



# **Module 1 worksheets: Mindfulness skills**

# Worksheet 1.1: Information sheet

## What is this group for?

If you have problems coping with feelings.

If you have problems getting along with people.

This group is to help you learn to manage your feelings and get along with people better.

## How long will it last?

There are four modules/parts to the programme. Each module has between 12 and 17 sessions.

It may take a year to do all the parts, but we will complete one part at a time.

## What will it be like?

You will be with a group of people who will come every week.

There will be talking and games.













You do not have to talk about your past.











You may need to take away small practice tasks. You can ask for help with these.

You will get a certificate at the end.

## Worksheet 1.2: Group rules (Option A)

	Try to be honest
	Take turns to talk
	Listen to each other
	Respect each other
	Tell others how you are feeling
	Try to arrive on time
	Keep it in the group – keep it confidential
	No swearing
	No fighting
	No shouting
<p>I agree to try to keep within the rules while I am here.</p> <p>My name:</p> <p>My signature:</p>	

## Worksheet 1.2: Group rules (Option B)

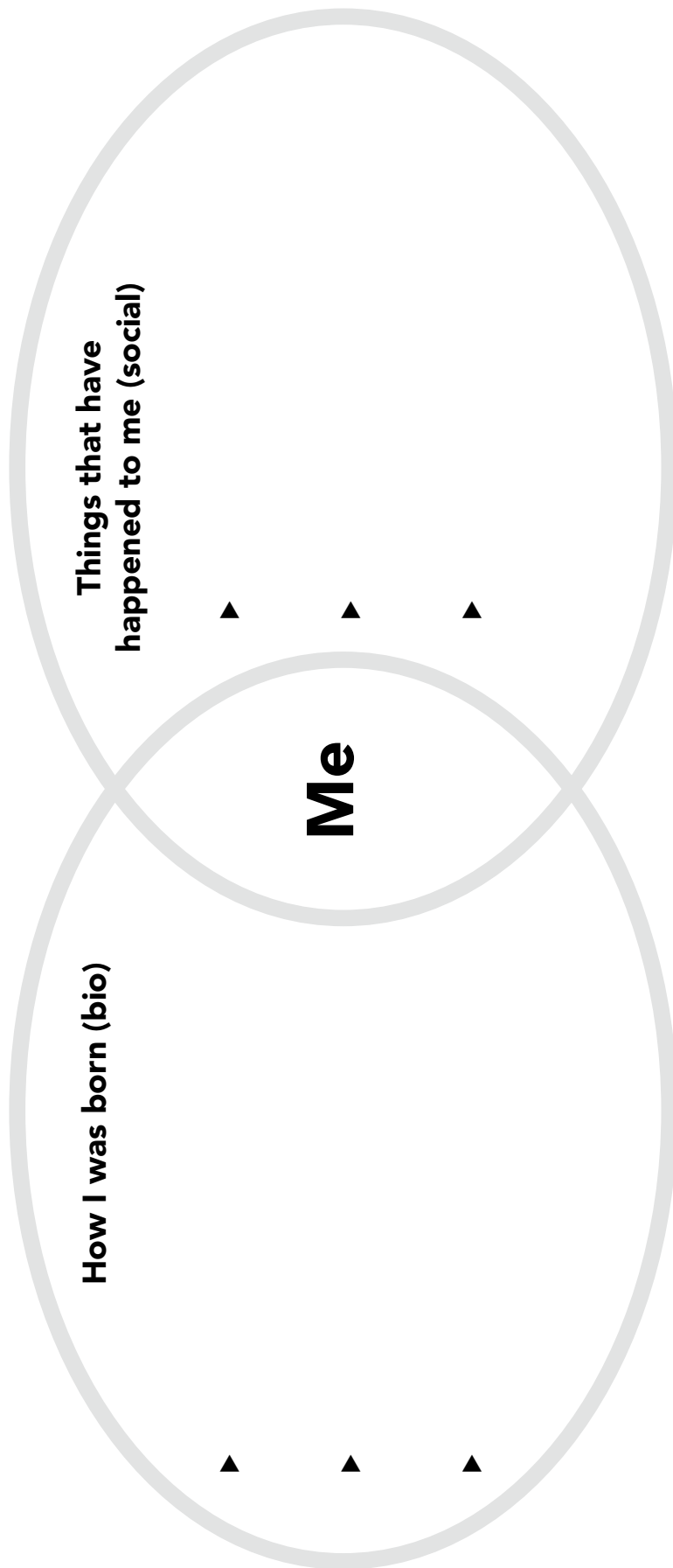
	Try to be honest
	Take turns to talk
	Listen to each other
	Respect each other
	Tell others how you are feeling
	Try to arrive on time
	Keep it in the group – keep it confidential
	No swearing
	No fighting
	No shouting
<p>I agree to try to keep within the rules while I am here.</p> <p>My name:</p> <p>My signature:</p>	

My signature:

## Worksheet 1.3: How I became me (practice task)

Get help with completing the sheet, if you need to.

- ▶ Write down three things about you that have been present since you were young and contribute to who you are now e.g. talkative, shy, emotionally sensitive, feelings seem to last a long time.
- ▶ Write down three things that you have experienced during your life that you think were important in making you who you are today e.g. school experiences, friends, the way you were treated by others, where you lived etc.



# Worksheet 1.4: Thoughts, feelings and actions (example (Option A))

Write down a thought you had today, a feeling you had today, and one action you did today. Get help with completing the sheet, if you need to.

## Example

<p>Thoughts are in our heads and are in words or pictures.</p> 	<p><b>I THOUGHT....</b></p> <p>I'm going swimming later today.</p>
<p>Feelings are our emotions.</p> 	<p><b>I FELT....</b></p> <p>Excited.</p>
<p>Actions are the things that we do (our behaviour).</p> 	<p><b>I DID....</b></p> <p>I talked to my nurse about going swimming.</p>

# Worksheet 1.4: Thoughts, feelings and actions (example) (Option B)

Write down a thought you had today, a feeling you had today, and one action you did today. Get help with completing the sheet, if you need to.

## Example

<p>Thoughts are in our heads and are in words or pictures.</p> 	<p>I THOUGHT....</p> <p>I'm going swimming later today.</p>
<p>Feelings are our emotions.</p> 	<p>I FELT....</p> <p>Excited.</p>
<p>Actions are the things that we do (our behaviour).</p> 	<p>I DID....</p> <p>I talked to my nurse about going swimming.</p>




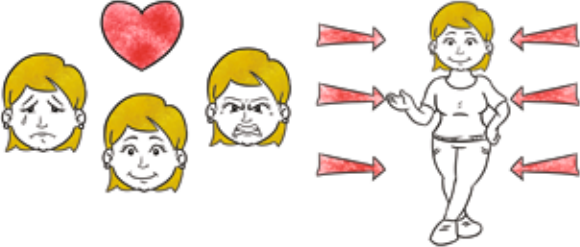
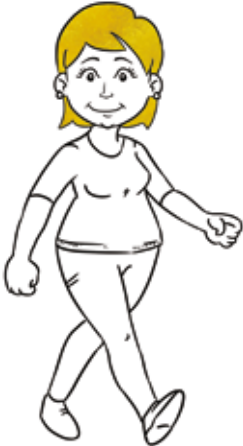
## Worksheet 1.5: Thoughts, feelings and actions (practice task) (Option A)

Write down a thought you had today, a feeling you had today, and one action you did today. Get help with completing the sheet, if you need to.

	<p><b>A THOUGHT THAT I HAD TODAY</b></p>
	<p><b>A FEELING I HAD TODAY</b></p>
	<p><b>AN ACTION THAT I TOOK TODAY</b></p>

## Worksheet 1.5: Thoughts, feelings and actions (practice task) (Option B)

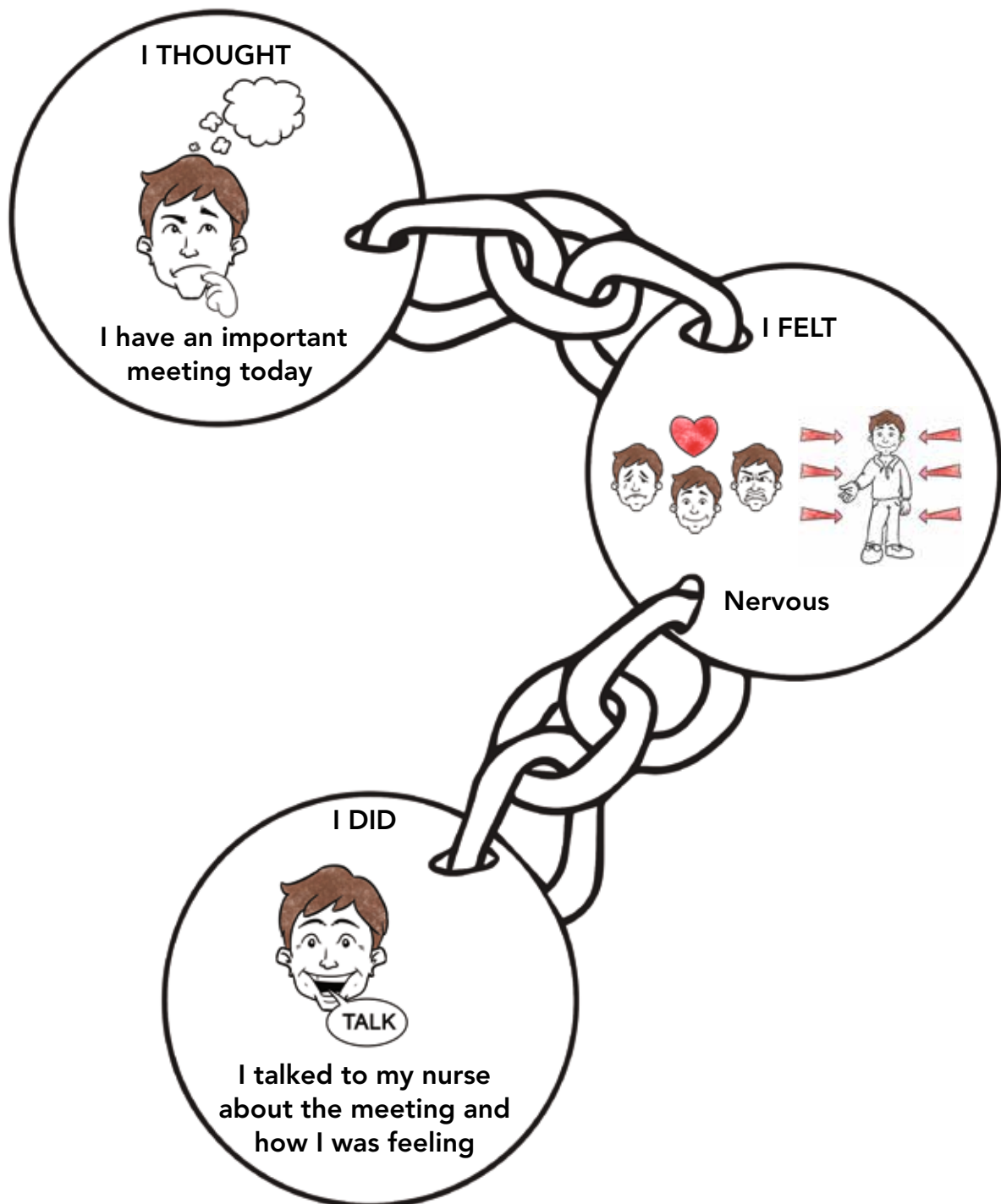
Write down a thought you had today, a feeling you had today, and one action you did today. Get help with completing the sheet, if you need to.

	<b>A THOUGHT THAT I HAD TODAY</b>
	<b>A FEELING I HAD TODAY</b>
	<b>AN ACTION THAT I TOOK TODAY</b>

# Worksheet 1.6: Thought-feeling-action chain (example) (Option A)

Write down a thought you had today, a feeling you had today, and one action that you did today that were linked. Get help with completing the sheet, if you need to.

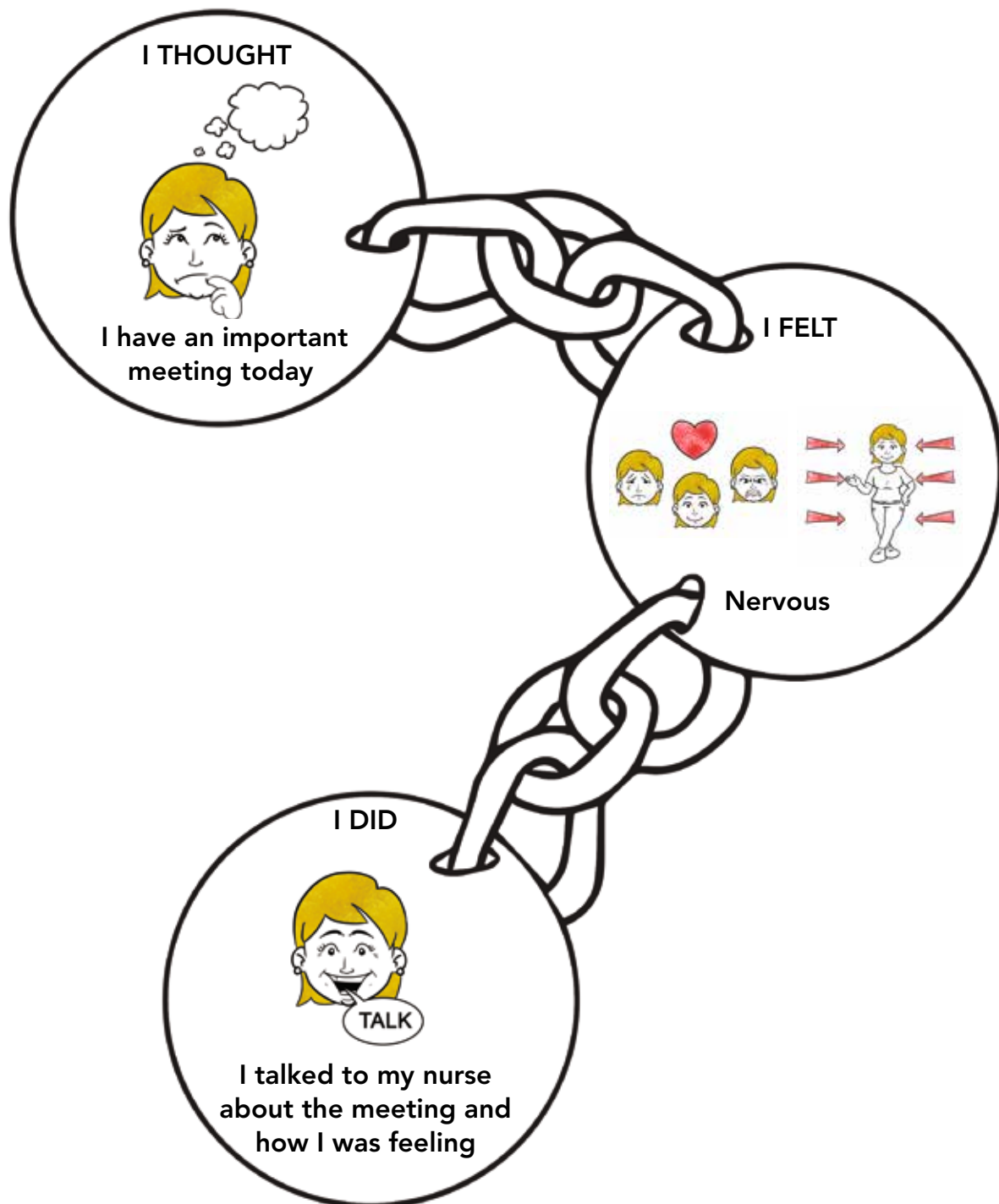
## Example



## Worksheet 1.6: Thought-feeling-action chain (example) (Option B)

Write down a thought you had today, a feeling you had today, and one action that you did today that were linked. Get help with completing the sheet, if you need to.

