monday: BOSS OF MY BRAIN
2nd Monday: BELLY BREATHING
3rd Monday: 5 SECOND LIGHTSWITCH
4th Monday: POSITIVE THOUGHTS

August

1st Monday: POSITIVE WORDS
2nd Monday: POSITIVE ACTIONS
3rd Monday: CLAIM RESPONSIBILITY
4th Monday: LET GO

September

1st Monday: FOR-GIVE
2nd Monday: WHAT IF
3rd Monday: REALITY CHECK
4th Monday: ULTIMATE FREEDOM

October

1st Monday: BOSS OF MY BRAIN
2nd Monday: BELLY BREATHING
3rd Monday: 5 SECOND LIGHTSWITCH
4th Monday: POSITIVE THOUGHTS

November

1st Monday: POSITIVE WORDS
2nd Monday: POSITIVE ACTIONS
3rd Monday: CLAIM RESPONSIBILITY
4th Monday: LET GO

December

1st Monday: FOR-GIVE
2nd Monday: WHAT IF
3rd Monday: REALITY CHECK
4th Monday: ULTIMATE FREEDOM

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

Fun Calendar Activity

Answer the questions below by referring to the calendar on the previous page. Here is an example of what to do on this page: If you were born on January 22nd you would be born the fourth week of January. The GOGI Life Tool studied that week is POSITIVE THOUGHTS.

I was born in the month of _____ on the day of _____

This day typically falls on the - 1st 2nd 3rd 4th - week of this month.

The GOGI Life Tool studied during my birthday week is called:

What is your favorite holiday? _____

Why is it your favorite? _____

What month is your favorite holiday? _____

What Tool is studied the third week of that month? _____

What is today's date? _____

What week of the month is it? (weeks start on Mondays) _____

What is the Tool of this week? _____

What is your favorite month of the year? _____

Why is this your favorite month? _____

What Tool is studied the first week of your favorite month? _____

What GOGI Life Tool is studied the third week of October? _____

What GOGI Life Tool is studied the fourth week of December? _____

Many Students of GOGI enjoy studying according to the GOGI Life Tool Calendar. They enjoy knowing that everyone is studying the same Tool at the same time, and it makes them feel good to know that no one will be alone in their study of the GOGI Life Tools. What are your thoughts on the calendar? Do you like having a calendar? Why?

To you, is the GOGI Life Tool Calendar confusing, or does it make sense? Explain.

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

Frequently Asked Questions About GOGI

What are GOGI Life Tools?

The GOGI Life Tools are twelve Tools created to help anyone create their optimal life experience. The GOGI Life Tools are a great way to motivate others to be their best and inspire individuals to step up as a solution in their communities.

In what way can you be a solution to the problems you see around you?

What is GOGI?

Getting Out by Going In is a nonprofit organization based in Los Angeles, California, USA. GOGI offers:

1. open-source materials
2. free correspondence courses
3. leadership training programs

Circle which one is most interesting to you. 1, 2, or 3.

*You can be
your best - using
GOGI Life Tools!*

When someone says they are "in GOGI," what do they mean?

There are many ways to engage in the study of the GOGI Life Tools. Individuals engage with GOGI studies in many ways.

Circle which form of study you are participating in.

- Correspondence study
- Group study
- Self-study
- Leadership training

What is the GOGI Life Tool Calendar?

All GOGI Meetings follow the GOGI Life Tool Calendar. The GOGI Life Tool Calendar helps you unite with others on the GOGI Journey. You are never alone when you study the GOGI Life Tools.

In your opinion, why do so many Students of GOGI rely on the GOGI Life Tool Calendar?

What if I want more information about GOGI?

Your best resource for GOGI information is found at www.gettingoutbygoingin.org. Explore the tabs and click the links to our YouTube, Instagram, and Facebook pages.

Have you or your family already explored the GOGI website or GOGI's social media? (Circle one.)

YES, of course!

NO, not yet!

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

GOGI Pledge of Service

This is a vision, prayer, declaration, affirmation, statement, oath, chant, or song.

May our commitment (repeat)

To the study of GOGI (repeat)

Grant us the joy (repeat)

Of giving and receiving (repeat)

So our inner freedom (repeat)

May be of maximum service (repeat)

To those we love (repeat)

And infinite others (repeat)

Your Turn

In your opinion, do you believe there is value in having a Pledge of Service that unites students who study the GOGI Life Tools? What do you think students who practice this pledge are pledging? Share your opinion of the Pledge of Service.

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

GOGI Circle Groups

The study of the GOGI Life Tools is optimized in Circle Groups. Below is information about why and how GOGI Life Tool study is focused on uniting communities through collaboration rather than instruction.

What is a GOGI Circle Group?



Circle Groups help build solid GOGI Life Tool studies. GOGI Circle Groups provide an environment where Students of GOGI can actively engage in their study with friends. Circle Groups are no more than 12 individuals. When there are 13 individuals, divide the group into two Circle Groups. Sometimes, a Circle Group is only two individuals, but the ideal size is 12. It is ideal if the group forms a circle with chairs and there are no obstructions such as desks or tables in the circle.

Why do we do GOGI Circle Group?

Circle Groups help everyone engage, build lasting friendships, and learn to apply the GOGI Life Tools to everyday situations. Formed in a circle, the group members can feel included, valued, and part of a circle focused on learning the GOGI Life Tools.



How do we do GOGI Circle Groups?



It is best to let individuals form their own Circle Groups as long as there are a maximum of 12 individuals per circle. Individuals will naturally gravitate to friends or others with whom they feel most comfortable. This is perfectly acceptable unless prohibited by the hosting organization. Where self-selection is impossible, assigning group numbers or other means of forming groups can be utilized.

Your Turn

In your opinion, do you think it is beneficial to have conversations with like-minded individuals about positive solutions? Do you think that GOGI Circle Groups facilitate positive discussions? Discuss why.

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

GOGI Life Tools - The Basics

You know your GOGI Life Tools if you can answer the following questions.

WHAT?

What are the **FOUR** sets of GOGI Life Tools?

Tools of the Body
Tools of Choice
Tools of Moving Forward
Tools of Creation

WHAT?

What are the names of each of **The GOGI Life Tools**?

BOSS OF MY BRAIN, BELLY BREATHING,
FIVE SECOND LIGHTSWITCH,
POSITIVE THOUGHTS, POSITIVE WORDS,
POSITIVE ACTIONS,
CLAIM RESPONSIBILITY, LET GO,
FOR-GIVE, WHAT IF, REALITY CHECK,
ULTIMATE FREEDOM

HOW?

How were the GOGI Life Tools created?

All GOGI materials are gifts to GOGI from men and women who were in prison. The Tools were created through collaboration and sharing of ideas.

WHO?

Who created the GOGI Life Tools?

Prisoners created the GOGI Life Tools to share with other prisoners, and now we share them with you.

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

WHAT?

What is the GOGI Pledge/GOGI Song/GOGI Prayer of Service?

*May our commitment
To the study of GOGI
Grant us the joy
Of giving and receiving
So our inner freedom
May be of maximum service
To those we love
And infinite others.*

WHO?

Who created the GOGI Pledge of Service?

A group of prisoners created the GOGI Pledge of Service to unite all students learning GOGI to make their communities better places to live.

WHY?

Why does GOGI have a calendar?

Students of GOGI study according to a calendar because when all Students of GOGI study according to the GOGI Life Tool Calendar, no person will ever feel alone during their GOGI studies. Each week of the year, we focus on a different Tool as one united community.

WHO?

Who created GOGI's official Meeting Format and why?

Prisoners with experience in many different types of group meetings created the official GOGI Meeting format. All GOGI Meetings follow a uniform format familiar to anyone attending meetings in other locations.

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

What is GOGI?

Getting Out by Going In (GOGI) is a non-profit organization focused on empowering individuals with simple decision-making Tools to help them make lasting change. GOGI offers lasting change... simplified.

How do I GOGI?

