

CREATE YOUR OWN COPING TOOLBOX

A distress toolbox is essentially a box filled with items and notes of coping strategies to help you calm down and express your emotions in a healthy way. You can create multiple toolboxes. One for home and one for when you're on the go.

THINGS TO USE AS A TOOLBOX

»» Shoebox, Food Container, Plastic Tub, Plastic/Wicker Basket, Cloth/Plastic Pouch

PICK ITEMS FOR EACH OF THE 5 SENSES

Touch

- »» Smooth rock/worry stone
- »» Soft/weighted blanket
- »» Fidget spinner
- »» Massage roller
- »» Stress ball
- »» Fluffy stuffed animal

Smells

- »» Candle/candle melts
- »» Lavender scented items
- »» Air fresheners
- »» Your favorite perfume
- »» Bag of potpourri
- »» Essential Oils

Sound

- »» Music playlist
- »» Meditation Chimes
- »» Rainstick
- »» Recorded Affirmations

Sight

- »» Coloring book
- »» Photographs of loved ones/pets
- »» A sand garden
- »» Soothing images of nature

Taste

- »» Chewing gum
- »» Hard candy like butterscotch
- »» Your favorite tea
- »» Chocolate

STRENGTH FROM TRAUMA

This worksheet helps you find the silver linings of a traumatic experience, while appreciating the strengths that you have developed as a result.

5 personal strengths I had before:

- 1
- 2
- 3
- 4
- 5

Which did I use to get through my traumatic experience?

New personal strengths I've developed:

My thoughts and feelings about these new personal strengths:

PROS & CONS

An urge is a strong impulse or desire to do something. An urge is a crisis when acting on the urge will make things worse in the long term. Use DBT "Pros & Cons" to decide whether acting on an urge is effective or is in your best interest. Just completing a "Pros & Cons" can help us see things more clearly.

	Pros	Cons
Acting on Crisis Urges	<p><i>Pros of acting on impulsive urges, giving in, giving up, or avoiding what needs to be done.</i></p> <p><i>Ex: Feel relief, stay in control, easy</i></p> <hr/> <hr/> <hr/> <hr/>	<p><i>Cons of acting on impulsive urges, giving in, giving up, or avoiding what needs to be done.</i></p> <p><i>Ex: Feel shame, deal with consequences</i></p> <hr/> <hr/> <hr/> <hr/>
Not Acting on Crisis Urges	<p><i>Pros of not acting on impulsive urges, doing what needs to be done, and not giving up.</i></p> <p><i>Ex: Increase self esteem, stay on track</i></p> <hr/> <hr/> <hr/> <hr/>	<p><i>Cons of not acting on impulsive urges, doing what needs to be done, and not giving up</i></p> <p><i>Ex: No instant gratification or release</i></p> <hr/> <hr/> <hr/> <hr/>

SAFE SPACE VISUALIZATION

PICTURE IN YOUR MIND'S EYE, A SAFE PLACE. DRAW IT BELOW:



What are you doing?

What can you hear?

What do you feel?

What can you smell?

When you're feeling stressed, imagine being in this safe space to calm down.

SELF-SOOTHE WITH THE 5 SENSES



- »» Look at pictures online that you find soothing
- »» Watch a movie with beautiful scenes
- »» Go outside and look at nature
- »» Go to a museum or gallery and enjoy the art



- »» Listen to soothing or invigorating music
- »» Talk to a person that you like and who makes you happy
- »» Listen to an audio book, a podcast or a TV show
- »» Go to a park nearby and enjoy the sounds around you



- »» Wear a perfume or cologne whose smell you enjoy
- »» Cook a meal that smells delicious to you
- »» Burn incense or light a scented candle
- »» Open the window and smell the air



- »» Cook your favorite meal, eat it slowly and savor its taste
- »» Make yourself a cup of coffee, tea or a smoothie
- »» Chew gum or eat some sweets
- »» Sample flavors in an ice cream store



- »» Take a long hot bath or shower
- »» Wrap yourself in a soft, warm blanket
- »» Get a massage or massage yourself
- »» Put a cold compress on your forehead

DBT SELF-AFFIRMATIONS

36 Encouraging Affirmations to Give You Strength

- "This too shall pass."
- "My contributions to the world are valuable."
- "Difficult times are part of my journey and allow me to appreciate the good."
- "To make small steps towards big goals is progress."
- "My needs and wants are important."
- "I can ride this out and not let it get to me."
- "I'm worthy of respect and acceptance."
- "My thoughts don't control my life, I do."
- "I embrace both my good and bad qualities."
- "I'm allowed to take time to heal."
- "I care about myself and other people."
- "I accept myself and love myself deeply."
- "I might have some faults but I'm still a good person."
- "My past is not a reflection of my future."
- "Negative thoughts only have the power I allow them."
- "This is an opportunity for me to learn how to cope with my fears."
- "I'm allowed to make mistakes; they don't make up my whole story."
- "I believe in the person that I dream of becoming."
- "I have the power to create change."
- "I let go of all that no longer serves me."
- "There's a purpose to my life, even though I might not always see it."
- "I give myself permission to do what is right for me."
- "I'm not in danger right now."
- "I'm strong and I can deal with this."
- "I'm in control of how I react to others."
- "This situation sucks, but it's only temporary."
- "I am enough."
- "I deserve to have joy in my life."
- "I'm allowed to take up space."
- "I have the courage to say no."
- "I choose to be proud of myself and the things I choose to do."
- "No amount of guilt can change the past, and no amount of worrying can change the future."
- "I am a sensitive person who experiences the world differently."
- "I will not compare myself to strangers on the internet."
- "I allow myself to be who I am without judgment."
- "I will not worry about things I cannot control."

EMOTIONAL REGULATION

Learn how to identify and name emotions. Then you can process, manage and even change them!

"Your **emotions** make you **human**. Even the unpleasant ones have a **purpose**. Don't lock them away. If you **ignore** them, they just get **louder** and **angrier**."

- Sabaa Tahir

EMOTIONAL REGULATION GOALS

- »» Name your emotions
- »» Observe and describe your emotions
- »» Understand what our emotions do for us
- »» Stop negative emotions before they start
- »» Change our emotions when we want to
- »» Decrease emotional vulnerability
- »» Increase positive emotions
- »» Reduce emotional pain
- »» Manage emotions instead of self-sabotaging
- »» Become more resilient and cope more effectively

WHAT EMOTIONS DO FOR US

Emotions Motivate Us

- »» Emotions increase the likelihood that you will take action. For example, when you feel fear, you are more likely to flee the threat. They can help us react quickly when in danger.

Emotions Communicate to Others

- »» Our facial expressions, body language and tone of voice communicate how we're feeling. This is faster than communicating using words and is biologically hard-wired.

