

IN-PERSON MEETING OUTLINE

SMART RECOVERY SAN DIEGO

This Meeting Outline is provided as a guide to the flow and structure for a typical SMART Recovery meeting and includes short script recommendations for the beginning and end of each meeting. These cover the Primary Rules of SMART, when Verification will be available, and the agenda.

There is a section with announcements such as the details for donating. You may wish to add to these basic announcements with information about new meetings, upcoming social events, and anything else you'd like to bring to the attention of your participants.

Some facilitators may utilize this Outline indefinitely, while others may find they do not need/wish to continue to use it as they find the style and format that works best for them. Whichever option is most comfortable and helpful for each facilitator is the one they should use - there are no right or wrong choices.

Welcome to SMART Recovery. My name is _____ and I will be facilitating the meeting today. Thank you for joining us.

The primary rules of this meeting are that it is confidential, no one is required to participate, no one gets to talk too long or too often, we stay focused on making progress with addictive problems and building a better life, and we don't give advice or tell others how to talk.

After this introduction, we'll do a Check-In around the room. You can share about your day/week, tell us what you'd like the group to know, or pass.

[If you'd like to include a brief overview of SMART]

SMART Recovery is a self-empowering community that focuses on making positive change as each individual defines it in their lives. Our nonjudgmental discussions focus on different aspects of making progress through 1) Building and Maintaining Motivation, 2) Coping with Urges, 3) Managing Thoughts, Feelings, and Behaviors and, 4) Living a Balanced Life.

After Check-In, I'll present today's Discussion Topic, and we'll start with the first around-the-circle question about it.

I'll wrap up the discussion at 10 minutes before the end of the meeting, share any announcements, pass the donation box, and we will then begin the Check-Out process. I'm happy to sign any Verification slips after the meeting.

_____ would you like to begin Check-In?

[Conclude Check-In, read Topic Discussion Script, and start the Topic questions.]

[At 10 minutes prior to the end of the meeting, wrap up the discussion.]



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Thank you for being here today and helping to grow connections within our SMART Recovery community. We are dedicated to offering a welcoming, non-judgmental space so that each individual will feel safe and supported both where they are now, and in their self-empowered path forward.

[Share any announcements or special upcoming events.]

All facilitators are volunteers. Your donation to SMART Recovery San Diego goes directly to bottom-line costs. Your donations make it possible for us to pay for our Zoom licenses (\$700+ each month) and to rent the Community Center in Kearny Mesa. Please consider contributing to the Donation Box today. You can also find information about donating on our local website. smartrecovery.org

Now it's time for the Check-Out process, where you can thank someone for something they said, share what was most meaningful to you about the discussion, or give us any final thought.

_____ would you like to begin?

[After Check-Out is complete]

Thank you for attending and contributing to the meeting tonight. I hope to see you again next week! I would be happy to sign any Verification slips now.