The GOGI Life Tools are simple and easy to learn. Each Tool is independent of the others. You can use one Tool or all of the Tools. GOGI offers simple skills rather than steps to a finish line. Tool study is coordinated with the GOGI Life Tool Calendar so no one will ever feel alone when they GOGI.

How Can Organizations Offer GOGI?

Free GOGI Meetings are available to any organization. Bulk pricing of courses makes group study an attractive option for a more formal GOGI program. GOGI offers independent study for those who are unable to attend groups. Courses are available in Spanish and English.

Ways to GOGI

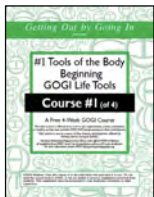
Group GOGI



GOGI offers a variety of meeting formats for use in rehabilitation, recovery, and therapeutic communities. Free downloads of the meeting formats are available.

Self-Study GOGI

Individuals who complete self-study and submit their softbound workbook to GOGI will receive an official GOGI certificate. Anyone can engage in self-study through the purchase of our courses.



Free GOGI

GOGI offers a free Community Meeting Manual, free facilitator support, a free My Life Story Course, free virtual meetings, free handouts, and free educational videos on YouTube.

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

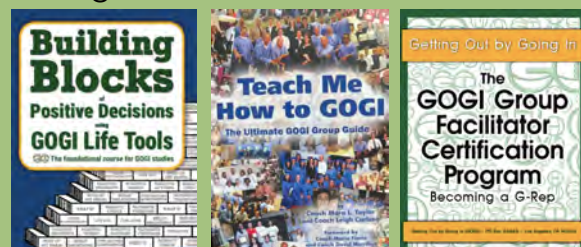
GOGI Courses For Self-Study



GOGI offers many courses, and we regularly add more to our study library. GOGI courses are created by and for the incarcerated.

GOGI Courses For Group Study

Many organizations utilize internal budgets for bulk purchases of GOGI self-study and small group courses. Ask for a full course catalog.



GOGI Community Coach Certification Program



Certifying as a GOGI Community Coach requires completion of specific courses. Candidates are also required to submit an approved thesis project outlining a way in which they can be of service to their community.

GOGI Community Coach Certification helps obtain lasting employment and repair and enhance relationships. Certification as a GOGI Coach is a constant reminder to be of service to the community.

Frequently Asked Questions

Official certificates from GOGI?

GOGI offers official certificates of completion for our purchased, grant-funded, gifted, or donor-funded soft-bound courses.

Who pays for the courses?

Organizations can purchase courses. Grants and donations help fund or reduce the costs of courses. Family and friends can sponsor courses. Students can purchase their own courses.

What about FREE courses?

GOGI offers many free course options. Write for more information.

What about free GOGI Meetings?

GOGI offers an accessible GOGI Meeting format free to anyone or any organization. Just email GOGI for the PDF of the meeting format.

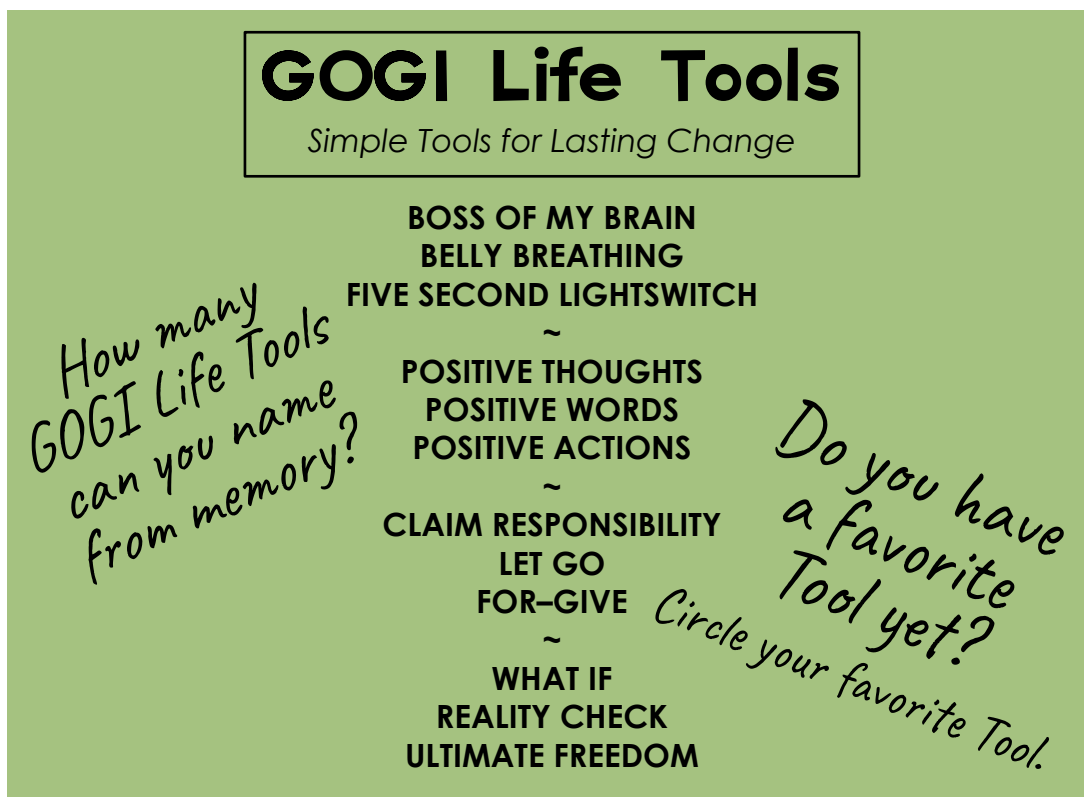
Earn Official GOGI Course Certificates

Students who complete GOGI courses receive official GOGI certificates. Students can request their transcript documenting their course completions and a letter of support for court or hearing purposes.



Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025



Connect With Team GOGI

-  YouTube: GOGILifeTools
-  Twitter: GOGILifeTools
-  TikTok: GOGILifeTools
-  Instagram: GOGILifeTools
-  LinkedIn: Getting Out by Going In
-  Facebook: Getting Out by Going In
-  Zoom: Weekly Meetings

Contact Us

www.gettingoutbygoingin.org

Nonprofit EIN: 20-3264893

For more information and our full course catalog, contact:

Getting Out by Going In
PO Box 88969
Los Angeles, CA 90009 USA

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

My name is: _____

My ID # is: _____

Today's Date is: ____/____/____

Week 2

Your GOGI Life Tool called:

**BOSS OF
MY BRAIN**
Reflecting on your life
Ages 0-2

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

Me at Ages 0-2

The story of your life begins. If you were not told anything about your first two years of life, can you imagine what those years were like? If you don't know the answers to these questions, you can guess some of the answers. There are no wrong answers.

When I was born, I was given the name:

First _____ Middle _____ Last _____

My nicknames were: _____

Here is the history of my nickname/s:

I was born on the _____ day of the month called _____,
and the year was _____. The place, city, state, and country where I was born was called:

Here is a little information I was told about the place where I was born and the situation I was born into.

My birth mother was named: _____

My birth father was named: _____

Here is a little information I have been told about my birth parents:

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

Did you or do you have siblings? Did you have step-siblings? Were there other children living in your first home when you were born? Explain.

Describe what you have been told about the first two years of your life. Who was there? Who was not? Who was your primary caregiver? What are your memories of those years? Or, what have you been told about those years?

How do you think the first two years of your life impacted subsequent years? How?

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

BOSS OF MY BRAIN Basics

Calendar Study Dates for this GOGI Life Tool: 1st week of January, April, July, October

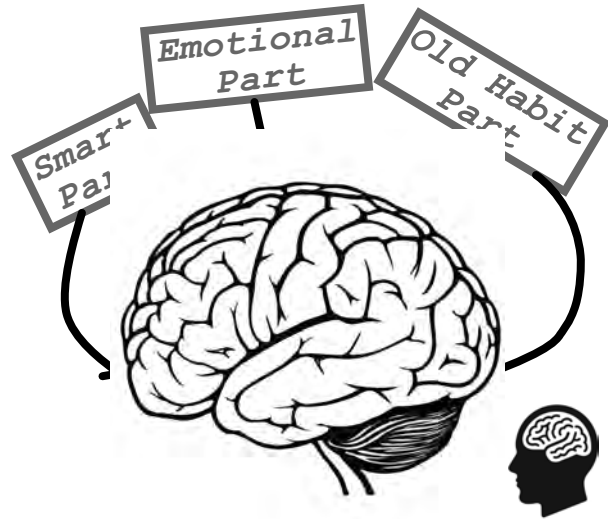
To use this GOGI Life Tool, consider three parts of your brain over which you have control: the Smart Part, Emotional Part, and Old Habit Part.

