

# Managing Moods

A self-help workbook



**for anxiety and depression**

Service provided by Hampshire and Isle of Wight Healthcare NHS Foundation Trust and Solent Mind

# Contents

Session 1: Getting started	4
Session 2: Making your daily routine work for you	9
Session 3: Managing worry	16
Session 4: Managing frustration and facing our fears	23
Session 5: Challenging thoughts	29
Session 6: Maintaining progress	34

# Introduction

This handout will support you throughout your Manging Moods course.

We have summarised your sessions in this booklet, as regular practice is the key to getting the most out of treatment. A bit like riding a bike, it takes time to learn your new skill. There is space for you to write your thoughts, and extra copies of the worksheets and further resources are on the patient area of our website [www.italk.org.uk/patient-area](http://www.italk.org.uk/patient-area)

Our service supports those with mild to moderate mental health problems, and this course specifically focuses on symptoms of depression, anxiety and panic.

Difficulties such as obsessive compulsive disorder or post-traumatic stress disorder are not covered in these sessions. If you are not sure if this is the right treatment for you, we recommend that you book a telephone assessment so we can discuss more appropriate support.

Each week we ask you to complete questionnaires so we can see how you are. You can also use these to check your own progress. If you have any difficulties with completing them, please let us know by either emailing on [info@italk.org.uk](mailto:info@italk.org.uk) or by calling **0238 0383 920**.

## Keeping you safe

If your situation worsens, we advise you to contact your GP to discuss this. If you need urgent support:

- Call NHS 111, 999 or attend A&E at your local hospital.
- Call Samaritans on **116 123** or email [jo@samaritans.org](mailto:jo@samaritans.org)
- Text Shout to **85258** or YM if under 19 to shout crisis service.