Emotions Give Us Information

- »» Our emotions can act as signals that something is happening, like a boundary being crossed. They can give us gut feelings or intuition. Just remember that while emotions are good clues, they aren't facts. They don't always accurately reflect current circumstances.

Emotions Help Us Understand Others

- »» We can use others' facial expressions, body language and tone of voice to respond appropriately and build deeper, more meaningful relationships. This allows us to communicate effectively.

WHAT MAKES REGULATING EMOTIONS HARD

Our Biology

- »» Some are born more sensitive than others. This can make it hard to regulate emotions.

Lack of Skills

- »» If we haven't been taught how to regulate our emotions, then of course we don't know how to.

Reinforcement

- »» Our environment reinforces us when we're highly emotional and it's how we've needed to cope.

Moodiness

- »» Our moods can dictate how we cope and can cloud our judgment.

Emotional Overload

- »» It's difficult to think clearly and use our skills when we've reached our breaking point.

Emotional Myths

- »» Mistaken beliefs about our emotions can get in the way. See the myths sheet for examples.

EMOTIONS LIST

Angry

Annoyed
Enraged
Exasperated
Frustrated
Furious
Impatient
Irritated
Livid
Outraged
Resentful

Confident

Empowered
Open
Proud
Safe
Secure

Disconnected

Alienated
Aloof
Apathetic
Bored
Cold
Detached
Distant
Distracted
Indifferent
Numb
Removed
Uninterested
Withdrawn

Disgusted

Animosity
Appalled
Contempt
Dislike
Hate
Horrorified
Hostile
Repulsed
Revolted

Engaged

Absorbed
Alert
Curious
Engrossed
Enraptured
Fascinated
Interested
Intrigued
Involved
Stimulated

Excited

Amazed
Aroused
Astonished
Dazzled
Eager
Energized
Enthusiastic
Ecstatic
Giddy
Invigorated
Lively
Passionate
Surprised
Thrilled

Fearful

Afraid
Alarmed
Anxious
Apprehensive
Frightened
Hesitant
Nervous
Panic
Paralyzed
Scared
Shocked
Startled
Terrified
Unnerved
Worried

Grateful

Appreciative
Moved
Thankful
Touched

Hopeful

Encouraged
Optimistic
Trusting

Inspired

Amazed
Awed
Motivated
Wonder

Joyful

Amused
Blessed
Blissful
Captivated
Carefree
Cheerful
Content
Delighted
Ecstasy
Elated
Euphoric
Free
Happy
Intoxicated
Lively
Perky
Playful
Pleased
Radiant
Satisfied
Sparkling
Thrilled
Upbeat
Vibrant
Walking on air

Loving

Accepting
Adoring
Affectionate
Caring
Compassionate
Devoted
Empathy
Fulfilled
Open
Passionate
Safe
Tender
Warm

Numb

Aloof
Bored
Distant
Empty
Indifferent
Isolate
Lethargic
Listless
Shut Down
Uneasy
Withdrawn

Peaceful

Calm
Clear headed
Comfortable
Centered
Content
Fulfilled
Mellow
Quiet
Relaxed
Relieved
Satisfied
Serene
Still
Tranquil
Trusting

Powerful

Adventurous
Brave
Capable
Courageous
Daring
Determined
Free
Grounded
Strong
Worthy

Powerless

Helpless
Incapable
Resigned
Trapped
Victimized

Refreshed

Enlivened
Rejuvenated
Renewed
Rested
Restored
Revived

Sadness

Agony
Depressed
Despair
Devastated
Disappointed
Discouraged
Gloomy
Grief
Heartbroken
Hopeless
Hurt
Lonely
Miserable
Neglected
Unhappy
Upset

Shame

Embarrassed
Guilty
Humiliated
Mortified
Remorseful
Self-conscious
Useless
Weak
Worthless

Stressed

Anxious
Concerned
Doubtful
Frazzled
Nervous
Overwhelmed
Rattled
Rejecting
Restless
Shaken
Skeptical
Unsure

Surprised

Alarmed
Amazement
Astonished
Confused
Disturbed
Mystified
Perplexed
Rattled
Shocked
Startled

Tired

Burned out
Cranky
Depleted
Exhausted
Lethargic
Sleepy
Worn out

Vulnerable

Fragile
Guarded
Insecure
Leery
Reserved
Sensitive
Shaky

Yearning

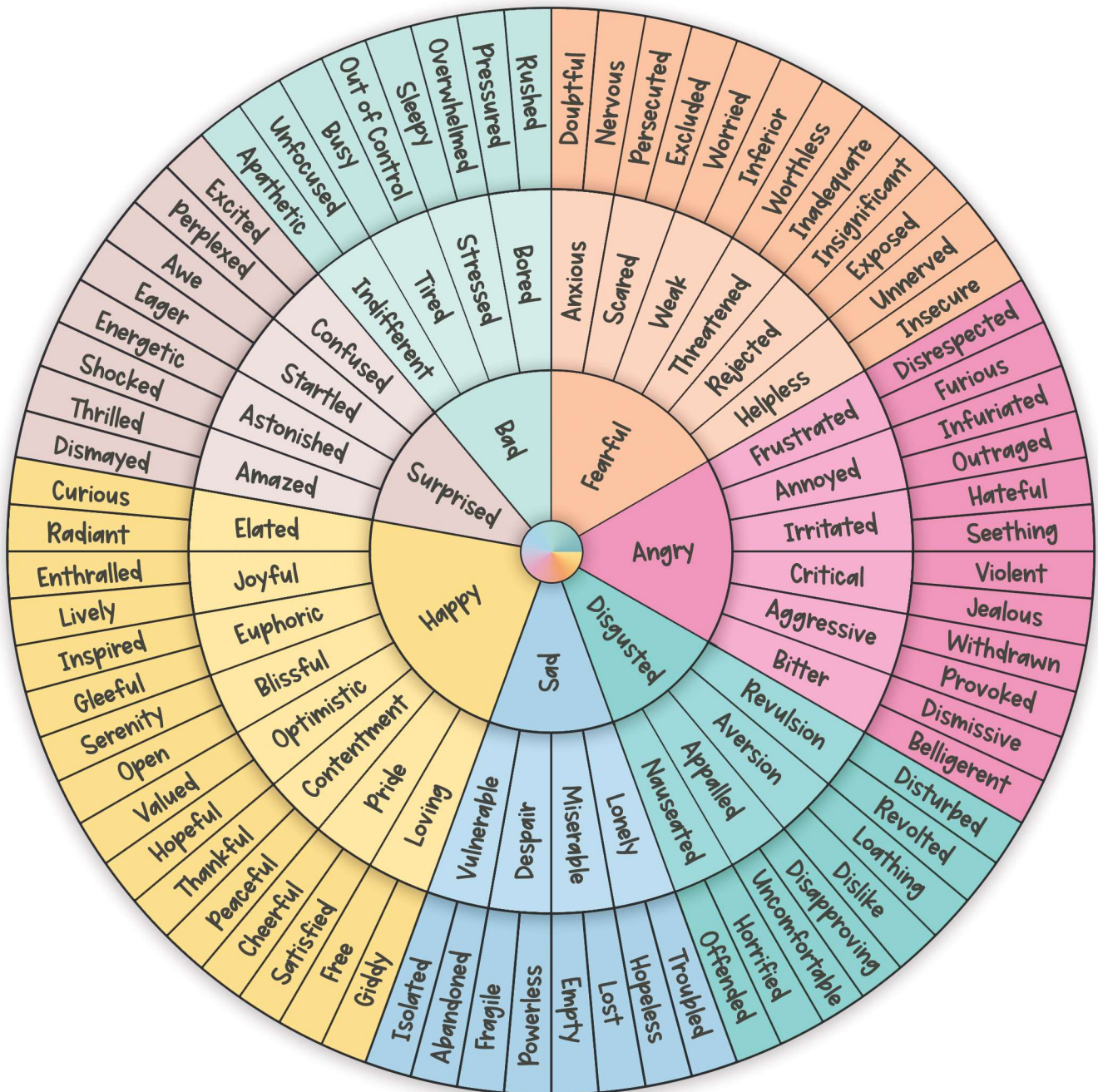
Envious
Jealous
Longing
Nostalgic
Pining
Wistful

