



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.

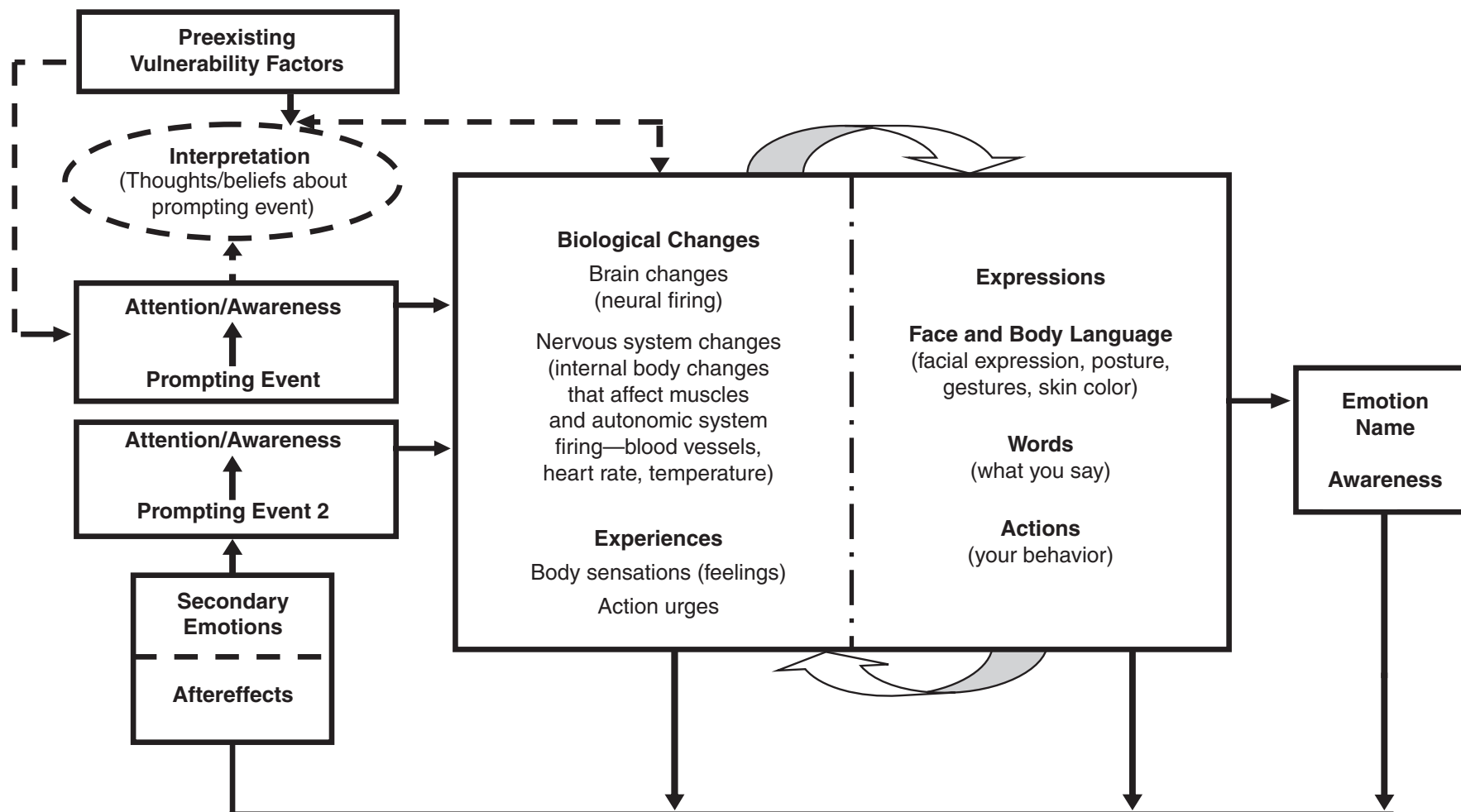
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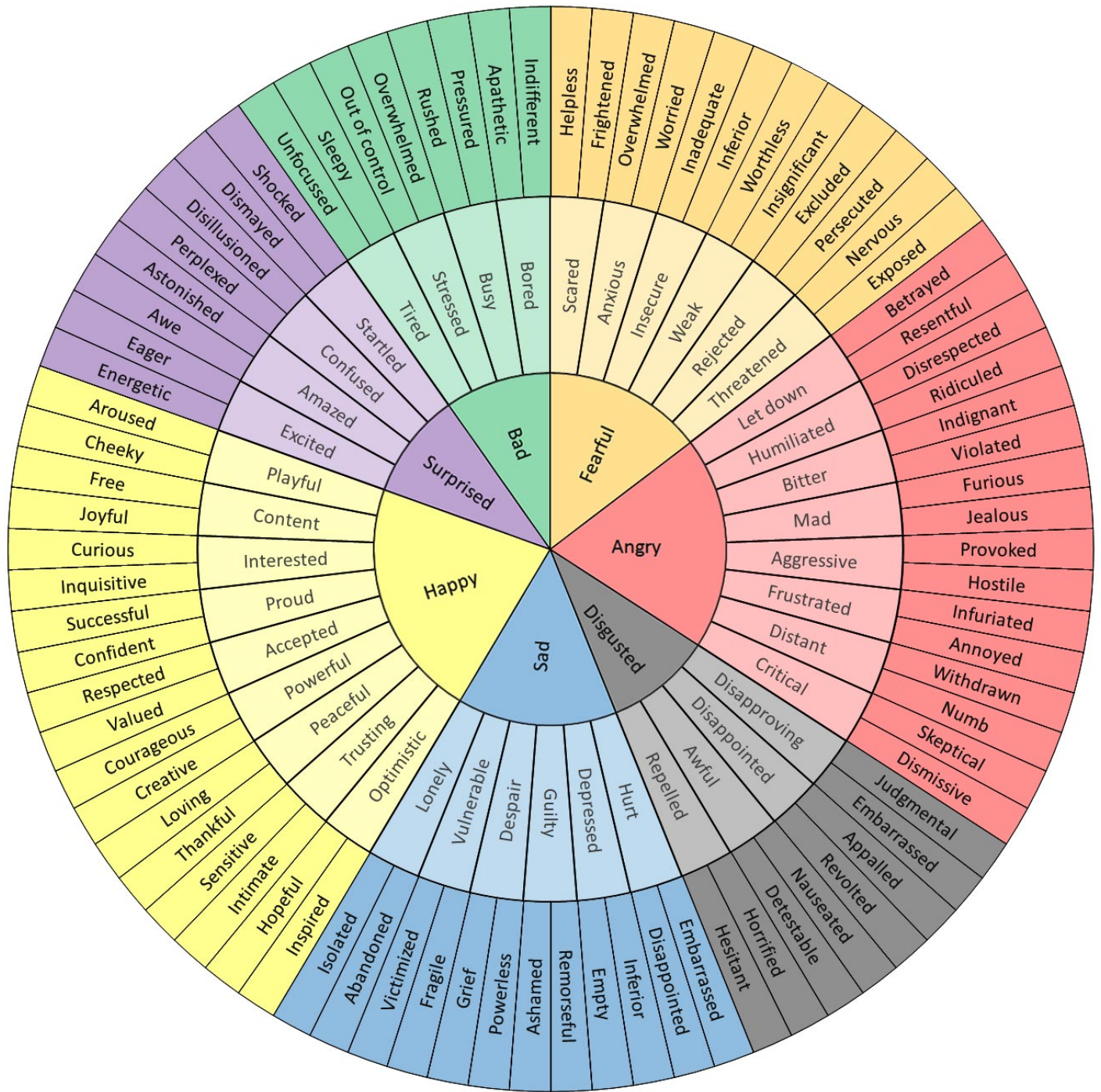
5. Get Exercise.