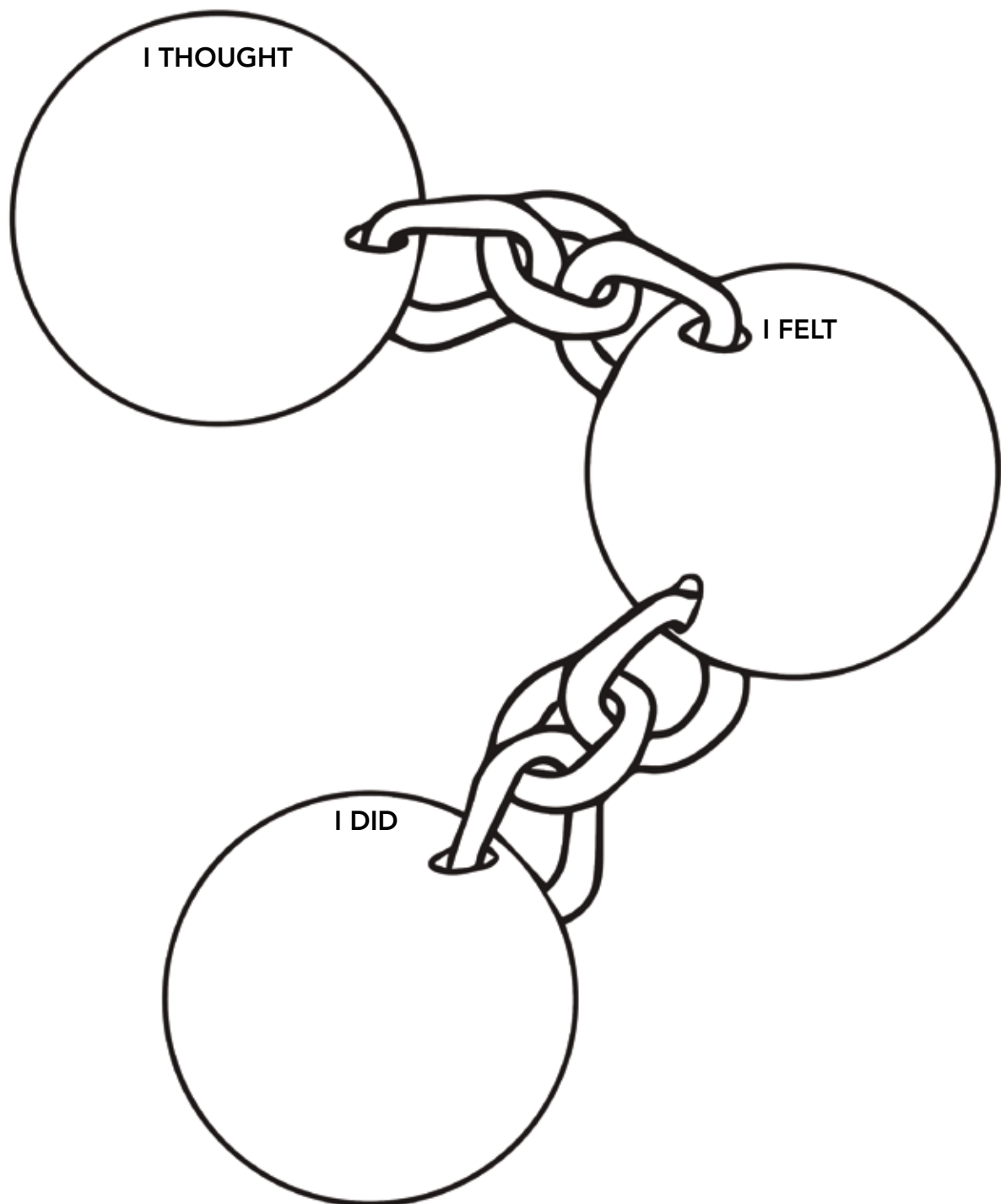
### Example



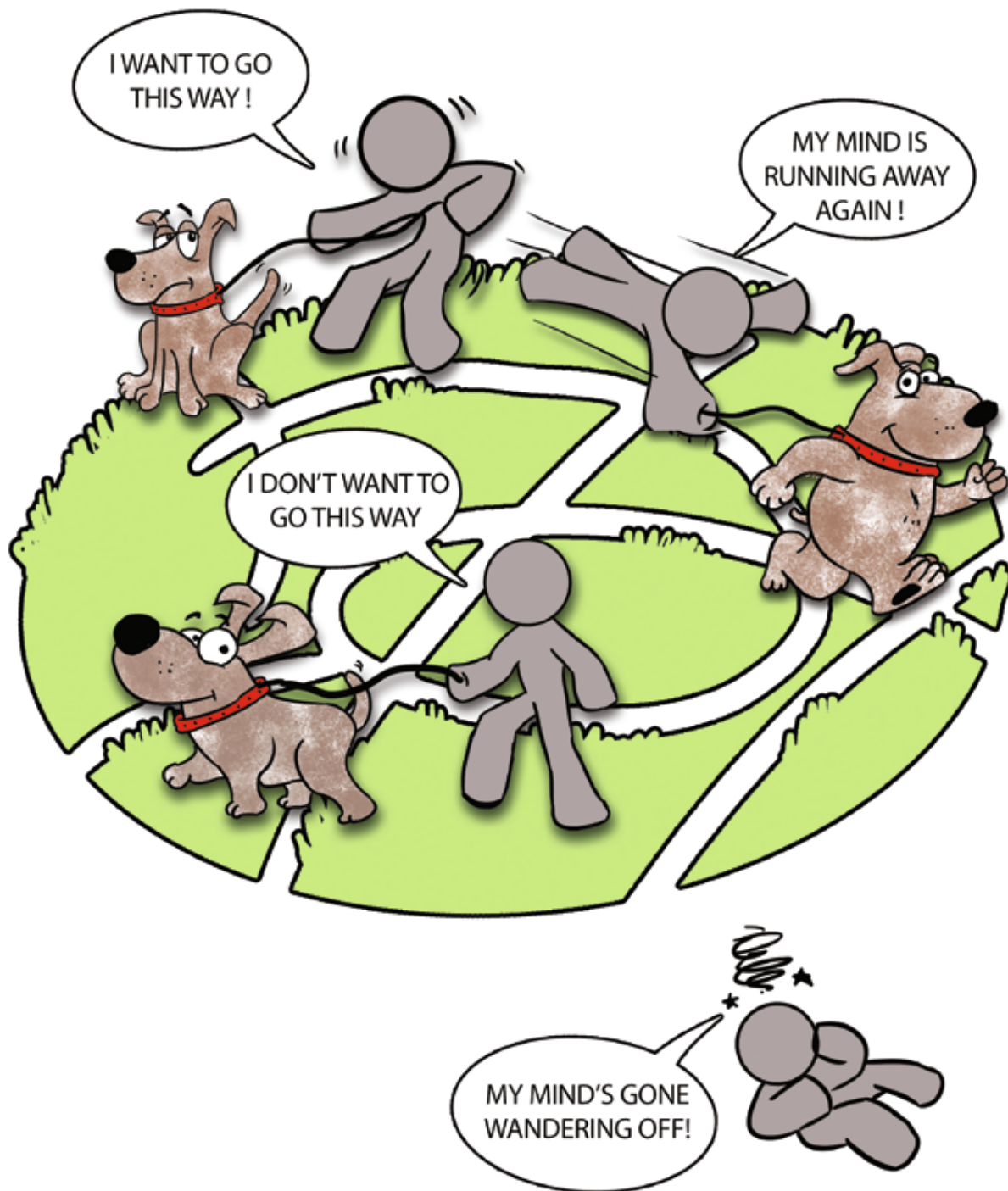
## Worksheet 1.7: Thought-feeling-action chain (practice task)

Write down a thought you had today, a feeling you had today, and one action that you did today that were linked. Get help with completing the sheet, if you need to.

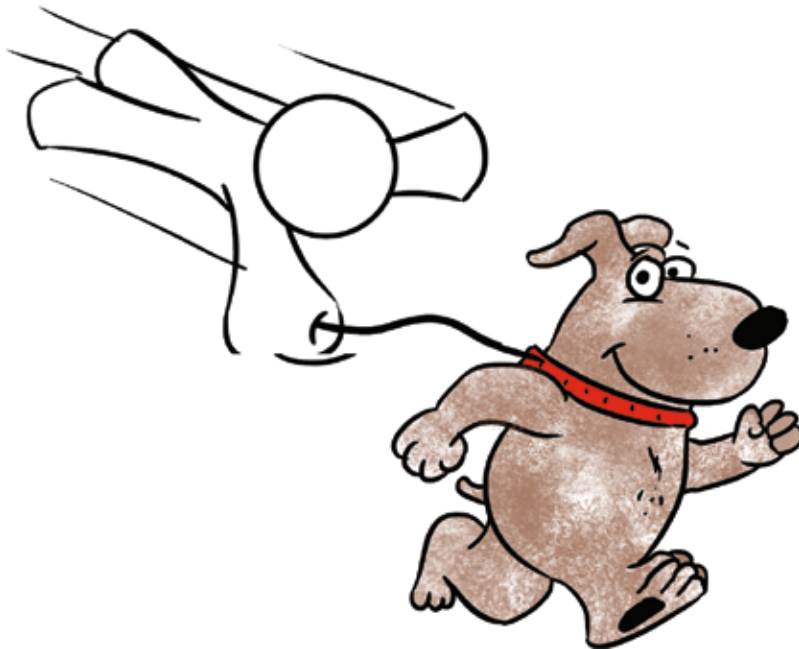
### Example



## Worksheet 1.8: 'Mind', the dog

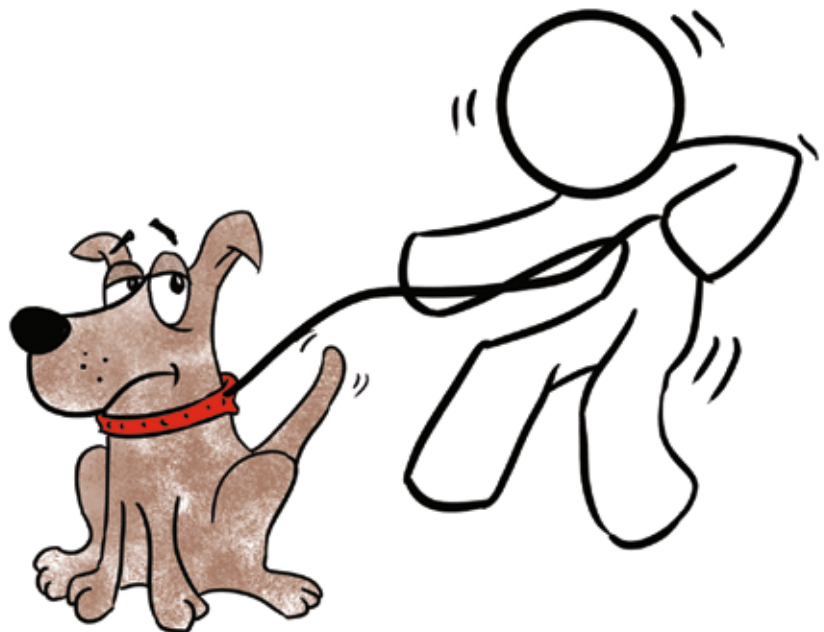


## Worksheet 1.9: Training 'Mind', the dog



Think of your thoughts and feelings as a naughty dog taking you blindly along different paths.




You can use mindfulness to learn to take control of your thoughts and feelings. You can then guide them to where you want to go.





## Worksheet 1.10: Noticing what I do (practice task)

What activity are you going to pay attention to? Write or draw them. Get help with completing the sheet, if you need to.

<p><b>Washing?</b></p> 	
<p><b>Eating?</b></p> 	
<p><b>Drinking?</b></p> 	
<p><b>Other activity</b></p> <hr/>	

- Focus on the activity for 2 minutes.
- What did you notice?



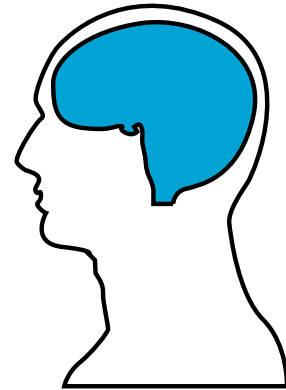
# Worksheet 1.11: States of mind

## COLD MIND

- ▶ Focus on the facts.
- ▶ Don't let feelings get in the way.
- ▶ COLD approach to problems.

### When might it be OK to be in cold mind?

- ▶ Doing puzzles
- ▶ Closing a window
- ▶ Reading a bus timetable
- ▶ Cleaning the bathroom
- ▶ Reading a map



## HOT MIND

- ▶ Feelings rule!
- ▶ Don't see things clearly.
- ▶ Jumping to conclusions.

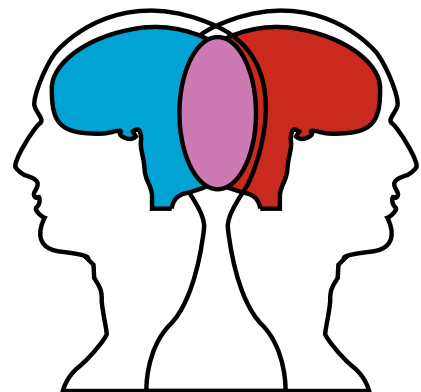
### When might it be OK to be in hot mind?

- ▶ Watching a really funny film
- ▶ Reading a very sad book
- ▶ When someone you love has died
- ▶ When you stub your toe!
- ▶ Laughing with your friends



## WARM (WISE) MIND

- ▶ Mix of cold and hot minds.
- ▶ Balancing feelings and facts.
- ▶ Making wise choices.



## Worksheet 1.12: My different mind states (practice task) (Option A)

Give some examples of times when you were in each of the different mind states this week. Get help with completing the sheet, if you need to.

### Cold

What happened?

What did I feel?



What did I do?



### Hot

What happened?

What did I feel?



What did I do?



### Warm

What happened?

What did I feel?



What did I do?



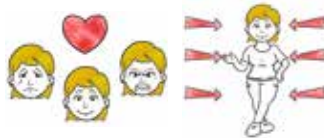
# Worksheet 1.12: My different mind states (practice task) (Option B)

Give some examples of times when you were in each of the different mind states this week. Get help with completing the sheet, if you need to.

## Cold

What happened?

What did I feel?



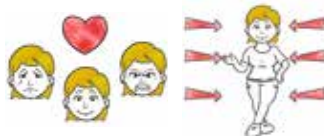
What did I do?



## Hot

What happened?

What did I feel?



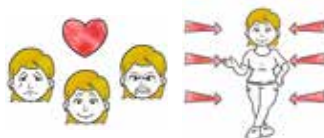
What did I do?



## Warm

What happened?

What did I feel?



What did I do?



## Worksheet 1.13: Role-play rules

1. Set a goal



2. No physical contact (touching)



3. No props



4. The director controls the action



5. Anyone can stop the role play (time out)



6. The rest of the group can be involved



7. De-role and de-brief



# Worksheet 1.14: Being mindful (example) (Option A)



## Shower

**My activity was .....**

**What did I do?**

I had a shower.



**What did I see?**

I saw the water coming down.

I saw the steam.



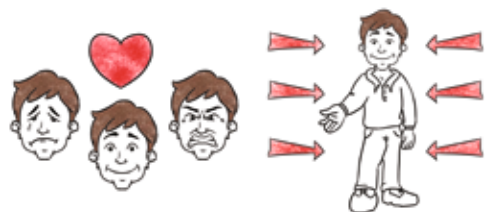
**What did I feel?**

I felt hot.

I felt the shower gel on my skin.

I could smell the shower gel.

I felt relaxed.



**What did I think?**

I thought 'it's nice to feel clean'.

I thought 'it's nice to feel fresh'.



## Worksheet 1.14: Being mindful (example) (Option B)



### Shower

My activity was .....

#### What did I do?

I had a shower.



#### What did I see?

I saw the water coming down.

I saw the steam



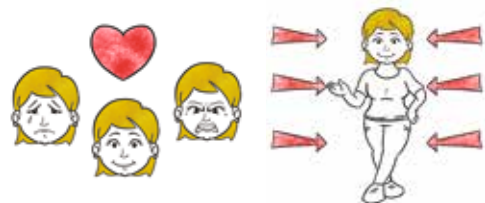
#### What did I feel?

I felt hot.

I felt the shower gel on my skin.

I could smell the shower gel.

I felt relaxed.



#### What did I think?

I felt clean.

I felt fresh.



# Worksheet 1.15: Being mindful (practice task) (Option A)

Draw a picture

Get help with completing the sheet, if you need to.

**My activity was .....**

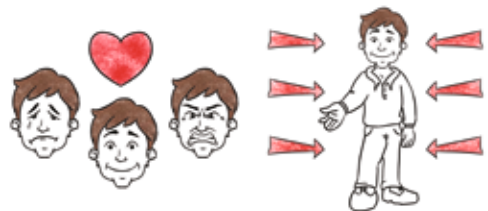
What did I do?



What did I see?



What did I feel?



What did I think?



## Worksheet 1.15: Being mindful (practice task) (Option B)

Draw a picture

Get help with completing the sheet, if you need to.

