

Index

• A •

ABC Forms

acronym explained, 43

Acting on Alternative Thoughts Form, 47–48

carrying with you, 47

Form I, 43–45

Form II, 43, 45–47

homework for healthy belief strengthening,
49–50

Simple A-B-C Chart, 20–21

Acting on Alternative Thoughts Form, 48

action tendencies. *See also* behaviours

defined, 76

as dimension of emotions, 79

of healthy and unhealthy feelings, 84–86

of healthy anger, 188

of unhealthy anger, 189

activity schedule for depression, 151–155

agoraphobia, 132

aiming attention. *See* attention

alcohol. *See* drugs and alcohol

all or nothing thinking, 24–25

Alternative Behaviours worksheet, 102

anger or rage

action tendencies, 84

annoyance versus, 84, 86

aspects of healthy anger, 187–188

aspects of unhealthy anger, 188–189

attention focus, 86

Attention Focus Test, 88

counting costs of, 189–191

effective assertion, 193–194

goal statement for, 118

hurt, 76, 84, 87

lengthening your fuse, 191–193

NATs contributing to, 39

problem statement, 92

putting yourself on par with peers, 195–198

SPORT Page for, 118–120

Theme and Trigger Tracker, 92

Thought Test, 82–83

annoyance, 84, 86. *See also* anger or rage

anti-awfulising, 130

anxiety. *See also* fear or panic; *specific disorders*

action tendencies, 84

Attention Analysis Worksheet, 61–63

attention focus, 86

Avoidance Behaviours Checklist, 16

Behaviour Effect Analysis worksheet, 18

Behavioural Experiment Survey, 55

being realistic about probabilities, 134–135

bringing bad events into perspective, 135–137

catastrophising, 23–24, 233

checking things over and over, 95

common disorders, 129–130

concern versus, 84, 86

demanding control or certainty, 96–98

depression with, 14

Disturbed Symptom Synopsis, 89

exposure exercises, 137–141

fear-facing hierarchy, 139–140

health anxiety, 159

List of Challenges, 138–139

My Graded Hierarchy worksheet, 140

NAT form, 38

NATs contributing to, 38

Persistence Policy worksheet, 252–254

Perspective Page, 136–137

physical sensations, 130–134

Prediction Sheet, 54, 56

Probability Page, 135

redirecting attention, 59–63, 64

reducing by gathering knowledge, 55

safety behaviours, 131, 142–143

self-medicating, 105–107

shame as secondary emotional problem, 244

Surfing Bodily Sensations Sheet, 132–134

treating as psychological problem, 54

ways of thinking as weapons, 130, 136

ways of thinking involved in, 130, 134

worrying, 95, 103–105, 143–145

aromatherapy for sleep, 282

‘As If’ Actions worksheet, 224–225

Aspects of Healthy Anger Checklist, 188

Aspects of Unhealthy Anger Checklist, 189

assertion

Assertion Action Plan, 194

embracing effective, 193–194

Assigning Responsibility worksheet, 164

attention

aiming or dis-attending, 59–63

Attention Analysis Worksheet, 60–63

Attention Focus Test, 88

as dimension of emotions, 79

focus of healthy and unhealthy feelings, 86–88

mindfulness, 59, 70–72

recording focus with pie chart, 67–69

steps to practise aiming, 64

task concentration, 63–67

avoidance behaviours
 activities avoided, 149
 Alternative Behaviours worksheet, 102–103
 Avoidance and Blocking-Out Assessment, 149–150
 Avoidance Behaviours Checklist, 16
 Avoidance List, 100
 blocking out behaviours, 148–150
 demanding control or certainty, 96–98
 with depression, 148–150
 doing the opposite, 101
 overview, 99–103
 safety behaviours, 107–108, 131, 142–143
 self-medicating, 105–107
 setting time frames for constructive action, 102
 steps for handling, 99
 Unhelpful Behaviours worksheet, 101