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



Model for Describing Emotions





Cognitive Distortions

Cognitive distortions are irrational thoughts that can influence your emotions. Everyone experiences cognitive distortions to some degree, but in their more extreme forms they can be harmful.

Magnification and Minimization: Exaggerating or minimizing the importance of events. One might believe their own achievements are unimportant, or that their mistakes are excessively important.

Catastrophizing: Seeing only the worst possible outcomes of a situation.

Overgeneralization: Making broad interpretations from a single or few events. "I felt awkward during my job interview. I am *always* so awkward."

Magical Thinking: The belief that acts will influence unrelated situations. "I am a good person—bad things shouldn't happen to me."

Personalization: The belief that one is responsible for events outside of their own control. "My mom is always upset. She would be fine if I did more to help her."

Jumping to Conclusions: Interpreting the meaning of a situation with little or no evidence.

Mind Reading: Interpreting the thoughts and beliefs of others without adequate evidence. "She would not go on a date with me. She probably thinks I'm ugly."

Fortune Telling: The expectation that a situation will turn out badly without adequate evidence.

Emotional Reasoning: The assumption that emotions reflect the way things really are. "I feel like a bad friend, therefore I must be a bad friend."

Disqualifying the Positive: Recognizing only the negative aspects of a situation while ignoring the positive. One might receive many compliments on an evaluation, but focus on the single piece of negative feedback.

"Should" Statements: The belief that things should be a certain way. "I should always be friendly."