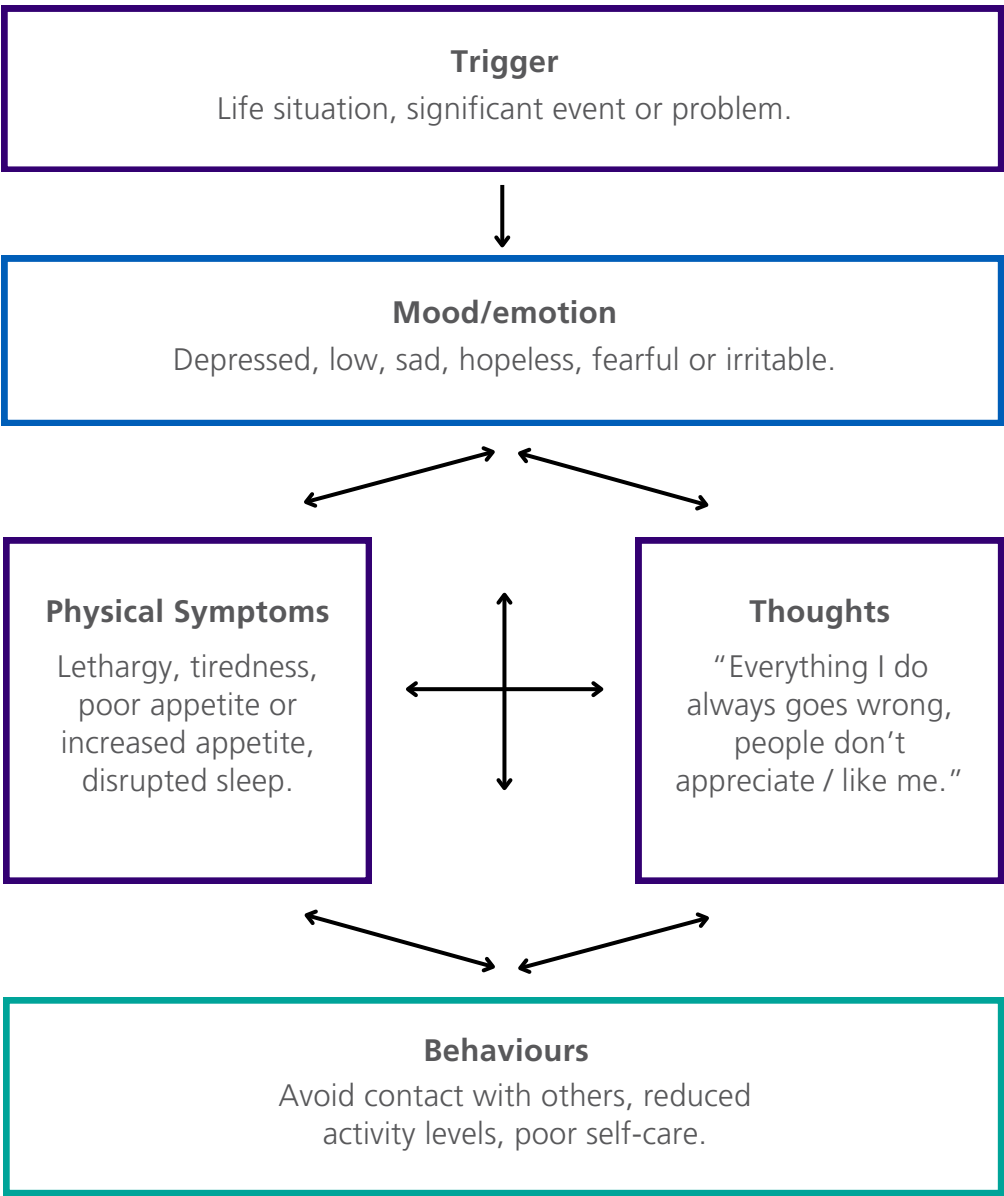
# Session One: Getting started

## We will cover

- The Vicious Cycle and understanding the links between our emotions, actions, thoughts, and how we feel physically.
- Introduction to depression and anxiety.
- Further support.

## The Vicious Cycle

Cognitive Behavioural Therapy (CBT) explores the links between our mind, body and emotions. It focuses on how we think, feel emotionally, feel physically and how we act.



Vicious cycles can be triggered by anything, and we can choose any situation, big or small. This can range from a difficult conversation, being late for an appointment, feeling frustrated, and feeling sad.