• B •

BDD (body dysmorphic disorder), 158–159. *See also* obsessive-compulsive disorder
 bedroom, 281–282
 bedtime routine, 279–280, 281, 283
 Behavioural Experiment Record Sheet, 57
 Behavioural Experiment Survey, 55
 Behavioural Goals worksheet, 117
 behaviours. *See also* action tendencies
 in ABC Forms, 43
 as action tendencies, 84
 actual, defined, 76
 Behaviour Effect Analysis worksheet, 18–19
 Behaviour Test, 85–86
 breaking down, 15–17
 Checklist of Bad Behaviours, 16
 connecting emotion and thinking with, 17–19
 defined, 10, 20
 as dimension of emotions, 79
 goal setting for, 117–118
 healthy versus unhealthy, 10, 84–86
 interaction with events, thoughts, and emotions, 19–21
 Top Five Bad Behaviours worksheet, 17
 beliefs. *See also* core beliefs; meaning; thinking
 as B in ABC Form I, 43
 Belief for Beloved worksheets, 229, 230
 Belief Interaction Chart, 206, 207
 defined, 10
 disqualifying the positive due to, 31
 disturbance or distress due to, 10
 healthy, homework for strengthening, 49–50
 mental filtering due to, 30–31
 NATs as shortened versions of, 37
 as theories rather than reality, 51

Best-Friend Form, 182–183
 black or white thinking, 24–25
 blame for core beliefs, avoiding, 205
 blocking out behaviours, 148–150
 body dysmorphic disorder (BDD), 158–159. *See also* obsessive-compulsive disorder
 Branch, Rhena (*Cognitive Behavioural Therapy For Dummies*), 5
 Burn, Gillian, ed. (*Personal Development For Dummies All-in-One*), 5

• C •

caffeine, 281
 catastrophising, 23–24, 233
 CBA (Cost-Benefit Analysis) form, 123–124
 certainty, demanding, 96–98, 261–263
 Changing Criteria Worksheet, 168–169
 checklists
 aspects of healthy anger, 188
 aspects of unhealthy anger, 189
 bad behaviours, 16
 BDD symptoms, 159
 compulsions, 160
 depression symptoms, 147–148
 experiment, 52
 external conditions, 172
 health anxiety, 159
 obsessions, 158
 problem clarification, 13–14
 reassurance and safety seeking, 108
 clinical psychologists, 274
 cognition correction quiz, 40–42
 cognitive behavioural therapy
 characteristics and relevant chapters, 2
 described, 10
 meaning and events linked by, 11–12
 problems treatable by, 13–14
 scientific basis of, 9–10, 51
 terms, 10
 thinking and feeling linked by, 10–11
Cognitive Behavioural Therapy For Dummies (Willson and Branch), 5
 cognitive, defined, 10
 compassion
 as alternative to guilt, 245
 as alternative to shame, 246–247
 compulsive behaviours, 160–161. *See also* obsessive-compulsive disorder
 concentration
 abilities common in daily life, 63–64
 in non-threatening versus threatening situations, 64–66
 Situations worksheet, 65

