



## Taking Care of Your Mind by Taking Care of Your Body

Remember these as **PLEASE** skills.

**P  
L**

**1. Treat Physical Illness.**

Take care of your body. See a doctor when necessary. Take prescribed medication.

**E**

**2. Balance Eating.**

Don't eat too much or too little. Eat regularly and mindfully throughout the day. Stay away from foods that make you feel overly emotional.

**A**

**3. Avoid Mood-Altering Substances.**

Stay off illicit drugs, and use alcohol in moderation (if at all).

**S**

**4. Balance Sleep.**

Try to get 7–9 hours of sleep a night, or at least the amount of sleep that helps you feel good. Keep to a consistent sleep schedule, especially if you are having difficulty sleeping.

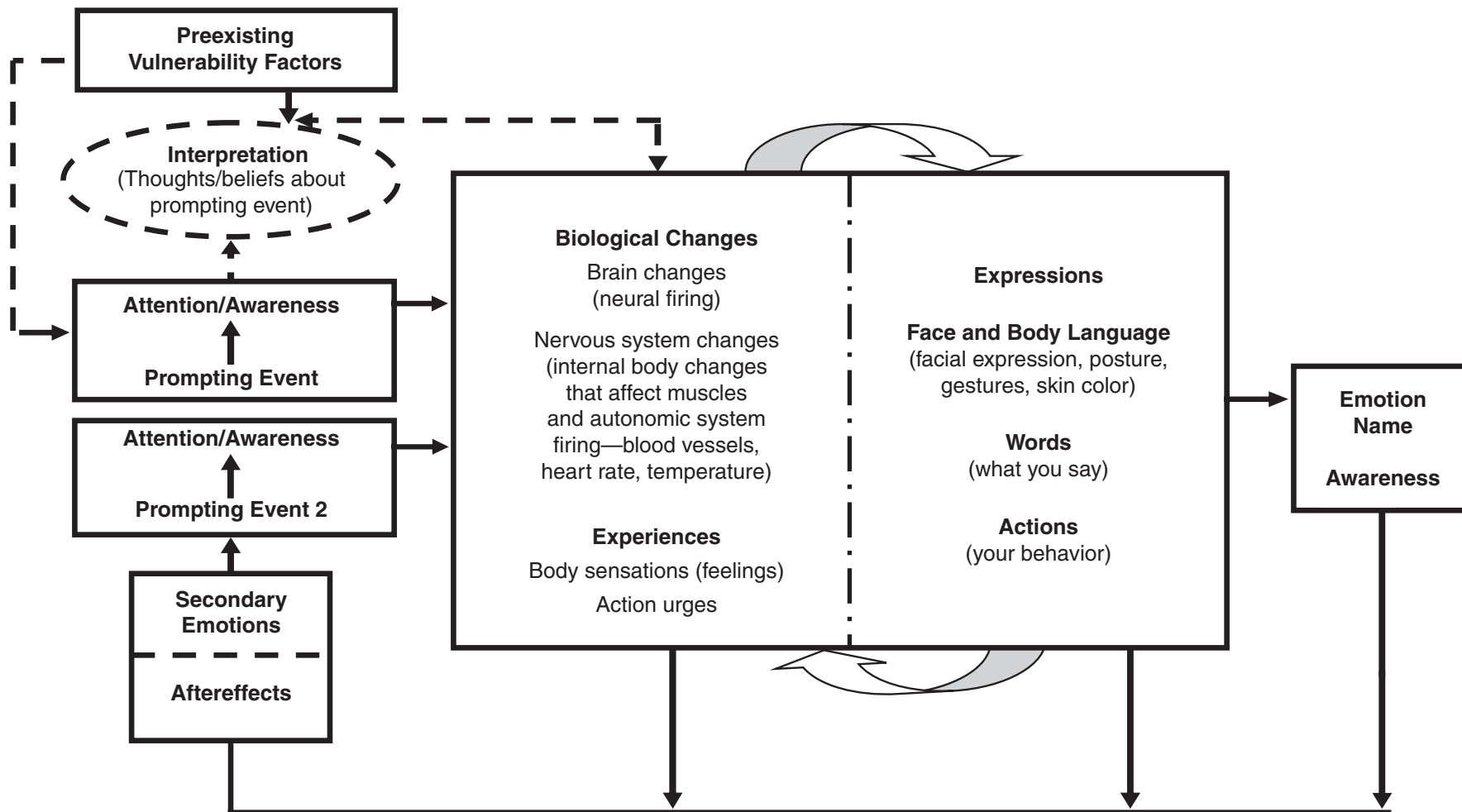
**E**

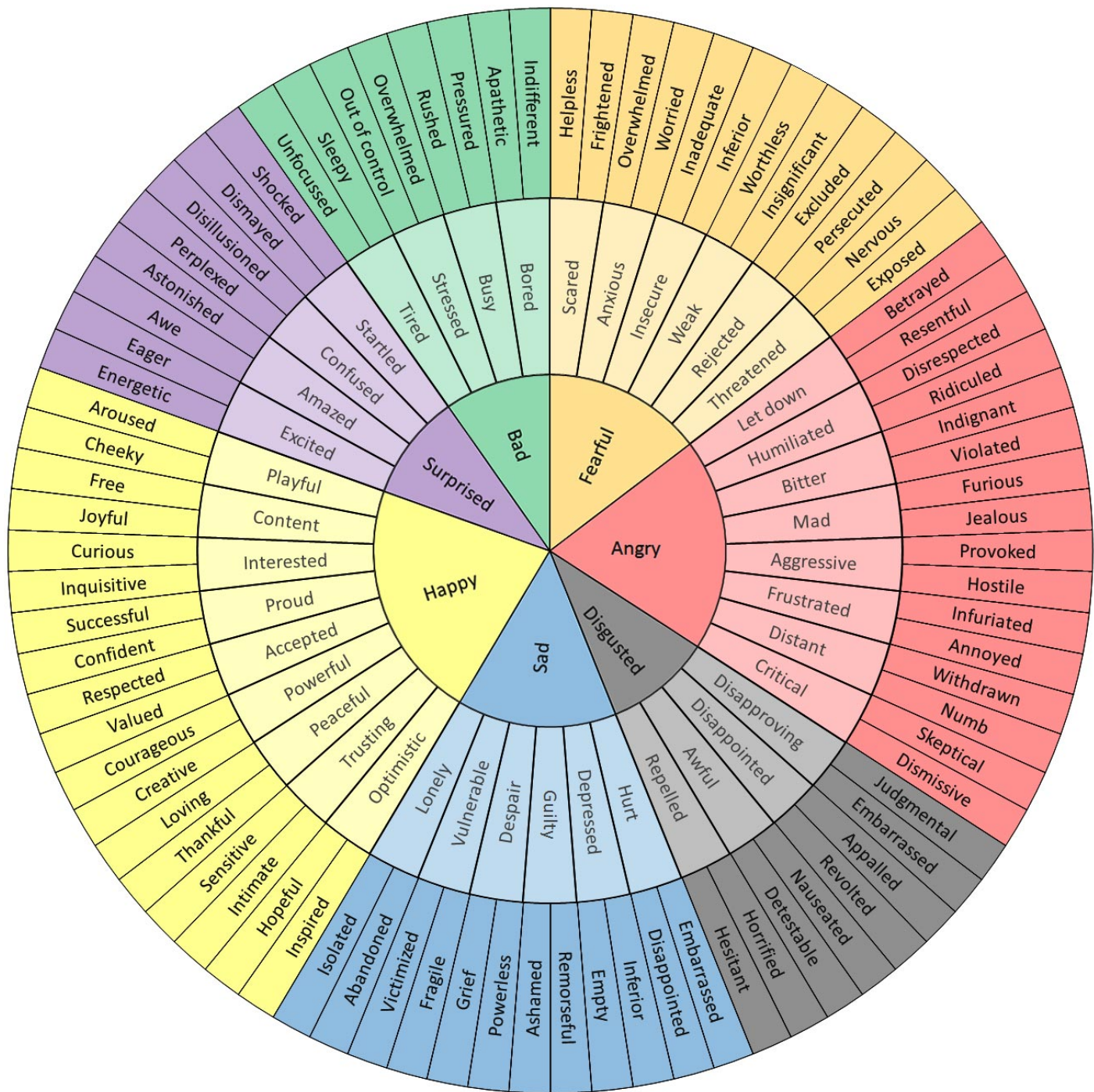
**5. Get Exercise.**

Do some sort of exercise every day. Try to build up to 20 minutes of daily exercise.



## Model for Describing Emotions







## Check the Facts

### FACTS

Many emotions and actions are set off by our thoughts and interpretations of events, not by the events themselves.