Body Sensations

Achy
Alive
Bubbly
Clammy
Dizzy
Dull
Energized
Empty
Frantic
Goose Bumps
Heavy
Jittery
Light
Nauseous
Pain
Prickly
Rigid
Shaky
Stiff
Suffocated
Tense
Wobbly

EMOTION WHEEL

Noticing and naming emotions gives us the chance to take a step back and make choices about what to do with them.



MODEL FOR DESCRIBING EMOTIONS

Vulnerability Factors

»» The things that increase your sensitivity and likelihood of an event leading to an emotional reaction. Our physical wellbeing, such as being sick, lack of sleep, or substance use makes us more vulnerable. Already being stressed or overwhelmed also increases sensitivity.

Prompting Event

»» The event that sets off the emotion. Prompting events can be internal or external. Internal events are your own thoughts, behaviors, and physical responses. External events are circumstances, environments or interactions with others.

Interpretations

»» A lot of the time it's our interpretation of the event that triggers emotions, rather than the facts of the event. Our interpretations are based off our thoughts, beliefs, assumptions, and judgments.

Biological Changes and Experiences

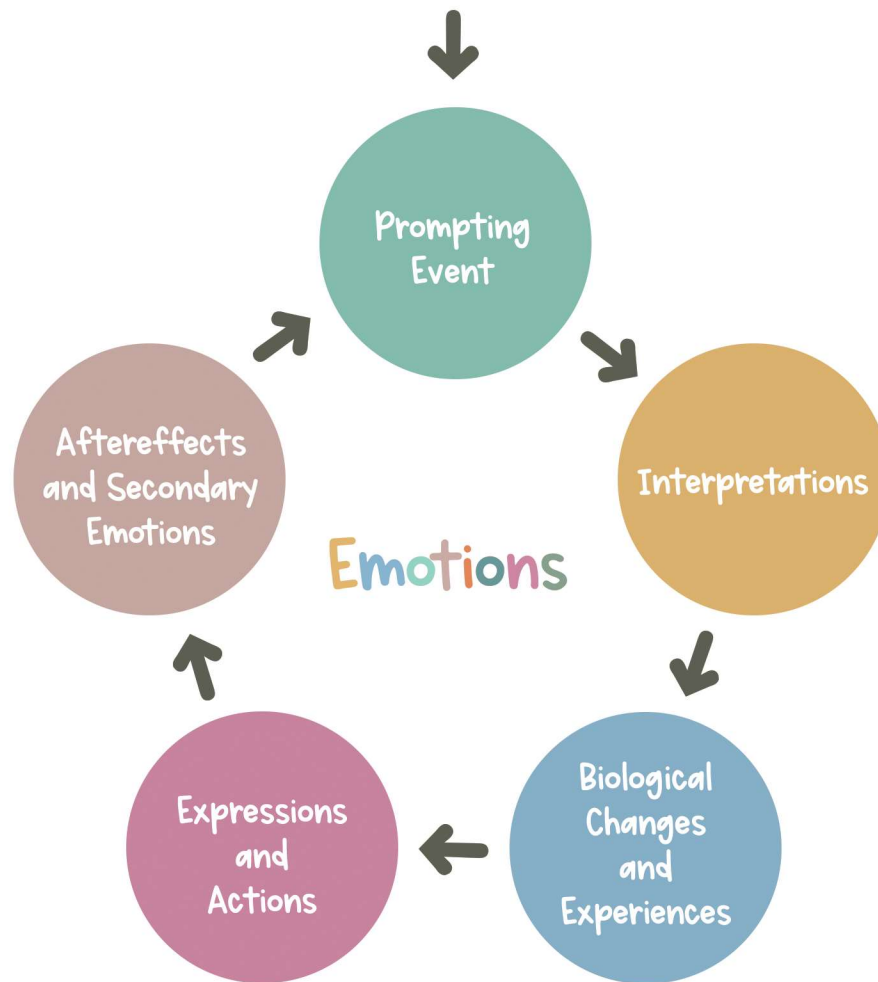
»» When we experience an emotion, it sets off a chemical response in our brain. Emotions can also affect heart rate, blood pressure and body temperature. Experiences include body sensations and what we want to do and say as a result our emotion.

Expressions and Actions

»» What happens externally. What we show with our body language and what we do and say. We have less control of our biological and internal experiences, but we can govern our actions and how we proceed.

Aftereffects and Secondary Emotions

»» The consequences or results of this whole process and experience. This includes our thoughts, memories, physical functioning, future behaviors and thought processes. Secondary emotions are caused by our reactions to the primary or initial emotion. For example, you may feel anger and then guilt for feeling that way.



OBSERVING & DESCRIBING EMOTIONS

EMOTION: _____ Select a current or recent emotional reaction, and fill out as much as this sheet as you can. Use the "Emotions List" sheet to identify and name your emotion.
INTENSITY (1-10): _____

Vulnerability Factors

What happened before hand to make you vulnerable?
(Lack of sleep, poor diet, medications, stress, anxiety, etc.)

Prompting Event

What happened in the few minutes before the emotion and what set it off? Just the facts! (thoughts + feelings are not facts)

Interpretation of the Event

What were your thoughts, beliefs and assumptions of the event?
(Unfair, stressful, they dont care, they were trying to hurt me, etc.)

