

WORKBOOK

STRATEGIES FOR
ANXIETY & STRESS
MANAGEMENT



WWW.COACHINGWITHLK.COM

A Guide to a Calmer Mind

COACH LARA KATERINE

Welcome to *the* **Workbook**



This **workbook** is your ultimate guide to understanding and regulating the everyday pressures that life throws your way.

If you're feeling overwhelmed by the pace of your days, suffocated by the weight of your to-do list, or just perpetually on edge, know that **you're not alone—and** more importantly, **you're in the right place.**

Stress and anxiety are prevalent in our modern society, but they don't have to dominate your daily life. Explore the **practical strategies and insights** in this guide to regain control and maintain lasting peace despite daily chaos.

But this guide is just the beginning. As a life coach, I've witnessed the **profound transformation** that personalized support and structured guidance can bring. Integrated **life coaching** goes beyond what any guide can do on its own—it's a **powerful partnership** tailored to your unique needs and aspirations, offering 1:1 support, accountability, and a path to lasting change.



Hello, I am
Lara Katherine

As your go-to expert in navigating life's ups and downs, I bring a decade's worth of wisdom in softening the grips of stress and easing the weight of anxiety. My practice is about getting to the heart of what troubles you, using science-friendly methods to help you find your footing in life's often turbulent waters. Together, we'll chart a course to a more peaceful and fulfilling journey.

QUESTIONS?

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Case Study

COACHING TIME

4 Weeks

CLIENT NAME

Maria

COACHING GOAL

To reduce stress
& get unstuck

Here's what we did

Maria's transformative experience over a month was more than just coaching—it was a journey of self-discovery and mastery over chaos.

We focused on not just coping strategies, but also on foundational changes reflective of Maria's individual needs and life's aspirations.



DEEP DIVE SESSIONS



CUSTOMIZED STRATEGY



PATHFINDING



REGULAR ACCOUNTABILITY

The Result

+ 60%

DIRECTION AND
PURPOSE

+50%

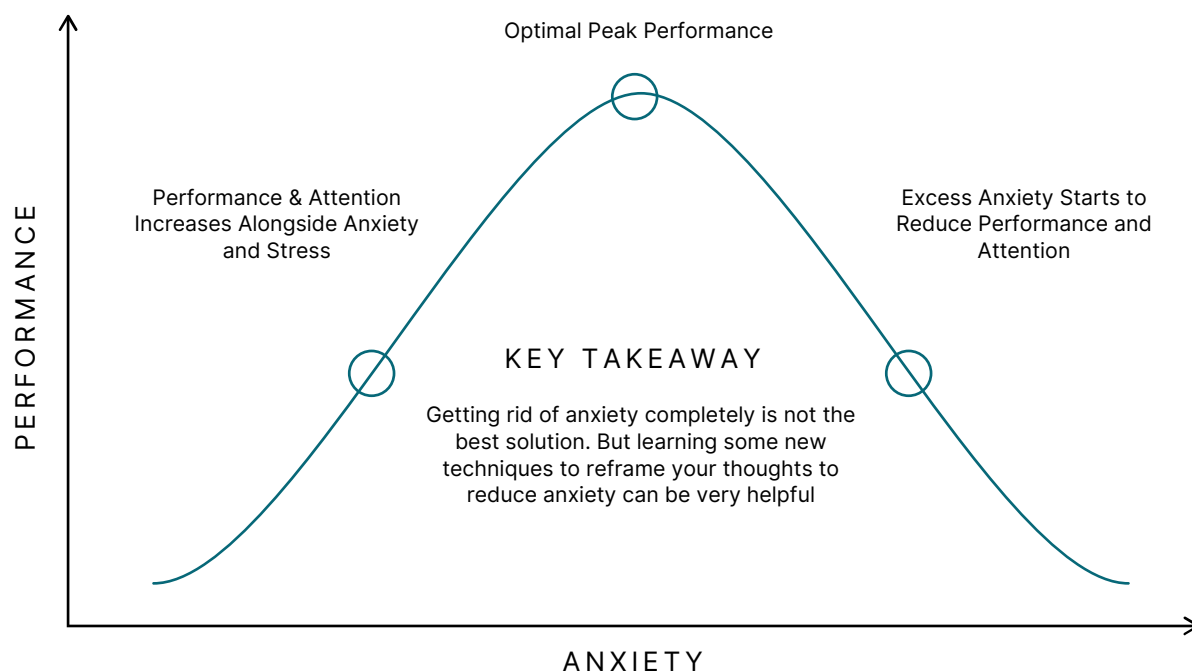
SELF-ALIGNMENT

+55%

LIFE
SATISFACTION

About Stress & Anxiety

Little bit of anxiety can be a good thing, but as with everything else in life - too much of it and it becomes counter productive. Below you can see a visualization of “Yerkes-Dodson Law” that describes how performance (mental & physical) changes as anxiety increases