**My activity was .....**

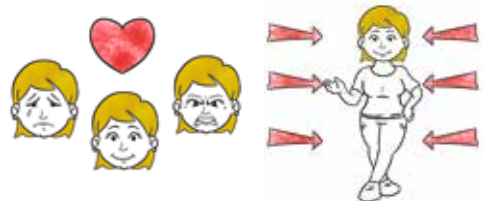
What did I do?



What did I see?



What did I feel?



What did I think?





## Worksheet 1.16: Mindfulness: what we do and how we do it (Option A)

### Notice

- ▶ Only see what you see.
- ▶ Pay attention to the moment.
- ▶ Just notice your thoughts, feelings, and sensations.



### Join in

- ▶ Fully involve yourself with what you are doing.



### One thing at a time

- ▶ Pay attention to what you are doing.
- ▶ Total focus on now.
- ▶ Let thoughts go.



### Don't judge

- ▶ See it only as it is.
- ▶ No rights or wrongs.

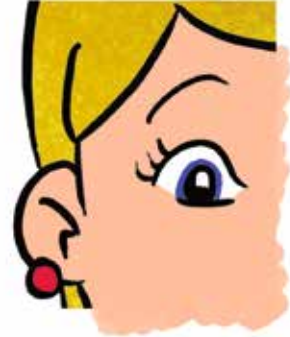


**PRACTICE, PRACTICE, PRACTICE.**

## Worksheet 1.16: Mindfulness: what we do and how we do it (Option B)

### Notice

- ▶ Only see what you see.
- ▶ Pay attention to the moment.
- ▶ Just notice your thoughts, feelings, and sensations.



### Join in

- ▶ Fully involve yourself with what you are doing.



### One thing at a time

- ▶ Pay attention to what you are doing.
- ▶ Total focus on now.
- ▶ Let thoughts go.



### Don't judge

- ▶ See it only as it is.
- ▶ No rights or wrongs.



**PRACTICE, PRACTICE, PRACTICE.**

# Worksheet 1.17: Being mindful reflection sheet (practice task) (Option A)

Draw a picture

Get help with completing the sheet, if you need to.

**My activity was .....**

What did I do?



What did I see?



What did I feel?



What did I think?



Did I stay focused?

Did my mind wander?

Did other thoughts get in the way?

Did it feel different from other times?

## Worksheet 1.17: Being mindful reflection sheet (practice task) (Option B)

Draw a picture

Get help with completing the sheet, if you need to.

**My activity was .....**

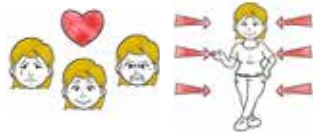
**What did I do?**



**What did I see?**



**What did I feel?**



**What did I think?**



**Did I stay focused?**

**Did my mind wander?**

**Did other thoughts get in the way?**

**Did it feel different from other times?**

## Worksheet 1.18 Mindfulness activities (practice task)

Get help with completing the sheet, if you need to.

**Write or draw activities you could be mindful to.**

# Worksheet 1.19: My mindfulness log (practice task) (Option A)

Get help with completing the sheet, if you need to. Complete this for situations where you used mindfulness..

**Date** .....

Morning	Afternoon	Evening	Night
---------	-----------	---------	-------

**How did I feel?**



**How much did I feel like this?**

1	2	3	4	5	6	7	8
---	---	---	---	---	---	---	---

**A little bit**

**A lot**

**What was I mindful to?**

**How long for?**

**How did I feel after being mindful?**



**How much did I feel like this?**

1	2	3	4	5	6	7	8
---	---	---	---	---	---	---	---

**A little bit**

**A lot**

**How was it?**

☐
☐
☐

**Easy**

**OK**

**Hard**

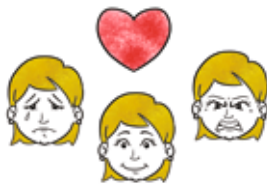
# Worksheet 1.19: My mindfulness log (practice task) (Option B)

Get help with completing the sheet, if you need to. Complete this for situations where you used mindfulness..

**Date .....**

Morning	Afternoon	Evening	Night
---------	-----------	---------	-------

**How did I feel?**



**How much did I feel like this?**

1	2	3	4	5	6	7	8
---	---	---	---	---	---	---	---

**A little bit**

**A lot**

**What was I mindful to?**

**How long for?**

**How did I feel after being mindful?**



**How much did I feel like this?**

1	2	3	4	5	6	7	8
---	---	---	---	---	---	---	---

**A little bit**

**A lot**

**How was it?**

☐
☐
☐

**Easy**

**OK**

**Hard**

## Worksheet 1.20: My mindfulness daily diary reminder

Draw or stick a picture here

**My name:**

**When did I start my mindfulness diary?**

**What time do I practise mindfulness each day?**

**How will I remind myself?**

**What will I do if I forget?**





# Worksheet 1.21: My mindfulness daily diary recording sheet (practice task)

Get help with completing the sheet, if you need to.

**From date:** .....

Day	Mindfulness task	Did I do it?	One thing that I noticed
Monday		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Tuesday		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Wednesday		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Thursday		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Friday		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Saturday		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Sunday		<input type="checkbox"/> Yes <input type="checkbox"/> No	

## Worksheet 1.22: My mindfulness daily diary cover

# My mindfulness daily diary

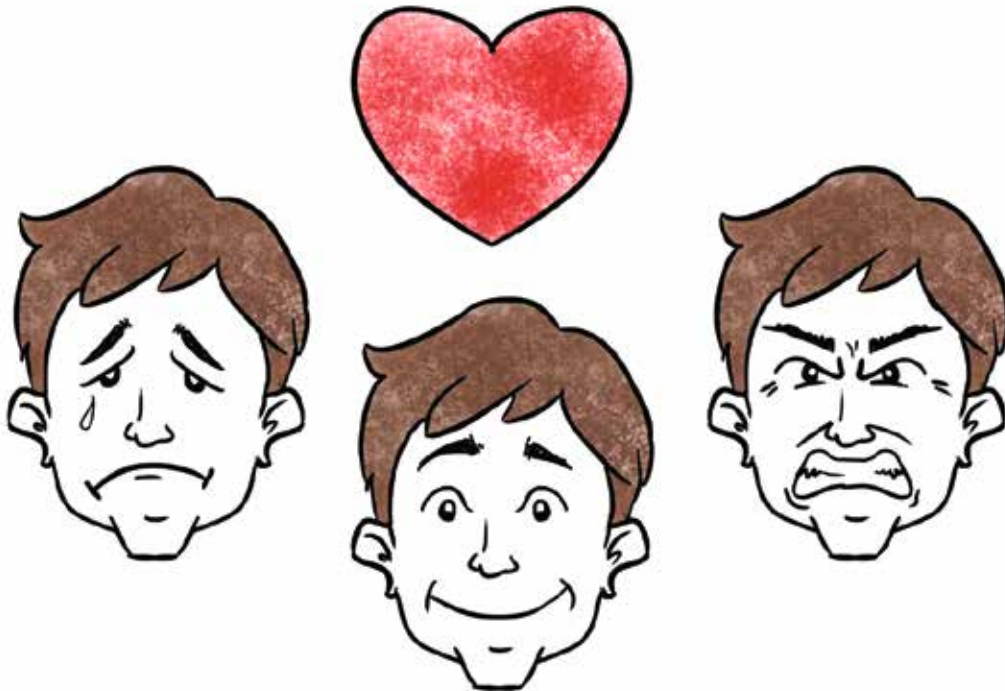
Name: \_\_\_\_\_





# **Module 2 worksheets: Managing feelings**

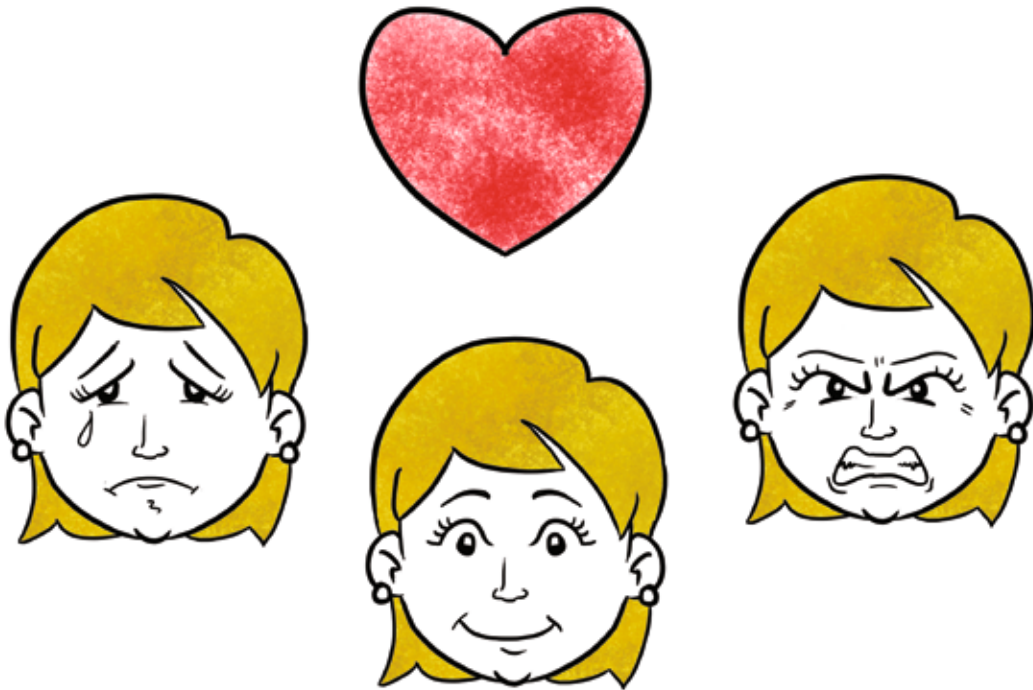
## Worksheet 2.1: Managing feelings: aims (Option A)



This module will help you to:

- ▶ **notice the different emotions you feel**
  
- ▶ **notice how feelings affect you**
  
- ▶ **learn the skills to cope better with strong feelings.**

## Worksheet 2.1: Managing feelings: aims (Option B)



This module will help you to:

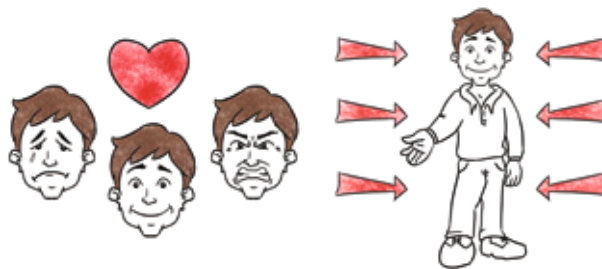
- ▶ **notice the different emotions you feel**
  
- ▶ **notice how feelings affect you**
  
- ▶ **learn the skills to cope better with strong feelings.**

## Worksheet 2.2: How this module can help you (Option A)

Learn how to identify your emotions by observing and describing them.

Learn how emotions make you think, feel and act.

Understand why you have different emotions and what they do for you.



Learning to let go of painful emotions by being mindful to them.

Learn to act differently to how you feel.



Learn skills to cope with your feelings better.

Learn how to increase helpful emotions.

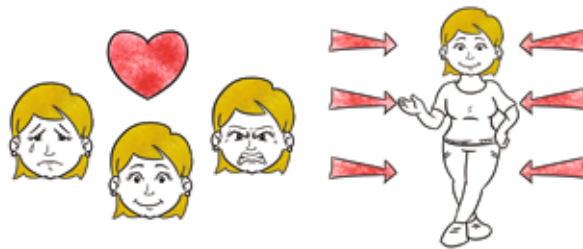


## Worksheet 2.2: How this module can help you (Option B)

Learn how to identify your emotions by observing and describing them.

Learn how emotions make you think, feel and act.

Understand why you have different emotions and what they do for you.



Learning to let go of painful emotions by being mindful to them.

Learn to act differently to how you feel.



Learn skills to cope with your feelings better.

Learn how to increase helpful emotions.



## Worksheet 2.3: Understanding my feelings (Option A)

Get help with completing the sheet, if you need to.

**Feeling name**

**What sensations did I notice in my body?**



**What thoughts did I notice in my head?**



**How did I seem to other people (ask your carer or a friend)?**

**Doing what works**

**What did this feeling make me want to do?**

**What did I do?**





## Worksheet 2.3: Understanding my feelings (Option B)

Get help with completing the sheet, if you need to.

**Feeling name**

**What sensations did I notice in my body?**



**What thoughts did I notice in my head?**



**How did I seem to other people (ask your carer or a friend)?**

**Doing what works**

**What did this feeling make me want to do?**



**What did I do?**

## Worksheet 2.4: Beliefs about feelings (Option A)



### Example:

**People should not show their feelings.**

**It is important for people to show how they feel.**  
Challenge .....

**If I show my feelings I have no control over them.**

Challenge .....

**Feelings just happen for no reason.**

Challenge .....

**Angry feelings are wrong.**

Challenge .....

► .....

Challenge .....

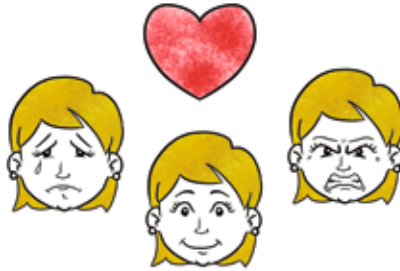
► .....

Challenge .....

► .....

Challenge .....

## Worksheet 2.4: Beliefs about feelings (Option B)



### Example:

**People should not show their feelings.**

**It is important for people to show how they feel.**  
Challenge .....

**If I show my feelings I have no control over them.**

Challenge .....

**Feelings just happen for no reason.**

Challenge .....

**Angry feelings are wrong.**

Challenge .....

► .....

Challenge .....

► .....

Challenge .....

► .....

Challenge .....

## Worksheet 2.5: Describing my feelings

Get help with completing the sheet, if you need to.

Draw an image to describe your feeling.

**How much do you feel it?**

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

**A little bit**

**A lot**

**Describe an action that fits your feeling eg. bored – take a nap, happy – sing.**

.....

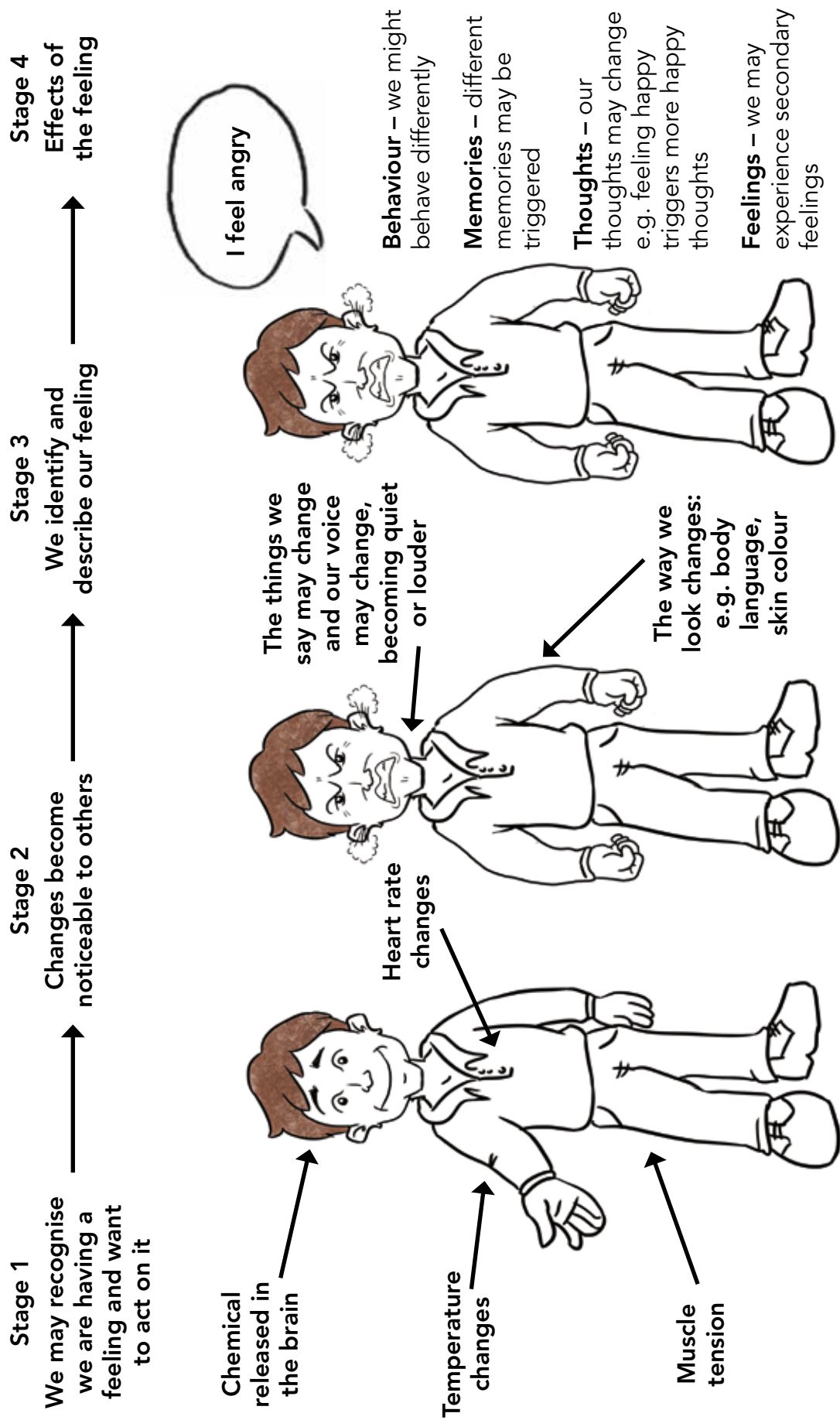
**How might your feeling sound?**

.....

