

THE  
INTIME  
COLLECTIVE

**FRIENDS  
& FOES**

**CREATE**

**RELATIONSHIPS**

**THAT MATTER**

**YOUR PLAYBOOK**



# CREATE RELATIONSHIPS THAT MATTER.

**“LIFE IS LIKE A VERY SHORT  
VISIT TO A TOY SHOP BETWEEN  
BIRTH AND DEATH.”**

- Desmond Morris

**Social Wellbeing is something we often forget to focus on when looking after ourselves.**

The truth is, your social connections and the people in your life have a profound impact on your happiness and health. Many people need a bit of guidance to improve their social awareness and relationships to feel more fulfilled in their everyday lives and reduce the risk of loneliness.





# WHAT DO YOU NEED AT THE MOMENT?

**We all want something to do, someone to love and something to look forward to. We're human and we all have needs.**

Getting our needs met helps with our motivation, wellbeing and relationships. But pinpointing exactly what we need can be tricky.

Take the quiz on the next page to find out what you need.

# ARE YOU GETTING WHAT YOU NEED?

## The basic needs satisfaction scale

Please read each of the following items carefully, thinking about how it relates to your life, and then indicate how true it is for you. **Use the following scale to respond.**

Not true			Somewhat true			Very true						
<b>1</b>		<b>2</b>		<b>3</b>		<b>4</b>		<b>5</b>		<b>6</b>		<b>7</b>

<b>01.</b>	I feel like I am free to decide for myself how to live my life.	<input type="checkbox"/>
<b>02.</b>	I really like the people I interact with.	<input type="checkbox"/>
<b>03.</b>	Often, I do not feel very competent.	<input type="checkbox"/>
<b>04.</b>	I feel pressured in my life.	<input type="checkbox"/>
<b>05.</b>	People I know tell me I am good at what I do.	<input type="checkbox"/>
<b>06.</b>	I get along with people I come into contact with.	<input type="checkbox"/>
<b>07.</b>	I pretty much keep to myself and don't have a lot of social contacts.	<input type="checkbox"/>

Not true

Somewhat true

Very true

**1**

**2**

**3**

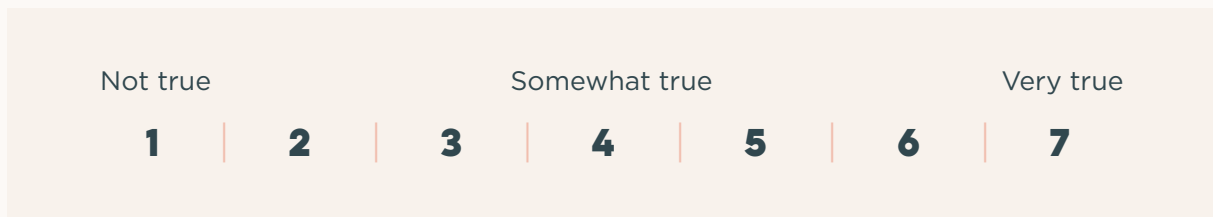
**4**

**5**

**6**

**7**

<b>08.</b>	I generally feel free to express my ideas and opinions.	<input type="checkbox"/>
<b>09.</b>	I consider the people I regularly interact with to be my friends.	<input type="checkbox"/>
<b>10.</b>	I have been able to learn interesting new skills recently.	<input type="checkbox"/>
<b>11.</b>	In my daily life, I frequently have to do what I am told.	<input type="checkbox"/>
<b>12.</b>	People in my life care about me.	<input type="checkbox"/>
<b>13.</b>	Most days I feel a sense of accomplishment from what I do.	<input type="checkbox"/>
<b>14.</b>	People I interact with on a daily basis tend to take my feelings into consideration.	<input type="checkbox"/>
<b>15.</b>	In my life I do not get much of a chance to show how capable I am.	<input type="checkbox"/>
<b>16.</b>	There are not many people I am close to.	<input type="checkbox"/>
<b>17.</b>	I feel like I can pretty much be myself in my daily situations.	<input type="checkbox"/>



18.	The people I interact with regularly do not seem to like me much.	<input type="checkbox"/>
19.	I often do not feel very capable.	<input type="checkbox"/>
20.	There is not much opportunity for me to decide for myself how to do things in my daily life.	<input type="checkbox"/>
21.	People are generally pretty friendly towards me.	<input type="checkbox"/>

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**Scoring(R) indicates items that need to be reverse scored.**

**Autonomy:** 1, 4(R), 8, 11(R), 14, 17, 20(R)

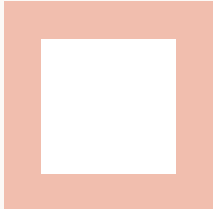
**Competence:** 3(R), 5, 10, 13, 15(R), 19(R)

**Relatedness:** 2, 6, 7(R), 9, 12, 16(R), 18(R)

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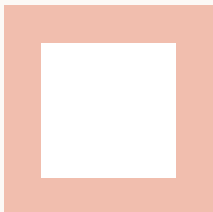
Source: Basic Needs Satisfaction in General Scale. Gagné, M. (2003). The role of autonomy support and autonomy orientation in prosocial behavior engagement. *Motivation and Emotion*, 27, 199-223.

