Below is an adapted “adult version” of the packet. It uses more mature language and focuses on practical strategies suited for adult life contexts (e.g., work, relationships). You can adjust formatting, fonts, and add graphics as you prefer before printing. The structure mirrors the original version, but the wording and examples are geared toward adults.

**Packet: Understanding and Managing Emotions in Daily Life (Adult Version)**

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* Blank Pages for Notes or Additional Strategies

**1. Welcome & Introduction**

**How to Use This Packet:**  
This packet is designed to help you recognize your emotions, respond to them more effectively, and build resilience in everyday life. Work at your own pace, and revisit sections as needed.

**Why Emotion Regulation Matters:**  
Emotions influence how we think, behave, and interact with others. By learning to understand and manage your emotions, you can improve relationships, enhance work performance, reduce stress, and increase overall well-being.

**2. Daily Emotional Coping & Problem-Solving Checklist (Laminated Sheet)**

**Morning (Starting Your Day)**  
☐ **Mood Check:** Identify how you’re feeling (use the feelings list).  
☐ **Body Scan:** Notice any physical tension. Take a few deep breaths if needed.  
☐ **Encouraging Thought:** Choose a positive intention (e.g., “I can handle challenges calmly.”)

**During the Day (Work or Daily Tasks)**  
☐ **Recognize Emotions Early:** Use the intensity scale (1–10) to gauge how you feel.  
☐ **Apply a Strategy:** Deep breathing, brief relaxation, or taking a short break.  
☐ **Reframe Thoughts:** If you notice negative self-talk, replace it with a more balanced perspective.  
☐ **Break It Down:** If a project feels overwhelming, identify one small, manageable step.

**Evening (Reflecting on Your Day)**  
☐ **Review Emotions:** Which emotions did you experience today, and how did you respond?  
☐ **Celebrate Progress:** Recall one instance where you effectively managed a difficult emotion.  
☐ **Identify a Challenge:** Note where you struggled and consider what you might try next time.

**If Overwhelmed At Any Time**  
☐ **Coping Toolkit:** Use a physical or mental resource (a stress ball, a grounding exercise, a reminder note).  
☐ **Seek Support:** Remember it’s okay to ask a friend, partner, colleague, or professional for help.

**3. Understanding Emotions**

**Feelings List**

Some common emotions:

* Calm, Content, Happy, Excited
* Sad, Disappointed, Overwhelmed, Worried
* Frustrated, Angry, Irritated, Resentful
* Hopeful, Proud, Confident, Curious

**Recognizing Physical Cues**

Pay attention to how emotions manifest physically:

* Anxiety: Tense shoulders, racing heart
* Anger: Clenched jaw, heat in the face
* Sadness: Heavy limbs, low energy
* Stress: Shallow breathing, headaches

**Emotional Intensity Scale (1–10)**

1 = Barely noticeable emotion  
10 = Extremely intense emotion

Check in with yourself: “On a scale of 1–10, how strong is this feeling right now?”

**4. Calm-Down Techniques & Tools**

**Breathing Exercise: Box Breathing**

1. Inhale through the nose for 4 counts.
2. Hold for 4 counts.
3. Exhale through the mouth for 4 counts.
4. Hold for 4 counts.  
   Repeat until you feel calmer.

**Progressive Muscle Relaxation (Quick Guide)**

* Tense a muscle group (e.g., shoulders) for 5 seconds, then release.
* Move through different areas: hands, arms, jaw, legs.
* Focus on the difference between tension and relaxation.

**Mindful Distractions & Grounding**

* Observe 5 things around you silently.
* Focus on one neutral object (e.g., a pen) and describe it to yourself.
* Count backward from 20 or think of a calming place you enjoy.

**5. Shifting Unhelpful Thoughts**

**Thought Reframing Worksheet**

**Situation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Unhelpful Thought:** “**”  
Check the Thought: Is it accurate? Is there evidence for or against it?  
Reframed Thought: “**”

(Example:  
Situation: Facing a big work deadline  
Unhelpful Thought: “I’ll never finish this on time.”  
Reframed Thought: “I can start with one section now and see my progress.”)

**Helpful Self-Talk Cards (Templates)**

**Card 1:** “I can handle challenging situations, one step at a time.”  
**Card 2:** “It’s okay to feel this way; I’m learning new ways to cope.”  
**Card 3:** “I’ve overcome difficulties before, I can do it again.”

Leave space to create your own personalized affirmations.

**6. Problem-Solving Steps**

**Breaking Down Tasks**

1. Identify the task: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. First small step: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Resources or support I can use: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Decision Tree**

* If I’m feeling \_\_\_\_\_\_\_\_ (e.g., overwhelmed), I can:
  1. Take a 5-minute break or a quick walk
  2. Ask a colleague or friend for input
* If that doesn’t help, I’ll consider:
  1. Changing my approach or priority
  2. Seeking professional advice if needed

**7. Creating a Personal Coping Toolkit**

**Instructions:**  
Assemble items that help you calm down or refocus. Store them in a bag or desk drawer.

Possible Items:

* A stress ball or a smooth stone
* A short list of calming mantras or affirmations
* Noise-canceling headphones for a quick audio break
* A small notebook with your reframed thoughts and supportive reminders

**8. Practice & Reflection**

**Scenario Exercises**

**Scenario #1:** You receive critical feedback at work.

* Emotion felt?
* Intensity (1–10)?
* Strategy to calm down (breathing, brief break)?
* Reframed thought?

**Scenario #2:** You feel anxious before a presentation.

* Physical cues?
* Which toolkit item can help?
* What’s one encouraging thought?

**Weekly Review & Goal-Setting**

* What emotion regulation strategy worked best this week?
* What was a challenging moment, and what could you try next time?
* Set one small goal for next week (e.g., “Use box breathing once a day.”)

**9. Tracking Progress & Rewards**

**Habit/Skill Tracking Chart**

| **Day** | **Skill Practiced** | **Notes/Result** |
| --- | --- | --- |
| Mon |  |  |
| Tue |  |  |
| Wed |  |  |
| Thu |  |  |
| Fri |  |  |
| Sat |  |  |
| Sun |  |  |

When you meet your target (e.g., practicing a coping skill daily for a week), acknowledge it. Treat yourself kindly—perhaps a relaxing activity or a small reward.

**Acknowledgment of Progress**

Consider printing a simple certificate or writing a personal note recognizing your growth in emotion regulation. Positive acknowledgment reinforces your efforts.

**10. Additional Resources & Next Steps**

**Professional & Personal Communication Tips:**

* Let trusted colleagues or friends know you’re working on managing stress and emotions.
* Ask for a brief pause or a rescheduled meeting if you’re overwhelmed.
* Practice stating needs calmly: “I need a moment to think about this.”

**Encouraging Notes & Affirmations:**

* “I’m learning and growing every day.”
* “It’s okay to ask for help or take a break.”
* “My emotions are valid, and I have the tools to handle them.”

**Further Support Resources:**

* Podcasts, books, or apps on mindfulness and stress management
* Professional counseling or coaching services
* Support groups (online or in-person) focusing on emotional well-being

**Appendices**

**Extra Thoughts & Emotions Worksheets**

**Today’s Emotion:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Trigger/Situation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**My Response:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**What I Can Try Next Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_

(Use multiple copies for reflection.)

**Blank Notes/Additional Strategies**

**Notes:**

**Additional Coping Strategies I Discover Over Time:**

**End of Packet**

Remember, learning to understand and manage your emotions is a journey. With practice, you will find what works best for you. Be patient, celebrate small successes, and know that it’s always okay to seek support.