

cognitive type (thought responses) and affective type (emotions), such as: fear of having a heart attack, going crazy, feeling frightened, etc. The third category of symptoms is to do with how you act and behave, for example: not going out, avoiding people or objects, going out only with people you are close to, etc.

[illegible]

Daily Record of Your Breathing Rate

Instructions

- Monitor your breathing rate at the times shown below.
- If you have just done some form of activity (e.g. walking upstairs, etc.) that increases your breathing rate, take your breathing rate about 20 minutes after you have finished the activity.
- Try to be sitting or standing quietly when you count your breathing. Don't try to alter your breathing rate as you are counting.
- Breathing Exercise:
 - a) put your writing hand on your stomach and the other hand on your chest,
 - b) breathe in through your nose and out through your mouth. Remember...jaw relaxed, breathe low and slow
 - c) Do this for approximately 5 minutes three times per day.
- Remember to: 1) monitor your breathing rate, 2) practise the breathing exercise, and 3) monitor your breathing rate again.



CALMING TECHNIQUE

1. Ensure that you are sitting on a comfortable chair or laying on a bed
2. Take a breath in for 4 seconds (through your nose if possible)
3. Pause for 2 seconds
4. Release the breath taking 6 seconds (through your mouth).

Date	10:00 a.m.		2:00 p.m.		7:00 p.m.	
	Before	After	Before	After	Before	After
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Breathing Rate: Number of breaths (in and out) in one minute.

Monitoring Your Relaxation Level

It is important to practice relaxation to achieve the best results, as this is a new skill that you are learning. You can monitor your own progress by keeping a relaxation diary that records the when, where and how of your practice. This will help you to identify particular situations and / or times of the day when you are most tense. Use the scale to indicate your level of relaxation before and after you complete your relaxation.

The most relaxed and **0** 1 2 3 4 5 6 7 8 9 **10** The most tense or anxious

Date & Time	Comments / Reactions	Relaxation level before	Relaxation level after

Comments / Reactions:

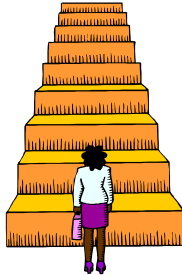
- What parts of your body relaxed easily?
- What sensations were you aware of in your body?
- Was your mind relaxed?
- What sorts of images were most relaxing for you?

Situational Exposure Diary

Goal:

INSTRUCTIONS:

Use this sheet to record your progress on your stepladders.



You can describe:

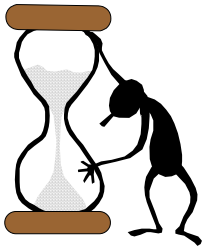
- The step you were working on. What you did, when you did it (including how long it took),
- Your expected SUDS ratings – how nervous you *expected* to be.
- Your actual SUDS ratings – how nervous you *actually* were.
- Whether you completed the situation – if you were able to stay in the situation for the time you specified for that step, and what tools you used.
- If you experienced a great deal of difficulty. Note down why you think this might have been the case, and how you might prepare yourself to go into the situation the next time.

STEP/ SITUATION

Expected
SUDS
0-100

Actual
SUDS
0-100

Skills used to complete situation OR
Difficulties with completion and skills to prepare for next situation



Postpone your Worry

This approach involves postponing your worry to a 'worry period' that is the same time, place, and duration each day. It is important to practice this approach as it will take some time to develop your skill and gain some benefits. It may be best to start by practicing with minor concerns before moving onto major worries. Read the information sheet **Postpone your Worry** before tackling this exercise.

What was the worry ? (Did you notice any triggers, such as places, times or events linked to your worry?)	Were you able to postpone the worry? (How did you cope?)	What happened in the worry period? (Did you still need to worry? Did you use problem solving, a thought diary, or mindfulness? How did it work? What feelings or reactions did you notice?)	What did you learn from postponing your worry? (Was the worry more or less bothersome after you postponed it? Could you control your worry? How did you feel after the worry period?)