- steps for aiming attention, 64
 - Task Concentration Record, 66–67
 - concern. *See also* anxiety
 - action tendencies, 84
 - attention focus, 86
 - Distressed Symptom Synopsis, 89
 - consequences
 - as C in ABC Form I, 43
 - defined, 10
 - as effects of problems, 15
 - Constructing a Workable Theory Worksheet, 162–163
 - Constructive Core Beliefs worksheet, 214, 215
 - Control and Certainty Check-Up, 97–98
 - control, demanding, 96–98, 261–263
 - core beliefs
 - 'As If' Actions worksheet, 224–225
 - assigning new meanings to old events, 215–217
 - basic guidelines for, 220
 - Belief for Beloved worksheets, 229, 230
 - Belief Interaction Chart, 206, 207
 - blaming versus understanding formation of, 205
 - characteristics of healthy, 219–220
 - considering beliefs you'd recommend, 229–230
 - Constructive Core Beliefs worksheet, 214, 215
 - Core Belief Breakdown worksheet, 202–203
 - defined, 201
 - Downward Arrow worksheet, 207–209
 - Early Experiences Worksheet, 204, 205
 - examining effects of, 202–203
 - examining interactions of, 206–207
 - examining the formation of, 204–206
 - formation in early life, 201–202, 204–206
 - Formulation Form, 211, 212–213
 - healthy or constructive, 201, 202, 211, 214–215, 219–220
 - List of Positive Changes worksheet, 223
 - Meaning Sheets, 215–217
 - new, acting as if true, 223–225
 - new, defeating doubts about, 225–227
 - new, generating arguments supporting, 220–223
 - new, recording benefits of, 230–231
 - Portfolio of Persuasive Arguments, 221–223
 - Positive Data Log worksheet, 230–231
 - 'Practising What I Preach' Plan, 228
 - tenacity of, 201
 - themes related to, 202, 210
 - Three Camps of Beliefs Record, 205, 206
 - three types of, 202, 205–206, 220
 - unearthing, 207–210
 - unhealthy, 202
 - Zig-Zag technique, 225–227
 - Cost-Benefit Analysis (CBA) form, 123–124
 - counselling psychologists, 274
 - counsellors, 274
 - Counting the Cost of Losing My Cool worksheet, 190–191
 - criticism (self-downing), 11
 - Current Lifestyle Check-Up worksheet, 239
- D •
- De-catastrophising Your Thoughts worksheet, 24
 - demands
 - for control or certainty, 96–98, 261–263
 - preferences versus, 25, 219
 - problems from making, 25, 82
 - from rigid thinking, 81, 82
 - Thinking Flexibly worksheet, 25–26
 - depression. *See also* self-esteem
 - action tendencies, 84
 - activity schedule for, 151–155
 - anxiety with, 14
 - Attention Analysis Worksheet, 60–61
 - attention focus, 86
 - avoidance behaviours, 148–150
 - avoidance behaviours with, 99–103
 - Behaviour Effect Analysis worksheet, 18
 - blocking out behaviours, 148–150
 - CBT as proven treatment for, 147
 - doing tasks despite, 103
 - feeling fact file, 76
 - guilt as secondary emotional problem, 243
 - mood-lowering behaviours checklist, 16
 - NATs contributing to, 38, 39
 - redirecting attention, 59–63, 64
 - rumination recognition, 150–151
 - sadness versus, 84, 86
 - self-isolation with, 99
 - from self-labelling, 175
 - self-medicating, 105–107
 - stress as trigger for, 99
 - symptoms checklist, 147–148
 - Thematic Toxic Thoughts worksheet, 71
 - dimensions of emotions, 78–81
 - disappointment, 84, 87
 - dis-attending
 - aiming attention, 59–63
 - in non-threatening versus threatening situations, 64–66
 - steps for practice in, 64
 - suppression versus, 59
 - discomfort, low frustration tolerance for, 31–32
 - disqualifying the positive, 31
 - distress/disturbance. *See also* healthy emotions; unhealthy emotions
 - defined, 10, 11
 - Distressed Symptom Synopsis, 89, 90
 - disturbance versus distress, 10, 11, 88–90
 - Disturbed Symptom Synopsis, 89, 90

Downward Arrow worksheet, 207–209
 drugs and alcohol
 as avoidance behaviours, 101
 as blocking out behaviours, 148
 as self-defeating strategy, 95
 self-medicating your mood, 105–107

• E •

Early Experiences Worksheet, 204, 205
 eating
 as avoidance behaviour, 101
 as blocking out behaviour, 148
 Emotional Goal worksheet, 116
 emotional reasoning, 27–28
 emotions. *See also* healthy emotions; unhealthy emotions; *specific kinds*
 in ABC Forms, 43
 charting problem emotions, 90–93
 connecting behaviour and thinking with, 17–19
 disturbance versus distress, 10, 11, 88–90, 116
 four dimensions of, 78–81
 goal setting for, 116
 healthy versus unhealthy, 10, 75
 identifying themes and triggers, 91–92
 interaction with events, thoughts, and behaviours, 19–21
 labelling or naming, 75–78
 meta-emotional problems, 14
 Problem Emotions worksheet, 91
 secondary emotional problems, 14, 243–250
 self-medicating, 105–107
 thoughts leading to, 10–11, 37, 39, 40
 triggers, 76
 waiting to feel balanced, 287–288
 envy, 84, 87
 essential oils for sleep, 282
 events
 activating, as A in ABC Form I, 43
 defined, 19
 interaction with thoughts, emotions, and behaviours, 19–21
 meaning attached to, 11–12
 as triggers, 37–38, 39
 Evidence Epistle, 179
 Example icon, 4
 exercise, 240, 279
 experiments
 acting as an observer, 56–57
 checklist, 52
 defined, 10
 executing effectively, 51–52
 Prediction Sheet, 53, 54, 56
 record keeping, 57–58
 scientific, 51