# YOUR SCORE:



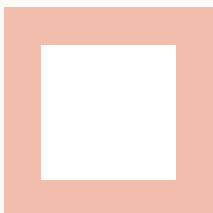
## **CONTROL** (AUTONOMY)

Feel like you have control and choice over your goals. You're the master of our own destiny.



## **COMPETENCE** (MASTERY)

Feel like you are making progress and learning different tasks and skills. Move towards mastering something, feel competent and effective.



## **CONNECTION** (RELATEDNESS)

Connection & care. As humans, we need other people. We want someone to love and we want to feel a sense of belonging.

# CONTROL.

## EXAMPLE:

"I'm on zoom all day and just go from back to back meetings and it's exhausting. I have no time to do the work I'm supposed to do. I feel like I have no control at all."

**What do you need to feel supported? What makes you feel empowered to make decisions?** For example, maybe it's about being in charge of your own work calendar and scheduling meetings and focussed work when it suits your energy levels. Maybe it's about building in some boundaries and blocking out some of your diary for breaks.

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Your thoughts



# COMPETENCE.

## EXAMPLE:

“I couldn’t remember the last time I finished a full book. High school or uni maybe? Between work, family, and everything going on, it was the one thing that felt like an impossible task. I kept starting and stopping and reading a few books at a time but not actually finishing one. I decided to just read one book at a time and I make time to read every day. Even if it’s just 1 minute. Since making these changes, I’ve got a library collection of books I’ve read and I feel like I’ve accomplished something.”

**It’s helpful to reflect on what you have learnt and what you’ve achieved. You might even like to try this as a regular practice. What are your strengths?** Be reminded and acquainted with your signature strengths by taking the VIA survey: <http://theintimecollective.pro.viasurvey.org>

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## Your thoughts

# CONNECTION.

## EXAMPLE:

“Making friends as an adult was something I found hard because we moved to an area where I didn’t know anyone. Working from home, I didn’t see work people either. I decided I was going to try to make some friends who lived near me. I ended up joining a gym and I’m in a little group doing a fitness challenge. It’s been great because we have the fitness thing in common and we cheer each other on during the week. We’re not into drinking, but we’ve been out for coffee a few times. Really glad I made the first move.”

### **If you want to increase your connection, what’s one small thing you could try?**

Call an old friend and see how they’re doing? Join a group- online or offline? Volunteer? Ask someone with friendship potential if they want to grab a coffee?

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### Your thoughts

# REFLECTION TIME.

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What's working well for you?

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What surprises you about your scores?

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What's one small step you might you like to try?

**FRIENDSHIP.**

**“FRIENDSHIP**

**ISN'T QUICK TO**

**BURN, IT IS**

**EXPLOSIVE**

**STUFF.”**

**– MAY SARTON**





# GET TO KNOW YOU: FAST FRIENDS.

**The 'Fast friends' exercise is all about getting to know someone on a deeper level.**

Before you try this exercise with someone you want to deepen your relationship with, make sure they're happy to play and you agree that no one has to answer anything they don't feel comfortable answering.

Start with 'entrée' questions and take turns answering the questions. Then move on to main and then dessert. Spend about 15 minutes on each course if you can.

*Source: Aron Arthur (Aron et al., 1997) who granted permission for it to be used in the Positive Psychology Toolkit.*

## ENTREE QUESTIONS:

01.	Given the choice of anyone in the world, who would you want as a dinner guest?
02.	Would you like to be famous? In what way?
03.	Before making a telephone call, do you ever rehearse what you are going to say? Why?
04.	What would constitute a “perfect” day for you?
05.	When did you last sing to yourself? To someone else?
06.	If you were able to live to the age of 90 and retain either the mind or body of a 30-year-old for the last 60 years of your life, which would you want?
07.	Do you have a secret hunch about how you will die?
08.	Name three things you and your partner appear to have in common.
09.	For what in your life do you feel most grateful?
10.	If you could change anything about the way you were raised, what would it be?
11.	Take four minutes and tell your partner your life story in as much detail as possible.
12.	If you could wake up tomorrow having gained any one quality or ability, what would it be?