**Event → Thoughts → Emotions**

Our emotions can also have a big effect on our thoughts about events.

**Event → Emotion → Thoughts**

Examining our thoughts and *checking the facts* can help us change our emotions.

### HOW TO CHECK THE FACTS

**1. Ask: What is the emotion I want to change?**

*(See Emotion Regulation Handout 6: Ways of Describing Emotions.)*

**2. Ask: What is the event prompting my emotion?**

Describe the facts that you observed through your senses.

Challenge judgments, absolutes, and black-and-white descriptions.

*(See Mindfulness Handout 4: Taking Hold of Your Mind: "What" Skills.)*

**3. Ask: What are my interpretations, thoughts, and assumptions about the event?**

Think of other possible interpretations.

Practice looking at all sides of a situation and all points of view.

Test your interpretations and assumptions to see if they fit the facts.

**4. Ask: Am I assuming a threat?**

Label the threat.

Assess the probability that the threatening event will really occur.

Think of as many other possible outcomes as you can.

**5. Ask: What's the catastrophe?**

Imagine the catastrophe really occurring.

Imagine coping well with a catastrophe (through problem solving, coping ahead, or radical acceptance).

**6. Ask: Does my emotion and/or its intensity fit the actual facts?**

Check out facts that fit each emotion.

Ask Wise Mind.

*(See Emotion Regulation Handout 11: Figuring Out Opposite Actions, and Emotion Regulation Handout 13: Reviewing Problem Solving and Opposite Action.)*



## Opposite Action

Use opposite action when your emotions do NOT fit the facts  
or when acting on your emotions is NOT effective.

**EVERY EMOTION HAS AN ACTION URGE.**

**CHANGE THE EMOTION BY ACTING OPPOSITE TO ITS ACTION URGE.**

Consider these examples:

<u>EMOTION</u>	<u>ACTION URGE</u>	<u>OPPOSITE ACTION</u>
Fear	Run away/avoid	Approach/don't avoid
Anger	Attack	Gently avoid/be a little nice
Sadness	Withdraw/isolate	Get active
Shame	Hide/avoid	Tell the secret to people who will accept it

### HOW TO DO OPPOSITE ACTION, STEP BY STEP

**Step 1. IDENTIFY AND NAME THE EMOTION** you want to change.

**Step 2. CHECK THE FACTS** to see if your emotion is justified by the facts.

Check also whether the intensity and duration of the emotion fit the facts.

(Example: "Irritation" fits the facts when your car is cut in front of; "road rage" does not.)

An emotion is justified when your emotion fits the facts.

**Step 3. IDENTIFY AND DESCRIBE YOUR ACTION URGES.**

**Step 4. ASK WISE MIND:** Is expression or acting on this emotion effective in this situation?

***If your emotion does not fit the facts or if acting on your emotion is not effective:***

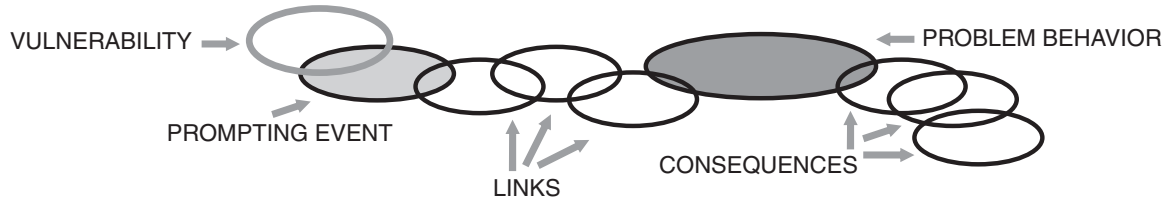
**Step 5. IDENTIFY OPPOSITE ACTIONS** to your action urges.

**Step 6. ACT OPPOSITE ALL THE WAY** to your action urges.

**Step 7. REPEAT ACTING OPPOSITE** to your action urges until your emotion changes.

## Chain Analysis

TO UNDERSTAND BEHAVIOR, DO A CHAIN ANALYSIS.



**Step 1:** Describe the **PROBLEM BEHAVIOR**.

**Step 2:** Describe the **PROMPTING EVENT** that started the chain of events leading to the problem behavior.

**Step 3:** Describe the factors happening before the event that made you **VULNERABLE** to starting down the chain of events toward the problem behavior.