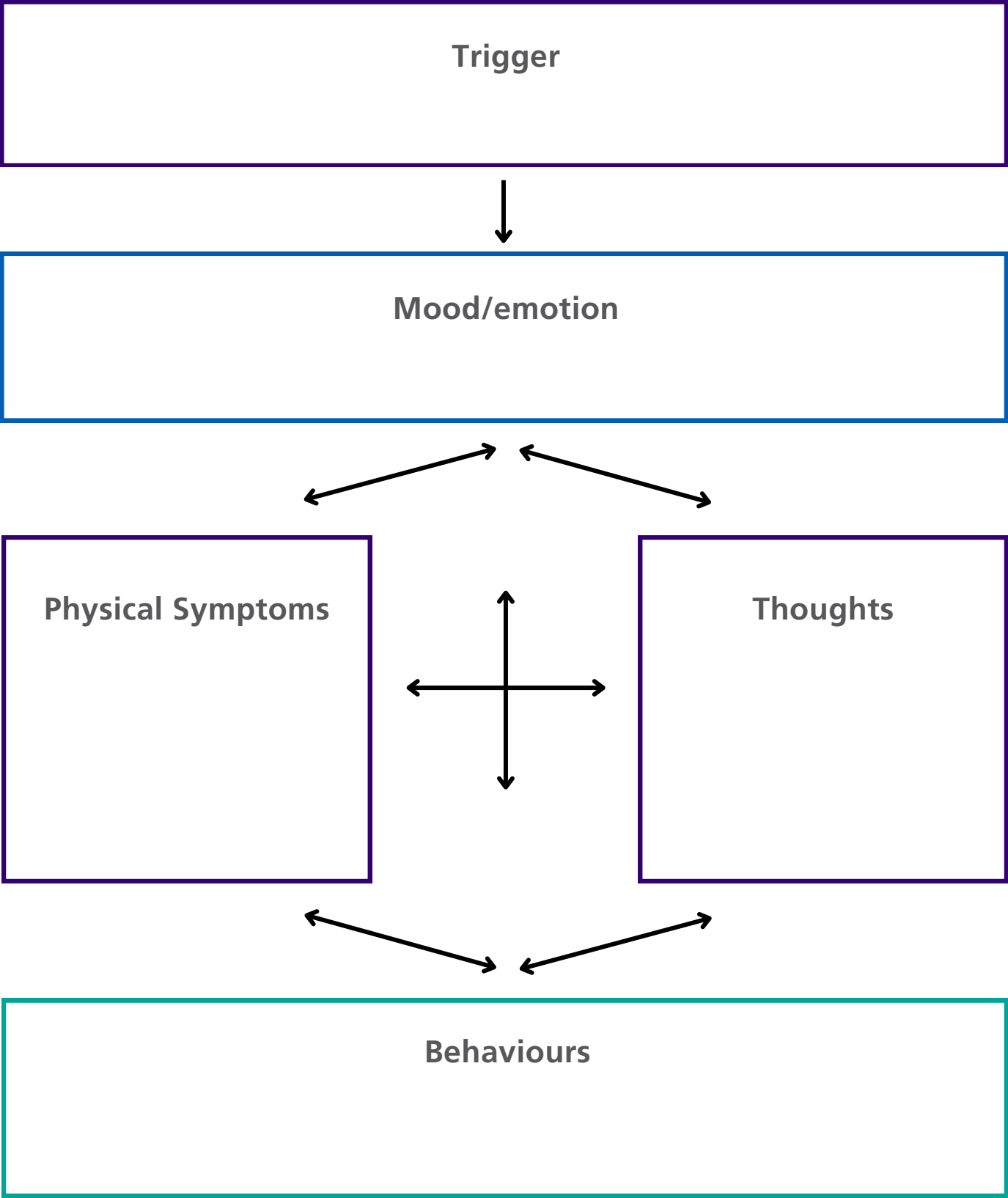
Can you notice a pattern?

- Look at your thoughts, emotions, physical sensations, and what you did.
- Is there a vicious cycle?
- Could have done something to break the cycle?

## Depression and anxiety

Often trigger each other and can create a vicious cycle.







# 5 Ways to Wellbeing

The 5 ways to wellbeing can be used to help you with your mental wellbeing.  
Write your 5 ways to wellbeing below:

**Connect**.....  
.....  
.....

**Be active**.....  
.....  
.....

**Keep learning**.....  
.....  
.....

**Give to others**.....  
.....  
.....

**Be mindful** .....



# Between now and session two

Have a go at completing some vicious cycles for situations that make you feel sad or anxious in the coming week. Try the 5 ways to wellbeing, and set yourself some goals for the weeks ahead.

Use the space below to write down your thoughts and things you will take away from today's session:

.....

.....

.....

.....

.....

.....

In session two we look at the vicious cycle of low mood and how to break it.