self-help survey, 55–56
 testing predictions, 52–53
 treating problems as psychological, 54
 exposure
 challenging yourself, 138–140
 defined, 10
 exercises for anxiety, 137–141
 Exposure Activity Account, 141
 Exposure Plan worksheet, 141
 points for effective execution, 138
 preparing your plan, 140–141
 record keeping, 141
 External Conditions Checklist, 172

• F •

fallibility, feeling fine about, 179–180
 Favouring Facts Over Feelings worksheet, 28
 fear or panic. *See also* anxiety
 being realistic about probabilities, 134–135
 catastrophising, 23–24, 233
 fear-facing hierarchy, 139–140
 Flower Playing Fact File, 113
 observation experiment, 56–57
 panic attacks, 129
 Perspective Page, 136–137
 phobias, 129
 physical sensations, 130–131
 Prediction Sheet, 56
 Probability Page, 135
 shame as secondary emotional problem, 244, 247–248
 Surfing Bodily Sensations Sheet, 132–133
 Uprooting the Vicious Flower Format, 112
 vicious flower, 109–110
 feeling fact file, 76–78
 Feeling Fine about Fallibility Form, 180
 feelings. *See* emotions; physical sensations
 filtering, mental, 30–31
 Finding Flexibility Form, 260–261
 flexibility
 finding, 259–261
 in thinking, 25–26, 81–82
 as trait of healthy beliefs, 219, 220
 Flower Playing Fact File worksheet, 113
 Formulation Form, 211, 212–213
 fortune-telling, 26
 frustration, low tolerance for, 31–32
 Fuse-Lengthening Formula worksheet, 192, 193
 Future Goals worksheet, 241

• G •

generalised anxiety disorder (GAD), 129
 Giving Up On Guilt Guide, 245, 246

goals

- behavioural, 117
- Cost-Benefit Analysis (CBA) form for, 123–124
- emotional, 116
- future, clarifying, 240–241
- motivating yourself, 122–126
- Problem/Goal Review, 234
- for professional help, 277–278
- progress report, 125–126
- reasons for change, 122–123
- relapsing, 126, 233
- setting sights too high or too low, 122
- SPORT aspects of, 115, 118–121
- structuring statements of, 117–118

Goals Sheet, 278

Graded Hierarchy worksheet, 140

guilt

- ABC Form I, 43–44
- ABC Form II, 46
- Acting on Alternative Thoughts Form, 47–48
- action tendencies, 84
- attention focus, 87
- compassion as alternative to, 245
- effort required in opposing, 246
- exorcising, 245–246
- Giving Up On Guilt Guide, 245, 246
- Guilt-Free Benefits worksheet, 246
- homework, 49–50
- NAT form, 38
- NATs contributing to, 38–39
- remorse versus, 84, 87
- as secondary emotional problem, 243, 245–246
- self-medicating, 105–107

• H •

health anxiety, 159. *See also* obsessive-compulsive disorder

healthy emotions. *See also* emotions

- action tendencies of, 84–86
- anger, aspects of, 187–188
- attention focus of, 86–88
- defined, 10, 75
- distress versus disturbance, 10, 11, 88–90, 116
- goal setting for, 116, 117–118
- for relapsing, 126