**Step 4:** Describe in excruciating detail the **CHAIN OF EVENTS** that led to the problem behavior.

**Step 5:** Describe the **CONSEQUENCES** of the problem behavior.

### To change behavior:

**Step 6:** Describe **SKILLFUL** behaviors to replace problem links in the chain of events.

**Step 7:** Develop **PREVENTION PLANS** to reduce vulnerability to stressful events.

**Step 8:** **REPAIR** important or significant consequences of the problem behavior.





## Improving the Moment

A way to remember these skills is the word **IMPROVE**.

### With Imagery:

- ☐ Imagine very relaxing scenes.
- ☐ Imagine a secret room within yourself. Furnish it the way you like. Close and lock the door on anything that can hurt you.
- ☐ Imagine everything going well.
- ☐ Make up a calming fantasy world.
- ☐ Imagine hurtful emotions draining out of you like water out of a pipe.
- ☐ Remember a happy time and imagine yourself in it again; play out the time in your mind again.
- ☐ Other: \_\_\_\_\_

### With Meaning:

- ☐ Find purpose or meaning in a painful situation.
- ☐ Focus on whatever positive aspects of a painful situation you can find.
- ☐ Repeat these positive aspects in your mind.
- ☐ Remember, listen to, or read about spiritual values.
- ☐ Other: \_\_\_\_\_

### With Prayer:

- ☐ Open your heart to a supreme being, God, or your own Wise Mind.
- ☐ Ask for strength to bear the pain.
- ☐ Turn things over to God or a higher being.
- ☐ Other: \_\_\_\_\_

### With Relaxing actions:

- ☐ Take a hot bath or sit in a hot tub.
- ☐ Drink hot milk.
- ☐ Massage your neck and scalp.
- ☐ Practice yoga or other stretching.
- ☐ Breathe deeply.
- ☐ Change your facial expression.
- ☐ Other: \_\_\_\_\_

### With One thing in the moment:

- ☐ Focus your entire attention on just what you are doing.
- ☐ Keep yourself in the moment.
- ☐ Put your mind in the present.
- ☐ Focus your entire attention on the physical
- ☐ Listen to a sensory awareness recording (or use Distress Tolerance Handout 9a)
- ☐ Other: \_\_\_\_\_

### With a brief Vacation:

- ☐ Give yourself a brief vacation.
- ☐ Get in bed; pull the covers up over your head.
- ☐ Go to the beach or the woods for the day.
- ☐ Get a magazine and read it with chocolates.
- ☐ Turn off your phone for a day.
- ☐ Take a blanket to the park and sit on it for a whole afternoon.
- ☐ Take a 1-hour breather from hard work.
- ☐ Take a brief vacation from responsibility.
- ☐ Other: \_\_\_\_\_

### With self-Encouragement and rethinking the situation:

- ☐ Cheerlead yourself: “You go, girl!” “You da man!”
- ☐ “I will make it out of this.”
- ☐ “I’m doing the best I can.”
- ☐ Repeat over and over: “I can stand it.”
- ☐ “This too shall pass.”
- ☐ “I will be OK.”
- ☐ “It won’t last forever.”
- ☐ Other: \_\_\_\_\_

List (and then practice) rethoughts that are particularly important in your crisis situations (e.g., “The fact that he did not pick me up doesn’t mean he doesn’t love me”):

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

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## Distracting

A way to remember these skills is the phrase “**Wise Mind ACCEPTS.**”

### With Activities:

- |  |  |
|--|--|
| <input type="checkbox"/> Focus attention on a task you need to get done. | <input type="checkbox"/> Go out for a meal or eat a favorite food. |
| <input type="checkbox"/> Rent movies; watch TV.                          | <input type="checkbox"/> Call or go out with a friend.             |
| <input type="checkbox"/> Clean a room in your house.                     | <input type="checkbox"/> Listen to your iPod; download music.      |
| <input type="checkbox"/> Find an event to go to.                         | <input type="checkbox"/> Build something.                          |
| <input type="checkbox"/> Play computer games.                            | <input type="checkbox"/> Spend time with your children.            |
| <input type="checkbox"/> Go walking. Exercise.                           | <input type="checkbox"/> Play cards.                               |
| <input type="checkbox"/> Surf the Internet. Write e-mails.               | <input type="checkbox"/> Read magazines, books, comics.            |
| <input type="checkbox"/> Play sports.                                    | <input type="checkbox"/> Do crossword puzzles or Sudoku.           |
|  | <input type="checkbox"/> Other: _____                              |