The Smart Part

When you place your hand on your forehead, you touch the area of your brain responsible for making decisions and learning new information. We call it the Smart Part because it helps you make positive decisions.

Your Turn ~ Name a time when you used the Smart Part of your brain. I used the Smart Part of my brain when:

It made me feel: _____



The Emotional Part

Touch each side of your head just above your ears. At the center of your brain is what we call the Emotional Part. This is where you create emotions. When you use this Tool, you become more aware of this part of your brain, and you can better decide whether you want it in control.

Your Turn ~ Describe a time when you used the Emotional Part of your brain. I used the Emotional Part of my brain when:

Today, I will use BOSS OF MY BRAIN when:

Old Habit Part

Put your hand just above your neck, on the back of your head. You are touching the Old Habit Part of your brain. When you use BOSS OF MY BRAIN, you can better assess whether you want your old habits to be in control.

Your Turn ~ Describe a time when you used the Old Habit Part of your brain. I used the Old Habit Part of my brain when:

Today, I can use BOSS OF MY BRAIN to:

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

All About BOSS OF MY BRAIN

Remember: YOU are the boss, and the Tool BOSS OF MY BRAIN puts you in the CEO seat of your company!

BOSS OF MY BRAIN Objective

BOSS OF MY BRAIN helps you realize the control you have over what your brain does. When you use BOSS OF MY BRAIN, you may realize you are the boss of your thinking and the creator of your life experience.

Your Turn

The Tool BOSS OF MY BRAIN aims to remind you that you are the boss. If you truly believed you are the boss, would your thoughts and decisions be more positive? Why or why not?

BOSS OF MY BRAIN Statement of Ownership

I am the BOSS OF MY BRAIN, and I claim control over each thought I create. Because I am BOSS OF MY BRAIN, I can change my thoughts anytime. No one has control over my thoughts because only I am BOSS OF MY BRAIN.

Your Turn

Knowing that BOSS OF MY BRAIN is a Tool that is yours to use at any time, you can begin using this Tool in your life today. Do other people have the power to change your thoughts? Explain.

BOSS OF MY BRAIN Keywords

The Three Parts - You can control three parts of your brain: the Smart Part, Emotional Part, and Old Habit Part. To use BOSS OF MY BRAIN, I ask, "Which part is in charge right now?"

Your Turn

How might you remember the Keywords for BOSS OF MY BRAIN? When might they come in most handy?

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

BOSS OF MY BRAIN

Group Activity Options

Identify the Part

Step 1: Each group member writes down a possible scenario on a piece of paper, folding the paper and placing it in the center of the group when done.

Step 2: A volunteer picks one of the pieces of paper out of the pile and reads it aloud.

Step 3: The volunteer shares which part of the brain is used in the scenario, Smart Part, Emotional Part, or Old Habit Part

Step 4: Group members discuss.

Step 5: Volunteers continue to pick a piece of paper, read aloud, and share their thoughts until all pieces of paper have been read.

Example: Letty returned home to find her brother had used her car and had backed it into the garage door. She rushes into his room, picks up his new cell phone, and tosses it against the wall, breaking it into pieces. Which part of the brain did she likely use in this situation?

Get Creative

Create your own activity to help you integrate the GOGI Life Tool BOSS OF MY BRAIN in your daily life.

Storytelling

Step 1: Assign each group member a Part of the brain: Smart Part, Emotional Part, Old Habit Part.

Step 2: A volunteer starts a story using the Part of the brain they were assigned.

Step 3: This individual passes the story to another group member to continue the story with their assigned Part of the brain.

This activity aims to demonstrate how differently a story can unfold depending on what Part of the brain you use.

The Three Parts

Step 1: One at a time, each group member picks either the Smart Part, the Emotional Part, or the Old Habit Part and completes the following accordingly.

Smart Part – The group member touches their forehead, where the the Smart Part of your brain is. This individual shares a time when they made a smart decision.

Emotional Part – The group member touches their ears, the Emotional Part is between your ears. This individual share an example of when they made an emotional decision.

Old Habit Part – The group member places their hand on the back of their head. That is the Old Habit Part is. This individual share an example of when they used old habit thinking to make a decision.

Step 2– Once everyone has shared, each member touches their forehead and states one thing they will do this week using the Smart Part of their brain.

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

The GOGI Life Tool - BOSS OF MY BRAIN

BOSS OF MY BRAIN is part of the Set of Tools called Tools of the Body. This was the first Tool created by Students of GOGI as they explored ways to remain on track with the kind of life they wanted to create. Identifying the Smart Part, the Emotional Part, and the Old Habit Part will help you simplify controlling the operations of your brain. When you use this Tool frequently, you will begin to experience the power that comes from practice. BOSS OF MY BRAIN solves the problem of not being taught that you, and only you, are the owner of your brain. With BOSS OF MY BRAIN, you can run the business of your brain just like a good boss runs a good company.

Your Turn

What is the name of the Tool described on this page?

Which Set of Tools does this Tool belong to? *Circle one.*

Tools of the Body

Tools of Choice

Tools of Moving Forward

Tools of Creation

What are the Keywords for this Tool? *(Hint: Page 20)*

Now, consult your GOGI Life Tool Calendar (page 6) and write the weeks of the year that a majority of Students of GOGI study this Tool. Look at your calendar and write those weeks and months below.

BOSS OF MY BRAIN is studied on the following weeks:

The _____ week of _____

The _____ week of _____

The _____ week of _____

The _____ week of _____

*Based on what you have read about this Tool, give one example of how you might be able to use **BOSS OF MY BRAIN** in your daily life right now. Just write how you could use this Tool. I could use this Tool when:*

*What are your thoughts on the negative or positive impact you have on others, and how might this **BOSS OF MY BRAIN** help you increase your positive impact?*

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

My Thoughts About **BOSS OF MY BRAIN**

What are your first thoughts about the Tool **BOSS OF MY BRAIN**? What do you think of the name?

After reading about this GOGI Life Tool, can you think of a specific instance in your youth when using **BOSS OF MY BRAIN** would have come in handy? What happened? How would you have utilized this GOGI Life Tool in this situation?

Looking back on it now, if you were talking to the younger version of yourself, what would you say about **BOSS OF MY BRAIN** and how to use it as a Tool?

Did anyone ever tell you that you were in charge of your brain before? Who? Did you believe them? Explain.

Have you used GOGI Life Tool, **BOSS OF MY BRAIN**, before? If so, when and what happened? How did you use this Tool?

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

Test Your Understanding

BOSS OF MY BRAIN

The GOGI Life Tool **BOSS OF MY BRAIN** states there are three parts of your brain you have control over.

The _____ Part,

The _____ Part, and

The _____ Part.

To use the GOGI Tool **BOSS OF MY BRAIN**, you ask yourself, "Which Part of my _____ is the boss right now?"

The **Smart Part** of the brain is at the _____ of your head.

The **Emotional Part** of your brain is in the _____ of your head.

The **Old Habit Part** of your brain is at the _____ of your head.

No matter how many bad decisions you have made in the past, you can always make positive decisions today. Is this statement true _____ or false _____?

Why?

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

GOGI Life Tool Review

The name of this Tool is:

BOSS OF MY BRAIN



The Keywords for this Tool are:

Smart Part, Emotional Part, Old Habit Part.
Which Part Is In Charge Right Now?