Heaving Out Humiliation Benefits Worksheet, 248

Heaving Out Humiliation Worksheet, 247, 248

Heightening My Frustration Tolerance worksheet, 32

help

- finding sources of, 250–251, 288–289
- professional, 251, 273–277, 288
- hiding problems, 250

hobbies, 238, 240

homework, 49–50

humiliation. *See* shame

humour in this book, 1

hurt, 76, 84, 87. *See also* anger or rage

hypochondriasis, 159

• I •

if-then statements, 220

image dimension of emotions, 79

inspiration for goals. *See* motivation for goals

interaction

- of core beliefs, 206–207
- of events, thoughts, emotions, and behaviour, 19–21

interpersonal therapy, 273

Issue List worksheet, 277

• J •

jealousy, 84, 87

judgement. *See also* labelling and rating game

- in core beliefs, avoiding, 220
- as double-edged sword, 181
- over-generalising, 28–29
- Resisting the Urge to Rate worksheet, 30
- Specific Thinking worksheet, 29
- suspending, 70

• L •

labelling and rating game. *See also* judgement; self-esteem

- being specific, 181–182
- gathering evidence for self-acceptance, 178–179
- healthy alternatives to labels, 174–177
- negative labelling, 173–174
- problems from, 29
- progress report, 176–177
- reasons not to rate yourself, 173
- Resisting the Urge to Rate worksheet, 30
- self-esteem problems from, 171

labelling or naming emotions, 75–78

Letting Life Be Unfair List, 264–265

lifestyle, taking stock of, 239–240

lighting for relaxation, 282

List of Challenges, 138–139

List of Daily Duties worksheet, 72

List of Positive Changes worksheet, 223

Loathsome Labels and Alternatives List, 175–176, 177

low frustration tolerance (LFT), 31–32

low self-esteem. *See* self-esteem

• M •

Main Thinking Errors worksheet, 33
 making demands. *See* demands
 meaning. *See also* beliefs; thinking
 attached to events, 11–12, 37
 Meaning Sheets, 215–217
 new, assigning to old events, 215–217
 Personal Meaning Pages, 11, 12
 medication
 open mind about, 276
 self-medicating, 105–107
 memory dimension of emotions, 79
 mental filtering, 30–31
 meta-emotional problems. *See* secondary
 emotional problems
 mindfulness
 in daily tasks, 72
 described, 59
 ignoring or disregarding thoughts, 71–72
 living in the present, 70
 observing thoughts, 70–71
 suspending judgement, 70
 mind-reading, 26–27
 mistakes, making, 266–267
 Mood Self-Medication Morass worksheet, 106, 107
 mood-lowering behaviours checklist, 16
 motivation for goals
 Cost-Benefit Analysis (CBA), 123–124
 progress report, 125–126
 reasons for change, 122–123

• N •

naming or labelling emotions, 75–78
 negative automatic thoughts (NATs)
 ABC Forms aided by understanding, 43
 being sceptical about, 39–43
 defined, 37
 identifying, 37–39
 for identifying trigger situations, 37–38
 NAT forms, 38, 39
 negative emotions resulting from, 37, 39, 40
 negative emotions. *See* emotions; unhealthy
 emotions
 nurse therapists, 274

• O •

observer, acting as, 56–57
 obsessive-compulsive disorder (OCD)
 Assigning Responsibility worksheet, 164
 body dysmorphic disorder (BDD), 158–159
 Changing Criteria Worksheet, 168–169

checking things over and over, 95
 checklists of symptoms, 158, 159, 160
 common types of, 158
 compulsive behaviours, 160–161
 Constructing a Workable Theory Worksheet,
 162–163
 control issues with, 96
 doctor diagnosis needed for, 157
 guilt as secondary emotional problem, 244
 health anxiety, 159
 obsessional attitudes, 161
 obsessions, 158
 pitting Theory A against Theory B, 161–163
 Prediction Sheet, 54
 Realistic Responsibility Pie Chart, 164, 165
 realistically appraising responsibility, 163–165
 rituals, 95, 167–170
 shame as secondary emotional problem, 244
 as spectrum disorder, 158
 steering in the right direction, 165–167
 Taking Control Worksheet, 166–167
 termination criteria, 168–169
 treating as psychological problem, 54
 obstacles. *See* roadblocks to recovery
 Other-Approval Account, 268–269
 outrage. *See* anger or rage
 over-generalising, 28–29