All-or-Nothing Thinking: Thinking in absolutes such as "always", "never", or "every". "I *never* do a good enough job on anything."



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:

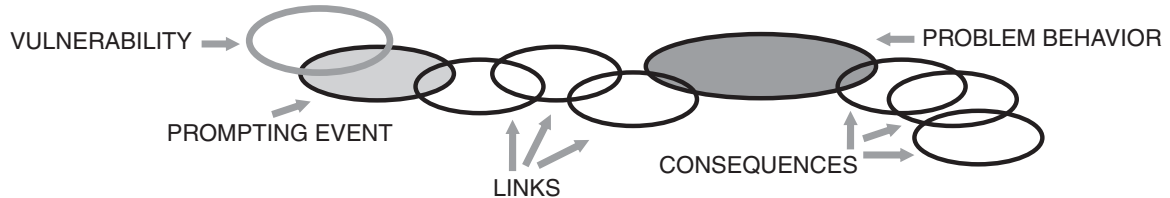
Step 5. IDENTIFY OPPOSITE ACTIONS to your action urges.

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:

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

With Meaning:

- | | |
|--|---|
| <input type="checkbox"/> Find purpose or meaning in a painful situation. | <input type="checkbox"/> Remember, listen to, or read about spiritual values. |
| <input type="checkbox"/> Focus on whatever positive aspects of a painful situation you can find. | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Repeat these positive aspects in your mind. | |

With Prayer:

- | | |
|--|---|
| <input type="checkbox"/> Open your heart to a supreme being, God, or your own Wise Mind. | <input type="checkbox"/> Turn things over to God or a higher being. |
| <input type="checkbox"/> Ask for strength to bear the pain. | <input type="checkbox"/> Other: _____ |

With Relaxing actions:

- | | |
|---|---|
| <input type="checkbox"/> Take a hot bath or sit in a hot tub. | <input type="checkbox"/> Breathe deeply. |
| <input type="checkbox"/> Drink hot milk. | <input type="checkbox"/> Change your facial expression. |
| <input type="checkbox"/> Massage your neck and scalp. | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Practice yoga or other stretching. | |

With One thing in the moment:

- | | |
|--|---|
| <input type="checkbox"/> Focus your entire attention on just what you are doing. | <input type="checkbox"/> Focus your entire attention on the physical |
| <input type="checkbox"/> Keep yourself in the moment. | <input type="checkbox"/> Listen to a sensory awareness recording (or use Distress Tolerance Handout 9a) |
| <input type="checkbox"/> Put your mind in the present. | <input type="checkbox"/> Other: _____ |

With a brief Vacation:

- | | |
|---|--|
| <input type="checkbox"/> Give yourself a brief vacation. | <input type="checkbox"/> Take a blanket to the park and sit on it for a whole afternoon. |
| <input type="checkbox"/> Get in bed; pull the covers up over your head. | <input type="checkbox"/> Take a 1-hour breather from hard work. |
| <input type="checkbox"/> Go to the beach or the woods for the day. | <input type="checkbox"/> Take a brief vacation from responsibility. |
| <input type="checkbox"/> Get a magazine and read it with chocolates. | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Turn off your phone for a day. | |

With self-Encouragement and rethinking the situation:

- | | |
|--|---|
| <input type="checkbox"/> Cheerlead yourself: “You go, girl!” “You da man!” | <input type="checkbox"/> “This too shall pass.” |
| <input type="checkbox"/> “I will make it out of this.” | <input type="checkbox"/> “I will be OK.” |
| <input type="checkbox"/> “I’m doing the best I can.” | <input type="checkbox"/> “It won’t last forever.” |
| <input type="checkbox"/> Repeat over and over: “I can stand it.” | <input type="checkbox"/> 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”):

- | | |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
|--------------------------------|--------------------------------|

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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:

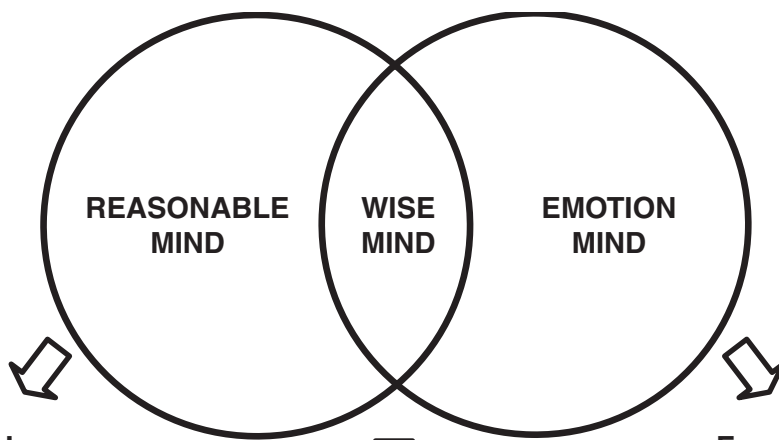
- | | |
|---|--|
| <input type="checkbox"/> Count to 10; count colors in a painting or poster or out the window; count anything. | <input type="checkbox"/> Work puzzles. |
| <input type="checkbox"/> Repeat words to a song in your mind. | <input type="checkbox"/> Watch TV or read. |
| | <input type="checkbox"/>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



Radical Acceptance

(When you cannot keep painful events and emotions from coming your way.)

