**Keeping a Thought Record**

This thought record sheet can be a valuable tool for managing and reframing negative thoughts, helping you to develop more balanced perspectives and healthier emotional responses. You can fill in the Thought Record below as instructed. To help, we have included an example Thought Record at the end of this sheet.

**Date:**

**Situation:** Describe the situation that triggered your negative emotions. Include details about where you were, who you were with, and what was happening.

**Emotion(s) and bodily sensations:** Identify and rate the intensity of your emotions on a scale of 0-100 (e.g., sadness, anger, anxiety). Note any bodily sensations for example: Sweaty palms, rapid heartbeat, tightness in chest, feeling lightheaded etc.

**Automatic Thoughts:** Write down all of the automatic thoughts that went through your mind for example: “I’m not good enough”. What were you immediately telling yourself in this situation?

**Evidence Supporting the Automatic Thoughts:** List all of the evidence that supports your automatic thoughts. What facts or experiences make you believe these thoughts are true?

**Evidence Against the Automatic Thoughts:** List all of the evidence that contradicts your automatic thoughts. What facts or experiences suggest that these thoughts might not be true or completely accurate?

**Balanced Thoughts:** Develop balanced thoughts that take into account the evidence for and against your automatic thoughts. What is a more realistic and balanced way of thinking about the situation? Continue into the extra space if you need to.

**New Emotion(s):** Identify and rate the intensity of your new emotions on a scale of 0-100 after considering the balanced thoughts. Do you see a reduction in your negative emotions? Are there any new feelings there? Note what comes up for you.

**Behavioural Response:** Describe how you will respond or act differently in the future when faced with a similar situation. What specific actions will you take to apply your balanced thoughts?

To help you complete your Thought Records we have provided the below example:

**Example Entry:**

**Date:** June 14, 2024

**Situation:** I was in a meeting and my manager gave critical feedback on my project.

**Emotion(s) rate from 0-100:**

* Anxiety (80)
* Sadness (60)

**Bodily Sensations:**

* Increased heart rate
* Sweaty palms

**Automatic Thoughts:**

1. "I’m going to lose my job."
2. "I always mess things up."
3. "Everyone thinks I’m incompetent."

**Evidence Supporting the Automatic Thoughts:**

1. My manager seemed very disappointed.
2. I did miss an important deadline.
3. This isn’t the first time I’ve received critical feedback.

**Evidence Against the Automatic Thoughts:**

1. My manager also mentioned positive aspects of the project.
2. I’ve successfully completed many other projects.
3. Other team members also receive critical feedback at times.

**Balanced Thoughts:**

1. "While my manager was disappointed, they also recognised my hard work."
2. "I missed a deadline, but I can learn from this and improve."
3. "Receiving feedback is part of the growth process, not a sign of incompetence."

**New Emotion(s):**

* Anxiety (40)
* Sadness (30)

**Behavioural Response:** Next time, I will prepare more thoroughly for deadlines and seek feedback earlier in the project. I will remind myself that feedback is an opportunity to improve, not a personal failure.