Basic steps:

- 1) As soon as you become aware of a worry, postpone it to your worry period.
- 2) Briefly write down the topic of your worry and any triggers on the sheet so you can refer to it later.
- 3) Use mindfulness to focus on the present moment and the activities of the day to help let go of the worry until your worry period. Then decide what is the most important and best thing you can practically do for yourself right now. Take immediate action to do something that is either practical, positive, or nurturing.
- 4) When your 'worry period' arrives, use it for problem-solving or thought diary work on only the worries from the day that still bother you.
- 5) Complete the sheet and make any comments about what you noticed about the process of postponing your worry.

Letting Go with Mindfulness



Letting Go Scale

0	1	2	3	4	5	6	7	8	9	10
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Not at all

Completely let go

This approach involves learning how to use mindfulness to let go of worrisome or negative thinking. The purpose of this worksheet is to record your practice of using mindfulness when distressing thoughts occur. Use the **Letting Go Scale** to rate how well you are able to 'let go' of negative thoughts. You may need to refer to other Mindfulness information sheets.

Basic Steps:

1) Ask yourself, ***what am I experiencing right now?*** What thoughts are around, what feelings, sounds, and body sensations? Allowing yourself to just acknowledge and observe these experiences without trying to change them or answer the thoughts back. Spend 30 seconds to 1 minute just doing this.

2) Now bringing ***your focus of awareness to your breath***, focusing on the sensations of your breath as it moves back and forth in your belly. Bind your awareness to the back and forth movements of the sensations in your belly from moment to moment, and let all thoughts go. Spend about 30 seconds to 1 minute doing this.

3) Now ***expanding your awareness to sensing your whole body breathing***, being aware of sensations throughout your body. If there are any strong feelings around, try saying to yourself "whatever it is, it is OK, just let me feel it." Allow yourself to breathe with the feelings, acknowledging and letting go of any bothersome thoughts. Maybe saying to yourself, "let go" on each out breath. Continue doing this for about 1 minute.

4) After finishing the previous steps, ***complete the table*** and rate how much you were able to let go of the negative thought.

Day/Date	Letting Go Rating Before	Describe what happened when you engaged in Mindfulness. <i>What was difficult or easy about letting go of the negative thought, what techniques did you use to practice mindfulness, what feelings did you notice?</i>	Rating After

Accepting Uncertainty



Demanding certainty and predictability is a part of what keeps worry going. You can use the principles of acceptance and letting go to reduce intolerance of uncertainty and worry less. Note down some observations or reminders for each of the steps below to help yourself become more accepting of uncertainty.

Be Aware

Acknowledge the presence of worries about being uncertain. What do you notice yourself thinking, feeling and doing when you are needing certainty?

Let Go

Don't engage with your worries or try to control them, just observe them with interest and describe your experience to yourself. Let your worries just float by like clouds in the sky, rather than try to push them away. Remind yourself that they are just thoughts. What can you tell yourself to help you let go of your need for certainty?

Be Non-Judgemental

What can you tell yourself to help when your mind wanders back to needing certainty? Congratulate yourself for noticing it when your mind has wandered, and then gently bring your focus back to the present. What can you tell yourself to help you be more present-focussed? Perhaps stay focussed on your breathing.

Challenging Intolerance of Uncertainty



Do the exercise below and ask yourself some questions to dissect your intolerance of uncertainty and question your need for certainty. These questions can help you to see that trying to eliminate uncertainty and unpredictability from your life is both impossible and unhelpful, prolonging worry.

Can you be absolutely certain about everything in life?	
What are the advantages of requiring certainty in life? <i>How has needing certainty in life been helpful to you?</i>	What are the disadvantages of requiring certainty in life? <i>How has needing certainty in life been unhelpful to you or detrimental to your life?</i>
Do you tend to predict that something bad will happen, just because you are uncertain? <i>Is this a reasonable thing to do? Could something good or neutral just as likely happen?</i>	What is the likelihood that the things you predict will happen? <i>If the likelihood tends to be low, could you live with this small chance?</i>
Are there some uncertainties in your life that you can live with? <i>How do you do this? Can you do the same thing in situations where you have difficulty tolerating uncertainty?</i>	Talk to the people you know. Ask how they cope with the uncertainty and unpredictability of life? <i>Could you do the same thing they do in situations where you have difficulty tolerating uncertainty?</i>