The calendar dates of study for this Tool are:

1st week of January, April, July, & October

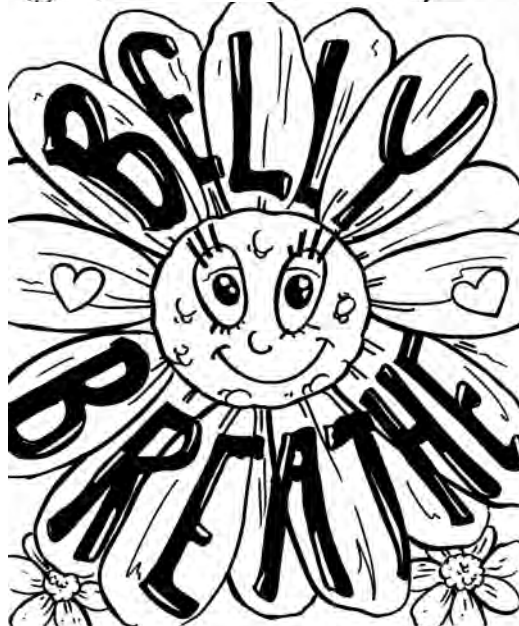
Your Turn

My favorite thing about the GOGI Life Tool **BOSS OF MY BRAIN** is:

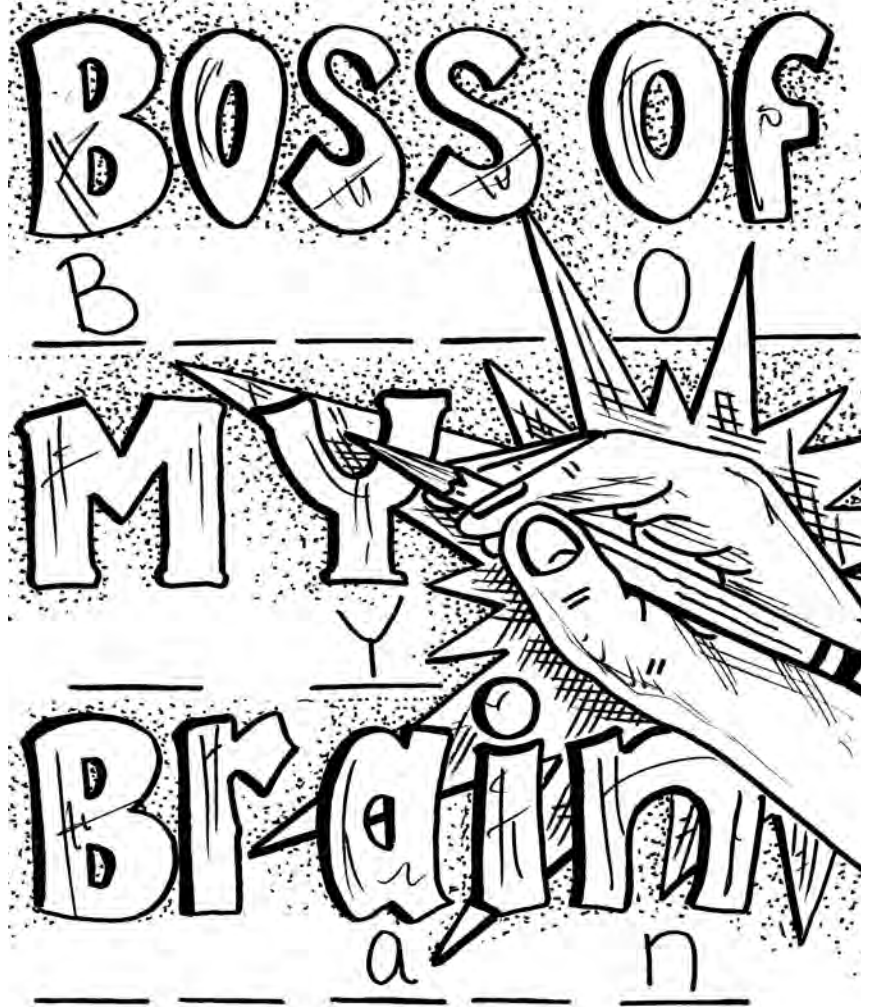
I can utilize **BOSS OF MY BRAIN** when:

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025



Circle your favorite drawing to the left.



Fill in the blanks above.

For a little fun, fill this page with color and make it your own creation!

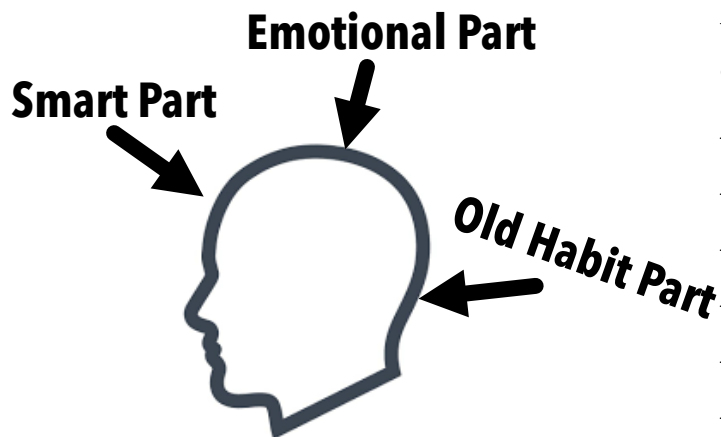
What do you think of the art on this page? Does it inspire you in any way? Explain.

Activity Time - Which Part is in Charge?

Describe how you might become more aware of which part of your brain reacts and responds to every situation? In your opinion, how does this awareness help you with more positive responses?

Describe when the “Emotional Part” of your brain normally kicks in. Describe what you can do when this happens now that you have BOSS OF MY BRAIN as a Tool.

When does your “Smart Part” like to be in charge of your decision-making?



When does your “Old Habit Part” operate on its own?

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

Remember... Credits: There are two types of credits a student may receive for completion of this course:

- 1) Official GOGI Credit** - The teacher/facilitator/counselor/institution can submit a list of students who have completed the course to GOGI's headquarters. In this case, GOGI enters the students' information and credit into our student roster database when received from an institutional, not a personal, email address. An official GOGI certificate for the course and a student transcript documenting any/all of the GOGI courses completed are sent to the teacher/facilitator/institution in PDF file format.
- 2) Local Credit** - The teacher/facilitator/counselor/institution may award their own form of credit or certificate for the completion of this course.

Please Note: What is NOT possible is for the student to submit the completed course directly to GOGI. Courses mailed to GOGI's mailroom will not be returned or processed. The only credit issued for this free course is by the teacher/facilitator/institution through direct communication with GOGI.

Group Discussion Questions

This week, you learned about the GOGI Life Tool BOSS OF MY BRAIN.

- What is the Tool BOSS OF MY BRAIN? What are the Keywords for this Tool? What do they mean, and how can you remember them?*
- Did you use this Tool throughout this past week? If so, how? If not, how might you use it in your upcoming week?*
- Think about the last time you used the Smart Part of your brain when making a decision. How were you able to use the Smart Part instead of resorting to old habits or an emotional reaction?*
- When was the last time you let your Emotional Part take over? What other choice could you have made?*
- What are some of the beliefs you have stored in the Old Habit Part of your brain and why do they no longer serve you?*
- Do you believe there is value in teaching children this Tool? Explain.*
- What might have been different in your life had you been taught to use BOSS OF MY BRAIN as a Tool in your childhood?*
- How would you explain this Tool to a close friend? What would you say were the benefits?*

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

My name is: _____

My ID # is: _____

Today's Date is: ____/____/____

Week 3

Your GOGI Life Tool Called:

BELLY BREATHING

Reflecting on your life
Ages 3-5

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

Me at Ages 3-5

Children ages 3-5 learn how to walk, talk, and play. On these pages, we explore your life experience during these years.

Ages 3, 4, and 5 could be summed up as _____ years for me. I can give those years that label because:

During these years, I lived with:

We lived in a city/town called:

Would you say you were happy during these years? What made you happiest? What were the things you liked to do? Who were your best friends? What did “family” mean to you? Share the hard times, as well as good memories.