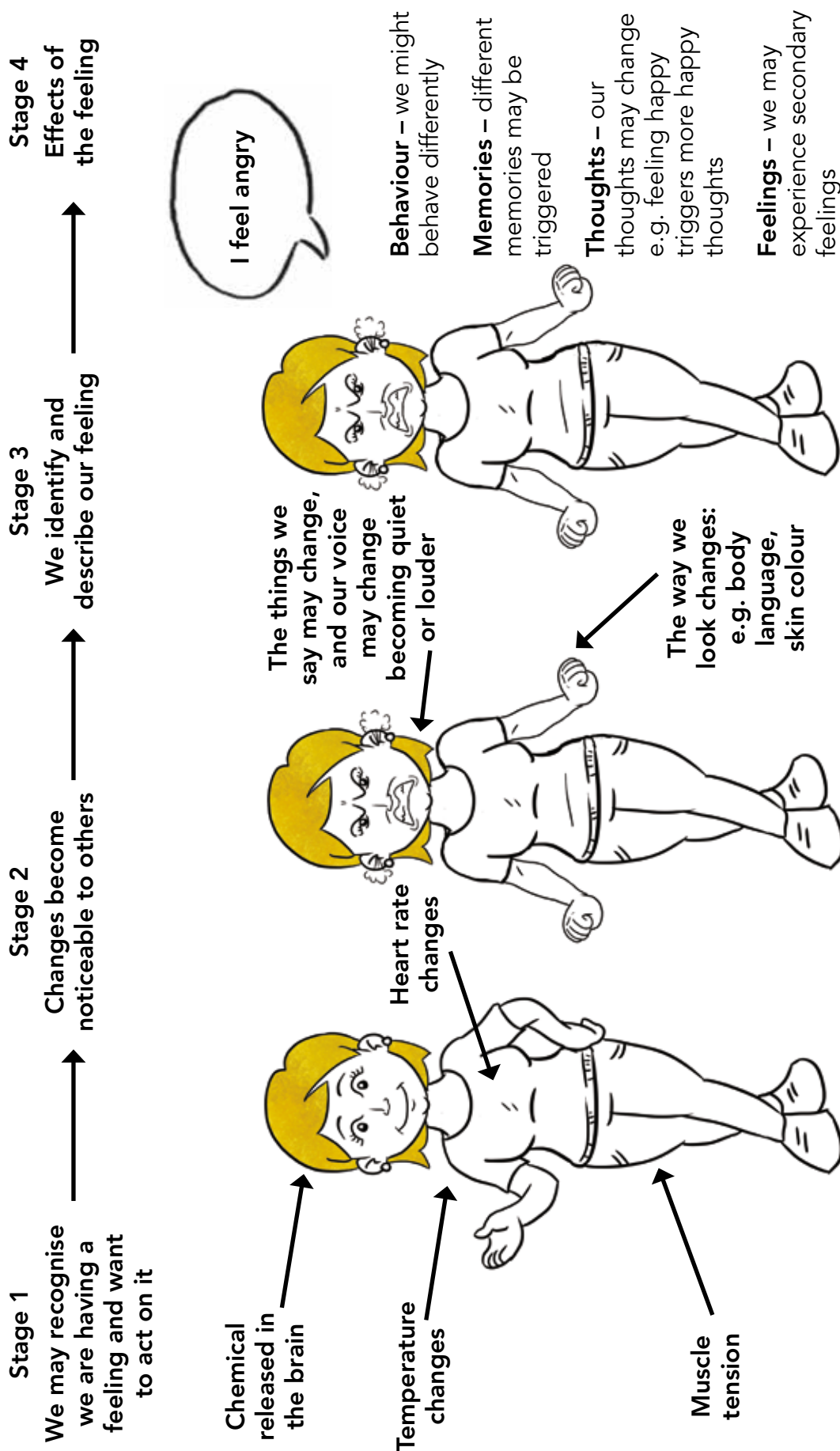
**What does your feeling make your body feel like? eg. anxiety might make your legs feel wobbly, confusion might make your head feel as if it is full of cotton wool.**

.....

## Worksheet 2.6: Having a feeling (Option A)



## Worksheet 2.6: Having a feeling (Option B)



## Worksheet 2.7: What happens to me? (Option A)

Get help with completing the sheet, if you need to.

What happened? .....

What did I say  
to myself?

How did my body feel?

What did I do?



Body feelings

How did I look?

What happened  
afterwards?

## Worksheet 2.7: What happens to me? (Option B)

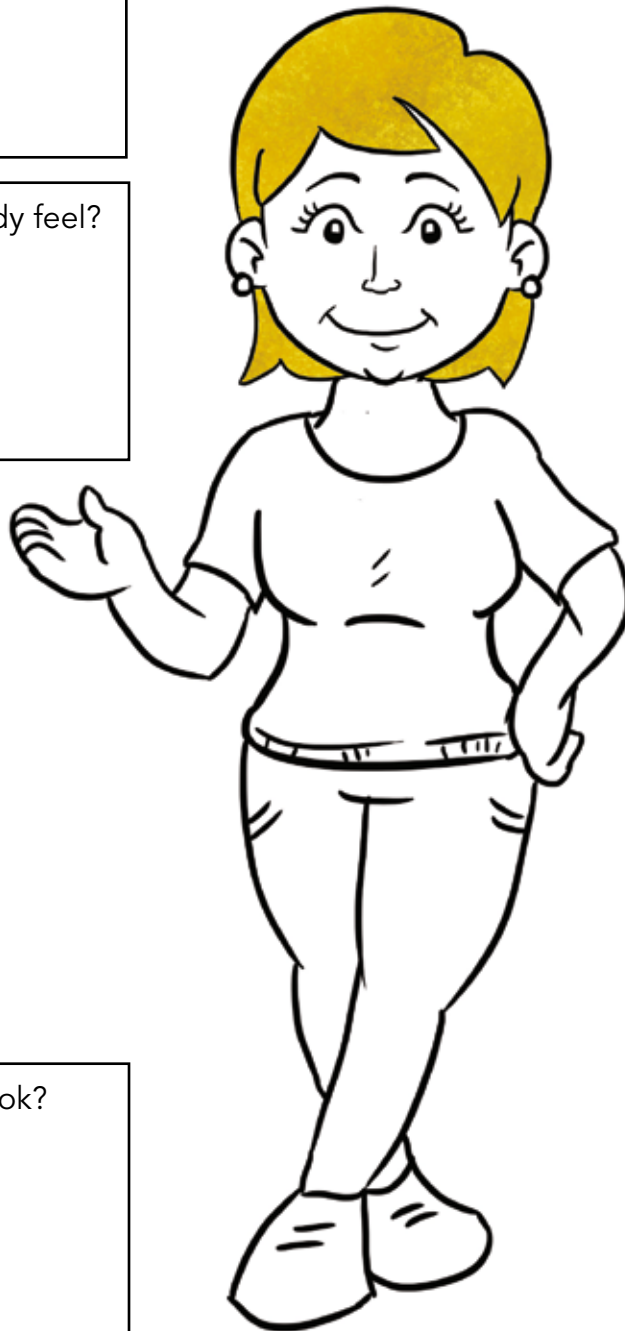
Get help with completing the sheet, if you need to.

What happened? .....

What did I say  
to myself?

How did my body feel?

What did I do?



Body feelings

How did I look?

What happened  
afterwards?



## Worksheet 2.8: What do feelings do?

### Communication

Tell others what we are feeling



### Protection

Get us ready for action

To fight or flee



### Information

Feelings can tell us about what is happening around us



## Worksheet 2.9: My carer/friend's views of my feelings

Give this worksheet to a carer/friend who sees you most days.

### For carer/friend

► Please complete this sheet before .....  
(next group session)

► When you notice some evidence of .....  
(your name)

having a strong feeling, consider the questions below:

1. What was the situation?

.....  
.....  
.....

2. What **feeling** would you say ..... was experiencing?

.....

3. How did he/she appear? Facial expression (eg. grimacing, red face)

.....

Body expression (eg. tense, fists clenched)

.....

Words said .....

.....

.....

What did he/she do? .....

.....

How did **you** feel? .....

.....

# Worksheet 2.10: Fun activities list

Get help with completing the sheet, if you need to.

Write or draw some fun activities you would like to do.



1. ....  
 .....  
 .....  
 .....  
 .....

A large, empty rectangular box with a thin black border, intended for a child to draw a picture related to their first activity.

2. ....  
 .....  
 .....  
 .....  
 .....

A large, empty rectangular box with a thin black border, intended for a child to draw a picture related to their second activity.

3. ....  
 .....  
 .....  
 .....  
 .....

A large, empty rectangular box with a thin black border, intended for a child to draw a picture related to their third activity.

4. ....  
 .....  
 .....  
 .....  
 .....

A large, empty rectangular box with a thin black border, intended for a child to draw a picture related to their fourth activity.

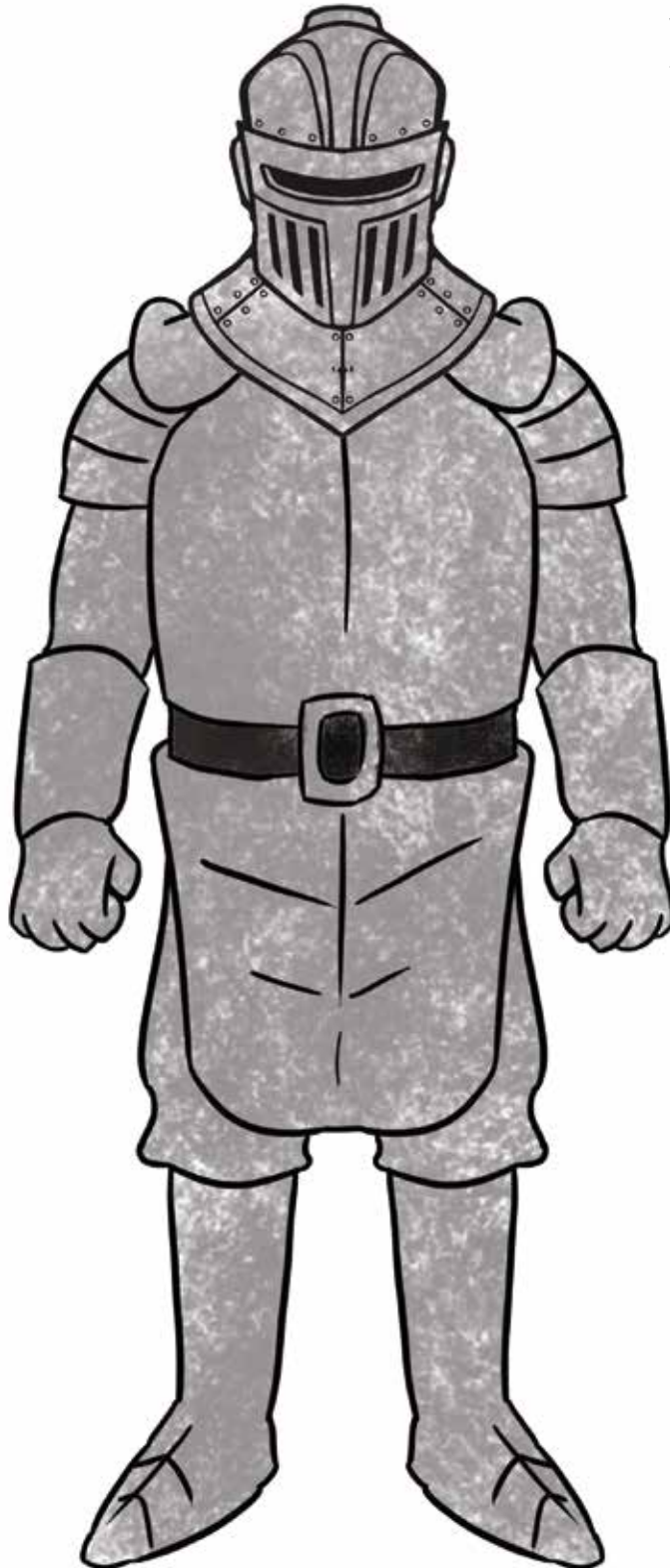
## Worksheet 2.11: Future goals

Get help with completing the sheet, if you need to.



What can I work  
towards now?

What can I work  
towards in the future?



# Worksheet 2.12: Fun activities monitoring sheet (Option A)

Get help with completing the sheet, if you need to.



What did I do?		Happiness scale
Saturday		Before 
		After 
Sunday		Before 
		After 
Monday		Before 
		After 
Tuesday		Before 
		After 
Wednesday		Before 
		After 
Thursday		Before 
		After 
Friday		Before 
		After 

# Worksheet 2.12: Fun activities monitoring sheet (Option B)

Get help with completing the sheet, if you need to.



What did I do?		Happiness scale
Saturday		Before 
		After 
Sunday		Before 
		After 
Monday		Before 
		After 
Tuesday		Before 
		After 
Wednesday		Before 
		After 
Thursday		Before 
		After 
Friday		Before 
		After 

# Worksheet 2.13: Positive sleeping habits

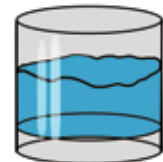
## Sleep tips

- ▶ Get regular sleeping patterns
- ▶ No daytime naps
- ▶ Only use your bed for sleeping
- ▶ Avoid things which will wake you up
- ▶ Get ready for bed: get changed, clean teeth
- ▶ Avoid caffeine (tea, coffee, coca cola) before bed



### If you are calm but wide awake

- ▶ Get out of bed, go to another room or read a book
- ▶ Try a drink of water or a light snack



### If you are worried or have a head full of thoughts

- ▶ Use the SNAPP skill
- ▶ Use the counting your breath exercise
- ▶ Use a Mindfulness exercise



## Worksheet 2.14: Building up my feel-good factor: keeping fit and healthy

Get help with completing the sheet, if you need to.

Look after my health



Have a good diet



Avoid substances that can change my mood



Get a good night's sleep



Keep myself fit and active



Do activities that make me feel good about being me



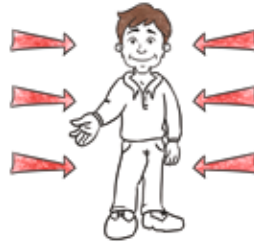


## Worksheet 2.15: Mindfulness to feelings (Option A)

**Being alert to your feelings**



**Be aware of your body feelings**



**Notice what you say about it**



**Put words to what you feel**



**Be willing to experience the feeling**



**Accept it**

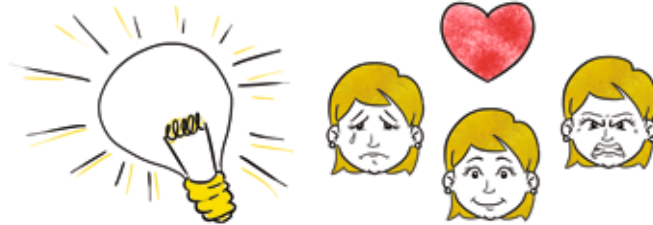


**REMEMBER**

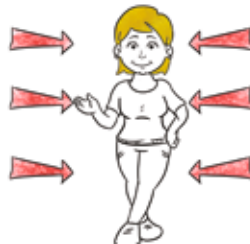
**You do not have to act on the feelings**

## Worksheet 2.15: Mindfulness to feelings (Option B)

Being alert to your feelings



Be aware of your body feelings



Notice what you say about it



Put words to what you feel



Be willing to experience the feeling



Accept it



**REMEMBER**

You do not have to act on the feelings

## Worksheet 2.16: Accept card



## Worksheet 2.17: Reacting differently to feelings decision sheet

Get help with completing the sheet, if you need to.