### With Contributing:

- |   |   |
|---|---|
| <input type="checkbox"/> Find volunteer work to do.                                     | <input type="checkbox"/> Call or send an instant message encouraging someone or just saying hi. |
| <input type="checkbox"/> Help a friend or family member.                                | <input type="checkbox"/> Make something nice for someone else.                                  |
| <input type="checkbox"/> Surprise someone with something nice (a card, a favor, a hug). | <input type="checkbox"/> Do something thoughtful.   |
| <input type="checkbox"/> Give away things you don't need.                               | <input type="checkbox"/> Other: _____   |

### With Comparisons:

- |   |   |
|---|---|
| <input type="checkbox"/> Compare how you are feeling now to a time when you felt different. | <input type="checkbox"/> Compare yourself to those less fortunate.  |
| <input type="checkbox"/> Think about people coping the same as you or less well than you.   | <input type="checkbox"/> Watch reality shows about others' troubles; read about disasters, others' suffering. |
|   | <input type="checkbox"/> Other: _____   |

### With different Emotions:

- |  |   |
|--|---|
| <input type="checkbox"/> Read emotional books or stories, old letters.     | <i>Ideas:</i> Scary movies, joke books, comedies, funny records, religious music, soothing music or music that fires you up, going to a store and reading funny greeting cards. |
| <input type="checkbox"/> Watch emotional TV shows; go to emotional movies. |   |
| <input type="checkbox"/> Listen to emotional music.                        | <input type="checkbox"/> Other: _____   |
| <i>(Be sure the event creates different emotions.)</i>                     |   |

### With Pushing away:

- |  |  |
|--|--|
| <input type="checkbox"/> Push the situation away by leaving it for a while.          | <input type="checkbox"/> Notice ruminating: Yell “No!”                                   |
| <input type="checkbox"/> Leave the situation mentally.                               | <input type="checkbox"/> Refuse to think about the painful situations.                   |
| <input type="checkbox"/> Build an imaginary wall between yourself and the situation. | <input type="checkbox"/> Put the pain on a shelf. Box it up and put it away for a while. |
| <input type="checkbox"/> Block thoughts and images from your mind.                   | <input type="checkbox"/> Deny the problem for the moment.                                |
|  | <input type="checkbox"/> Other: _____  |

### With other Thoughts:

- |   |  |
|---|--|
| <input type="checkbox"/> Count to 10; count colors in a painting or poster or out the window; count anything. | <input type="checkbox"/> Work puzzles.     |
| <input type="checkbox"/> Repeat words to a song in your mind.   | <input type="checkbox"/> Watch TV or read. |
|   | <input type="checkbox"/> Other: _____      |

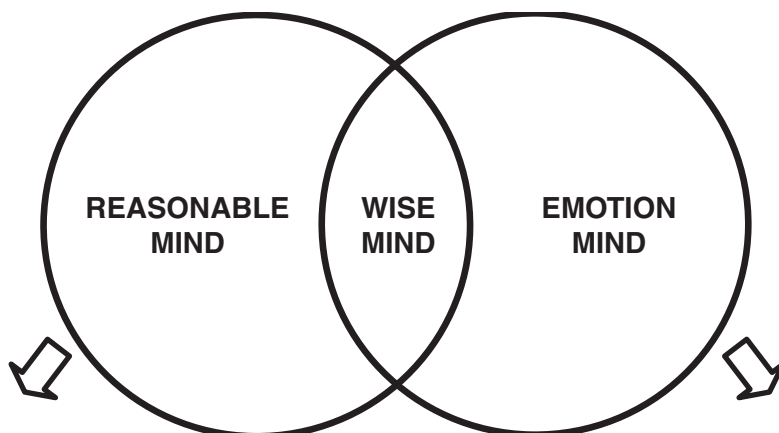
### With other Sensations:

- |   |  |
|---|--|
| <input type="checkbox"/> Squeeze a rubber ball very hard. | <input type="checkbox"/> Go out in the rain or snow. |
| <input type="checkbox"/> Listen to very loud music.       | <input type="checkbox"/> Take a hot or cold shower.  |
| <input type="checkbox"/> Hold ice in your hand or mouth.  | <input type="checkbox"/> Other: _____                |





## Wise Mind: States of Mind



**Reasonable Mind Is:**

**Cool**

**Rational**

**Task-Focused**

**When in *reasonable mind*,**  
you are ruled by facts, reason,  
logic, and pragmatics. Values  
and feelings are not important.