COMMON TYPES OF ANXIETY	Health Anxiety	Worrying about an unlikely illness that one might develop.
	Generalized Anxiety	Constantly worrying about everything; the subject of the worry can change constantly.
	Obsessive Compulsive Disorder	Having obsessive thoughts about a subject or action. The person might feel the need to take action to alleviate the compulsions.
	Social Anxiety	Constantly fearing of other's judgment and looking for ways to avoid certain social situations (to avoid being judged).
	PTSD	Resulting from a traumatic life event causing emotional or physical pain, PTSD involves memories of the event.

Anxiety Breakdown

01 What events or situations cause you to feel anxious most often?

02 What negative thoughts and feelings do I have in these situations?

03 What happens to your body in these situations? What are the physical manifestations?

04 How do you usually react in these situations?

05 What are some pros and cons of this type of reaction?

Anxiety Assessment

01 List at least 3 ways anxiety has affected your life

02 How would your life be different if you felt less anxious? What would you do differently?

03 What will happen in the long term (3 months, 1 year, 10+ years) if you do not address your anxiety right now?

04 What steps have you taken to overcome your anxiety?
How did it go and why?

Anxiety & Stress Hierarchy

Complete this worksheet by detailing the situations, thoughts, individuals, etc., that trigger your anxiety and stress the most. Rate each item on a scale from 1 to 10, with 10 indicating the highest level of anxiety or stress.

Event/Situation	How Much Stress or Anxiety Does This Situation Cause Me? (Scale of 1 to 10)