### Questions that I could ask myself



- ▶ Is my feeling based on facts?
- ▶ Is my feeling helping me to keep safe?
- ▶ Will reacting differently to my feeling urge cause me harm?
- ▶ Will reacting differently to my feeling urge cause anyone else harm?

**Yes** ☐



If you answered yes to any  
of the questions.....

Try using another one of your skills.

**No** ☐



If you answered No to all  
of the questions.....

Try reacting differently  
to your feeling urge.

## Worksheet 2.18: Reacting differently to feelings (Option A)

### Fear

Do what you are afraid of doing:  
approach events, places, activities  
and people you are afraid of.



### Guilt or shame

When you have done something wrong:  
Say you are sorry.  
Do something nice for that person.  
Accept any consequences.



### Guilt or shame

When you have not done anything wrong:  
Do it again and again.

### Sadness or depression

Keep busy.  
Don't avoid doing things.  
Do things that make you feel  
capable and confident in yourself.



### Anger

Keep a distance from the person or situation.  
Do something nice for them, rather than attacking them.  
Imagine understanding them rather than blaming them.



## Worksheet 2.18: Reacting differently to feelings (Option B)

### Fear

Do what you are afraid of doing:  
approach events, places, activities  
and people you are afraid of.



### Guilt or shame

When you have done something wrong:  
Say you are sorry.  
Do something nice for that person.  
Accept any consequences.

### Guilt or shame

When you have not done anything wrong:  
Do it again and again.



### Sadness or depression

Keep busy.  
Don't avoid doing things.  
Do things that make you feel  
capable and confident in yourself.



### Anger

Keep a distance from the person or situation.  
Do something nice for them, rather than attacking them.  
Imagine understanding them rather than blaming them.



# Worksheet 2.19: Reacting differently to feelings (practice task)

Get help with completing the sheet, if you need to.



	Situation	Feeling urge	Different reaction
1	<b>Example:</b> Your neighbour is playing loud music and you have a headache.	You want to bang on their door and tell them to 'shut up'.	You go for a walk to see another friend.
2			
3			
4			
5			
6			
7			

## Worksheet 2.20: Kind actions

Get help with completing the sheet, if you need to.

Write down some kind actions you did this week.



1. I was kind when I...

.....

.....

.....

.....

.....

2. I was kind when I...

.....

.....

.....

.....

.....

3. I was kind when I...

.....

.....

.....

.....

.....



## Worksheet 2.21: Changing problem situations

Get help with completing the sheet, if you need to.

Use this sheet when you need to change a problem situation this week.

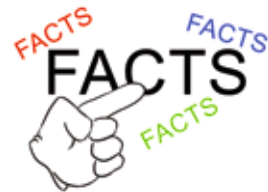
What is the problem situation that I want to change?



What do I want to achieve?



Do I have all of the FACTS about the situation?



Write down as many ideas that you can that might help to change the situation. You could ask other people for their ideas too



Choose the best idea



Put the idea into action



Did it work?











## Worksheet 2.22: Managing feelings diary card (Option A)

Get help with completing the sheet, if you need to. Tick the box when you use the skill.

Name.....

Week commencing.....









	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
<b>Mindfulness</b> 							
<b>Having fun and positive experiences</b> 							
<b>Reacting differently</b> 							
<b>Maintain the feel-good factor</b> 							
<b>Future goals</b> 							
<b>Kind actions</b> 							
<b>Accept my feelings</b> 							
<b>Changing problem situation</b> 							

# Worksheet 2.22: Managing feelings diary card (Option B)

Get help with completing the sheet, if you need to. Tick the box when you use the skill.

Name.....

Week commencing.....

	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Mindfulness 							
Having fun and positive experiences 							
Reacting differently 							
Maintain the feel-good factor 							
Future goals 							
Kind actions 							
Accept my feelings 							
Changing problem situation 							





# **Module 3 worksheets: Coping in crisis**

## Worksheet 3.1: Coping in crisis: aims (Option A)

This module will help us to:

Reduce bad feelings right now.



Accept what is happening now without making it worse.



Build up our feel-good factor before acting on the problem situation.



## Worksheet 3.1: Coping in crisis: aims (Option B)

This module will help us to:

**Reduce bad feelings right now.**



**Accept what is happening now without making it worse.**



**Build up our feel-good factor before acting on the problem situation.**



## Worksheet 3.2: Coping in crisis (Option A)

Get help with completing the sheet, if you need to.

Think about ways in which you have managed an upsetting situation.

**What happened to make you feel upset, anxious or worried?**



**What emotional feeling did you have?**



**What did you do?**



**What emotional feeling did you have afterwards?**



**Did anything else happen?**



## Worksheet 3.2: Coping in crisis (Option B)

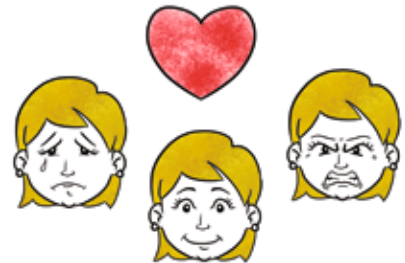
Get help with completing the sheet, if you need to.

Think about ways in which you have managed an upsetting situation.

What happened to make you feel upset, anxious or worried?



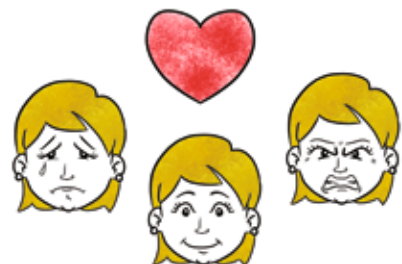
What emotional feeling did you have?



What did you do?



What emotional feeling did you have afterwards?



Did anything else happen?

## Worksheet 3.3: SNAPP skill

### SNAPP out of hot mind...



**S**plash cold water – on your face or your arms

**N**ow – act now before the feeling gets even more intense!

**A**ctivate your body – do some intense exercise!






**P**aced breathing – breathe in for four and out for five seconds


**P**aired muscle relaxation – tense and relax each muscle






## Worksheet 3.4: SNAPP skill (Option A)

Practice the SNAPP skill by rating yourself before and after using one of the SNAPP skills. Go through each of the steps, remember to describe how you used your SNAPP skill.

Get help filling out this sheet if you need to.

Rate your arousal level before...				
1 Very relaxed	2 A bit relaxed	3 Neither relaxed or tense	4 A bit angry	5 Very angry
				






Tick which skill you're going to use and describe how you used it...	
<input type="checkbox"/> <b>S</b> plashing cold water <input type="checkbox"/> <b>N</b> ow! <input type="checkbox"/> <b>A</b> ctivate your body <input type="checkbox"/> <b>P</b> aced breathing <input type="checkbox"/> <b>P</b> aired muscle relaxation	


Rate your arousal level before...				
1 Very relaxed	2 A bit relaxed	3 Neither relaxed or tense	4 A bit angry	5 Very angry
				






## Worksheet 3.4: SNAPP skill (Option B)

Practice the SNAPP skill by rating yourself before and after using one of the SNAPP skills. Go through each of the steps, remember to describe how you used your SNAPP skill.

Get help filling out this sheet if you need to.

Rate your arousal level before...				
1 Very relaxed	2 A bit relaxed	3 Neither relaxed or tense	4 A bit angry	5 Very angry
				

Tick which skill you're going to use and describe how you used it...	
<input type="checkbox"/> <b>S</b> plashing cold water <input type="checkbox"/> <b>N</b> ow! <input type="checkbox"/> <b>A</b> ctivate your body <input type="checkbox"/> <b>P</b> aced breathing <input type="checkbox"/> <b>P</b> aired muscle relaxation	

Rate your arousal level before...				
1 Very relaxed	2 A bit relaxed	3 Neither relaxed or tense	4 A bit angry	5 Very angry
				

## Worksheet 3.5: DISTRACTS (Option A)

**D**o something different



**I**magine a safe place



**S**elf-talk



**T**hink about something else



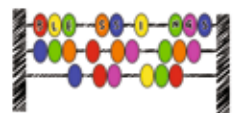
**R**esist urges



**A**ccept how things are right now



**C**ount your blessings



**T**hink about pros and cons



**S**elf-Soothe



## Worksheet 3.6: Do something different

You can write or draw.

These are activities I can do to distract myself:

Get help with completing the sheet, if you need to.



1. ....

.....

.....

A large, empty rectangular box with a black border, intended for drawing or writing a response to the first activity.

2. ....

.....

.....

A large, empty rectangular box with a black border, intended for drawing or writing a response to the second activity.

3. ....

.....

.....

A large, empty rectangular box with a black border, intended for drawing or writing a response to the third activity.

4. ....

.....

.....

A large, empty rectangular box with a black border, intended for drawing or writing a response to the fourth activity.

5. ....

.....

.....

A large, empty rectangular box with a black border, intended for drawing or writing a response to the fifth activity.

6. ....

.....

.....

A large, empty rectangular box with a black border, intended for drawing or writing a response to the sixth activity.

## Worksheet 3.7: Imagine my safe place

Get help with completing the sheet, if you need to.

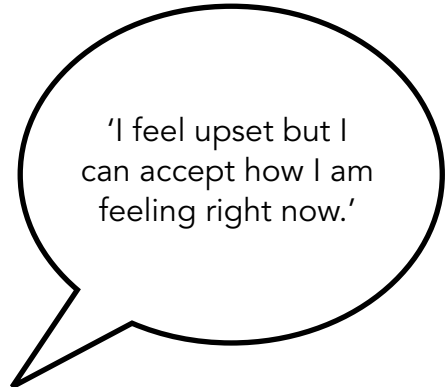
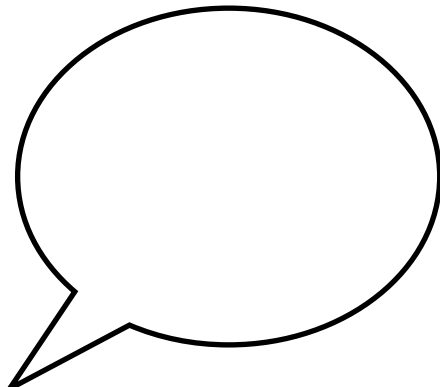
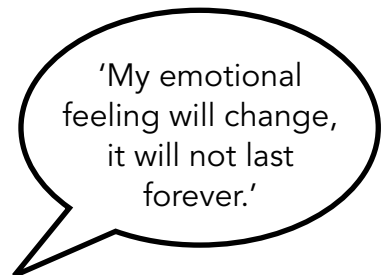
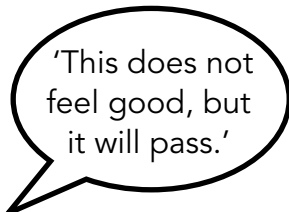
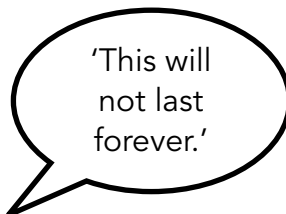
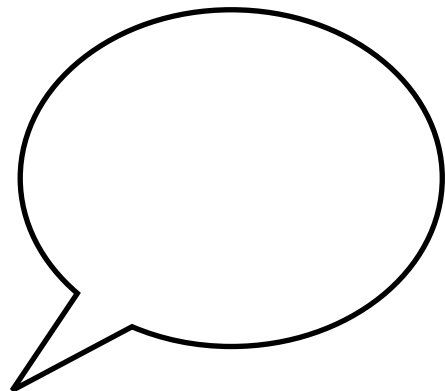
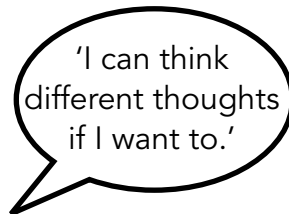
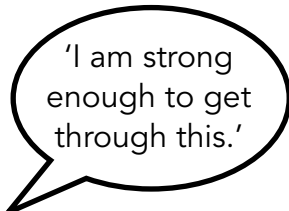
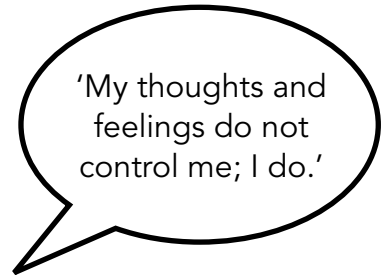
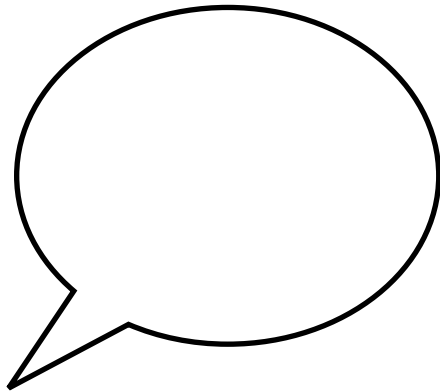


What does it look like? (Draw or write)

My safe place is: .....

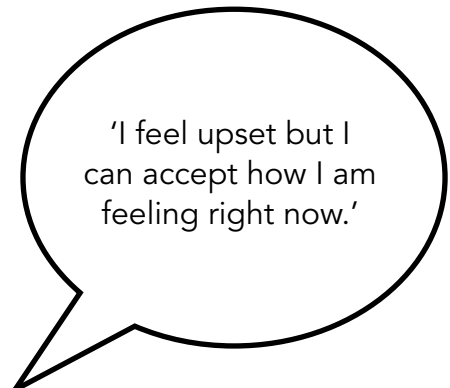
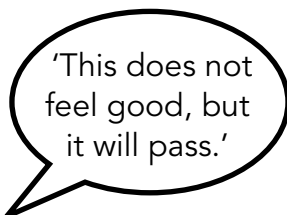
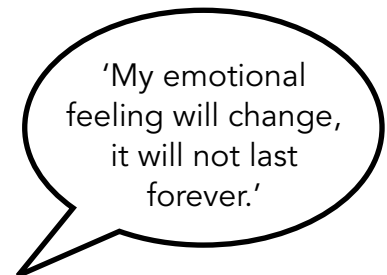
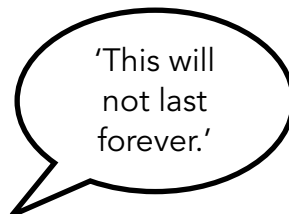
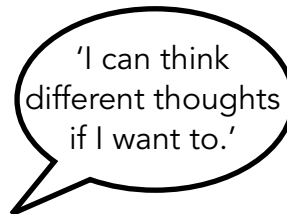
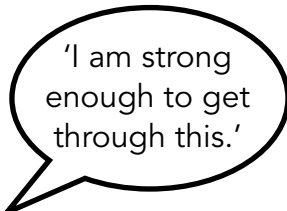
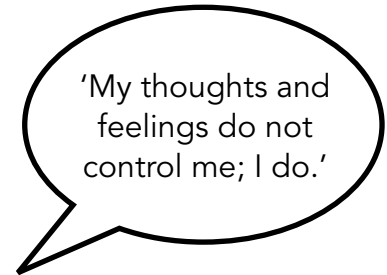
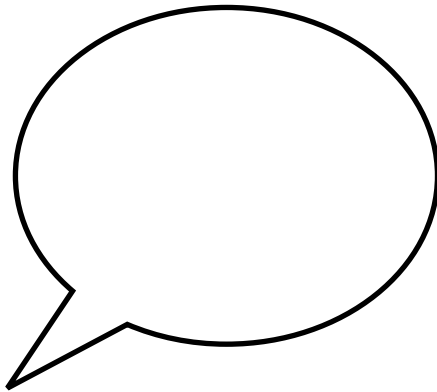
My safe place makes me feel: .....

