

Mindfulness

Distress Tolerance

Emotion Regulation

Interpersonal  
Effectiveness

# Wise Mind

**What:** The balanced state between Emotional Mind and Rational Mind.

**When:** When you feel too emotional or too logical and need clarity.

**Steps:**

1. Pause and breathe.
2. Notice emotional thoughts.
3. Notice logical facts.
4. Ask: "What would my balanced self say?"

**Example:** You're angry after a text. Instead of replying instantly, you pause and respond calmly later.

# What Skills

**What:** The "What" Skills teach you what to do to become fully aware and present in the moment.

**When:** When emotions are rising, and you want to respond mindfully instead of reacting impulsively.

**Steps:**

1. **Observe** – Notice your experience.
2. **Describe** – Put words to what you notice.
3. **Participate** – Fully engage in the moment.

**Example:** You feel anxious before a presentation.

# How Skills

**What:** The “How” Skills teach you how to practice mindfulness – by being non-judgmental, focusing on one thing at a time, and doing what works in the situation.

**When:** When you notice self-criticism, distraction, overthinking, or reactions driven by ego instead of effectiveness.

**Steps:**

1. Notice and replace judgmental thoughts with neutral facts.
2. Focus on one task at a time and return attention when distracted.
3. Ask yourself, “What will work best right now?”
4. Choose the action that improves the situation, not your ego.

**Example:** You make a mistake at work.

# 5-4-3-2-1 Grounding

**What:** A sensory grounding technique that brings attention to the present moment using your five senses.

**When:** When feeling anxious, overwhelmed, or dissociated.

**Steps:**

1. Name 5 things you see.
2. Name 4 things you feel.
3. Name 3 things you hear.
4. Name 2 things you smell.
5. Name 1 thing you taste.

**Example:** During anxiety, you pause and list objects in the room to calm your mind.

# Mindful Breathing

**What:** A calming technique that focuses attention on slow, steady breathing.

**When:** When stressed, angry, or emotionally overwhelmed.

**Steps:**

1. Inhale slowly through your nose.
2. Exhale slowly through your mouth.
3. Focus only on the breath.
4. Gently return attention if distracted.

**Example:** Before replying to a stressful message, you take 5 slow breaths.

# Body Scan

**What:** A mindfulness exercise that involves noticing physical sensations throughout the body.

**When:** When feeling tense, disconnected, or emotionally overloaded.

**Steps:**

1. Close your eyes if comfortable.
2. Slowly move attention from head to toe.
3. Notice sensations without judging.
4. Breathe into areas of tension.