## MAIN COURSE QUESTIONS:

13.	If a crystal ball could tell you the truth about yourself, your life, the future, or anything else, what would you want to know?
14.	Is there something that you've dreamed of doing for a long time? Why haven't you done it?
15.	What is the greatest accomplishment of your life?
16.	What do you value most in a friendship?
17.	What is your most treasured memory?
18.	What is your most terrible memory?
19.	If you knew that in one year you would suddenly die, would you change anything about the way you are now living? Why?
20.	What does friendship mean to you?
21.	What roles do love and affection play in your life?
22.	You and your partner, alternate in describing the characteristics of the other person that you consider as positive. Both of you share five items.
23.	How close and warm is your family? Do you feel your childhood was happier than most other people's?
24.	How do you feel about your relationship with your mother?

## DESSERT QUESTIONS:

25.	With your partner, make three true “we” statements each. For instance, “We are both in this room feeling...”
26.	Complete this sentence: “I wish I had someone with whom I could share...”
27.	If you were going to become a close friend with your partner, please share what the other person should know about you.
28.	Tell your partner what you like about them; be very honest this time, saying things that you might not say to someone you’ve just met.
29.	Share with your partner an embarrassing moment in your life.
30.	When did you last cry in front of another person? By yourself?
31.	Tell your partner something that you like about him/her [already].
32.	What, if anything, is too serious to be joked about?
33.	If you were to die this evening with no opportunity to communicate with anyone, what would you most regret not having told someone? Why haven’t you told them yet?
34.	Your house, containing everything you own, catches fire. After saving your loved ones and pets, you have time to make a final dash to save any one item safely. What would it be? Why?
35.	Of all the people in your family, whose death would you find most disturbing? Why?
36.	Share a personal problem and ask your partner’s advice on how he/ she might handle it. Additionally, ask your partner to reflect on how you seem to be feeling about the problem you have chosen.

**BOUNDARIES.**

**“GOOD FENCES**

**MAKE GOOD**

**NEIGHBOURS.”**

**– ROBERT FROST**



# BOUNDARIES.

**Boundaries are important.  
They help us practically and  
psychologically.**

Do you struggle saying no? Perhaps it makes you feel bad and you don't want to hurt the other person, or maybe you struggle to know what to say?

When it comes to setting boundaries, it's about saying 'no' and setting limits. Many of us find it hard to put it into words. **So I've created a recipe for you. A formula of sorts.**

Using this recipe will ensure you don't come off as attacking or blaming the other person and your relationship will stay intact.





# BOUNDARIES. YOUR 'SETTING LIMITS' FORMULA:

**STEP ONE:** Validate what the other person wants.

**STEP TWO:** Set specific limit.

Tip: It might feel icky but try anticipating situations where you're going to need to set boundaries and practice what you're going to say before hand.

## SITUATION:

You're getting takeaway for dinner and your partner insists on fried pork dumplings, but you don't want them...

validate

"I appreciate how much you love dumplings, but fried food will be too heavy for me tonight."

set limit

## SITUATION:

You bump into a friend at the park who wants to talk about things you don't want to talk about...

validate

"I know you're frustrated, but I have to ask that we don't talk about that now in front of the kids."

set limit

## SITUATION:

Your daughter's teacher says your daughter needs more discipline for success and she's getting 3-4 hours of homework and is overwhelmed and crying...

validate

"I appreciate you teaching the value of discipline and hard work. But I prefer my daughter does no more than 2 hours of homework a night so she has time for play."

set limit

# REFLECTION TIME.

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What boundaries are working well for you and why?



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What new boundaries might you like to create?





# CONGRATULATIONS FOR COMPLETING THE FRIENDS & FOES PLAYBOOK AND FOR TAKING STEPS TO CREATE BETTER RELATIONSHIPS.

I hope you got something out of it. Remember, small changes can make a big difference.

I talk about a number of other topics that are relevant right now, including:

- Social wellbeing and connection
- Managing the blurring of work and life
- Managing stress and preventing burnout

If you would like a stronger workplace through great relationships, get in touch.



[THEINTIMECOLLECTIVE.COM](https://theintimecollective.com)



[THE INTIME COLLECTIVE](https://www.linkedin.com/company/theintimecollective)



[HELLO@THEINTIMECOLLECTIVE.COM](mailto:HELLO@THEINTIMECOLLECTIVE.COM)



**LOUISE GILBERT**  
Founder & Director

*Louise Gilbert*

THE  
INTIME  
COLLECTIVE