• P •

panic. *See* fear or panic
 patience, 287
 Persistence Policy worksheet, 252–255
 persisting in practice, 252–255, 287
Personal Development For Dummies All-in-One
 (Burn, ed.), 5
 Personal Meaning Pages, 11, 12
 Personal Responsibility Reckoning Record,
 184–185
 personal values
 acting consistently, 237–238
 current lifestyle check-up, 239–240
 making note of, 237
 reinstating significant practices, 238
 personalising, 32–33
 Personally Significant Practices worksheet, 238
 person-centred therapy, 273
 Perspective Page, 136–137
 phobias, 129. *See also* fear or panic
 physical sensations
 of anxiety, 130–134
 control not needed for, 96
 as dimension of emotions, 79
 Distressed Symptom Synopsis, 89, 90
 disturbance versus distress, 88–90

- Disturbed Symptom Synopsis, 89, 90
 of healthy anger, 188
 of unhealthy anger, 189
 pie charts, 67–69, 165
 Portfolio of Persuasive Arguments worksheet, 221–223
 Positive Data Log worksheet, 230–231
 post-traumatic stress disorder (PTSD), 96, 130
 Pound of Cure Compendium worksheet, 236
 Practice icon, 4
 ‘Practising What I Preach’ Plan, 228
 predictions
 fortune-telling, 26
 Prediction Sheet, 53, 54, 56
 Thinking Without Your Third Eye worksheet, 26
 preference-based thinking, 25–26, 81–82, 219, 220
 present, living in the, 70
 Prevailing Over Pride Page, 249, 250
 pride, 56, 244, 249–250
 Pride Paralysis Prediction Sheet, 56
 Probability Page, 135
 Problem Clarification Checklist, 13–14
 Problem Emotions worksheet, 91
 Problem Ranking Worksheet, 14–15
 Problem Statement, 92–93
 problematic strategies. *See also specific strategies*
 avoidance, 99–103
 checking things over and over, 95
 demanding control or certainty, 96–98
 examples, 95–96
 reassurance and safety seeking, 107–108
 rituals, 95
 self-medicating behaviours, 105–107
 trying to feel better, 105–108
 vicious flower, 109–113
 worrying, 95, 103–105
 Problem/Goal Review worksheet, 234
 professional help
 asking the right questions, 274–275
 choosing the right therapy, 273–274
 considering, 251
 medication recommendations from, 276
 options, 288
 preparing for sessions, 277
 setting goals, 277–278
 talking during sessions, 276–277
 types of professionals, 274
 vetting your therapist, 275–276
 working between sessions, 276
 psychiatric nurses, 274
 psychiatrists, 274
 psychoanalytical therapy, 273
 psychodynamic therapy, 273
 psychotherapists, 274
 PTSD (post-traumatic stress disorder), 96, 130
 Putting Myself on a Par Page, 196–198
 Putting Pride Aside Benefits worksheet, 249, 250
- R •
- rage. *See* anger or rage
 ranking problems, 14–15
 rating. *See* labelling and rating game
 Realisations worksheet, 80, 81
 realism
 appraising responsibility, 163–165
 in goal setting, 115, 122
 in healthy core beliefs, 220
 about probability of bad events, 134–135
 Realistic Responsibility Pie Chart, 164, 165
 as weapon against anxiety, 130
 Reasons for Self/Other Acceptance worksheet, 186
 Reasons Not to Rate Myself worksheet, 173
 reassurance, requesting, 107–108, 160, 161
 Reassurance and Safety Seeking Checklist, 108
 Recognising Rumination Record, 151
 regret, 85, 87. *See also* shame
 relapsing
 early warning signs, 235, 236
 as normal, 126, 233, 285
 Pound of Cure Compendium, 236
 prevention plan, 234–235
 Problem/Goal Review, 234
 reasons to never give up, 285–289
 reusing healthy strategies after, 236–237
 Surmounting Setbacks Sheet, 286
 Troubleshooting Tableau worksheet, 235
 relaxation, importance of, 240
 Remember icon, 5
 remorse, 84, 87. *See also* guilt
 Resisting Mind-Reading worksheet, 27
 Resisting the Urge to Rate worksheet, 30
 responsibility
 appraising realistically, 163–165
 embracing, 184–185, 257–259
 Responsibility Ration Record, 258–259
 rigid thinking, 81–83
 Risk Assessment worksheet, 266–267
 risk-taking, 266–267
 rituals. *See also* obsessive-compulsive disorder
 compulsive behaviours, 160–161
 described, 95
 recording and resisting, 169–170
 termination criteria, 168–169
 roadblocks to recovery
 hiding problems and refusing help, 250–251
 lack of persistence, 252–255
 secondary emotional problems, 243–250