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

What was a typical day like when you were ages 3, 4, and 5? From when you would wake up in the morning to when you fell asleep, what was a typical day like? Did you think your life was normal, or did you sense something was wrong or different from others? Did you experience yourself as “good,” or did you think you were “wrong” or “bad” somehow?

Were there troubling events that occurred in your life during these times? What brought you sorrow or worried you? Did you have someone to confide in during the difficult times? Did you have someone with whom to share your sorrows? When you were worried or troubled, how did you manage these feelings?

Looking back on it, could things have been different if just one or two things were changed? And, if so, what would those things have been? What needed to change for you to have experienced these years differently?

BELLY BREATHING Basics

Calendar Study Dates for this GOGI Life Tool: 2nd week of January, April, July, October

BELLY BREATHING is a GOGI Life Tool that can help you increase positive responses to negative circumstances. Breathing helps oxygen move through your body. When your oxygen flow is optimal, your brain function is also optimal. When you build the skill of breathing with intention, you will naturally make more positive decisions because more oxygen is getting to your brain.

To use BELLY BREATHING, monitor your breathing and let your brain do the rest of the work.



1 One Hand on My Belly

Sometimes, something as simple as placing your hand on your belly will remind you to breathe more deeply. When you use this Tool, you train your mind to breathe in a way that supports your best decisions automatically.

2 One Hand on My Chest

Often, when we are upset or angry, our breathing gets very shallow, and most of the air we take in is restricted and centralized to our chest area. Putting one hand on your chest allows you to easily identify whether you are chest breathing.

3 Which One is Moving?

When you slow down enough to identify your breathing pattern, you are instantly in charge of creating the best outcome for you. Your brain works best when you breathe with your belly.

Your Turn

Describe a time when taking a few deep breaths served to help you make positive decisions. OR, do you remember when someone recommended you stop for a moment and breathe? Does this Tool make sense to you?

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

All About BELLY BREATHING

Remember: You can use your GOGI Life Tool BELLY BREATHING any time to direct control over your response to any situation!

BELLY BREATHING Objective

When you use BELLY BREATHING, you maintain control. Your actions and reactions become more intentional. Your GOGI Life Tool, BELLY BREATHING, allows you to create the best possible response to any situation.

Your Turn

The objective of BELLY BREATHING is to help you develop intentional decision-making. In your opinion, how could your breathing be connected with your decisions?

BELLY BREATHING Statement of Ownership

BELLY BREATHING gives me the power to direct my actions and reactions. With BELLY BREATHING, I experience the power that comes with calm control of my responses to life's events.

Your Turn

Explain your thoughts about breathing and how it might help you direct your actions and reactions.

BELLY BREATHING Keywords

One Hand On My Belly. One Hand On My Chest. Which One is Moving?

My brain works better when my belly moves as I breathe.

Your Turn

Keywords often help people to remember helpful strategies when they need them most. Explain how you might remember these Keywords for BELLY BREATHING. When might they come in most handy?

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

BELLY BREATHING

Group Activity Options

Baby Breathing

Step 1: Group members sit comfortably in a chair or lie down.

Step 2: The facilitator reads the following paragraph below aloud.

“Close your eyes. Imagine you are an infant. You are a safe infant. You are protected. You are loved, and you are happy. As you lay or sit where you are, let your body begin to breathe as it might if you are truly safe, protected, loved, and happy. Imagine this innocent and tender experience. Let your entire body breathe in its most optimal manner. In and out. Your breath begins to fill your belly, and your entire body expands and contracts with every breath. Let’s remain in this place of safety and protection for two minutes of silence as you enjoy this full and optimal breathing, letting your body breathe as it was intended to breathe.”

Step 3: Individuals are asked to open their eyes and stand with their hands to their sides

Step 4: The same paragraph is reread, with group members standing.

Step 5: Group members discuss what breathing like a safe and secure baby felt like.

Time Your Breathing

Step 1: Group members sit comfortably.

Step 2: The group facilitator counts each breath, reading the below.

Inhale, fill your belly for 4, 3, 2, 1.

Hold for 4, 3, 2, 1.

Exhale for 4, 3, 2, 1.

Hold for 4, 3, 2, 1.

Repeat this at least four times.

Step 3: Group members discuss how they felt doing this activity. Did members get dizzy?
Discuss with the group.

Get Creative

Create your own activity to help you better understand and integrate the GOGI Life Tool BELLY BREATHING in your life.

BELLY BREATHING Award

Step 1: Group members answers the question.

When was the last time you consciously used BELLY BREATHING, even if you did not know it was a Tool?

Step 2: After all group members have shared their BELLY BREATHING story, group members comment on each other’s use of the Tool.

Step 3: Group members can even vote on the Best BELLY BREATHING award.

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

The GOGI Life Tool - BELLY BREATHING

BELLY BREATHING is part of the Set of Tools called Tools of the Body, and it was created when some Students of GOGI were trying to explain to an adolescent how to get out of the loop of automatic thinking. In a peer-mentor circle, the Students of GOGI asked the adolescent to lie down on his back until his belly moved with every breath. You can try this simple trick every night while lying down to sleep. Lay on your back until your belly starts to move with each breath. It will happen on its own. You don't even have to think about it. When your belly moves, you are using BELLY BREATHING. Once you notice you are using your Tool BELLY BREATHING lying down, you can focus on doing it when standing up.

Your Turn

What is the name of the Tool described on this page?

Which Set of Tools does this Tool belong to? *Circle one.*

Tools of the Body

Tools of Choice

Tools of Moving Forward

Tools of Creation

What are the Keywords for this Tool? *(Hint: see page 33)*

Now, consult your GOGI Life Tool Calendar (page 6) and write the weeks of the year that a majority of Students of GOGI study this Tool. Look at your calendar and write those weeks and months below.

BELLY BREATHING is studied on the following weeks:

The _____ week of _____

The _____ week of _____

The _____ week of _____

The _____ week of _____

*Based on what you have read about this Tool, give one example of how you might be able to use **BELLY BREATHING** in your daily life right now. Write how you could use this Tool.*

*What are your thoughts on the negative or positive impact you have on others, and how might **BELLY BREATHING** help you increase your positive impact?*

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

My Thoughts About BELLY BREATHING

What are your first thoughts about **BELLY BREATHING**? What do you think of the name?

After reading about **BELLY BREATHING**, can you think of a specific instance in your youth when using **BELLY BREATHING** would have come in handy? What happened? How would you have utilized **BELLY BREATHING** in this situation?

Looking back on it now, if you were talking to the younger version of yourself, what would you say about **BELLY BREATHING** and how to use it?

Have you used **BELLY BREATHING** before? If so, when and what happened? How did you use **BELLY BREATHING**? Share your experience.

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

Test Your Understanding

BELLY BREATHING

The GOGI Tool **BELLY BREATHING** has you "feel the flow" by putting one hand on your _____ and your other hand on your _____.

To use the GOGI Tool **BELLY BREATHING**, you ask yourself, "Which _____ is moving?"

If the hand on your belly is moving, you are _____ breathing.

Your _____ works best when you breathe with your belly.

Oftentimes, when you are _____, your breathing tends to get concentrated in the chest and activates your fight or flight response.

While it sounds simple, nothing is more _____ than taking charge of how your body uses its oxygen.

What is your experience with **BELLY BREATHING**?

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025



Circle your favorite
drawing about
BELLY BREATHING.



For a little fun, fill this page with color and make it your own creation.

**Get Creative! In the space below, give the man in the drawings a name
and tell a story about him and his GOGI Life Tools.**

The name I give to this man is: _____. He is _____ years old.

He learned about GOGI when: _____

He uses his GOGI Life Tools when: _____

When he is happy, he thinks: _____

When he is sad, : _____



GOGI Life Tool Review

The name of this Tool is:

BELLY BREATHING



The Keywords for this Tool are:

One Hand On My Belly, One Hand On My Chest. Which One Is Moving?