# Session Two: Making your daily routine work for you

## We will cover

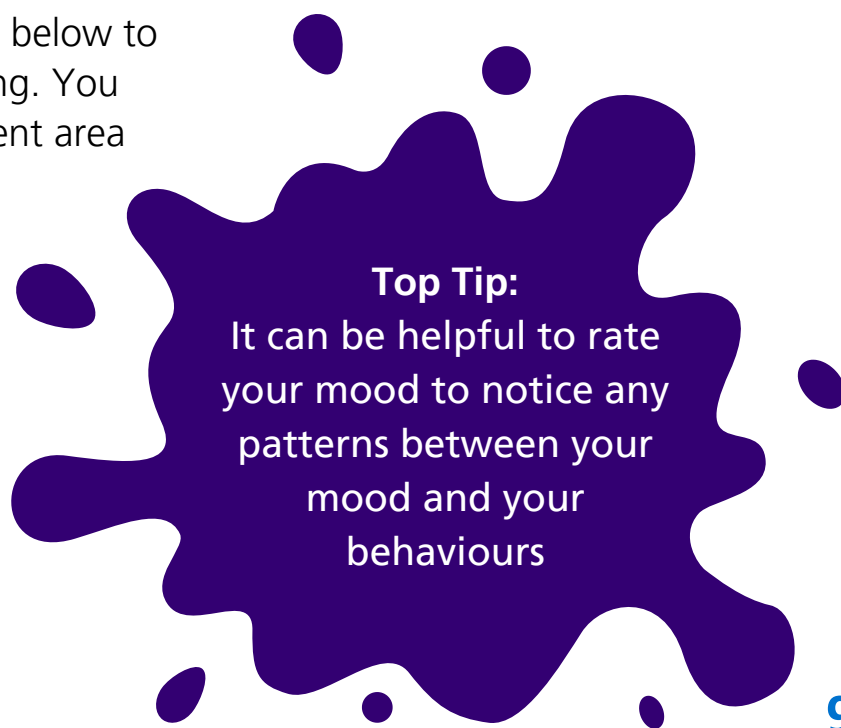
- Looking at the actions part of the vicious cycle
- Behavioural Activation and how different day-to-day activities affect how we feel
- How our food and exercise affect how we feel
- Setting goals

## Steps of Behavioural Activation (BA)

1. Look at what you are currently doing
2. Ask yourself is there a balance of necessary, routine and fun activities?
3. Set achievable goals for a better balance
4. Start planning new activities
5. Plan to overcome any barriers

## Step 1 - Current activities

Please complete the baseline diary below to record what you are currently doing. You can find copies of this on the patient area of our website.



	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							
Comments							

## Step 2 - Getting a balance

Activities affect how we feel in different ways, so we want to ensure we are getting a good balance. There are three different types of activities:

Routine activities
Day to day activities that make our lives easier e.g. Housework, cooking, shopping, cleaning
Pleasurable activities
Things we do for enjoyment e.g. Going to the cinema, meeting up with a friend, reading a book, exercise
Necessary activities
Things we need to do, or there will be negative consequences e.g. Arrange an MOT for your car, opening letters that have been piling up, paying a bill

Next, think about your own experiences and make a list of things you have stopped doing or things you are struggling to do based on the three different categories.

If you are struggling to identify what you have stopped doing, you may find it helpful to spend a week recording your routine while feeling low.

Routine activities
Pleasurable activities
Necessary activities

# Step 3 - Set achievable goals

Decide the types of activities you want to introduce into your routine and rank these from easiest to hardest.

Easy Activities	Routine	Necessary	Pleasurable
Moderate Activities	Routine	Necessary	Pleasurable
Hard Activities	Routine	Necessary	Pleasurable

# Step 4 - Start planning activities

Start to plan activities for the week ahead into your baseline diary. Start by planning in the easiest ones, the quick wins, and this will give you a confidence boost and encourage you to try and do the tasks that are harder. Planning activities using the SMART framework and breaking tasks into bitesize chunks can help when planning activities into our hierarchy.

## SMART goals stand for:

SMART goals	
SPECIFIC	Make sure your goals are as specific as possible. Include dates, times and resources that you might need to achieve them.
MEASURABLE	Ensure the goal you have set is able to be measured. If not, think about how you can change it so that you can measure it. This is important as it helps us gain that sense of achievement from knowing we have completed a goal.
ACHIEVABLE	Ask yourself if your goals are achievable, and if your goals are short term, is it possible to achieve it in the next couple of weeks? If not, think about breaking it down into smaller steps.
REALISTIC	Try to ensure that your goals are realistic in your life now. Will achieving the goals make a difference to you right now? Is it relevant? Is it fair to expect that of yourself? If not, try to adapt them.
TIME SPECIFIC	Try to set yourself a time by which you want to achieve your goals. If short term, this may be within the next week or two. If not, then go back to 'achievable' and think about how to adapt them.