Rogers, Carl (therapist), 273
 rumination recognition, 150–151

• S •

sadness, 84, 86. *See also* depression
 safety, seeking, 107–108, 131, 142–143. *See also*
 avoidance behaviours
 Safety Behaviours worksheet, 142–143
 scheduling sleep, 279–280
 secondary emotional problems. *See also* guilt;
 shame
 common types of, 243–244
 defined, 14, 243
 pride, 244, 249–250
 as roadblocks to recovery, 243, 244
 Secondary Emotions Sheet, 244
 self-acceptance
 acquiring, 171–172
 best-friend technique, 182–183
 characteristics of, 178
 choosing over other-approval, 267–269
 gathering evidence for, 178–179
 reviewing reasons for, 185–186
 self-esteem versus, 171
 self-improvement along with, 183–185
 self-defeating strategies. *See* problematic
 strategies
 self-destructive behaviours checklist, 16
 self-downing, 11
 self-esteem. *See also* core beliefs; labelling and
 rating game
 being specific about yourself, 181–182
 best-friend technique, 182–183
 big I versus little i's, 178
 external conditions for, 171, 172
 feeling fine about fallibility, 179–180
 gathering evidence for self-acceptance, 178–179
 healthy alternatives to labels, 174–177
 low, unhealthy anger from, 195
 negative labelling, 173–174
 as problematic term, 171
 putting yourself on par with peers, 195–198
 reasons not to rate yourself, 173
 reviewing reasons for self-acceptance, 185–186
 self-acceptance characteristics, 178
 self-acceptance versus, 171–172
 self-improvement along with, 183–185
 self-help survey, 55–56
 self-improvement
 choosing self-acceptance over other-approval,
 267–269
 dealing with secondary emotional problems,
 243–250

embracing personal responsibility, 184–185,
 257–259
 finding flexibility, 259–261
 finding sources of help, 250–251, 288–289
 letting life be unfair, 264–265
 persisting in practice, 252–255, 287
 reasons to never give up, 285–289
 selecting specific areas for, 183–184
 taking risks and making mistakes, 266–267
 uncertainty and lack of control inevitable in,
 261–263
 self-medicating, 105–107
 Sensible Sleep Expectation Sheet, 283
 setbacks. *See* relapsing
 shame. *See also* self-esteem
 action tendencies, 84
 attention focus, 87
 compassion as alternative to, 246–247
 Heaving Out Humiliation Benefits Worksheet,
 248
 Heaving Out Humiliation Worksheet, 247, 248
 reducing by gathering knowledge, 55
 regret versus, 85, 87
 as secondary emotional problem, 244, 246–248
 from self-labelling, 175
 shopping, 101, 105
 Simple A-B-C Chart, 20–21
 Situations worksheet, 65
 sleep, tips for, 279–284
 Sleep Schedule worksheet, 280
 Sources of Inspiration worksheet, 122–123
 Specific Areas for Self-Improvement worksheet,
 183–184
 Specific Synopsis Sheet, 182
 Specific Thinking worksheet, 29
 spectrum disorders, 158
 SPORT aspects of goals, 115, 118–121
 stimulants, 281
 Suitable Sources of Support Sheet, 251
 support, finding sources of, 250–251, 288–289
 suppression versus dis-attending, 59
 Surfing Bodily Sensations Sheet, 132–134
 Surmounting Setbacks Sheet, 286
 survey, self-help, 55–56
 symptoms. *See* checklists; physical sensations
 Symptoms of Depression Checklist, 147–148
 systemic therapy, 273

• T •

Taking Control Worksheet, 166–167
 talking therapies, defined, 10
 Task Concentration Record, 66–67
 television, 101, 105