**Example:** Before sleep, you scan your body and release tightness in your shoulders.

# TIPP

**What:** Fast body-based calming techniques.

**When:** When emotions feel overwhelming (8-10/10).

**Steps:**

1. T – Cold water/ice
2. I – 1-2 minutes intense movement
3. P – Slow breathing
4. P – Muscle relaxation

**Example:** Splash cold water before reacting.

# STOP Skill

**What:** A pause skill to prevent impulsive reactions.

**When:** When emotions spike suddenly.

**Steps:**

1. S – Stop
2. T – Take a step back
3. O – Observe
4. P – Proceed mindfully

**Example:** You want to send an angry message – you pause first.

# ACCEPTS

**What:** Healthy distraction skill.

**When:** When you need temporary relief.

**Steps:**

1. Activities
2. Contributing
3. Comparisons
4. Emotions
5. Pushing away
6. Thoughts
7. Sensations

**Example:** Watching a funny video to interrupt sadness.

# Self-Soothing (5 Senses)

**What:** Calming yourself using the 5 senses.

**When:** When distressed but safe.

**Steps:**

1. Choose a sense (smell, sound, etc.)
2. Use something comforting

**Example:** Lighting a calming candle.

# IMPROVE the Moment

**What:** Make the moment more bearable.

**When:** When stuck in painful situations.

**Steps:**

1. Imagery
2. Meaning
3. Prayer
4. Relaxation
5. One thing at a time
6. Vacation (short break)
7. Encouragement

**Example:** Taking a 10-minute walk during stress.

# Radical Acceptance

**What:** Fully accepting reality as it is.

**When:** When fighting reality increases suffering.

**Steps:**

1. Acknowledge facts.
2. Stop "why me?" thinking.
3. Allow feelings without resistance.

**Example:** Accepting a breakup happened.

# Pros & Cons

**What:** Compare acting on urges vs resisting.

**When:** Before impulsive behaviors.

**Steps:**

1. List the pros of acting.
2. List the cons of acting.
3. List the pros of resisting.
4. List the cons of resisting.

**Example:** Considering consequences before quitting a job angrily.

# Check the Facts

**What:** Evaluate whether emotion fits facts.

**When:** When reaction feels intense.

**Steps:**

1. Identify the emotion.
2. Identify facts.
3. Separate assumptions.

**Example:** Friend didn't reply – maybe busy, not ignoring.

# Opposite Action

**What:** Act opposite to the emotion's urge.

**When:** When emotion doesn't fit facts.

**Steps:**

1. Identify urge.
2. Do the opposite.
3. Do it fully.

**Example:** Feeling like isolating → call a friend.

## PLEASE Skills

**What:** Reduce emotional vulnerability.

**When:** For long-term stability.

**Steps:**

1. Treat illness
2. Balanced eating
3. Avoid substances
4. Sleep
5. Exercise

**Example:** Going to bed earlier to reduce irritability.

## Build Positive Experiences

**What:** Increase positive emotions intentionally.

**When:** When life feels dull or heavy.

**Steps:**

1. Plan small enjoyable activity daily.
2. Schedule bigger goals weekly.

**Example:** Planning coffee with a friend.

# Naming Emotions

**What:** A skill that involves accurately identifying and labeling the emotion you are experiencing.

**When:** When emotions feel overwhelming, confusing, or intense.

**Steps:**

1. Pause and notice your physical sensations.
2. Ask yourself, "What am I feeling right now?"
3. Choose the most accurate emotion word (e.g., hurt, fear, shame – not just "bad").
4. Say or write: "I am feeling \_\_\_\_."

**Example:** Instead of saying "I'm angry," you realize you're actually feeling hurt and disappointed.

# Reducing Vulnerability

**What:** A skill focused on lowering emotional sensitivity by taking care of your physical and mental health.

**When:** When you notice frequent mood swings, irritability, or emotional exhaustion.

**Steps:**

1. Take care of physical health (sleep, food, illness).
2. Avoid mood-altering substances.
3. Engage in regular movement or exercise.
4. Practice daily self-care habits.

**Example:** After improving your sleep routine, you notice you react less intensely to small stressors.

# Cope Ahead

**What:** Mentally rehearse handling stress.

**When:** Before difficult events.

**Steps:**

1. Imagine situation.
2. Visualize using skills.
3. Picture success.

**Example:** Rehearsing calm answers before a meeting.

# DEAR MAN

**What:** Assertively ask for what you need.

**When:** When making requests or saying no.

**Steps:**

1. Describe
2. Express
3. Assert
4. Reinforce
5. Mindful
6. Appear confident
7. Negotiate

**Example:** Asking for a deadline extension respectfully.

# GIVE

**What:** Maintain relationships during conflict.

**When:** When relationship matters.

**Steps:**

1. Gentle
2. Interested
3. Validate
4. Easy manner

**Example:** Listening without interrupting.

# FAST

**What:** Maintain self-respect.

**When:** When pressured to compromise values.

**Steps:**

1. Fair
2. No unnecessary apologies
3. Stick to values
4. Truthful

**Example:** Refusing something calmly without guilt.

# Setting Boundaries

**What:** Clearly define limits.

**When:** When someone crosses limits.

**Steps:**

1. State boundary.
2. State consequence.
3. Follow through.

**Example:** "I can't take calls after 10 pm."

# Saying No Skill

**What:** Declining requests respectfully.

**When:** When overwhelmed or uncomfortable.

**Steps:**

1. Be clear.
2. Be brief.
3. Don't over-explain.

**Example:** "I'm not available this weekend."

# Asking for What You Need

**What:** Clearly and respectfully express your needs, wants, or requests instead of expecting others to guess.

**When:** When you feel unheard, resentful, overwhelmed, or when you require support, clarification, or a change in someone's behavior.

**Steps:**

1. Clearly state what you need or want.
2. Use "I" statements to express how you feel.
3. Be specific and direct (avoid hints or indirect language).
4. Stay calm and open to discussion or compromise.

**Example:** Instead of feeling upset that your partner doesn't help, you say, "I feel overwhelmed. I need help with household chores this week."