



# Your handbook



# Welcome to your Brain in Hand handbook.

Using Brain in Hand can help you increase your confidence and independence. It makes it easier to solve problems and do the things that matter to you.

Your Brain in Hand experience starts with an online Specialist who will help you get set up and stay motivated.

## Your Brain in Hand Specialist

You won't be alone on your journey.

Every user is assigned a Brain in Hand Specialist to help them set up their software. They provide useful hints, tips, and ideas for getting the most out of your system.

Our Specialists help you build the tools to keep your day on track and work with you to create practical strategies, so you can manage your day your way.

Brain in Hand is not therapy. We don't tell you what to do. Our Specialists work with you on what's important to you: they help you choose where best to focus your efforts, and work with you to break down tasks and difficulties into simple manageable chunks that you can view on your phone.



*"I thought the personal planning sessions were going to be hard based on previous experiences. With Brain in Hand I felt I had a voice and could say what I needed. I felt useful and more independent."*

**– Sez, user**

# Your Brain in Hand journey



# 1 - All about me

Knowing yourself is an important step to help manage tricky situations. The following questions will help you better tailor Brain in Hand to your exact needs. Take a look at the examples below and come up with as many of your own answers as you like.

**What do I like?**

**Example: "I like playing video games"**

**What is important  
to me?**

**Example: "My family is important to me"**

**What do I dislike?**

**Example: "I don't like early mornings"**

## Your support network

We don't replace your existing supporters. You can invite them to join one of your sessions and start using Brain in Hand together. If you have people who support you, please answer the questions about them below.

**Who do you currently  
go to for support?**

**Example: Family, friends, professional  
supporters (e.g. social workers), etc.**

**What kind of support  
can they give you?**

**Example: Mental health, finances, work, etc.**

**Are there any barriers  
to accessing support?**

**Example: Working hours, etc.**

## Strengths and difficulties

Now, let's explore the things you find easy and the things you find difficult. This will help you and us focus on the areas where you would like most support. Please rate the following:

I find this...	very difficult 1	difficult 2	easy 3	very easy 4	Notes
Using public transport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Making and attending appointments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Daily routines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Self-care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Shopping and errands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Managing finances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Meeting new people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social situations and communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Motivation and organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Remembering things	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Managing stress and anxiety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Managing difficult situations

Choose an area of your life you currently find tricky. Write down anything that you have done to help you with this difficulty in the past. If you can't think of anything, it's okay. You can write - "I can't think of anything right now."

**Example: "I get anxious when using public transport"**

What have you done to cope with difficult situations like this in the past?	Was this helpful?	
	Yes	No
<b>Example: "I listen to my music"</b>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>

## Your goals with Brain in Hand

Now let's have a look at what is important to you. Think about the things you most want to be able to do. This could be an everyday thing like managing your morning routine, or something bigger like getting a job. Complete whatever you can below:

Goal	Short term or long-term goal?	Why is this goal important to you?
Example: "I want to manage money better"	Long-term goal	Because I want to save some money



### Brain in Hand definitions

Below are some definitions which will help you understand your Brain in Hand system:

<b>Event</b>	We use the word 'event' to describe a series of activities that might all be linked or follow on from each other. For example, an event called 'morning routine' might include: getting up, leaving on time, and catching the train (activities).
<b>Activity</b>	We use the word 'activity' to describe the individual steps within an event. For example: Catching the train.
<b>Problem</b>	You can attach potential problems to activities that could cause you difficulty and prevent you from getting on with your day. For example: My train is late.
<b>Solution</b>	You can add solutions to these problems so that you are prepared should the problem arise. For example: Check the timetable for the next train, or message my friend to tell them I will be late.