## Worksheet 3.8: Self-talk (Option A)



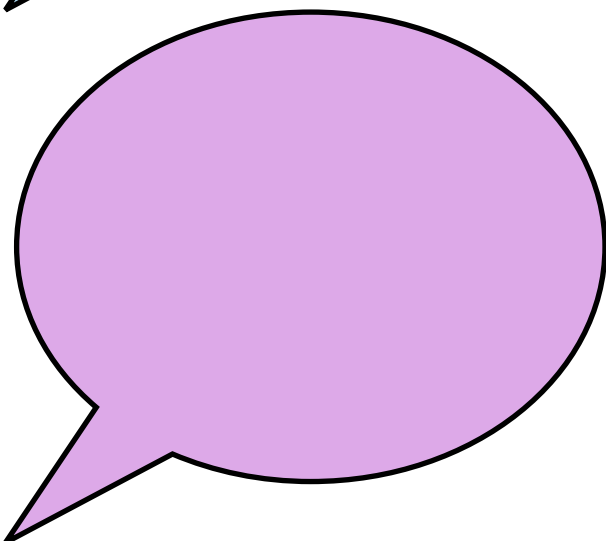
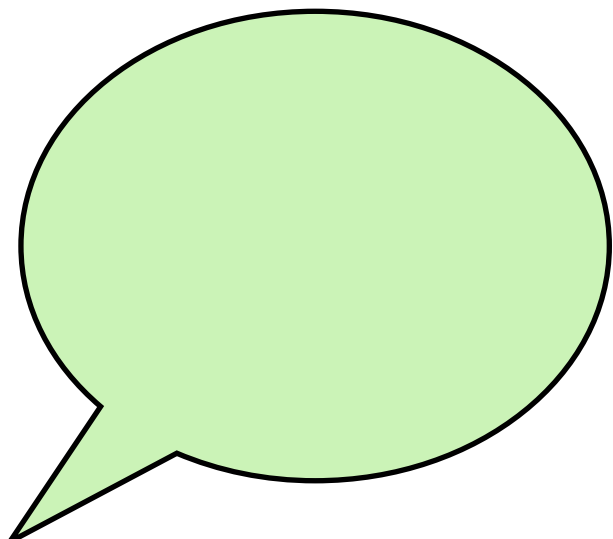
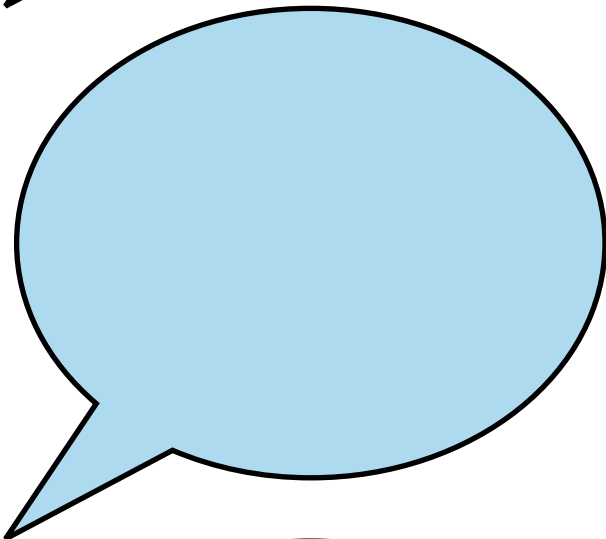
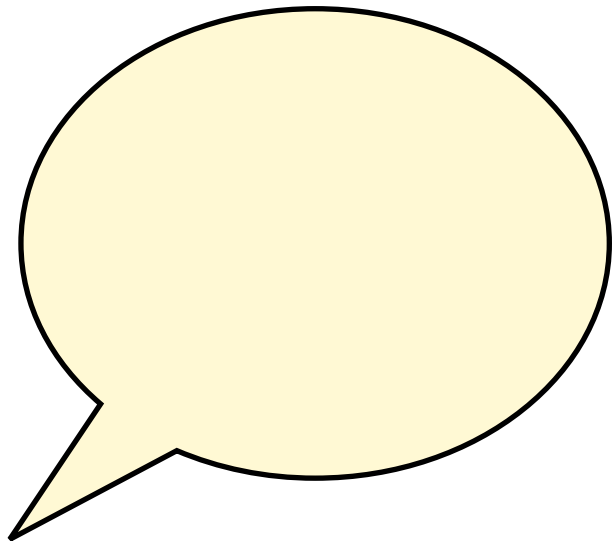
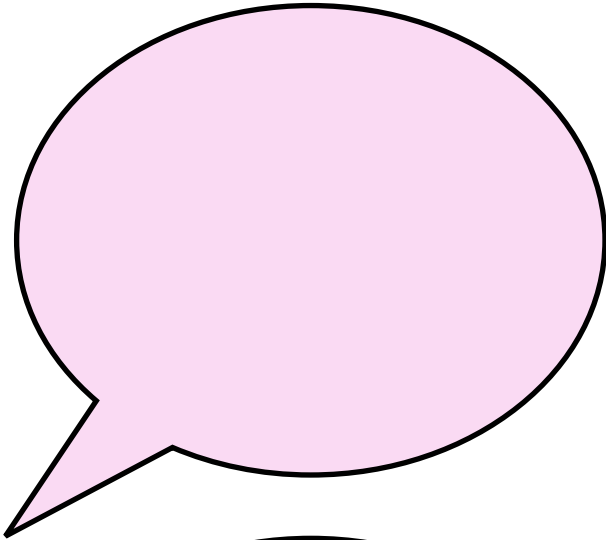


## Worksheet 3.8: Self-talk (Option B)



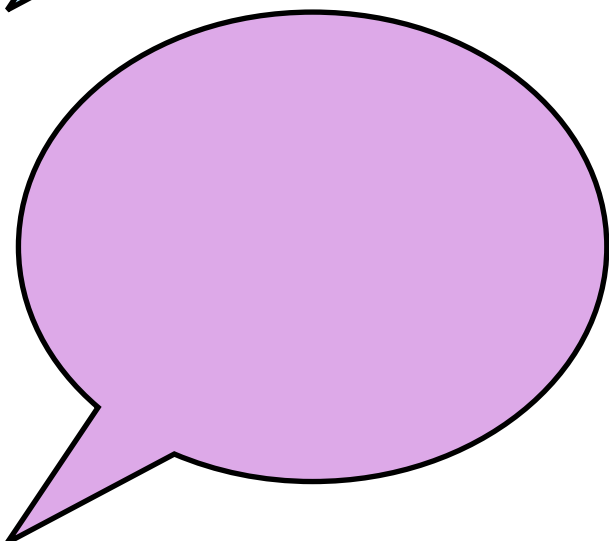
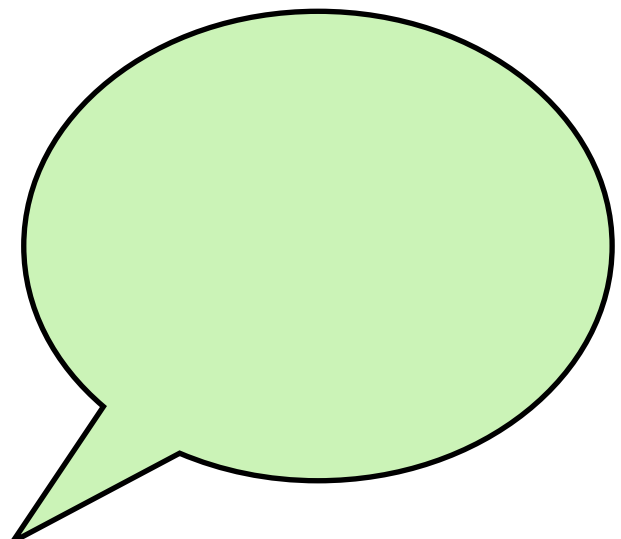
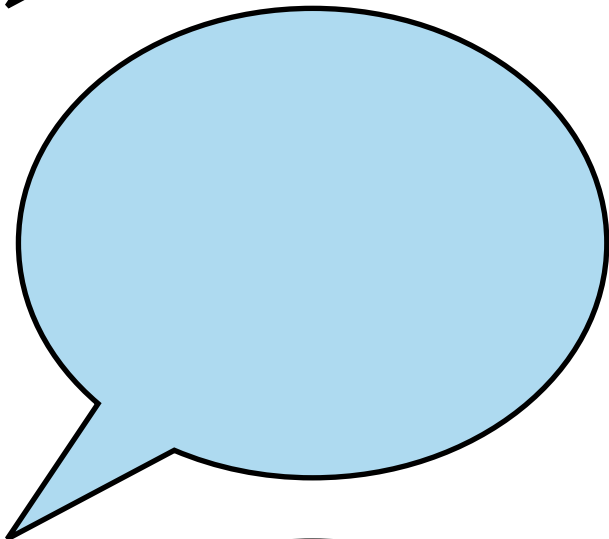
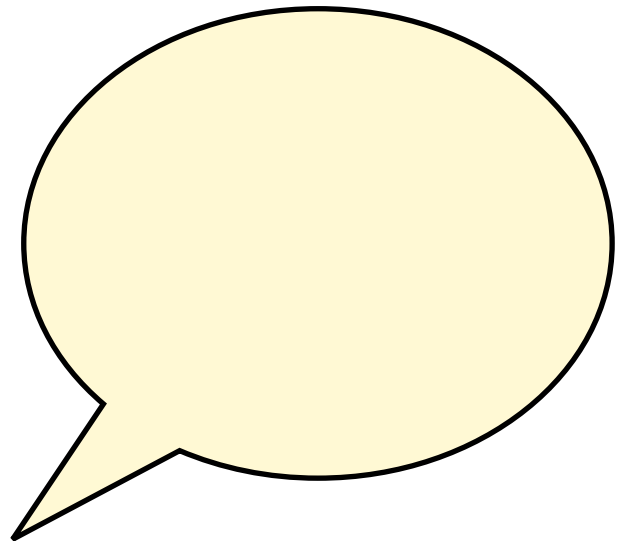
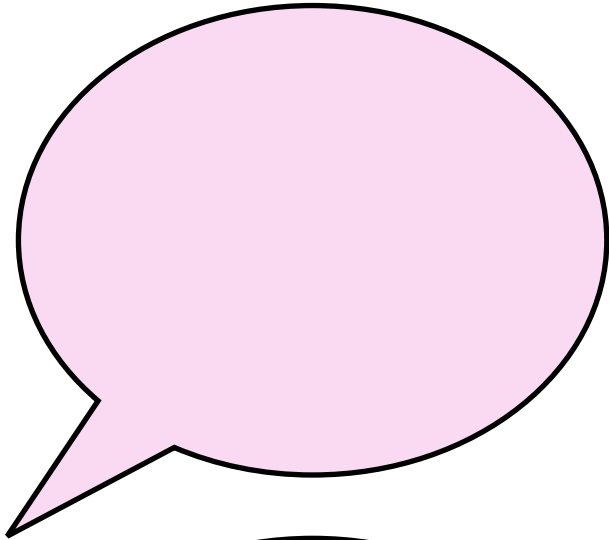
## Worksheet 3.9: Self-talk practice task (Option A)

Get help with completing the sheet, if you need to.



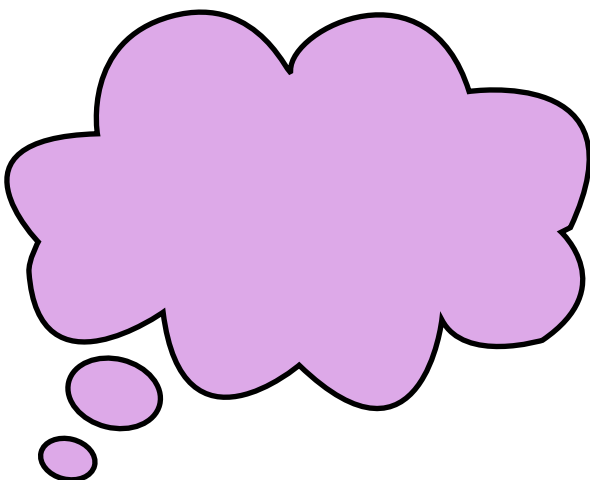
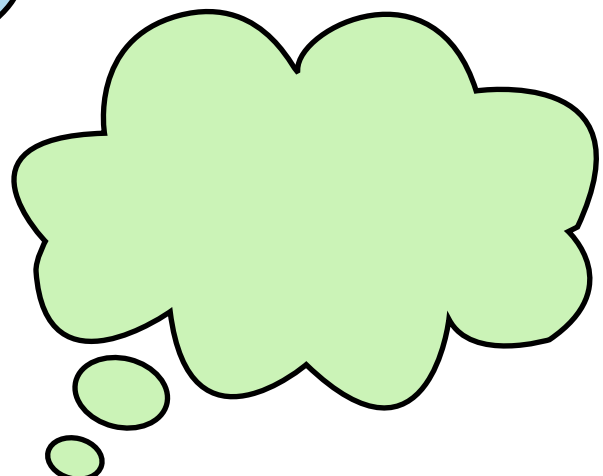
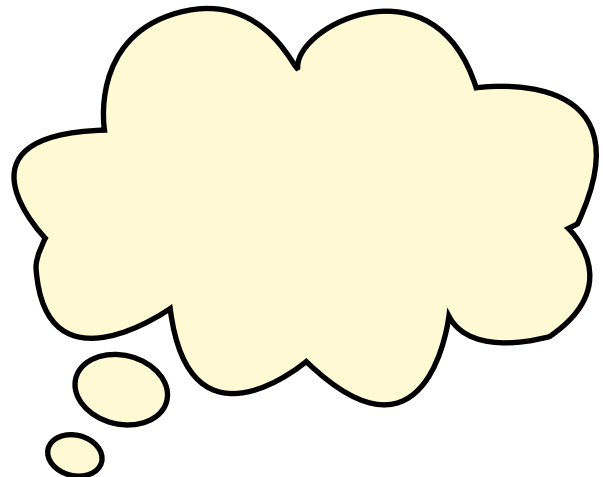
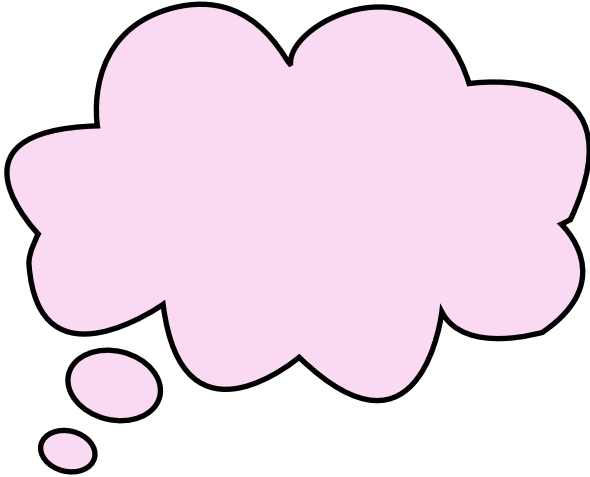
## Worksheet 3.9: Self-talk practice task (Option B)

Get help with completing the sheet, if you need to.



## Worksheet 3.10: Think about something else

Get help with completing the sheet, if you need to.



## Worksheet 3.11: Resisting urges (Option A)

Being mindful to my emotion feeling. Use this sheet when you have a strong feeling this week.

Get help with completing the sheet, if you need to.

What emotion feeling are you having?



What are you feeling in your body?



What are you thinking in your head?



What do you want to do?



Resist the urge

**STOP**  
**URGES**

What did you notice?



Did you manage to resist any urges?

## Worksheet 3.11: Resisting urges (Option B)

Being mindful to my emotion feeling. Use this sheet when you have a strong feeling

Get help with completing the sheet, if you need to.

What emotion feeling are you having?



What are you feeling in your body?



What are you thinking in your head?



What do you want to do?



Resist the urge

**STOP**  
**URGES**

What did you notice?



Did you manage to resist any urges?

## Worksheet 3.12: The broken roof tile

A man bought a new house that he was very proud of. It was summer when he moved in and everything looked lovely. The garden was perfect and the man had spent a lot of time and money decorating the inside of the house. As the summer moved to autumn, the weather began to change and the rain started to fall. The man noticed that he had a drip starting to come through the ceiling and on investigating it he noticed that he had a broken roof tile.

He knew that it needed sorting but only ever thought about it when it rained. As the autumn ended and it started to rain harder and more often, the leak from his ceiling got bigger and bigger.

The man got very angry about this and used to shout and get mad that it was raining, but still the roof leaked. If ever it rained and the forecast said it was going to be fine, he would complain to the weather service, which made him even angrier, but still the roof leaked.

Eventually, as the autumn moved into winter, snow came. It came down very heavily and settled deep onto the roof.

'A-ha' thought the man when he saw this, 'At least the roof will not leak with all of the solid snow on it'.

The roof did not leak, but because the snow was so heavy and the roof was weak from the broken tile, the weight of the snow broke more tiles around it. The man could not see this because the snow was covering the roof and it was so cold that it became ice.

As the winter began to move into spring the ice and snow began to melt. Again the man did not think about the leak in the roof as it was not raining and no water was seeping through.

As the weather began to get warmer the snow began to melt faster and faster and because of the damage it caused to the other tiles, the leak came back bigger and bigger. The man noticed that the leak was getting bigger and faster and was standing under it shouting at the snow for melting when, with a 'whooooshh', the whole ceiling fell in.