# Step 5 - How to overcome barriers

- Think of the pros and cons of changing your activities.
- Fill your diary with high value activities that will make you feel good and will encourage you to keep going.
- Start small, we are more likely to achieve small, realistic goals.
- Look at a meaningful photograph that reminds you of your goal as this can increase motivation.
- Make sure to reward yourself often.

# Between now and session three

- Complete a activity diary to record what you are currently doing day to day, and reflect on the balance of activities in your routine.
- Identify new activities to plan into your week to achieve a balance of necessary, routine and fun activities.
- Read the food and mood guide to learn how your diet can influence your mental health.
- Increase your exercise gradually and note how it affects you.

Use the space below to write down your thoughts and things you will take away from today’s session:

.....

.....

.....

.....

.....

.....

In session three, we will look at our worries and how we can manage these.



# Session Three: Managing worry

## We will cover

- Identifying worries
- Problem solving
- How to manage worries
- Distraction techniques

Worrying is normal, and it is important to recognise that the things we worry about are important. Managing our worries is not about removing the worries completely, but about managing the amount of time we spend worrying and the impact it has on us.

## Identifying worries

Use the diary below to write down the worries you experience over the next week.

What am I worrying about?	Type of worry (P or H)	Can I do anything about it right now?
What if no one comes to my party this weekend?	H	No. I have invited people and reminded them about it. They will probably come.