Body Sensations

What were you/are you feeling in your face and body?
(Hot face, stomach in knots, muscle tension, etc.)

Body Expressions

What is or was my facial expression? Posture? Gestures?
(Furrowed brow, tense/relaxed, smiling/frowning, etc.)

Action Urges

What do or did you feel like doing? What do you or did you want to say?

Words

What did you actually say?

Actions

What did you actually do?

How do you feel now?


EMOTIONAL REGULATION SKILL

PLEASE

Reduce emotional vulnerability. Take care of your mind by taking care of your body.

- PL** Treat **Physical Illness** Tend to your body. See a doctor when necessary and take prescribed meds and vitamins as needed.
- E** **Balanced 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** **Avoid Mood-Altering Substances** Avoid illicit drugs, and use alcohol in moderation (if at all). Avoid any drugs that affect your emotional stability.
- S** **Balance Sleep** Try to get 7–9 hours of sleep a night, or at least the amount of sleep that helps you feel good. Keep to a consistent sleep schedule, especially if you are having difficulty sleeping.
- E** **Get Exercise** Exercise daily. Try to build up to 20 minutes of daily exercise. You can exercise in increments of 5 minutes throughout the day.

IMAGINE YOUR EMOTIONS AS A WAVE



Say to yourself "I am feeling anxious" or "I am feeling ____." Imagine those feelings like waves in the ocean. You can't stop a strong wave from coming towards you. Don't try to get rid of the emotion or push it away. Don't block or suppress it. Alternatively, don't hold onto it or amplify it. Instead, ride the wave of emotion.

EMOTIONAL REGULATION SKILL

OPPOSITE ACTION

Use opposite action when your emotions do not fit the facts, and/or when acting on that emotion is no longer effective.

Depression → Joy	Fear → Action	Jealousy → Let Go
Hate → Avoid/Kindness	Disgust → Empathy	Guilt → Atone
Shame → Acceptance	Envy → Gratitude	Avoidance → Love

HOW TO ACT OPPOSITE TO EMOTION

What emotion do you want to act opposite to? See the emotions list to name the emotion.

Check the facts of your emotion/intensity.

Example: Irritation fits the facts when someone cuts you off when driving, road rage is very intense.

What actions do you want to take when feeling this emotion?

Example: When someone cuts me off when driving, I want to yell out the window and flip them off.

Is acting on this emotion effective?

How would you act opposite to this emotion?

Example: Instead of having road rage, I am going to act calm and carefree. I will put on music I like singing to.

Act opposite to emotion and continue acting opposite until your emotion changes.

What other actions can you take to act opposite to emotion?
Can you also change your thoughts to change your emotion?

EMOTIONAL REGULATION SKILL

ACCUMULATE POSITIVES

Do one pleasant activity a day to increase positive emotions.

- »» Have a cup of tea or coffee
- »» Find a new hobby
- »» Plan a new career
- »» Go to or watch a movie
- »» Lay in the sun
- »» Listen to music
- »» Laugh (watch a comedy)
- »» Go for a walk/jog
- »» Go buy indoor plants
- »» Think about past good times
- »» Start a collection
- »» Spend time with friends
- »» Eat something special
- »» Look at beautiful scenery
- »» Create a budget
- »» Practice yoga
- »» Repairing around the house
- »» Think of loved ones words
- »» Declutter/clean
- »» Take care of plants/garden
- »» Create art/paint
- »» Reflect on past kindness
- »» Sing around the house
- »» Arrange flowers
- »» Think, "I accept myself"
- »» Do nothing all day
- »» Take a nap
- »» Make a gift for someone
- »» Cooking/Baking
- »» Go hiking
- »» Write a poem
- »» Read a book/magazine
- »» Go to the spa
- »» Daydream
- »» Go for a drive
- »» Watch a TV show
- »» Make a To-Do list
- »» Photography
- »» Play with a pet
- »» Have some alone time
- »» Journal
- »» Dance around the house
- »» Meditate/Pray
- »» Dress up for no reason
- »» Call a friend
- »» Light candles
- »» Fantasize about the future
- »» Cross Stitch/Knit/Crochet
- »» Do a crossword
- »» Get a massage
- »» Exercise
- »» Listen to an audio book
- »» Take a warm bath
- »» Meet people online
- »» Do something new
- »» Color in a coloring book
- »» Do your nails
- »» Join a book club
- »» Origami
- »» Camp in the backyard
- »» Connect on social media
- »» Plan a vacation
- »» Put on makeup
- »» Look at the moon/stars
- »» Say "I love you"
- »» Go outside
- »» Redecorate the house
- »» Learn a new language
- »» Send a text
- »» Window shop
- »» Play a video game
- »» Listen to sounds of nature
- »» Put on some perfume
- »» Complete a task
- »» Volunteer

EMOTIONAL REGULATION SKILL

BUILDING MASTERY

Do at least one thing each day to build a sense of accomplishment. Pick something that is challenging, but still within reach. This can be doing the dishes or taking a walk. Gradually increase the difficulty over time. Use the "SMART" goals method below for long-term goals.

SUCCESS USING SMART GOALS

Specific: What is your goal? Who needs to be included? When do you want to do this? Why?

Measurable: How can you measure progress and know if you've successfully met your goal?

Achievable: Do you have the skills required to achieve the goal? If not, can you obtain them? How?

Relevant: Why am I setting this goal now? Is it aligned with overall objectives? How does it help?

Time-bound: I will complete this goal by (date): _____

EMOTIONAL REGULATION SKILL

BUILDING MASTERY

Do at least one thing each day to build a sense of accomplishment. Pick something that is challenging, but still within reach. Gradually increase the difficulty over time. Use this sheet to plan what you'd like to accomplish.

What do you want to accomplish?

Why is it important to you?

Milestone 1

Smaller Steps



Milestone 2

Smaller Steps



Milestone 3

Smaller Steps



EMOTIONAL REGULATION SKILL

COPE AHEAD OF TIME

Complete this worksheet to prepare yourself for difficult situations.

Describe the situation:

Check the facts, be specific. Name the emotions and actions likely to interfere with using your skills.

What skills do you want to use?

How do you want to act? What thoughts do you want to have?

What do you want to say?

How do you want to say it?

How would you cope effectively with new problems that come up?

How would you cope effectively with your most feared catastrophe?

Now, imagine and rehearse the situation in your head using your answers from above. Make sure to relax after rehearsing.

EMOTIONAL REGULATION SKILL

CHECK THE FACTS

Many emotions and actions are set off by our thoughts and interpretations of events, not by the events themselves. Our emotions can also have a big effect on our thoughts about events.

EVENT → THOUGHTS → EMOTIONS EVENT → EMOTIONS → THOUGHTS

Examining our thoughts and *checking the facts* can help us change emotions that are no longer effective.