If only he had stopped getting so mad at something he could not change and used that energy to change something he could, none of this would have happened!

## Worksheet 3.13: Accepting (Option A)

Get help with completing the sheet, if you need to.

What emotion feeling are you having?



What are you feeling in your body?



What are you thinking in your head?



Accept how things are right now



What did you notice?



Did your emotion feeling change?

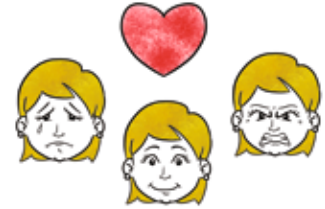




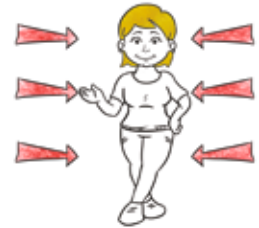
## Worksheet 3.13: Accepting (Option B)

Get help with completing the sheet, if you need to.

What emotion feeling are you having?



What are you feeling in your body?



What are you thinking in your head?



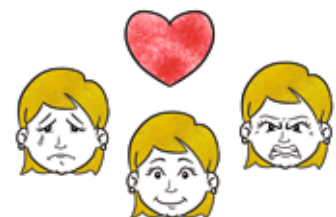
Accept how things are right now



What did you notice?

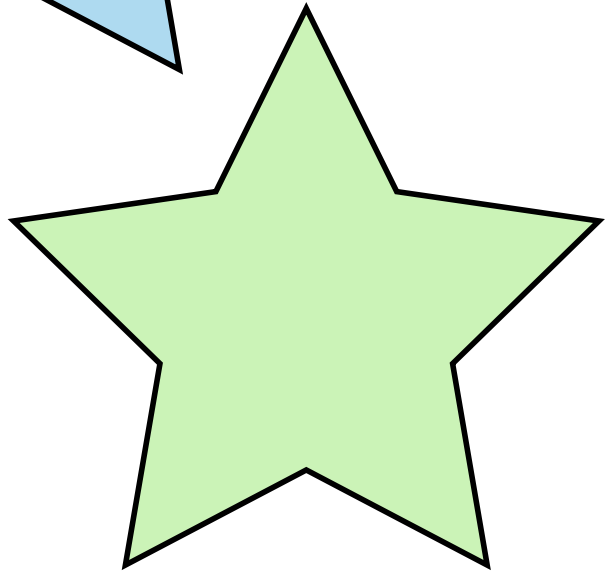
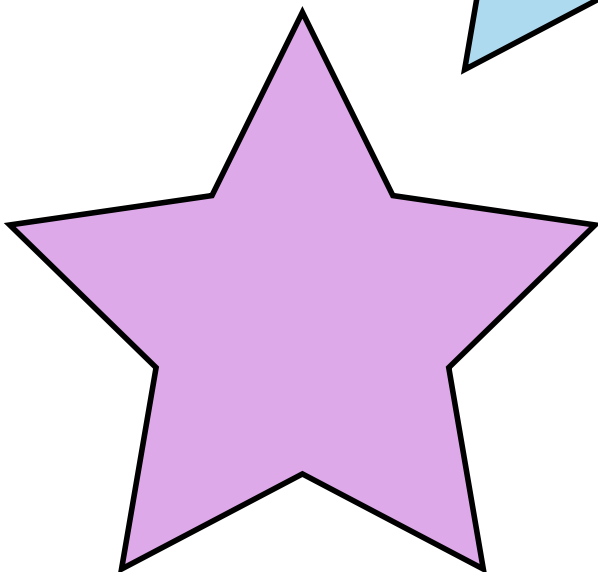
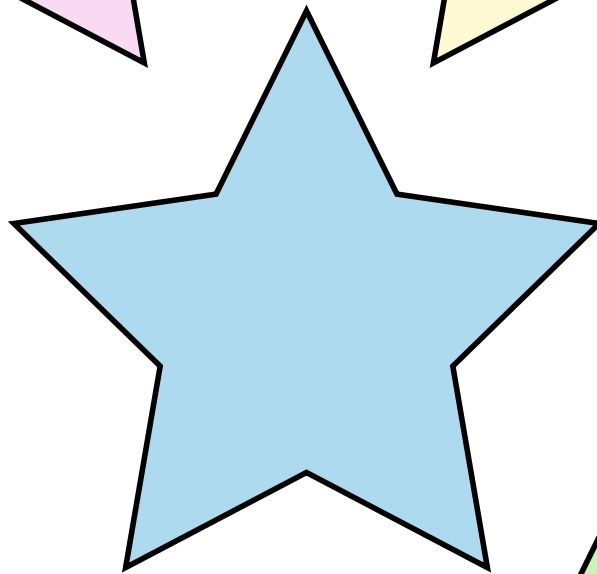
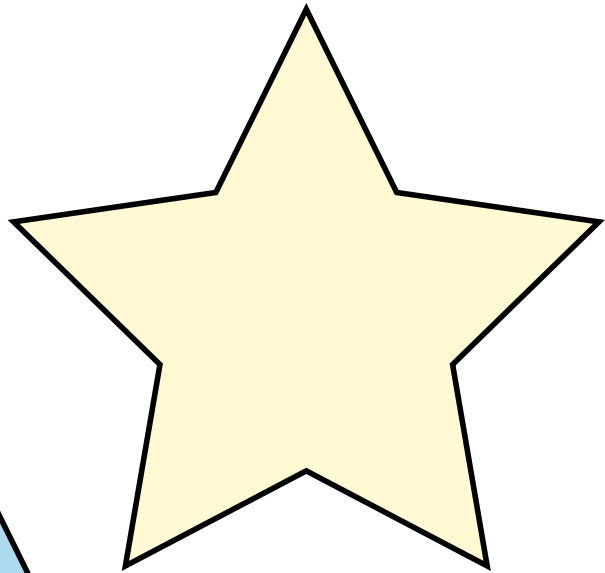
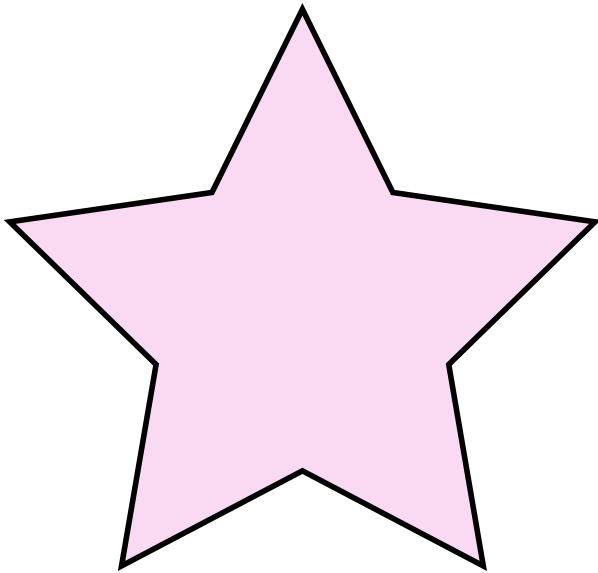
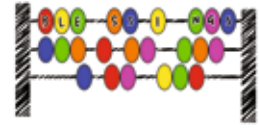


Did your emotion feeling change?



## Worksheet 3.14: Counting my blessings

Get help with completing the sheet, if you need to.






# Worksheet 3.15: Think about pros and cons (Option A)

Think about a situation where you feel angry or upset. Fill out this worksheet thinking about the pros and cons of acting on it.



Get help with this sheet if you need to.

What was happening?	
How were you feeling?	
What did you want to do?	

Pros of doing this 

1. ....
2. ....
3. ....
4. ....
5. ....

Cons of doing this 

1. ....
2. ....
3. ....
4. ....
5. ....

How many

Pros  Cons 

# Worksheet 3.15: Think about pros and cons (Option B)

Think about a situation where you feel angry or upset. Fill out this worksheet thinking about the pros and cons of acting on it.



Get help with this sheet if you need to.

What was happening?	
How were you feeling?	
What did you want to do?	

## Pros of doing this ✓

1. ....
2. ....
3. ....
4. ....
5. ....

## Cons of doing this ✗

1. ....
2. ....
3. ....
4. ....
5. ....

How many

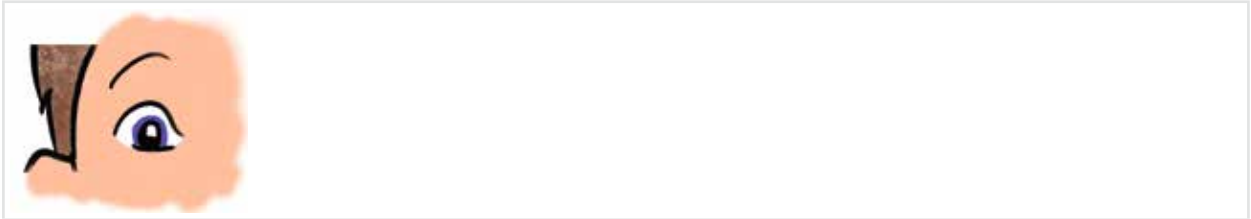
Pros ✓      Cons ✗

## Worksheet 3.16: Self-soothing activities (Option A)

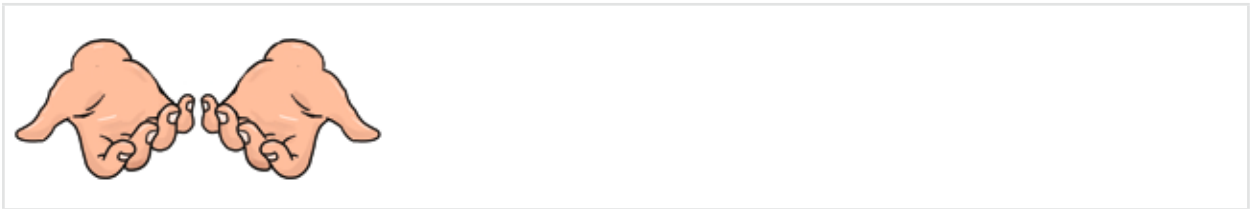
Get help with completing the sheet, if you need to.



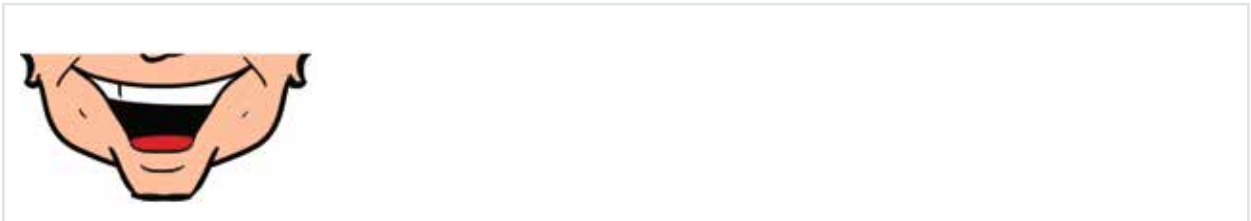
### Seeing



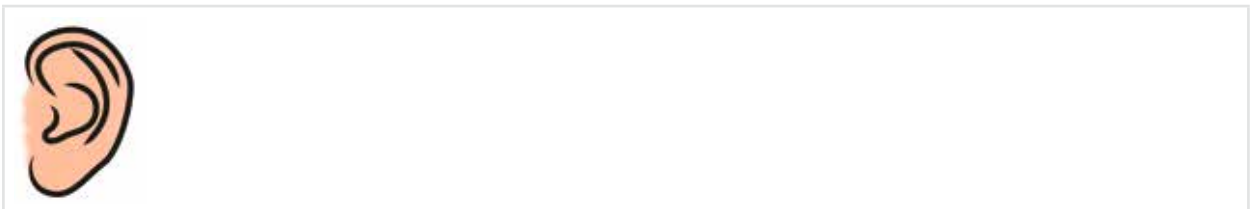
### Feeling



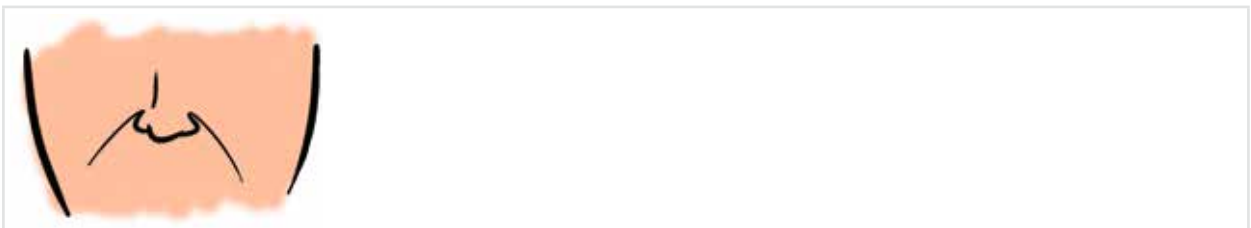
### Tasting



### Listening



### Smelling



## Worksheet 3.16: Self-soothing activities (Option B)

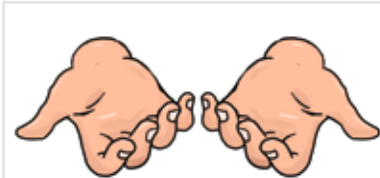
Get help with completing the sheet, if you need to.



### Seeing



### Feeling



### Tasting



### Listening



### Smelling



## Worksheet 3.17: Plan ahead (Option B)

1. Describe the **problem** situation you need to plan for



2. Pick a **skill** you want to use to help you cope



3. **Imagine** the problem situation in your mind



4. **Practice** in your mind how you will cope well



5. Practice mindfulness



## Worksheet 3.17: Plan ahead (Option B)

1. Describe the **problem** situation you need to plan for



2. Pick a **skill** you want to use to help you cope



3. **Imagine** the problem situation in your mind



4. **Practice** in your mind how you will cope well



5. Practice mindfulness





# Worksheet 3.18: Plan ahead practice task (Option A)

Practice the Plan Ahead skill by thinking about a situation which might happen in the future where you would need to cope. Go through each of the steps, filling out what you did at each stage.

Get help filling out this sheet if you need to.



## Planning for problem situations steps

Describe the problem situation you need to plan for



Pick a skill you want to use to help you cope



Imagine the problem situation in your mind



Practice in your mind how you will cope well



Practice mindfulness



## Worksheet 3.18: Plan ahead practice task (Option B)

Practice the Plan Ahead skill by thinking about a situation which might happen in the future where you would need to cope. Go through each of the steps, filling out what you did at each stage.

Get help filling out this sheet if you need to.



### Planning for problem situations steps

Describe the problem situation you need to plan for



Pick a skill you want to use to help you cope



Imagine the problem situation in your mind



Practice in your mind how you will cope well



Practice mindfulness



# Worksheet 3.19: Coping in crisis daily diary card (Option A)

Get help with completing the sheet, if you need to. Tick the box when you use the skill.

Name.....

Week commencing.....

	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
<b>SNAPP</b> 							
<b>Do something different</b> 							
<b>Imagine a safe place</b> 							
<b>Self-talk</b> 							
<b>Think about something different</b> 							
<b>Resist urges</b> 							
<b>Accept</b> 							
<b>Count my blessings</b> 							
<b>Think about pros and cons</b> 							
<b>Self-soothe</b> 							
<b>Plan ahead</b> 							

# Worksheet 3.19: Coping in crisis daily diary card (Option B)

Get help with completing the sheet, if you need to. Tick the box when you use the skill.

Name.....

Week commencing.....

	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
<b>SNAPP</b> 							
<b>Do something different</b> 							
<b>Imagine a safe place</b> 							
<b>Self-talk</b> 							
<b>Think about something different</b> 							
<b>Resist urges</b> 							
<b>Accept</b> 							
<b>Count my blessings</b> 							
<b>Think about pros and cons</b> 							
<b>Self-soothe</b> 							
<b>Plan ahead</b> 							



# **Module 4 worksheets: People skills**

## Worksheet 4.1: People skills: aims

Think about the different types of relationships we have in our lives



Think about what makes a healthy relationship









Think about how to overcome barriers to using our people skills



Build the skills to develop and keep healthy relationships

# Worksheet 4.2: People in my life

Get help with completing the sheet, if you need to.

Write names or draw the people...	
<p>Family</p> 	
<p>Friends</p> 	
<p>Partner</p> 	
<p>Professionals</p> 	
<p>People I live with</p> 	
<p>Other people I know</p> 	

## Worksheet 4.3: My relationships (Option A)

Get help with completing the sheet, if you need to.