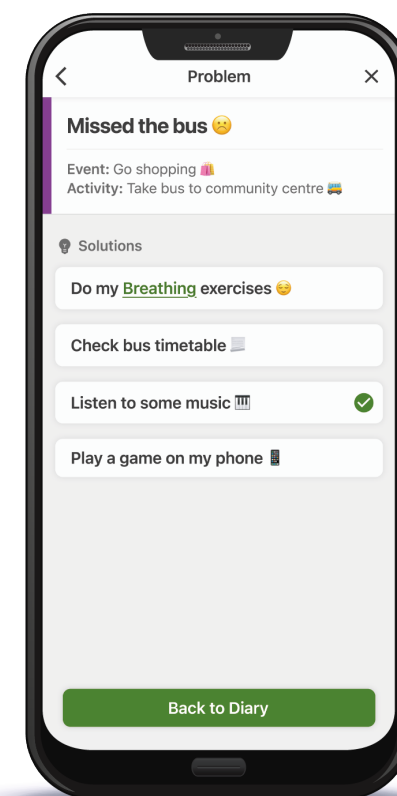
## 2 - Planning

### Planning Diary events

You can plan ahead for key events such as morning routine, shopping or cooking. This would be added to your planned events page. Here's an example:

Event	Go shopping
Day & Time	Wednesdays at 17.00

Activities	Problems	Solutions
Leave the house	What do I need?	Bag, keys, money
Take the bus	Missed the bus	Do my breathing exercises Check bus timetable Listen to some music
	Lots of people at the bus stop	Put my headphones in Do my breathing exercises



## 2 - Planning

### Planning Diary events

Think of events (routines) you would like to have. Give the event a name. Set a day and time. Think about the steps or activities in the routine, what problems you may have, and how you may overcome these. Your Specialist will also support you to think this through.

<b>Event</b>	
<b>Day &amp; Time</b>	

Activities	Problems	Solutions

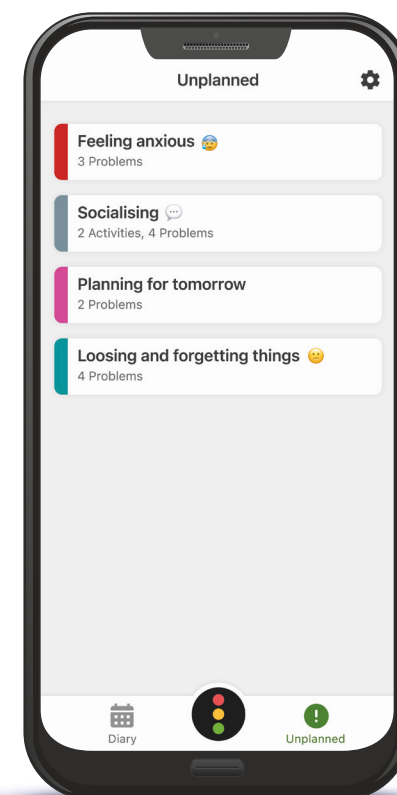
## 2 - Planning

### Unplanned events

Unplanned events can be used for problems that might happen unexpectedly, or worries and anxieties that might crop up at any time. For example, this might be crowds, unexpected changes, or forgetting things.

Here are some examples:

Unplanned event	Problems	Solutions
Feeling anxious	Feeling anxious in a crowd	Do my breathing exercises Put headphones in Find somewhere quiet to sit
	Anxious about my workload	Prioritise tasks Take a 5 minute break
Losing and forgetting things	I've lost my wallet	Don't worry, check my bag Where did I last have it? Check my pockets
	I forgot my keys	Call my housemates Check for the spare key Ask my mum for advice



### Unplanned events

Think about some of the problems that worry you that could happen at any time. Use the table below if you would like to add problems to your Unplanned event:

Unplanned event	Problems	Solutions

## 3 - Reviewing my progress

### Reflecting on your strengths and difficulties

Once you have been using BiH for a while, you will be able to review the things you find difficult. Reviewing helps you to see how you are progressing. You may find that some things are less tricky than they used to be.

I find this...	very difficult 1	difficult 2	easy 3	very easy 4	Notes
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## 3 - Reviewing my progress

### Reflecting on your goals

Use these talking points to reflect on your goals with your Specialist:

- **Have you made any progress towards the goals you set with Brain in Hand?**
- **What tools in Brain in Hand have you found useful or been using?**
  - Solutions to problems in my Brain in Hand
  - Checklists
  - Reminders in my Diary
  - Breaking events into step-by-step activities
  - Using traffic lights
  - Using my Timeline
- **What goals or difficult situations would you like to focus on next?**
- **What tools can you use in Brain in Hand to help you do this?**