How to Check the Facts

What is the emotion or emotions you'd like to change?

Are you assuming a threat? What is it?

What is the event prompting your emotion?

Describe the facts only (no thoughts or feelings). Challenge judgments, absolutes, and black-and-white descriptions.

What's the worst that could happen?

Imagine the worst actually occurring. What would happen? What skills would you use to cope?

What are your interpretations, thoughts, and assumptions about the event?

Practice looking at all sides and all points of view of the situation. Do your interpretations fit the facts?

Does my emotion and its intensity fit the facts? Do my thoughts fit the facts?

Describe the facts that fit the emotion. Are there thoughts that are leading to this emotion and vice versa?

PROBLEM SOLVING

Sometimes we experience unpleasant emotions about the actions of others or situations that we cannot change. This sheet will help you collect the facts and take steps to solve a problem for which you can change.

Describe the problem:

Check the facts! Make sure not to make any assumptions:

Think about what is most effective and is in your best interest. What is your goal?

Think of as many solutions as you can:

Choose the most effective solution and complete a pros and cons below:

Pros of using this solution:

Cons of using this solution:

Pros of not using this solution:

Cons of not using this solution:

Take action! If this solution does not work, try again with another solution or radically accept things you cannot change.

VITALS TO SUCCESS

GOAL: _____

The VITALS skill is useful in helping you achieve personal goals. Use this worksheet to create your own VITALS skills strategy.

Validate your feelings:

How can you validate your feelings? The "I don't want to...", there is a real reason for how you feel.

Applaud yourself, describe how:

Encourage your efforts, cheerlead, and coach (enjoy the feeling of making progress on the project).

Imagine yourself doing it peacefully and productively:

Lighten the load, describe how:

Remember what you are getting out of by doing this (reducing guilt, shame, or anxiety, avoiding the negative consequences, avoiding the disappointment).

Take small steps, break down the project into bite-size pieces:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Sweeten the pot, describe how:

Add something during or after that you like, reward your efforts (enjoy the feeling of accomplishment).

INTERPERSONAL EFFECTIVENESS

Keep your current relationships and make new ones. Ask for what you want and get it more often. Keep your self-respect.

"When you give yourself **permission** to **communicate** what matters to you, in every situation, you will have **peace**, despite rejection or disapproval. Putting a **voice** to your **soul** helps you to let go of the negative energy of fear and regret."

- Shannon L. Alder

INTERPERSONAL OBSTACLES

OLD RELATIONSHIP PATTERNS

Past relationships and our upbringing influences the way we behave and communicate in relationships. These may no longer be the most effective ways to communicate or ask for what we need. It can be helpful to identify these patterns and re-evaluate them if needed.

- »» Bringing up an issue by blaming your partner
- »» Expecting your partner to "fix" or "complete" you
- »» Not sharing your feelings for fear of losing the relationship
- »» Belittling others by trying to make them feel stupid or wrong
- »» Discounting your own needs or the needs of others
- »» Guilt tripping, giving the silent treatment or withdrawing affection

IDENTIFYING NEEDS

Sometimes it can be difficult to identify our needs during a conflict or when we are experiencing intense emotions. It's ok to ask for time to identify what you need before resolving a conflict. Think about what you need in the short term versus the long term and if that aligns with your values.

NEGATIVE PREDICTIONS

The fear that something might go wrong can keep us from asking for what we want or need. The what-ifs like "What if they get angry?" or "What if this ends the relationship?" In healthy relationships open communication is encouraged and it's important to have your feelings and wants heard.

OVERWHELMING EMOTIONS

When we are overwhelmed with strong emotions it can be difficult to compromise, focus on our goals, stay in wise and use skills effectively. This is especially true when our feelings and wants have not been heard or valued in past relationships. Make sure to take a break and come back to the person once you've had a chance to cool down and think about what you really want.

SITUATIONS OUT OF OUR CONTROL

There are situations where despite our best efforts, we are unable to get what we want. This can happen when others are more powerful than us or have more control over the situation. This can also happen in toxic relationships where the other person is not willing to compromise.

IDENTIFYING YOUR VALUES

Values are the things in life that you find most important. They define our actions and who we are. It's important to identify our values so we can be true to ourselves. Color in the circles below for the values that are important to you (aim for 20-25):

- | | | | |
|--|--|---|--|
| <input type="radio"/> Achievement | <input type="radio"/> Open and Honest | <input type="radio"/> Self-Motivation | <input type="radio"/> Health |
| <input type="radio"/> Leadership | <input type="radio"/> Genuineness | <input type="radio"/> Knowledge | <input type="radio"/> Stability |
| <input type="radio"/> Forgiveness | <input type="radio"/> Compassion | <input type="radio"/> Humor | <input type="radio"/> Security |
| <input type="radio"/> Independence | <input type="radio"/> Community | <input type="radio"/> Sexuality | <input type="radio"/> Loved/Loving |
| <input type="radio"/> Loyalty | <input type="radio"/> Influencing Others | <input type="radio"/> Quality Relationships | <input type="radio"/> Self-Respect |
| <input type="radio"/> Adventure | <input type="radio"/> Pleasure | <input type="radio"/> Effectiveness | <input type="radio"/> Excitement |
| <input type="radio"/> Commitment | <input type="radio"/> Creativity | <input type="radio"/> Recognition | <input type="radio"/> Serenity |
| <input type="radio"/> Challenging Problems | <input type="radio"/> Power/Authority | <input type="radio"/> Religion/Spirituality | <input type="radio"/> Physical Challenge |
| <input type="radio"/> Meaningful Work | <input type="radio"/> Customer Service | <input type="radio"/> Wisdom | <input type="radio"/> Competition |
| <input type="radio"/> Change and Variety | <input type="radio"/> Privacy | <input type="radio"/> Work Under Pressure | <input type="radio"/> Family |
| <input type="radio"/> Money | <input type="radio"/> Decisiveness | <input type="radio"/> Integrity | <input type="radio"/> Flexibility |
| <input type="radio"/> Clear Communication | <input type="radio"/> Generosity | <input type="radio"/> Dependability | <input type="radio"/> Competence |
| <input type="radio"/> Nature | <input type="radio"/> Democracy | <input type="radio"/> Involvement | <input type="radio"/> Independence |
| <input type="radio"/> Close Relationships | <input type="radio"/> Persistence | <input type="radio"/> Working Alone | <input type="radio"/> Status |
| <input type="radio"/> Freedom | <input type="radio"/> Teamwork | <input type="radio"/> Helping Society | <input type="radio"/> Fun |
| <input type="radio"/> Friendships | <input type="radio"/> Personal Growth | <input type="radio"/> Truth/Honesty | <input type="radio"/> Inner Peace |
| <input type="radio"/> _____ | <input type="radio"/> _____ | <input type="radio"/> _____ | <input type="radio"/> _____ |
| <input type="radio"/> _____ | <input type="radio"/> _____ | <input type="radio"/> _____ | <input type="radio"/> _____ |
| <input type="radio"/> _____ | <input type="radio"/> _____ | <input type="radio"/> _____ | <input type="radio"/> _____ |

Now that you've selected around 20-25 values, narrow them down to your top 6 values:

1

2

3

4

5

6

VALUES ASSESSMENT

Use this assessment to help you figure out which value types are most important to you. Describe how your actions will reflect these values and what you want from each value type. Record the importance of each value type on a scale of 1-10 where 10 is the highest.