The calendar dates of study for this Tool are:

2nd week of January, April, July, & October

Your Turn

My favorite thing about the GOGI Life Tool called **BELLY BREATHING** is:

I can utilize **BELLY BREATHING** when:

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

Remember... Credits: There are two types of credits a student may receive for completion of this course:

- 1) **Official GOGI Credit** - The teacher/facilitator/counselor/institution can submit a list of students who have completed the course to GOGI's headquarters. In this case, GOGI enters the students' information and credit into our student roster database when received from an institutional, not a personal, email address. An official GOGI certificate for the course and a student transcript documenting any/all of the GOGI courses completed are sent to the teacher/facilitator/institution in PDF file format.
- 2) **Local Credit** - The teacher/facilitator/counselor/institution may award their own form of credit or certificate for the completion of this course.

Please Note: What is NOT possible is for the student to submit the completed course directly to GOGI. Courses mailed to GOGI's mailroom will not be returned or processed. The only credit issued for this free course is by the teacher/facilitator/institution through direct communication with GOGI.

Group Discussion Questions

This week, you learned about the GOGI Life Tool BELLY BREATHING.

- *What is BELLY BREATHING? What are the Keywords for this Tool? What do the Keywords mean? How can you remember them?*
- *Did you use this Tool throughout this past week? If so, how? If not, how might you use it in your upcoming week?*
- *Do you remember anyone telling you to take a deep breath in your youth? Do you think this sort of advice would be helpful?*
- *What could have been the value of learning BELLY BREATHING in your youth? Do you think things might have been different for you as an adult if you had learned this Tool?*
- *What do you think about the fact that the human body operates more effectively with good breathing habits? What has been your experience with optimal breathing?*
- *In thinking about your life, what benefit is there to mastery of this Tool called BELLY BREATHING? What might be improved in your life?*
- *Can you remember examples of individuals who seemed to keep their cool no matter what? Thinking back, did you notice their breathing? Discuss.*

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

My name is: _____

My ID # is: _____

Today's Date is: ____/____/____

Week 4

Your GOGI Life Tool Called:

FIVE SECOND LIGHTSWITCH

Reflecting on your life
Ages 6-8

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

Me at Ages 6-8

The ages 6, 7, and 8 are the years when you begin to discern right from wrong and good from bad. It is also the years we might witness those around us making poor decisions. In this course, share what life was like for you when you were 6, 7, and 8 years old.

Start with the basics, such as where you lived and with whom. What was school like? What do you remember most about ages 6, 7, and 8?

Did you experience turmoil, or were those years calm? Do you recall any significant experiences that impacted you negatively or positively? As you consider these years of your life, explore any thoughts you remember about the world and your experience in it. Would you say you were happy more than sad? Explain.

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

At what point in these years of development do you think you came to understand right from wrong? Do you recall learning to make choices by considering the possible outcomes? Did you begin to define yourself by what others said about you? If you were called stupid, did you think you were stupid? If you were called smart, did you think you were smart? Share your thoughts.

Who were the important individuals in your life during these years? What did you learn from or about them that you remember?

Do you recall being happy or sad at this time in your life? Why do you think you felt this way?

What were your hobbies or interests during this time? How did you relax or “escape?”

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

FIVE SECOND LIGHTSWITCH Basics

Calendar Study Dates for this GOGI Life Tool: 3rd week of January, April, July, October

You can easily gain control of your actions, reactions, thoughts, and words with FIVE SECOND LIGHTSWITCH.

Flip The Switch

When an Old Thought creeps into your mind, notice the Old Thought. Then, within five seconds, use your FIVE SECOND LIGHTSWITCH to get to your New Action.

Write an Old Thought.

Now, write a New Action you can use to Flip Your Switch.

When situations seem to be the boss of you, it's easy to Flip Your Switch with FIVE SECOND LIGHTSWITCH.

Five

Old Thought? To use FIVE SECOND LIGHTSWITCH, identify things that set you off, upset you, or push your buttons. By identifying your New Actions about these things, you will be prepared to Flip Your Switch.

New Action? Now that you have identified specific Old Thoughts, identify some productive New Actions. For example: BELLY BREATHING is a positive action; Stepping away from a situation is a positive action. Pick a few options for your New Actions.

My Five

Pick out five solid reasons you want to remain on a positive track. When an Old Thought tries to take over, look at your fingers and name the five good reasons to get to your New Action.

5 reasons I want to remain on my positive life direction.

1. _____
2. _____
3. _____
4. _____
5. _____

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

All About FIVE SECOND LIGHTSWITCH

Remember: Using FIVE SECOND LIGHTSWITCH means you can Flip The Switch to change any Old Thought into a New Action!

FIVE SECOND LIGHTSWITCH Objective

You can control and direct thoughts, words, and actions using FIVE SECOND LIGHTSWITCH. You can Flip The Switch and change the outcome of situations with your FIVE SECOND LIGHTSWITCH.

Your Turn

The Tool FIVE SECOND LIGHTSWITCH aims to help you Flip The Switch to a positive New Action. In your experience, is the objective of this GOGI Life Tool supportive of your own life goals? Explain how you might benefit from this simple Tool.

FIVE SECOND LIGHTSWITCH Statement of Ownership

I can Flip The Switch and instantly change any negative thought to a positive action with my FIVE SECOND LIGHTSWITCH. No negative thought is more powerful than my positive action when I use FIVE SECOND LIGHTSWITCH.

Your Turn

Write what “owning” the Tool FIVE SECOND LIGHTSWITCH might mean in your life.

FIVE SECOND LIGHTSWITCH Keywords

Old Thought → New Action.

Within 5 seconds, I Flip My Switch and get to my New Action.

Your Turn

When under pressure, you may be vulnerable to old habit thinking. Explain how you might remember these Keywords for FIVE SECOND LIGHTSWITCH. When might they come in most handy?

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

FIVE SECOND LIGHTSWITCH

Group Activity Options

Get Creative

Create your own activity to help you better understand and integrate the GOGI Life Tool FIVE SECOND LIGHTSWITCH in your life.

My Five

The facilitator leads everyone through this activity, instructing group members through the steps below.

Step 1: Hold out your hand. Imagine a poor choice or Old Thought sitting in your hand.

Step 2: Think of five reasons you choose a positive New Action instead of acting on the Old Thought. Name each reason aloud or to yourself. You can count them on your fingers or write them down.

Step 3: Make a fist and imagine squashing that Old Thought with your five reasons to make a positive choice.

Step 4: What New Action can you do right now instead of that Old Thought?

Step 5: Do or think about your positive New Action.

Step 6: Group members share their experience.

New Actions

Step 1: A volunteer shares an Old Thought with the group.

Step 2: Group members make five new and positive alternatives to the Old Thought.

Step 3: The person picks their preferred New Action and shares it with the group.

Live Action

Step 1: Divide the group into pairs or triads.

Step 2: Each group creates a skit or scenario where the Tool FIVE SECOND LIGHTSWITCH is used to create a more positive outcome. (10-15 minutes)

Step 3: Each group shares their skit.

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

The GOGI Life Tool - FIVE SECOND LIGHTSWITCH

FIVE SECOND LIGHTSWITCH is part of the Set of Tools called Tools of the Body and was created when a group of Students of GOGI wanted to stop making reactive and automatic decisions. Wanting to find a way to stop lightning-fast decisions that seemed out of control, they created a way to Flip The Switch and redirect any thought to a positive action within five seconds. When you have a positive action already picked out, it is easier to Flip Your Switch and ensure you do not act on negative thoughts. Flip The Switch, and you can shine a light where you are directing your life.

Your Turn

What is the name of the Tool described on this page?

Which Set of Tools does this Tool belong to? *Circle one.*

Tools of the Body

Tools of Choice

Tools of Moving Forward

Tools of Creation

What are the Keywords for this Tool? *(Hint: see page 45)*

Now, consult your GOGI Life Tool Calendar (page 6) and write the weeks of the year that a majority of Students of GOGI study this Tool. Look at your calendar and write those weeks and months below.