Monitoring Anxiety

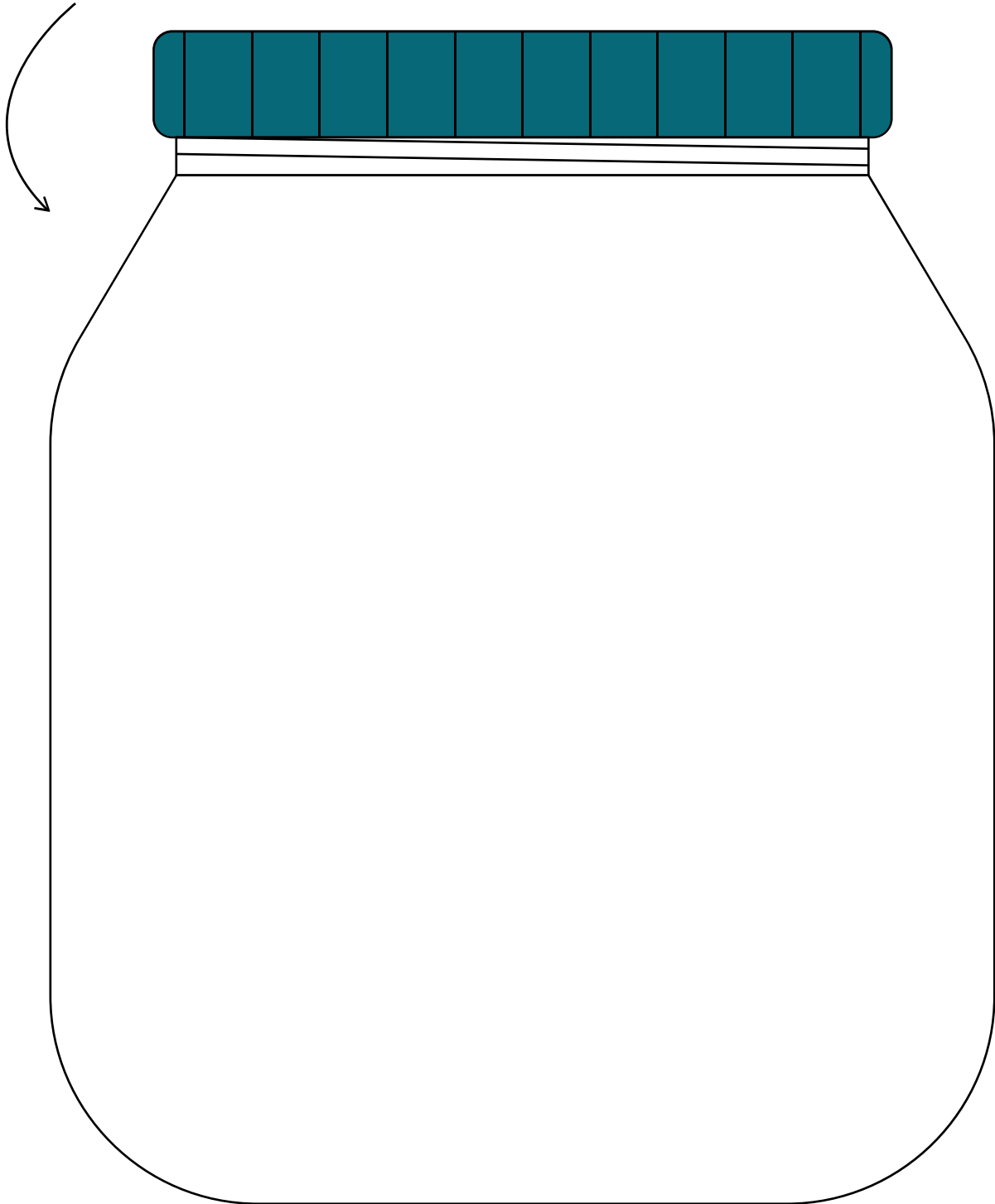
Event/Trigger	Thoughts & Feelings	Your Response	Reframing Situation
<p>EX: Tuesday at 15.00 - Have to give a 15 minute talk in front of my colleges</p>	<p>EX: Worried that they're judging my presentation. Feeling incompetent.</p>	<p>EX: Tell my boss that I need more time to prepare for the presentation.</p>	<p>EX: I know I was prepared to give the presentation the first time. Colleges are probably more worried about their presentation then they are about mine. Making a mistake in my presentation is not that big of a deal.</p>
<p>Where were you? What were you doing? Who were you with?</p>	<p>What anxious thoughts and feelings did you observe? How strong were the feelings on a scale of 1 to 10?</p>	<p>What did you do as a result?</p>	<p>How can I react differently in the future? Was my initial response warranted?</p>

Monitoring Anxiety

Trigger	Your Inner Dialogue	Your Emotions & Sensations	Your Response
<p>Where were you? What were you doing? Who were you with?</p>	<p>What anxious thoughts and feelings did you observe? How strong were the feelings on a scale of 1 to 10?</p>	<p>What did you do as a result?</p>	<p>How can I react differently in the future? Was my initial response warranted?</p>

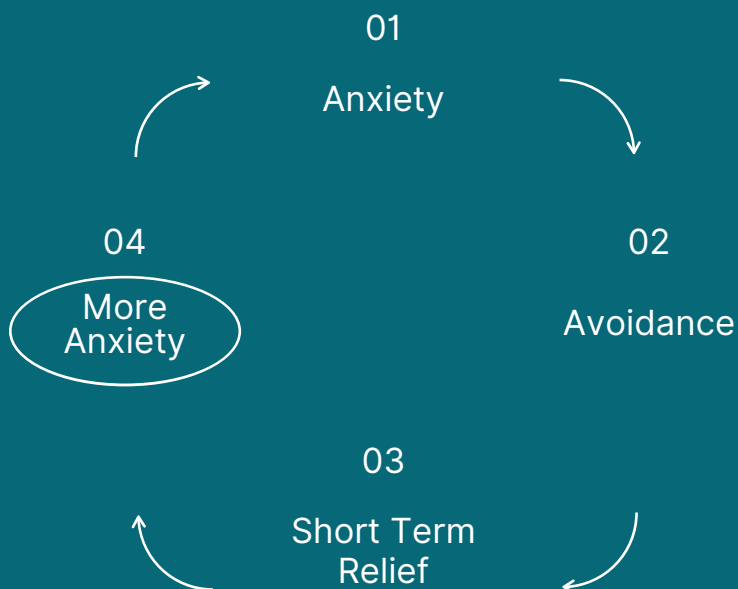
The Worry Jar

Write down all the worries you have and all the things that cause you anxiety and stress. After that, rank your causes for anxiety from 1 to 10. One being the least anxious and ten being the most (something you would try to avoid almost every time).