Value Type	Importance (1-10)	What would you do to live in alignment with this value type? What do you want?
Family		
Romantic/Intimate Relationships		
Parenting		
Friendships		
Career/Financial		
Education/Personal Growth		
Fun/Leisure		
Religion/Spirituality		
Environment/Community		
Health/Physical Well-Being		

YOUR LEGITIMATE RIGHTS

- 1 You have a right to need things from others
- 2 You have a right to put yourself first sometimes
- 3 You have a right to make mistakes
- 4 You have a right to be the final judge of your feelings and accept them as legitimate
- 5 You have a right to have your own opinions and convictions
- 6 You have a right to change your mind or decide on a different course of action
- 7 You have a right to protest any treatment or criticism that feels bad to you
- 8 You have a right to interrupt in order to ask for clarification
- 9 You have a right to negotiate for change
- 10 You have a right to ask for help or emotional support
- 11 You have a right to feel and express pain
- 12 You have a right to ignore the advice of others
- 13 You have a right to receive recognition for your work and achievements
- 14 You have a right to say "no"
- 15 You have a right to be alone, even if others would prefer your company
- 16 You have a right not to have to justify yourself to others
- 17 You have a right to not take responsibility for someone else's problem
- 18 You have a right not to have to anticipate others' needs and wishes
- 19 You have a right not to always worry about the goodwill of others
- 20 You have a right to choose not to respond to a situation

OUR HUMAN NEEDS

CONNECTION

- » Acceptance
- » Affection
- » Appreciation
- » Belonging
- » Cooperation
- » Communication
- » Closeness
- » Community
- » Companionship
- » Compassion
- » Consideration
- » Consistency
- » Empathy
- » Inclusion
- » Intimacy
- » Love
- » Mutuality
- » Nurturing
- » Respect/Self-Respect
- » Safety
- » Security
- » Stability
- » Support
- » To Know and Be Known
- » To See and Be Seen
- » To Understand and Be Understood
- » Trust
- » Warmth

AUTONOMY

- » Choice
- » Freedom
- » Independence
- » Space
- » Spontaneity

MEANING

- » Awareness
- » Celebration of Life
- » Challenge
- » Clarity
- » Competence
- » Consciousness
- » Contribution
- » Creativity
- » Discovery
- » Efficacy
- » Effectiveness
- » Growth
- » Hope
- » Learning
- » Mourning
- » Participation
- » Purpose
- » Self-Expression
- » Stimulation
- » To Matter
- » Understanding

PHYSICAL WELL-BEING

- » Air
- » Food
- » Movement/Exercise
- » Rest/Sleep
- » Sexual Expression
- » Safety
- » Shelter
- » Touch
- » Water

HONESTY

- » Authenticity
- » Integrity
- » Presence

PLAY

- » Joy
- » Humor

PEACE

- » Beauty
- » Communion
- » Ease
- » Equality
- » Harmony
- » Inspiration
- » Order

INTERPERSONAL EFFECTIVENESS SKILL

DEAR MAN

Resolve conflicts and get what you want more often.

- D Describe:** Describe the situation in a simple way. Only state the facts. Don't express your feelings or ask for anything yet. "The last few times we have hung out, you have been 30 minutes late."
- E Express:** Express how you're feeling using "I" statements. Don't assume the other person knows how you feel. "When that happens, I start to worry about you and I feel frustrated."
- A Assert:** Assert by asking for what you want or saying "no" firmly. Remember that others cannot read your mind. "If you are running late I would like a call or text to let me know."
- R Reinforce:** Reinforce by making sure that the other person knows why they should grant your request by explaining the positives. "I'd feel a lot better knowing you're ok and when to expect you."
- M Mindful (stay):** Keep your focus on your goals. Don't get distracted or let the conversation veer off track. Ignore attacks and keep making your request or saying no. "I would still like a call or text."
- A Appear Confident:** Appear confident, regardless of how you feel on the inside. Keep your head up, stand or sit up straight, make direct eye contact and speak loudly and clearly. No saying "I'm not sure."
- N Negotiate:** Be willing to give to get. You might need to alter your request to make it more appealing. Offer and ask for other solutions to the problem. "What do you think we should do?"

DEAR MAN WORKSHEET

Think of a conflict you'd like to resolve, a request you'd like to make or a scenario you'd like to say no to. Fill out this worksheet (using FAST + GIVE) and rehearse it in front of a mirror.



Describe: What are the facts of the situation? No interpretations or feelings.



Express: Use "I" statements to express your feelings. "I feel ____ when ____ ..."



Assert: How will you tell someone what you want? Be clear and specific.



Reinforce: Explain the reward and positive effects of getting what you want.



Mindful: What is your goal? What can you do to stay in the moment and focused?



Appear Confident: What would your body language be? Your voice?



Negotiate: What are you willing to give to get? What's another solution?

INTERPERSONAL EFFECTIVENESS SKILL

GIVE

Use the GIVE skill to maintain relationships and make new ones.



Gentle:

Be gentle, nice, respectful and non-threatening. No insults, attacks, judgments or sneering. Try to make sure your facial expressions convey respect as well as your words and actions. Even if you don't agree with or like them.



Interested:

Listen and act interested, even though sometimes you won't be. Face the person, maintain some eye contact, Nod to show that you're listening and adopt an interested facial expression. Don't interrupt or talk over the other person.



Validate:

To validate means expressing that you understand the other person's perspective or opinion and it makes sense to you that they feel that way. Validating is not the same as agreeing! "I realize this is hard for you, and ..."



Easy Manner:

Use an easy manner, smile! Bring humor to the situation. Even if you and the other person disagree on something, don't let that turn your conversation into an adversarial one. Having a light, easygoing tone can soothe difficult situations.

INTERPERSONAL EFFECTIVENESS SKILL

FAST

Use the FAST skill to keep your self-respect.

F

Fair:

Be fair, not just to the other person, but also be fair to yourself. This includes both your thoughts and your actions. Make sure to validate your own feelings and wants, as well as the other person's.