FIVE SECOND LIGHTSWITCH is studied on the following weeks:

The _____ week of _____

The _____ week of _____

The _____ week of _____

The _____ week of _____

*Based on what you have read about **FIVE SECOND LIGHTSWITCH**, give one example of how you might be able to use this Tool in your daily life right now. Write how you could use this Tool.*

What are your thoughts on the negative or positive impact you have on others, and how might this specific GOGI Life Tool help you increase your positive impact?

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

My Thoughts About FIVE SECOND LIGHTSWITCH

What are your first thoughts about **FIVE SECOND LIGHTSWITCH**? What do you think of the name?

After reading about **FIVE SECOND LIGHTSWITCH**, can you think of a specific instance in your youth when using **FIVE SECOND LIGHTSWITCH** would have come in handy? What happened? How would you have utilized **FIVE SECOND LIGHTSWITCH** in this situation?

Looking back on it now, if you were talking to the younger version of yourself, what would you say about **FIVE SECOND LIGHTSWITCH**? How would you explain this GOGI Life Tool?

Have you used **FIVE SECOND LIGHTSWITCH** before? If so, when and what happened? How did you use **FIVE SECOND LIGHTSWITCH**?

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

Test Your Understanding

FIVE SECOND LIGHTSWITCH

The GOGI Life Tool **FIVE SECOND LIGHTSWITCH** has you replace an Old _____ with a New _____.

To use the GOGI Tool **FIVE SECOND LIGHTSWITCH**, first, you have to realize you have an Old _____.

By the count of _____, you can Flip The _____ and get to your New _____.

When you notice an Old Thought, you can replace it with a _____
_____. This is how you use the GOGI Life Tool called _____.

When you have your _____ handy, you are likely to have great success with **FIVE SECOND LIGHTSWITCH**.

What does it mean to you to **Flip The Switch**?

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

GOGI Life Tool Review

The name of this Tool is:

FIVE SECOND LIGHTSWITCH



The Keywords for this Tool are:

Old Thought → New Action

Within Five Seconds, I Flip My Switch and get
to my New Action.



The calendar dates of study for this Tool are:

3rd week of January, April, July, & October

Your Turn

My favorite thing about the GOGI Life Tool **FIVE SECOND LIGHTSWITCH** is:

I can utilize **FIVE SECOND LIGHTSWITCH** when:

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

It's Activity Time! Old Thought/New Action

<u>My Old Thought</u>		<u>My Old Action</u>		<u>My Old Outcome</u>
1. _____	+	1. _____	=	1. _____
2. _____		2. _____		2. _____
3. _____		3. _____		3. _____

<u>Same Old Thought</u>		<u>My New Action</u>		<u>My New Outcome</u>
1. _____	+	1. _____	=	1. _____
2. _____		2. _____		2. _____
3. _____		3. _____		3. _____

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

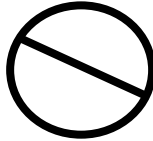
Flip That Switch

Some Students of the GOGI Life Tools Flip their Switch by remembering 5 reasons to stay on a positive path and why remaining on a positive life path is in their best interest. List 5 reasons you want to stay on a positive path.

1. _____

2. _____

3. _____



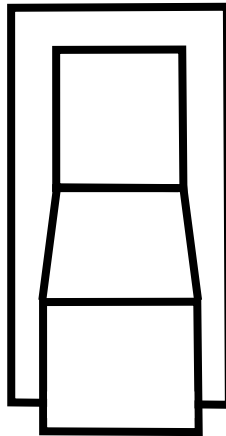
4. _____

5. _____

Flipping the Switch requires that you have preplanned actions when you have a negative thought. What are your 5 favorite preplanned actions you can use to Flip Your Switch?

My New Action #1

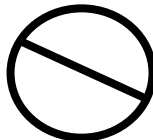
My New Action #2



My New Action #3

My New Action #4

My New Action #5 _____



In your opinion, how might FIVE SECOND LIGHTSWITCH be a good strategy for breaking negative habits? Explain.

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

It's Activity Time! FIVE SECOND LIGHTSWITCH

For each age group, write down a significant event. Include your thoughts and feelings.

Age	What happened	How I felt	How it impacted my life	How FIVE SECOND LIGHTSWITCH can help me now
Ages 1-5				
Ages 6-12				
Ages 13-17				
Ages 18-21				
Ages 22-28				
Ages 29 +				

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

Course 1 ~ Free Flow Writing

Free Flow Writing Prompt: *In this course, you were introduced to GOGI and learned the Tools of the Body. Each Tool was designed and created by people who needed them most.*

1) *Do you think that the Tools of the Body are applicable to your life? How can you use these Tools today or tomorrow? Explain.*

2) *Do you think most people know the Tools of the Body, even if they call them something different? In your opinion, would the Tools of the Body be useful to others? Explain.*

3) *How might you share these Tools with someone you love or those who need help in your community?*

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Remember... Credits: There are two types of credits a student may receive for completion of this course:

- 1) **Official GOGI Credit** - The teacher/facilitator/counselor/institution can submit a list of students who have completed the course to GOGI's headquarters. In this case, GOGI enters the students' information and credit into our student roster database when received from an institutional, not a personal, email address. An official GOGI certificate for the course and a student transcript documenting any/all of the GOGI courses completed are sent to the teacher/facilitator/institution in PDF file format.
- 2) **Local Credit** - The teacher/facilitator/counselor/institution may award their own form of credit or certificate for the completion of this course.

Please Note: What is NOT possible is for the student to submit the completed course directly to GOGI. Courses mailed to GOGI's mailroom will not be returned or processed. The only credit issued for this free course is by the teacher/facilitator/institution through direct communication with GOGI.

Group Discussion Questions

This week, you learned about the GOGI Life Tool FIVE SECOND LIGHTSWITCH. Consider the following questions and discuss with your group.

- *What is FIVE SECOND LIGHTSWITCH? What are the Keywords for this Tool? What do the Keywords mean? How can you remember them?*
- *Did you use this Tool throughout this past week? If so, how? If not, how might you use it in your upcoming week?*
- *Share your thoughts about FIVE SECOND LIGHTSWITCH.*
- *Are there times when you are so caught up in the heat of the moment that thinking clearly seems impossible? Share what it feels like when this happens.*
- *Some people say, at times, or, in heated moments, that things get moving so fast they barely remember what happened. Do you think FIVE SECOND LIGHTSWITCH might be helpful for these individuals?*
- *How important do you think it is to have your New Actions clearly defined?*
- *What could it mean to you if you could simply “Flip the Switch” when faced with adversity?*
- *Do you think it is important that children learn how to “Flip The Switch” and use the Tool FIVE SECOND LIGHTSWITCH?*
- *How would you explain this Tool to friends?*

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

Dear GOGI Student,

From all of the volunteers at GOGI, we hope you enjoyed this free course and put your GOGI Life Tools to work for you each day. In this course, you learned four GOGI Life Tools. There are twelve GOGI Tools, but you only need to know some of them to create powerful levels of internal freedom and joy.

Practice the Tools of the Body each day; before you know it, you will start to see changes in how you think, speak, and act. If you have access to more GOGI materials, great, but nothing more is needed to begin to live your life "The GOGI Way." Remember, you are the boss with BOSS OF MY BRAIN. Nothing can take you off course when you use BELLY BREATHING. And, in a split second, you can "Flip The Switch" and use your FIVE SECOND LIGHTSWITCH to get to a positive action. In your most discouraging moments, in times of need, and when you are at your lowest of lows, if you pull out one of your GOGI Life Tools, you can quickly find your way to a better experience.

Everyone who has ever completed this course has the power to change. It is simply a matter of putting the Tools to work toward your desired feeling. Only you can create your life experience, and only you can do this through your perspective on your situations and circumstances. When you use your GOGI Life Tools, you can see beyond the obvious and into the possible. Once you know what is possible, the GOGI Life Tools can make getting there much easier.

Welcome to the wonderful world of the GOGI Life Tools. I want you to realize how powerful you are, understand how capable you are, and feel the positive value you can bring to the lives of those around you. I sincerely hope you encourage your school, institution, or housing to offer all the free meetings and options to share the GOGI Life Tools with others. Please ensure your friends and family (and you) connect with our social media. And, remember, gratitude goes a long way. If you are inclined, our volunteers love to hear from those who have been positively impacted. Just write: Team GOGI Mailroom, PO Box 88969, Los Angeles, CA 90009, USA.