The Cycle Of Anxiety

Anxiety frequently results in avoidance, which is a primary coping mechanism. Why engage in something that triggers negative feelings? This worksheet aims to assist you in recognizing how anxiety-inducing situations drive you towards avoidance and worsen matters in the long run.



01. Anxiety

A situation comes up that causes you anxiety - racing heart, sweating, and worrying.

02. Avoidance

You try to avoid the anxiety inducing situations altogether. For example, find an excuse not to give the speech you were supposed to give. Or, you try to postpone the challenging event into the future.

03. Short Term Relief

You get a short term relief from anxiety. The physical and mental symptoms ease up.

04. More Anxiety

You learn that by avoiding anxiety-inducing situations altogether, you manage to reduce anxiety, but the next time this situation comes up, you'll have even more anxiety and a higher likelihood of trying to avoid or postpone it further.

Use the next worksheet to identify your main safety behaviors to avoid anxiety >

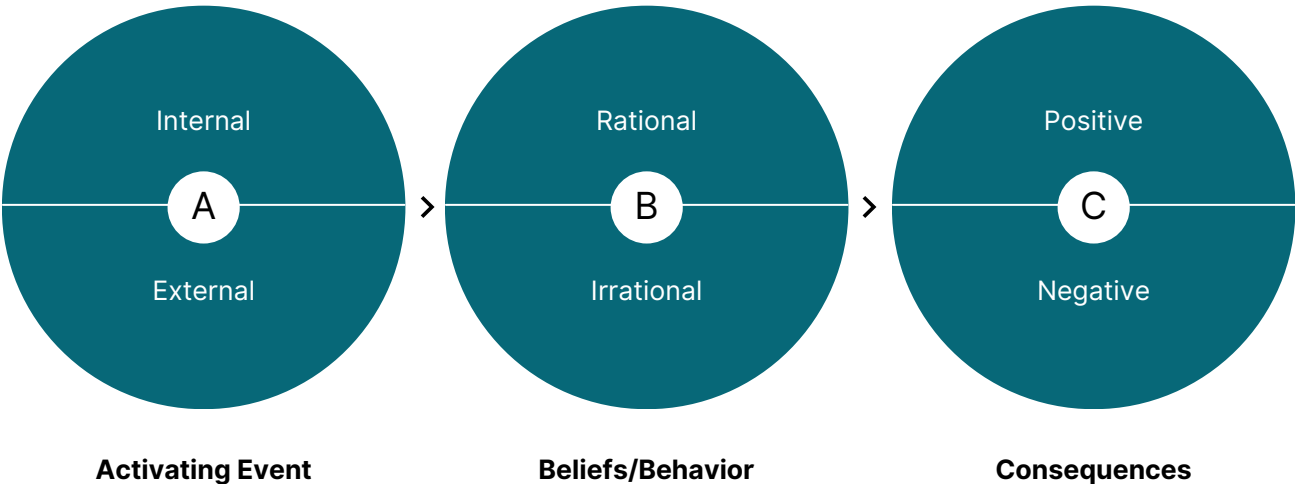
My Safety Behaviors

Use this worksheet to identify some common safety behaviours you do when you feel anxious. Note that the safety behaviour can be productive or counter-productive depending on if it helps you confront the anxiety-inducing situation and whether it has any long-term negative effects.

Situation That is Triggering the Anxiety	How Do I Usually Cope with This? What Actions Do I Take?
01	
02	
03	
Sample Safety Behaviors	
Leaving a Situation	Distraction - Watching TV, Going for a smoke, Video Games etc
	Looking for External Reassurance/Validation

ABC Model

Albert Ellis created the ABC Model to assist individuals in recognizing negative triggers, their resulting beliefs, and the subsequent consequences. After identifying the ABC pattern of a trigger, the focus shifts to modifying the Beliefs/Behavior that influence the outcomes. To address anxiety, pinpoint the triggering event, examine the associated beliefs/behavior, and understand the resulting consequences.



EXAMPLE:

Activating Event	Beliefs/Behavior	Consequences
Boss asks me to give a presentation on the last quarter's results to potential investors.	I get nervous and sweaty when I have to do public speaking. I ask the boss to give the assignment to someone else. I feel like I should not be afraid of public speaking so much.	Negative: Boss might question my capabilities. Deep down I know I could have done it myself but was too afraid. Since I don't get to practice, my public speaking anxiety does not improve. Positive: Avoided an anxiety inducing event.