- ▶ Put the people who are most important to you in the **red** ring.
- ▶ Put the people who are a bit less important to you in the **orange** ring.
- ▶ Put the people who are least important to you in the **yellow** ring.

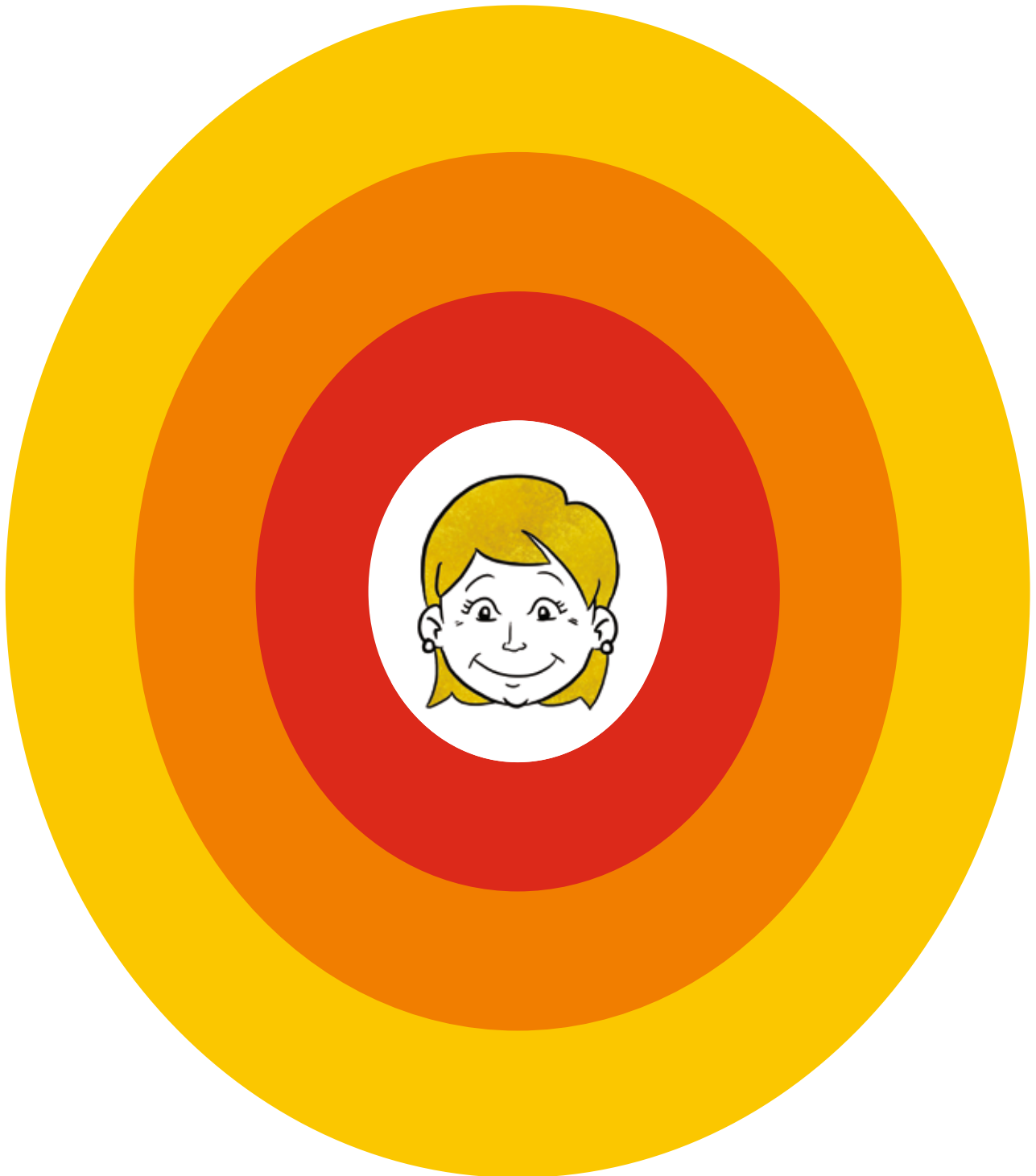




## Worksheet 4.3: My relationships (Option B)

Get help with completing the sheet, if you need to.

- ▶ Put the people who are most important to you in the **red** ring.
- ▶ Put the people who are a bit less important to you in the **orange** ring.
- ▶ Put the people who are least important to you in the **yellow** ring.



## Worksheet 4.4: Problems with my people skills

I don't know how  
to make friends

☐

I don't know what  
to talk about

☐

I don't listen to  
other people

☐

I struggle with  
eye contact

☐

I struggle with  
personal space

☐

People say  
I'm rude

☐

I don't know  
what a healthy  
relationship is

☐

I don't take turns  
in conversation

☐

I don't stand  
up for myself

☐

I boss  
people around

☐

## Worksheet 4.5: Healthy relationships (Option A)

Get help with completing the sheet, if you need to.

Think about a good relationship in your life (it could be a friend, professional or family member). What made you feel good in that relationship?

### What makes me feel GOOD in a relationship?



Think about a relationship that makes or made you feel bad at times. What made you feel bad in that relationship?

### What makes me feel BAD in a relationship?



## Worksheet 4.5: Healthy relationships (Option B)

Get help with completing the sheet, if you need to.

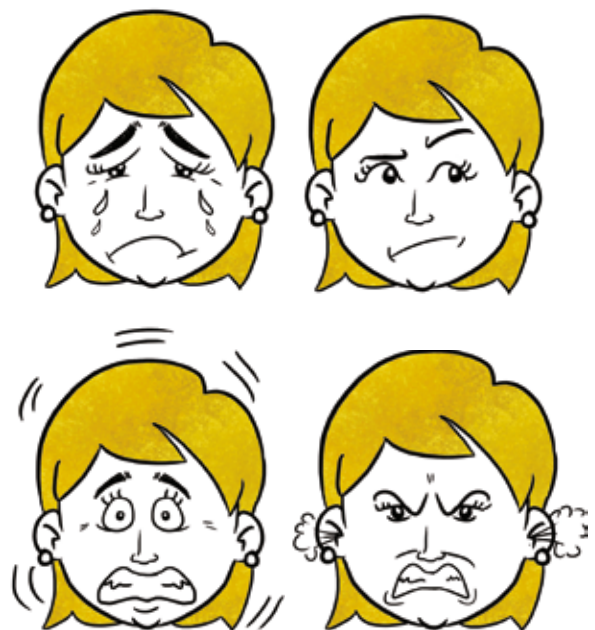
Think about a good relationship in your life (it could be a friend, professional or family member). What made you feel good in that relationship?

### What makes me feel GOOD in a relationship?



Think about a relationship that makes or made you feel bad at times. What made you feel bad in that relationship?

### What makes me feel BAD in a relationship?



# Worksheet 4.6: What can get in the way? (Option A)

Get help with completing the sheet, if you need to.

Not knowing what to do



My worries



My emotions



Not knowing what I want



Other people's position



## Worksheet 4.6: What can get in the way? (Option B)

Get help with completing the sheet, if you need to.

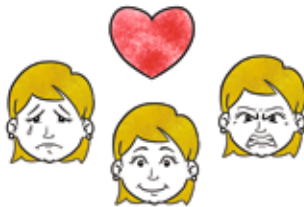
Not knowing what to do



My worries



My emotions



Not knowing what I want



Other people's position



## Worksheet 4.7: What can get in my way?

Get help with completing the sheet, if you need to.

### Not knowing what to do

- ▶
- ▶
- ▶

### My worries

- ▶
- ▶
- ▶

### My emotions

- ▶
- ▶
- ▶

### Not knowing what I want

- ▶
- ▶
- ▶

### Other people's position

- ▶
- ▶
- ▶

## Worksheet 4.8: PEOPLE skills (Option A)

**P**articipate



**E**xplain



**O**bserve



**P**olite



**L**isten



**E**qual





## Worksheet 4.8: PEOPLE skills (Option B)

**P**articipate



**E**xplain



**O**bserve



**P**olite



**L**isten



**E**qual



## Worksheet 4.9: Participate

Draw a line between which behaviours are appropriate with which relationship. Remember some may have more than one line connecting them. One example has been done for you.

Get help completing this sheet, if you need to.



Parent	Hold hands
Go for a meal with	Tell secrets
Bus driver	Give money to
Smile at	GP
Friend	Social worker
Cousin	Share your sweets
Kiss on the cheek	Watch a film with
Write a letter to	Partner
	Romantic kiss on the lips

## Worksheet 4.10: Explain

Use this sheet to record how you used your Explain skills in a conversation.

Get help completing this sheet, if you need to.



How did you explain **the situation**?

(remember to be clear about facts and opinions)

How did you explain **how you were feeling**?

(remember to use your skills from the Managing Feelings module)

How did you explain **what you wanted**?

(remember to be clear about facts and opinions)

How did you **negotiate**?

(remember to think about what you could both get out of the situation)

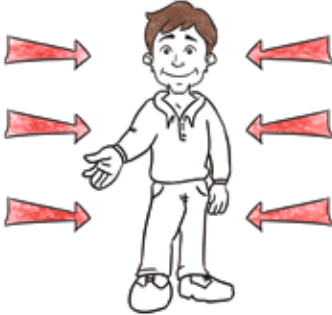


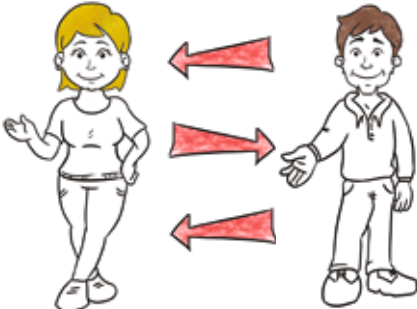
**How did it go?**

## Worksheet 4.11: Observe (Option A)



Think about a conversation you had with someone recently.

Use this sheet to write or draw what you **observed** about their...

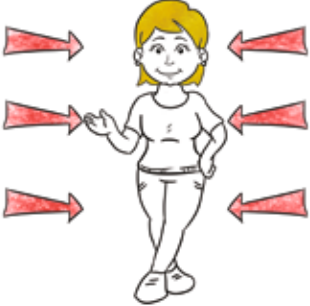
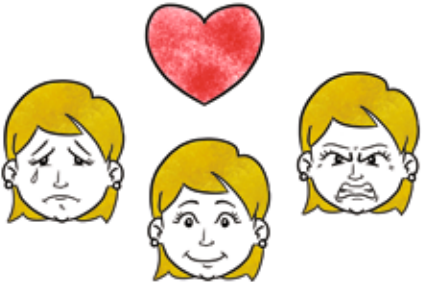

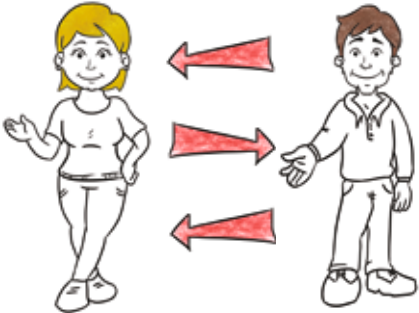
<p>Body language</p> 	
<p>Facial expressions</p> 	
<p>Eye contact</p> 	
<p>Personal space</p> 	

# Worksheet 4.11: Observe (Option B)



Think about a conversation you had with someone recently.

Use this sheet to write or draw what you **observed** about their...


<p>Body language</p> 	
<p>Facial expressions</p> 	
<p>Eye contact</p> 	
<p>Personal space</p> 	

## Worksheet 4.12: Polite (Option A)

Think about a recent conversation you have had.  
Tick which skills you used and describe how you used them.

Get help completing this sheet, if you need to.



Polite skills	Did I use it? (tick)	How did I use it?
<p>Appropriate language</p> 		
<p>Gentle tone</p> 		
<p>Confident</p> 		
<p>Truthful</p> 		
<p>Ignore attacks and threats</p> 		

## Worksheet 4.12: Polite (Option B)

Think about a recent conversation you have had.  
Tick which skills you used and describe how you used them.

Get help completing this sheet, if you need to.



Polite skills	Did I use it? (tick)	How did I use it?
Appropriate language 		
Gentle tone 		
Confident 		
Truthful 		
Ignore attacks and threats 		

## Worksheet 4.13: Listen

Use this worksheet to help you practice listening.

Choose someone you feel comfortable with to have a conversation with you.  
Remember to use your listening skills...

### How to listen...

- ▶ Reduce distractions
- ▶ Face the person
- ▶ Don't fidget
- ▶ Take turns in the conversation
- ▶ Don't talk over people
- ▶ Check out with the other person what they said
- ▶ Write down key points if needed



### How to show you are listening...

- ▶ Nodding
- ▶ Smiling
- ▶ Making nonverbal noises ('mm')
- ▶ Keeping eye contact
- ▶ Asking questions
- ▶ Repeat back what they have said



Afterwards, ask them how the conversation made them feel and make a note of it here...

### How did the other person feel....

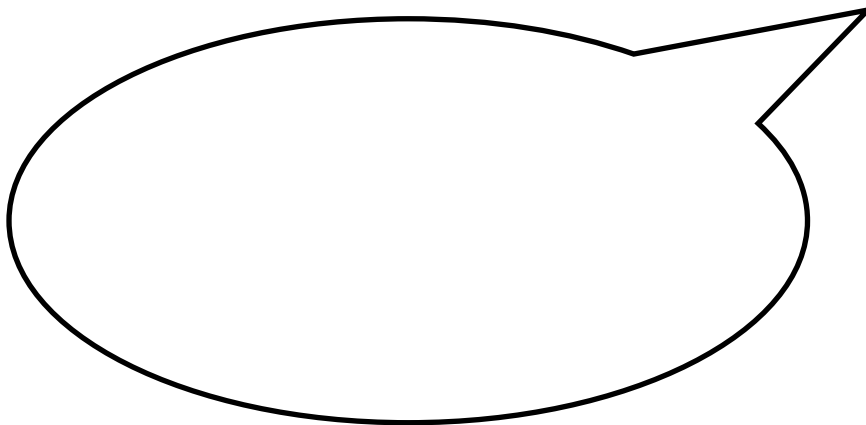
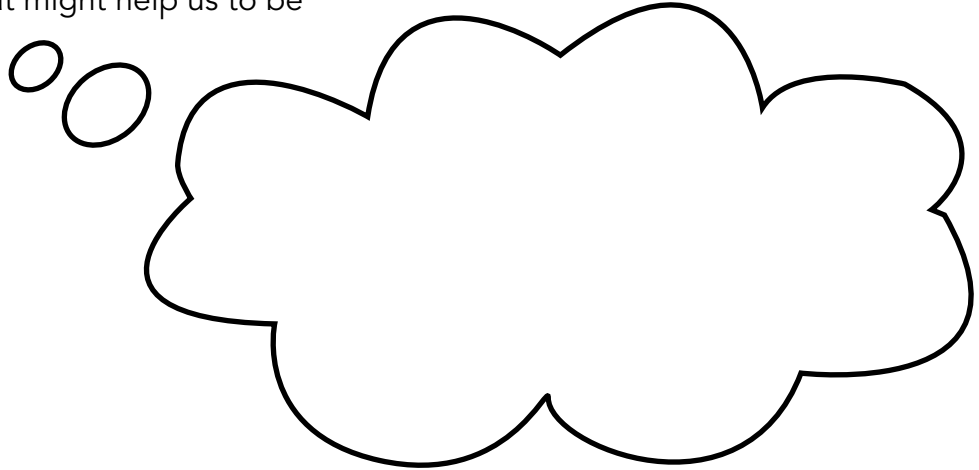
Blank space for writing notes.



## Worksheet 4.14: Equal



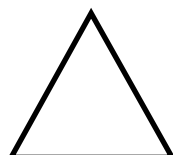
Write some **self-talk** statements in the thought bubble that might help us to be more assertive...



In the speech bubble write some **things we might say** when we are being assertive....

Write here **how we might behave** when we are being assertive...

Draw an **equal relationship** see-saw on the triangle below...









# Worksheet 4.15: PEOPLE skills diary card (Option A)

Get help completing this sheet, if you need to. Tick the box when you use the skill.

Name.....

Week commencing.....






	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
<b>Participate</b> 							
<b>Explain</b> 							
<b>Observe</b> 							
<b>Polite</b> 							
<b>Listen</b> 							
<b>Equal</b> 							

# Worksheet 4.15: PEOPLE skills diary card (Option B)

Get help completing this sheet, if you need to. Tick the box when you use the skill.

Name.....

Week commencing.....

	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
<b>Participate</b> 							
<b>Explain</b> 							
<b>Observe</b> 							
<b>Polite</b> 							
<b>Listen</b> 							
<b>Equal</b> 