With Love,

A handwritten signature in black ink that reads "Coach Taylor". The signature is written in a cursive, flowing style. To the left of the name, there is a small, stylized heart symbol.

GOGI Coach Taylor

Do not mail this course to GOGI. Submit your completed course packet to the individual who provided it to you.

#1 GOGI Life Tools ~ www.GettingOutByGoingIn.org ~ Version Date: May 2025

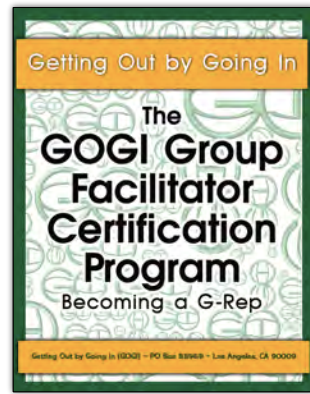
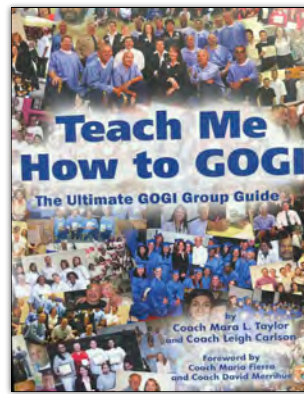
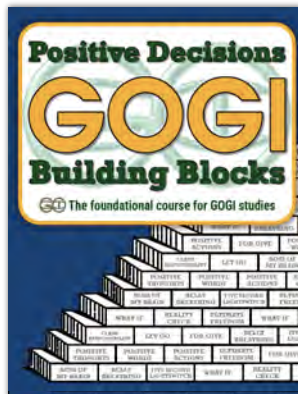
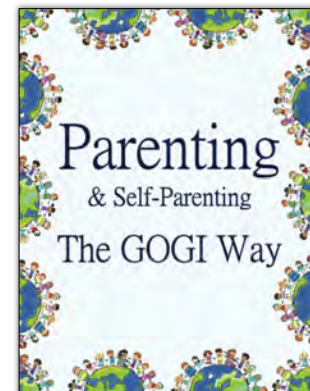
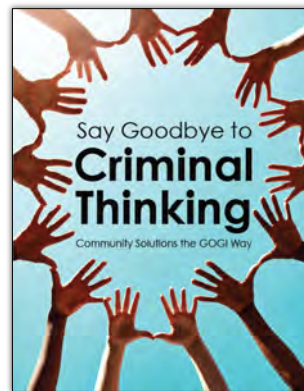
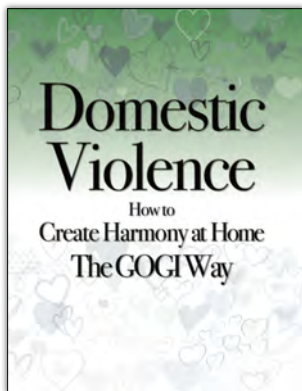
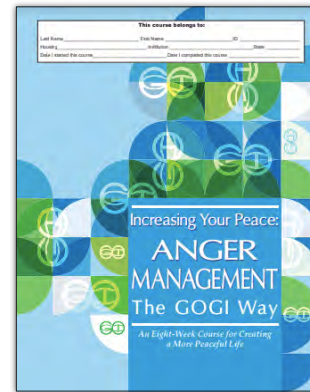
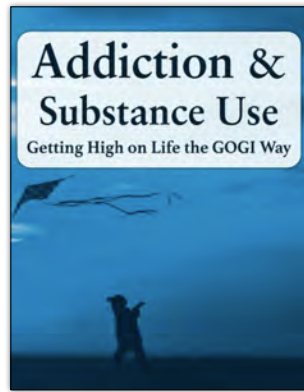
Tear out and save for future reference.

Correspondence GOGI Courses



Earn a certificate!

*Getting Out by Going In offers many ways to study the GOGI Life Tools.
Below are a few of the courses available for individual and group course study.*



For more information visit www.GettingOutByGoingIn.org
Or write to GOGI, PO Box 88969, Los Angeles, CA 90009

Tear out and save for future reference.

Tear out and save for future reference.

Tear out and save for future reference.

How to Hold a GOGI Meeting

- Step ①** Invite family, friends, neighbors, co-workers, and anyone else who may benefit from joining this positive gathering of individuals.
- Step ②** Consult the GOGI Life Tool Calendar of Study. Which GOGI Life Tool is the focus for this week?
- Step ③** Follow the GOGI Meeting Format.

GOGI Life Tool Calendar

The GOGI week starts on the 1st Monday of the month.

When there is a 5th Monday of the month, review Tools or hold a guest speaker meeting.

January

Week 1- BOSS OF MY BRAIN
Week 2- BELLY BREATHING
Week 3- FIVE SECOND LIGHTSWITCH
Week 4- POSITIVE THOUGHTS

February

Week 1- POSITIVE WORDS
Week 2- POSITIVE ACTIONS
Week 3- CLAIM RESPONSIBILITY
Week 4- LET GO

March

Week 1- FOR-GIVE
Week 2- WHAT IF
Week 3- REALITY CHECK
Week 4- ULTIMATE FREEDOM

April

Week 1- BOSS OF MY BRAIN
Week 2- BELLY BREATHING
Week 3- FIVE SECOND LIGHTSWITCH
Week 4- POSITIVE THOUGHTS

May

Week 1- POSITIVE WORDS
Week 2- POSITIVE ACTIONS
Week 3- CLAIM RESPONSIBILITY
Week 4- LET GO

June

Week 1- FOR-GIVE
Week 2- WHAT IF
Week 3- REALITY CHECK
Week 4- ULTIMATE FREEDOM

July

Week 1- BOSS OF MY BRAIN
Week 2- BELLY BREATHING
Week 3- FIVE SECOND LIGHTSWITCH
Week 4- POSITIVE THOUGHTS

August

Week 1- POSITIVE WORDS
Week 2- POSITIVE ACTIONS
Week 3- CLAIM RESPONSIBILITY
Week 4- LET GO

September

Week 1- FOR-GIVE
Week 2- WHAT IF
Week 3- REALITY CHECK
Week 4- ULTIMATE FREEDOM

October

Week 1- BOSS OF MY BRAIN
Week 2- BELLY BREATHING
Week 3- FIVE SECOND LIGHTSWITCH
Week 4- POSITIVE THOUGHTS

November

Week 1- POSITIVE WORDS
Week 2- POSITIVE ACTIONS
Week 3- CLAIM RESPONSIBILITY
Week 4- LET GO

December

Week 1- FOR-GIVE
Week 2- WHAT IF
Week 3- REALITY CHECK
Week 4- ULTIMATE FREEDOM

GOGI Meeting Format

- Step 1** **Tool of the Week** ~ *Check your GOGI Life Tool Calendar.*
- Step 2** **Admin and Announcements** ~ *Group business and announcements.*
- Step 3** **Start Your Meeting** ~ *Welcome and read opening statement.*
- Step 4** **Review GOGI Life Tools** (*Volunteer to read*)
- Step 5** **GOGI Purpose** (*Volunteer to read*)
- Step 6** **Group Check In** (*Facilitator asks question*)
Each group member replies in a 1-2 sentence response.
- Step 7** **Tool Reading**
Volunteer(s) to read Objective, Keywords, Statement of Ownership, and Basics.
- Step 8** **Tool Experience**
Volunteers share their experience with the Tool or a reading they would like to share.
- Step 9** **Quick Tool Review**
- Step 10** **Activity** (*If time permits.*)
- Step 11** **Statement of Intention**
Group members complete this sentence. "This week I will..."
- Step 12** **Pledge of Service** (*Volunteer to lead*)

For a free PDF of the full GOGI Meeting Manual visit www.GettingOutByGoingIn.org
Or write to GOGI, PO Box 88969, Los Angeles, CA 90009