ABC Model

Activating Event	Beliefs/Behavior	Consequences
<div></div> <div>Describe the events preceding your actions or thoughts.</div>	<div></div> <div>What actions did you take? Are your actions or beliefs rational?</div>	<div></div> <div>What happened? Describe the positive and the negative aspects.</div>

ABC Model

On this worksheet, use the negative beliefs and behaviours you identified on the previous worksheet and try to come up with alternative courses of action or alternative reframes for your current beliefs that would lead to more desired outcomes.

Current Beliefs/Negative Behaviors	Better Alternatives
<p>EX: I'm not a good public speaker. I get really nervous when I have to talk in public.</p> <p>Is this behavior/belief rational? What does it help me achieve?</p>	<p>EX: I might not be a good public speaker now, but I can become much better through practice. It's a skill just like any other and the more I practice the better I become. I will first practice at home and then get smaller public speaking opportunities to build up my confidence.</p> <p>What would be an alternative belief or action that would lead to a more desired outcome?</p>

Behavioral Experiment

The best way to change our current limiting beliefs is to run experiments with alternative assumptions and then see the results. Often, the beliefs that seem very certain from the get-go turn out to be falsely held upon closer inspection. Use this worksheet to first describe your beliefs/assumptions, then run an experiment that either helps to confirm or disprove them. This will hopefully lead you to question your original belief and come up with something more productive.

Initial Beliefs	Experiment	What I Learned?
<p>EX. I'm not a good public speaker. I get really nervous when I have to talk in public and people will be able to tell. (90% Sure)</p> <p>What is your current belief? How sure are that it's true (1 to 10)?</p>	<p>EX. I can give quick talk at my next local community meeting. I'll practice beforehand what I want to say in front of a mirror. I'll have somebody film me when I give the short 2 minute talk.</p> <p>What can you do to check the validity of this belief?</p>	<p>EX. I felt very nervous standing up and speaking to a crowd but as I saw from the video later on, I did not seem that nervous at all while talking.</p> <p>I learned that I might feel more nervous than it's worth and right after the short talk I felt really good.</p> <p>Now I'm less sure that I'm a really bad public speaker and feel like it's something I can practice going forward.</p> <p>What did you learn from running this experiment?</p>

Alternative Perspectives

This worksheet is designed to give you alternative perspectives for the current things that bother you. This will help you reframe your issues in a more productive way.

01 What situation caused you anxiety or stress?

02 What did you think and feel? What was your thought process like?

03 What more positive ways would there be to look at this? What would a really good friend say about this? What good outcomes might come from this situation? What can you learn from this?

Prompts to Challenge Negative Thoughts

01
What would a good friend say about this thought?

02
Am I 100% certain this will happen?

03
What's the worst that can happen?

04
How important is this in 30 years?

06
Is this thought helping me or making things worse?

05
Is this a catastrophe or just a hassle?

07
Am I overestimating the dangers?

08
What would I recommend a friend with a similar problem?

09
Is this thought subject to some cognitive distortions?

10
What are 3 positive things about this?

11
Am I certain this is even true? How do I know this?

12
What facts support this and what contradict it?

Types of Cognitive Distortions



Over Generalization

Drawing a conclusion based on just a few data points. Ex. All swans are white because I've only seen white swans.



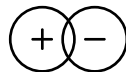
Polarized Thinking

When you think that something can be only black or white - good or bad. Leaving aside any nuances.



Mental Filtering

Focusing only on the positive or negative. Acknowledging the positive side but finding a way to turn it into a negative.



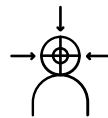
Minimizing/Maximizing

Over exaggerating potential negative event or minimizing potential negative outcomes.



Blaming

Blaming others and always feeling like a victim. Finding ways how others are responsible for one's situation.



Personalization

Taking everything personally. Feeling like everybody's actions are directed for or against you.



Jumping to Conclusions

Assuming you know other people's motivations and making predictions without substantial evidence.



Labeling

Judging others or yourself by a single event (often negative). Not taking into account the nuances.



Emotional Reasoning

Anything that feels a certain way must be true. Taking feelings as a proof of validity of one's own opinions.



Should Statements

"Should" and "Should Not" statements are used to create pressure on yourself or others and are often not followed through.