**Emotion Mind Is:**

**Hot**

**Mood-Dependent**

**Emotion-Focused**

**When in *emotion mind*,**  
you are ruled by your  
moods, feelings, and urges  
to do or say things. Facts,  
reason, and logic are not  
important.

**Wise Mind Is:**

The wisdom within  
each person

Seeing the value of  
both reason and  
emotion

Bringing left brain and  
right brain together

The middle path

achieving important goals. Adaptive denial consists of convincing yourself that you actually don't crave the addictive behavior (denial). The first half of this handout lists possible forms of alternate rebellion. The second half of the handout describes steps for adaptive denial. Use **Distress Tolerance Worksheet 18: Practicing Alternate Rebellion and Adaptive Denial** to track your practice of these skills.



## STOP Skill



**S**<sub>top</sub>

Do not just react. Stop! Freeze! Do not move a muscle! Your emotions may try to make you act without thinking. Stay in control!

**T**

ake a step back

Take a step back from the situation. Take a break. Let go. Take a deep breath. Do not let your feelings make you act impulsively.

**O**

bserve

Notice what is going on inside and outside you. What is the situation? What are your thoughts and feelings? What are others saying or doing?

**P**

roceed mindfully

Act with awareness. In deciding what to do, consider your thoughts and feelings, the situation, and other people's thoughts and feelings. Think about your goals. Ask Wise Mind: Which actions will make it better or worse?

*Note.* Adapted from an unpublished worksheet by Francheska Pereplechikova and Seth Axelrod, with their permission.

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## Willingness

Willingness is readiness to enter and participate fully in life and living.

### Find a **WILLING RESPONSE** to each situation.

Willingness is **DOING JUST WHAT IS NEEDED**:

- In each situation.
- Wholeheartedly, without dragging your feet.

Willingness is listening very carefully to your **WISE MIND**, and then acting from your **WISE MIND**.

Willingness is **ACTING WITH AWARENESS** that you are connected to the universe (to the stars, people you like and don't like, the floor, etc.).

### Replace **WILLFULNESS** with **WILLINGNESS**.

- Willfulness is **REFUSING TO TOLERATE** the moment.
- Willfulness is refusing to make changes that are needed.
- Willfulness is **GIVING UP**.
- Willfulness is the **OPPOSITE OF "DOING WHAT WORKS."**
- Willfulness is trying to **FIX EVERY SITUATION**.
- Willfulness is insisting on **BEING IN CONTROL**.
- Willfulness is **ATTACHMENT TO "ME, ME, ME"** and "what I want right now!"

### **WILLINGNESS, STEP BY STEP**

1. **OBSERVE** the willfulness. Label it. Experience it.
2. **RADICALLY ACCEPT** that at this moment you feel (and may be acting) willful. You cannot fight willfulness with willfulness.
3. **TURN YOUR MIND** toward acceptance and willingness.
4. Try **HALF-SMILING** and a **WILLING POSTURE**.
5. When willfulness is immovable, **ASK, "WHAT'S THE THREAT?"**

### Situations where I notice my own:

**Willfulness:** \_\_\_\_\_

**Willingness:** \_\_\_\_\_



## Guidelines for Self-Respect Effectiveness: Keeping Respect for Yourself (FAST)

A way to remember these skills is to remember the word **FAST (DEAR MAN, GIVE FAST)**.

(Be) Fair  
(No) Apologies  
Stick to Values  
(Be) Truthful

(Be)  
**F**air

Be fair to YOURSELF and to the OTHER person.  
Remember to VALIDATE YOUR OWN feelings and wishes,  
as well as the other person's.

(No)  
**A**pologies

*Don't overapologize.*  
No apologizing for being alive or for making a request at all.  
No apologies for having an opinion, for disagreeing.  
No LOOKING ASHAMED, with eyes and head down or body slumped.  
No invalidating the valid.

**S**tick to values

Stick to YOUR OWN values.  
Don't sell out your values or integrity for reasons that aren't VERY important.  
Be clear on what you believe is the moral or valued way of thinking and  
acting, and "stick to your guns."

(Be)  
**T**ruthful

*Don't lie.* Don't act helpless when you are not.  
Don't exaggerate or make up excuses.

Other ideas:

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