WHAT IS RADICAL ACCEPTANCE?

1. Radical means *all the way*, complete and total.
2. It is accepting in your mind, your heart, and your body.
3. It's when you stop fighting reality, stop throwing tantrums because reality is not the way you want it, and let go of bitterness.

WHAT HAS TO BE ACCEPTED?

1. Reality is as it is (the facts about the past and the present are the facts, even if you don't like them).
2. There are limitations on the future for everyone (but only realistic limitations need to be accepted).
3. Everything has a cause (including events and situations that cause you pain and suffering).
4. Life can be worth living even with painful events in it.

WHY ACCEPT REALITY?

1. Rejecting reality does not change reality.
2. Changing reality requires first accepting reality.
3. Pain can't be avoided; it is nature's way of signaling that something is wrong.
4. Rejecting reality turns pain into suffering.
5. Refusing to accept reality can keep you stuck in unhappiness, bitterness, anger, sadness, shame, or other painful emotions.
6. Acceptance may lead to sadness, but deep calmness usually follows.
7. The path out of hell is through misery. By refusing to accept the misery that is part of climbing out of hell, you fall back into hell.

Radical Acceptance: Factors That Interfere

RADICAL ACCEPTANCE IS NOT:

Approval, compassion, love, passivity, or against change.

FACTORS THAT INTERFERE WITH ACCEPTANCE

- ☐ 1. You don't have the skills for acceptance; you do not know how to accept really painful events and facts.
- ☐ 2. You believe that if you accept a painful event, you are making light of it or are approving of the facts, and that nothing will be done to change or prevent future painful events.
- ☐ 3. Emotions get in the way (unbearable sadness; anger at the person or group that caused the painful event; rage at the injustice of the world; overwhelming shame about who you are; guilt about your own behavior).
- ☐ Other: _____



STOP Skill



S_{top}

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)

Fair

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)

Apologies

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)

Truthful

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

Other ideas:



Accumulating Positive Emotions: Short Term

Accumulate positive emotions in the short term by doing these things.

BUILD POSITIVE EXPERIENCES NOW

- INCREASE PLEASANT EVENTS that lead to positive emotions.
- Do ONE THING each day from the Pleasant Events List.
(See *Emotion Regulation Handout 16.*)
- Practice opposite action; AVOID AVOIDING.
- BE MINDFUL of pleasant events (no multitasking).

BE MINDFUL OF POSITIVE EXPERIENCES

- FOCUS your attention on positive moments when they are happening.
No multitasking.
- REFOCUS your attention when your mind wanders to the negative.
- PARTICIPATE and ENGAGE fully in each experience.

BE UNMINDFUL OF WORRIES

Such as . . .

- When the positive experience will end.
- Whether you deserve this positive experience.
- How much more might be expected of you now.



Accumulating Positive Emotions: Long Term

Accumulate positive emotions in the long term to build a “life worth living.”

That is, make changes in your life so that positive events will occur in the future.

Step 1. Avoid avoiding.

Start now to do what is needed to build the life you want. If you are not sure about what to do, follow the steps below.

Step 2. Identify values that are important to you.

ASK: What values are really important to me in my life?

Examples: Be productive; be part of a group; treat others well; be physically fit.

Step 3. Identify one value to work on now.

ASK: What is really important to me, right now, to work on in my life?

Example: Be productive.

Step 4. Identify a few goals related to this value.

ASK: What specific goals can I work on that will make this value part of my life?

Examples: Get a job where I can do something useful.

Be more active keeping up with important tasks at home.

Find a volunteer job that will use skills I already have.

Step 5. Choose one goal to work on now.

Do pros and cons, if necessary, to select a goal to work on now.

Example: Get a job where I can do something useful.

Step 6. Identify small action steps toward your goal.

ASK: What small steps can I take to get to my goal?

Examples: Visit places and look for job openings on the Internet in my area.

Submit applications for jobs at places I want to work.

Write résumé.

Check out benefits at places I might want to work.

Step 7. Take one action step now.

Example: Go on Internet and check for jobs in my area.