- termination criteria for rituals, 168–169
 Thematic Toxic Thoughts worksheet, 71–72
 Theme and Trigger Tracker, 91–92
 themes, 91–92, 202, 210
 therapy, defined, 10. *See also* professional help
 thinking. *See also* beliefs; meaning
 Acting on Alternative Thoughts Form, 47–48
 aiming attention, 59–63
 all or nothing (black or white), 24–25
 aspects of healthy anger, 188
 aspects of unhealthy anger, 189
 catastrophising, 23–24, 233
 charting errors in, 34–36
 common errors, 23–33
 connecting emotion and behaviour with, 17–19
 deciding whether thoughts are true, 40
 defined, 19
 as dimension of emotions, 79
 disqualifying the positive, 31
 emotional reasoning, 27–28
 facts versus thoughts, 59
 feeling linked to, 10–11
 flexible or preference-based, 25–26, 81–82, 219, 220, 259–261
 fortune-telling, 26
 functional new thoughts as F in ABC Form II, 43
 healthy versus unhealthy, 10, 81–83
 interaction with events, emotions, and behaviours, 19–21
 labelling and rating game, 29–30
 low frustration tolerance (LFT), 31–32
 Main Thinking Errors worksheet, 33
 making demands, 25–26
 mental filtering, 30–31
 mindfulness, 59, 70–72
 mind-reading, 26–27
 negative automatic thoughts (NATs), 37–43
 observing thoughts, 70–71
 over-generalising, 28–29
 personalising, 32–33
 rigid, 81–83
 Thematic Toxic Thoughts worksheet, 71–72
 themes, 210
 Thinking Between Extremes worksheet, 24–25
 Thinking Flexibly worksheet, 25–26
 Thinking More Objectively worksheet, 33
 Thinking Positively worksheet, 31
 Thinking Without Filters worksheet, 30–31
 Thinking Without Your Third Eye worksheet, 26
 Thought Correction Sheet, 35–36
 Thought Record worksheet, 34–35
 Thought Test, 82–83
 ways involved in anxiety, 130, 134
 weapons against anxiety, 130, 136
 Three Camps of Beliefs Record, 205, 206
 timeframes, setting
 for constructive action, 102
 for goals, 115
 Tip icon, 4
 Top Five Bad Behaviours worksheet, 17
 triggers
 in ABC Forms, 43
 defined, 38, 76, 91
 identifying, 91–92
 internal events as, 39
 NATs helping to identify, 37
 for relapse, 235
 Theme and Trigger Tracker, 91–92
 Troubleshooting Tableau worksheet, 235
 troublesome tactics. *See* problematic strategies
 trying to feel better, 105–108
- U •
- Uncertain, Uncontrollable, and Unavoidable Record, 262–263
 uncertainty, handling, 261–263
 unfairness of life, 264–265
 unhealthy emotions. *See also* emotions; *specific kinds*
 action tendencies of, 84–86
 anger, aspects of, 188–189
 attention focus of, 86–88
 charting problem emotions, 90–93
 defined, 10, 75
 disturbance versus distress, 10, 11, 88–90, 116
 identifying themes and triggers, 91–92
 Problem Emotions worksheet, 91
 problem statement, 92–93
 for relapsing, 126
 rigid thinking and, 81–83
 themes, 91–92, 202, 210
 Unhelpful Behaviours worksheet, 101
 United Kingdom Council for Psychotherapy (UKCP), 274
 Uprooting the Vicious Flower Format worksheet, 112
- U •
- Value-Based Activities worksheet, 238
 values. *See* personal values
 vicious flower
 flaying, 113
 Flower Flaying Fact File, 113
 repetition needed for, 113
 steps for filling out, 109
 uprooting, 111–112
 worksheet, 110–111

• W •

Warning! icon, 5
Willson, Rob (*Cognitive Behavioural Therapy For Dummies*), 5
worrying. *See also* anxiety
about not worrying, 105
anxiety promoted by, 95, 104
excessive, as exhausting, 103

My Worrier Worksheet, 143–144
My Worry Whacker Worksheet, 145
reasons for getting trapped in, 104
ways out of, 143–145
Worry Workout worksheet, 104–105

• Z •

Zig-Zag technique, 225–227