Challenging Negative Thoughts

01 What is your negative thought that causes you stress/anxiety?

02 How distressed does it make you feel on a scale of 1 to 10?

03 What cognitive distortion does apply to this thought?

04 Challenge or reframe your negative thought. Use the prompts provided in the previous worksheet.

Worry Exploration

01 What are you worried about?

02 Why do you think this is something to worry about? What evidence do you have that this will happen?

03 What's the worst thing that will happen if this comes true?

04 What's an alternative outcome or a more likely scenario if your worry actually does come true?

05 Does this worry matter in the long term? (1 month, 1 year, 10 years?)

Healthy vs. Unhealthy Coping

Coping mechanisms are actions taken to alleviate stress and anxiety, which can occur consciously or subconsciously. It's crucial to differentiate between healthy and unhealthy coping strategies as they significantly influence our quality of life and relationships. Healthy strategies effectively reduce stress and anxiety without causing long-term harm, whereas negative strategies result in adverse effects. Below are examples to illustrate this distinction:

Unhealthy Coping Strategies	Healthy Coping Strategies
<div><div>⊗</div>Getting Angry</div> <div><div>⊗</div>Procrastination</div> <div><div>⊗</div>Self Harm</div> <div><div>⊗</div>Drug/Alcohol Use</div> <div><div>⊗</div>Social Withdrawal</div> <div><div>⊗</div>Overeating</div> <div><div>⊗</div>Sleeping too much/too little</div>	<div><div>✓</div>Exercising</div> <div><div>✓</div>Seeking Help</div> <div><div>✓</div>Talking About Your Problems</div> <div><div>✓</div>Problem Solving Techniques</div> <div><div>✓</div>Eating Healthy</div> <div><div>✓</div>Relaxation Techniques</div> <div><div>✓</div>Taking Time for Yourself</div>

What coping strategies do you usually use?

My Coping Strategies

What's the worry or anxiety about?	What are my coping strategies?	What are the consequences of this strategy?

My Coping Strategies

My Current Unhealthy Coping Strategy	>	A Healthier Coping Strategy I can Replace it with

My Current Unhealthy Coping Strategy	>	A Healthier Coping Strategy I can Replace it with

My Current Unhealthy Coping Strategy	>	A Healthier Coping Strategy I can Replace it with

Relaxed Breathing Exercise

Deep breathing is an effective technique to break your body's automatic stress response - rapid shallow breathing, muscle tension and racing heart. This exercise helps you relieve these physiological symptoms fast and effectively. As the bodily sensations of anxiety ease, so does the actual stress and anxiety.

Instructions

To begin, sit in comfortable position. You can close your eyes or keep the open - whatever feels more natural to you. Then follow these simple instructions:

Inhale

01

First inhale slowly and deeply for around 4 seconds. Notice how your abdomen fills with air.

Hold

02

Pause and hold the air in your lungs for 4-5 seconds. Notice how it feels to hold your breath.

Exhale

03

Exhale slowly for 4-6 seconds. Notice how the air exits your lungs and the bodily sensations that it is accompanied by.

Repeat

04

Repeat this exercise for 2 to 5 minutes. If you have time then the more you do it, the more effective it is.



Inhale
for 4 Seconds



Hold
for 4-5 Seconds



Exhale
for 4-6 Seconds

Relaxed Breathing Tracker

Date & Time	Anxiety Before the Exercise (on a scale of 1 to 10)	Time Practiced Deep Breathing	Anxiety After the Exercise (on a scale of 1 to 10)

My Thought Log

Event/Situation	Thoughts & Feelings	My Response	How could I have reacted differently?

Anxiety Journal

	Source of Anxiety or Stress	My Thoughts and Feelings	Coping Strategies Used
MON			
TUE			
WED			
THU			
FRI			
SAT			
SUN			

Activity Tracker

	Reading	Yoga	Mindfulness	Work Out	Walking	Work	Journal	Write	Family Time	Research
01										
02										
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31										

New Habits to Reduce Anxiety

Use this worksheet to come up with new habits and coping mechanisms that you can practice to reduce your anxiety. Also write down the things you consciously could stop doing as well to help you alleviate some of the anxiety.

My desired Goal or Outcome:

To achieve this, I will need to:

Stop Doing/ Avoiding	
Do Less	
Keep Doing	
Start Doing	
Do More	

[illegible]

Notes



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