A

Apologies:

Don't over-apologize or invalidate valid thoughts and feelings. This doesn't mean you never apologize- apologizing can be incredibly powerful in relationships. However, you don't need to apologize when you haven't done anything wrong.

S

Stick to Values:

Stick to your own values by being honest about them and acting in ways that reflect them. If you're not sure what you believe in, do some self-examination to determine your values.

T

Truthful:

Be honest with yourself and others. Don't lie, act helpless, exaggerate, minimize or make up excuses. Are your words true and do they match the facts?

LEVELS OF VALIDATION

Use these levels of validation to expand on the "V" in the GIVE skill.

1 PAY ATTENTION

»» Give your undivided attention. Really listen to what they're saying and try not to get distracted by what you're thinking or what's going on around you.

2 REFLECT BACK

»» Reflect/repeat back what the other person says. Try to be as accurate as possible. Avoid judgmental language, tone of voice or facial expressions.

3 GUESS WHAT THEY'RE FEELING

»» Based on non-verbal cues, try to guess how they're feeling. Say "You look like you're feeling ____, I think I'd feel that way." Don't tell them how to feel.

4 PUT YOURSELF IN THEIR POSITION

»» Imagine what it's like to be them. How have their past and present circumstances affected their thoughts, feelings and actions?

5 ACKNOWLEDGE UNIVERSAL HUMAN EXPERIENCES

»» If you think other people would feel similarly in the same situation, then say "It makes sense you feel that way, everyone else would."

6 SHOW EQUALITY

»» Treat the other person as your equal, not as less than or greater than yourself. Don't try to "one-up" or "one-down" the other person.

SELF-VALIDATION

1 IDENTIFY YOUR EMOTIONS

- »» Name the emotion or emotions that you're feeling → "I am feeling..."
- »» Don't judge yourself or put yourself down for feeling this way

2 ACKNOWLEDGE YOUR EMOTIONS

- »» Remind yourself that it's ok to feel this way, use statements like:
 - "It's okay to feel the way I do right now."
 - "Emotions are temporary, this will pass."
 - "I'm allowed to feel this way."
 - "It makes sense that I feel this way."
 - "It's going to be ok, I can get through this."

3 UNDERSTAND WHY YOU FEEL THIS WAY

- »» Focus on the facts, not judgments or assumptions
- »» Does this emotion make sense given the situation?
- »» Have past events led to this emotion? Is there a trigger?
- »» What's causing you to feel this way?
- »» Be gentle with yourself, don't insult or blame yourself

4 RADICALLY ACCEPT YOUR EMOTIONS AND THE SITUATION

- »» "I fully accept how I feel right now."
- »» "I fully accept what happened and how I felt during."
- »» "I accept the things I said and how I acted."
- »» "I accept what others said and how they acted."

5 PRACTICE SELF-LOVE AND SELF-COMPASSION

- »» Think about what you feel grateful for
- »» Give yourself a hug or hold your own hand
- »» Look at this as an opportunity to learn and grow
- »» Forgive yourself for your past and future mistakes

INTENSITY FACTORS

Consider these factors when deciding how intensely to ask or say no.

- 1 CAPABILITY:** Is the person capable of giving you what you want?
Are you capable of giving them what they want?
- 2 PRIORITIES:** How important are your goals? Will asking or saying no negatively impact the relationship?
- 3 SELF-RESPECT:** Are you acting in alignment with your values? Do you think you might be acting helpless or will saying no make you feel bad about yourself?
- 4 RIGHTS:** Is the person violating your rights by refusing to give you what you want?
Are you violating their rights by saying no? By law or moral code?
- 5 AUTHORITY:** Are you in a position of authority over the person? Does the person have authority over you? Are they your boss or teacher?
- 6 RELATIONSHIP:** Is what you are asking for appropriate for your relationship with the person? Is their request appropriate?
- 7 LONG/SHORT TERM GOALS:** Will you eventually regret asking for what you want or saying no? Is instant gratification a factor?
- 8 GIVE & TAKE:** Are you giving as much as you are taking? Is there compromise?
Do you owe this person a favor or do they owe you one?
- 9 HOMEWORK:** Are you sure you know what you want? Do you know all the facts?
Does the other person seem clear about what they want?
- 10 TIMING:** Is this the best time to ask? Does the person seem to be in the best mood?
Are you feeling overly emotional or is it a bad time to say no?

HOW INTENSELY TO ASK OR SAY NO

Use this scale as a guide to figure out how intensely you want to ask for what you want or say no to a request. The scale goes from 1-10, where 1 is being flexible and willing to accept the situation as is, and 10 is having to have what you want with no exceptions. How badly do you need what you want or need to say no?

HOW INTENSELY TO ASK	↕	HOW INTENSELY TO SAY NO
Don't ask, don't hint	1	Do what they want without them asking
Hint indirectly; take no	2	Don't complain; do it cheerfully
Hint openly; take no.	3	Do it, even if you're not cheerful about it
Ask tentatively; take no	4	Do it, but show that you'd rather not
Ask gracefully, but take no	5	Say you'd rather not, but do it gracefully
Ask confidently; take no	6	Say no confidently, but reconsider
Ask confidently; resist no	7	Say no confidently; resist saying yes
Ask firmly; resist no	8	Say no firmly; resist saying yes
Ask firmly; insist; negotiate; keep trying	9	Say no firmly; resist; negotiate; keep trying
Ask and don't take no for an answer	10	Say no firmly and don't do it

FEELINGS & UNMET NEEDS

"I feel..."	Emotions	Needs
abandoned	terrified, hurt, bewildered, sad, frightened, lonely	nurturing, connection, belonging, support, caring
abused	angry, frustrated, frightened	caring, nurturing, support, emotional or physical wellbeing, consideration, for all living things to flourish
(not) accepted	upset, scared, lonely	inclusion, connection, community, belonging, contribution, peer respect
attacked	scared, angry	safety
belittled	angry, frustrated, tense, distressed	respect, autonomy, to be seen, acknowledgment, appreciation
betrayed	angry, hurt, disappointed, enraged	trust, dependability, honesty, honor, commitment, clarity
blamed	angry, scared, confused, antagonistic, hostile, bewildered, hurt	accountability, causality, fairness, justice
bullied	angry, scared, pressured	autonomy, choice, safety, consideration
caged/boxed in	angry, thwarted, scared, anxious	autonomy, choice, freedom
cheated	resentful, hurt, angry	honesty, fairness, justice, trust, reliability
coerced	angry, frustrated, frightened, thwarted, scared	choice, autonomy, freedom (to act freely, to choose freely)
cornered	angry, scared, anxious, thwarted	autonomy, freedom
criticized	in pain, scared, anxious, frustrated, humiliated, angry, embarrassed	understanding, acknowledgment, recognition, accountability, nonjudgmental communication
diminished	hurt, angry, embarrassed, frustrated	acknowledgment, inclusion, recognition, respect, to matter
disliked	sad, lonely, hurt	connection, appreciation, understanding, acknowledgment, friendship, inclusion

FEELINGS & UNMET NEEDS

"I feel..."	Emotions	Needs
distrusted	sad, frustrated	trust, honesty
dumped on	angry, overwhelmed	respect, consideration
harassed	angry, frustrated, pressured, frightened	respect, space, consideration, peace
hassled	irritated, distressed, angry, frustrated	serenity, autonomy, to do things at my own pace and in my own way, calm, space
ignored	lonely, scared, hurt, sad, embarrassed	connection, belonging, inclusion, community, participation
insulted	angry, embarrassed	respect, consideration, acknowledgment, recognition
interrupted	angry, frustrated, resentful, hurt	respect, to be heard, consideration
intimidated	scared, anxious	safety, equality, empowerment
invalidated	angry, hurt, resentful	appreciation, respect, acknowledgment, recognition
invisible	sad, angry, lonely, scared	to be seen and heard, inclusion, belonging, community
isolated	lonely, afraid, scared	community, inclusion, belonging, contribution
left out	sad, lonely, anxious	inclusion, belonging, community, connection
let down	sad, disappointed, frightened	consistency, trust, dependability, consistency
manipulated	angry, scared, powerless, thwarted, frustrated	autonomy, empowerment, trust, equality, freedom, free choice, connection, genuineness
mistrusted	sad, angry	trust

FEELINGS & UNMET NEEDS

"I feel..."	Emotions	Needs
misunderstood	upset, angry, frustrated	to be heard, understanding, clarity
neglected	lonely, scared	connection, inclusion, participation, community, care, to matter, consideration
overpowered	angry, impotent, helpless, confused	equality, justice, autonomy, freedom
overworked	angry, tired, frustrated	respect, consideration, rest, caring
patronized	angry, frustrated, resentful	recognition, equality, respect, mutuality
pressured	anxious, resentful, overwhelmed	relaxation, clarity, space, consideration
provoked	angry, frustrated, hostile, antagonistic, resentful	respect, consideration
put down	angry, sad, embarrassed	respect, acknowledgment, understanding
rejected	hurt, scared, angry, defiant	belonging, inclusion closeness, to be seen, acknowledgment, connection
ripped off	anger, resentment, disappointed	consideration, justice, fairness, acknowledgment, trust
suffocated	frustrated, fear, desperation	space, freedom, autonomy, authenticity, self-expression
taken for granted	sad, angry, hurt, disappointed	appreciation, acknowledgment, recognition, consideration
threatened	scared, frightened, alarmed, agitated, defiant	safety, autonomy
trampled	angry, frustrated, overwhelmed	empowerment, connection, community, to be seen, consideration, equality, respect, acknowledgment
tricked	embarrassed, angry, resentful	integrity, trust, honesty

FEELINGS & UNMET NEEDS

"I feel..."	Emotions	Needs
unappreciated	sad, angry, hurt, frustrated	appreciation, respect, acknowledgment, consideration
unheard	sad, hostile, frustrated	understanding, consideration, empathy
unloved	sad, bewildered, frustrated	love, appreciation, empathy, connection, community
unseen	sad, anxious, frustrated	acknowledgment, appreciation, to be seen and heard
unsupported	sad, hurt, resentful	support, understanding
unwanted	sad, anxious, frustrated	belonging, inclusion, caring
used	sad, angry, resentful	autonomy, equality, consideration, mutuality
victimized	frightened, helpless	empowerment, mutuality, safety, justice
violated	sad, agitated, anxious	privacy, safety, trust, space, respect
wronged	angry, hurt, resentful, irritated	respect, justice, trust, safety, fairness

INTRO TO BOUNDARIES

Boundaries are the rules and limits we use to navigate relationships. These rules come from knowing what we want or need and communicating that to others. It's about establishing what behavior you will accept from others and what others can expect from you. Boundaries can be more rigid or loose depending on the environment, relationship with the other person and/or culture.

TYPES OF BOUNDARIES

PHYSICAL

Your personal space, your privacy, comfort with touch, and your physical needs like rest, eating, water, etc.

SEXUAL

Consent, agreement, respect, understanding of preferences, desires, and privacy. Includes comments and touches.

INTELLECTUAL

Thoughts, beliefs and opinions. This boundary is violated when someone dismisses another person's ideas and opinions.

EMOTIONAL

Respecting, honoring and validating feelings. Limits on emotional sharing. For yourself and others.

MATERIAL

Items, possessions, money. How you expect them to be treated by the people you share them with.

TIME

Your time is valuable. This involves allocating time for your priorities and limiting time you can give to others.

RIGID BOUNDARIES

- »» Surface-level relationships
- »» Unlikely to ask for help
- »» Keeps others at a distance
- »» Taking everything personally
- »» Few close relationships
- »» Quick to cut people out of your life
- »» Having rigid rules about what you'll do & when

LOOSE BOUNDARIES

- »» Difficulty saying "no"
- »» Fearing rejection & criticism
- »» Accepting false blame
- »» Dependent on other's opinions
- »» Oversharing personal info
- »» Busy & tired because you didn't set limits
- »» Not speaking up when being mistreated or disrespected

HEALTHY BOUNDARIES

- »» Saying "no" without guilt
- »» Accepting when others say "no"
- »» Not compromising values
- »» Saying "yes" because you want to, not to please others
- »» Appropriately sharing personal info, not over or under sharing
- »» Knowing what you need and communicating those needs

SETTING BOUNDARIES

Boundaries should be based on your values, the things that are most important to you. Your boundaries may change based on the situation, relationship or culture. For example, if you value spending time with family, set firm boundaries about working late. If you value your physical health, prioritize time taking care of yourself over being available to others.

WHAT TO SAY

"I'm not comfortable with this"

"I can't do that for you"

"This is not acceptable"

"I'd love to, but I can't"

"This doesn't work for me"

"I'm drawing the line at ___"

"Please don't do that"

"I've decided not to"

"I don't want to do that"

"Not at this time"

"Another time might work"

"Not right now"

HOW TO SAY IT

Be Confident

Have confident body language and use a firm voice. Sit or stand up straight, make eye contact, don't fidget and keep your voice steady. Be clear about what you want.

Be Respectful

Avoid being aggressive or angry. No insults or put-downs. Try to be kind and use humor to diffuse the situation. Listen and be present. Be mindful of the other person's thoughts and feelings.

Rehearse

Plan out and rehearse what you'd like to say. Think about how you want to say it, what your body language will be and what tone of voice you'd like to use.

Try to Compromise

When possible, try to compromise. This will change depending on how important your value is. Are you giving as much as you are taking? Try to find balance.