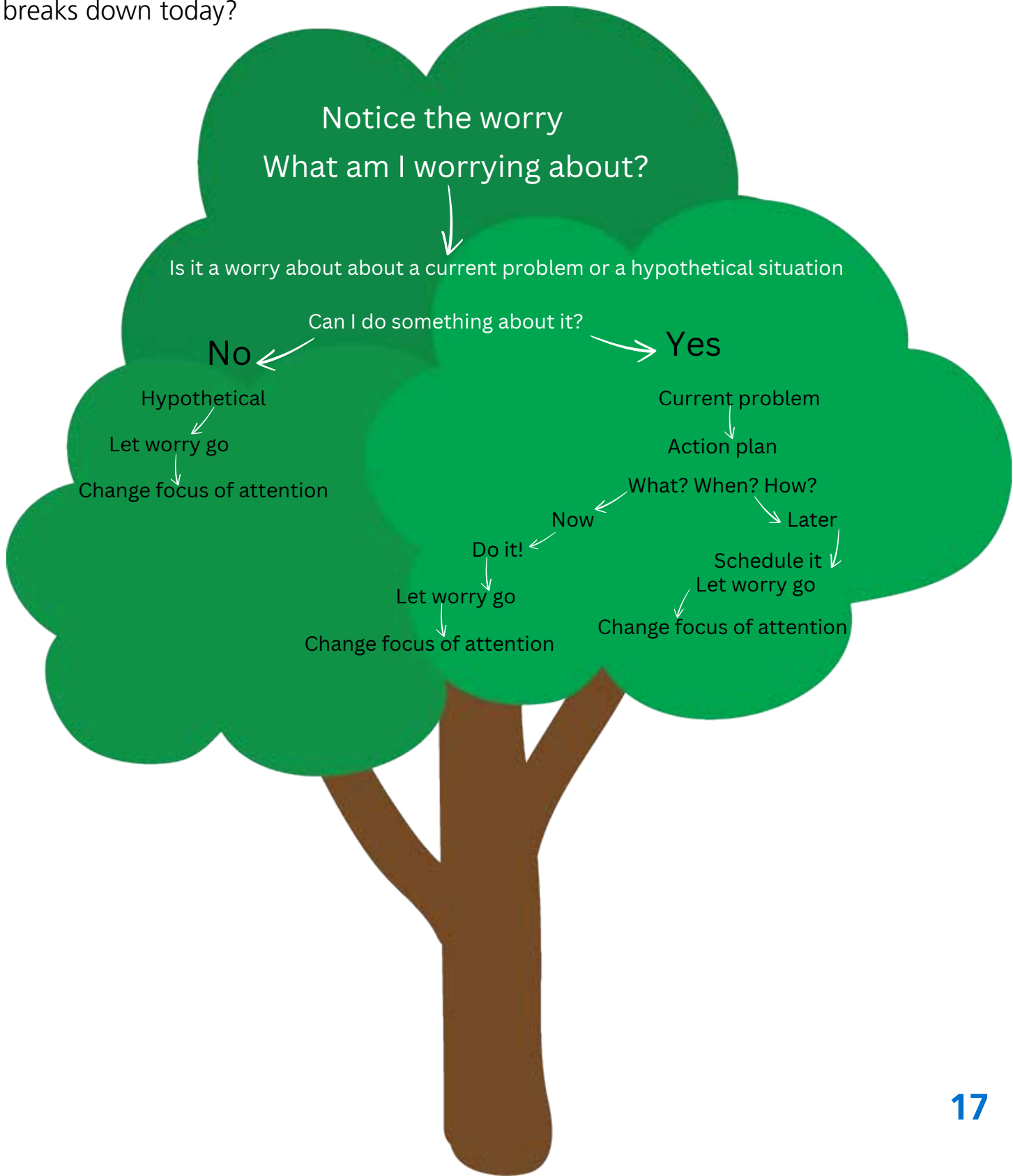
# There are two types of worries

## Practical worries

Worries we can address but we are just uncertain on how to action them. For example, if I do not drive my car, it might break down.

## Hypothetical worries

Worries we can not do anything about right now. For example, what if my car breaks down today?



# Identifying practical and hypothetical Worries

## Aisha’s example

Worry	Type of Worry
Should I go to my friend’s party?	Practical
Will I lose touch with friends and family if I can not visit?	Practical
What if I catch coronavirus?	Hypothetical
What will friends think of me?	Hypothetical

It is important to use the right technique for the right worry

**Practical worries      problem solving**

**Hypothetical worries      worry time**

## Problem solving

Problems in our day to day lives can seem overwhelming and lead to difficulty in making decisions.

### There are seven steps to problem solving:

- Step 1: Identify the problem
- Step 2: Identify the possible solutions
- Step 3: Think about strengths and weaknesses
- Step 4: Select a solution
- Step 5: Make a plan
- Step 6: Carry out the plan
- Step 7: Review

**Step 1** Identify the problem. Try to make this as specific as possible. For example, rather than debt, you might say 'The £223 bill I owe the water company.'

**Step 2** Identify the possible solutions. Begin by brainstorming every possible solution you can think of, no matter how impossible or ridiculous some of them may sound. Use a separate sheet if you need to.

**Step 3** Think about the strengths and weaknesses of each solution.

**Step 4** Choose a solution based on what you have found in step 3. What is realistically most likely to work for you?

**Step 5** Make a plan. This may have several stages of its own and you need to be specific. Think about what you need, who could help you, when you will need to do each step and where you may need to go.

**Step 6** Carry out the plan. It is helpful to use a diary to help with progress on your solution.

**Step 7** Review the plan. How did it go? Do you need a new plan or are you ready to problem solve a different area? What have you learnt?

# Worry time

Choose a hypothetical worry and give worry time a go

## Step 1 - Plan in worry time

My worry time will be at .....



## Step 2 - Record your worries

### My worry time list

Write down all the hypothetical worries that come into your mind during the day or night until your next planned worry time. Remember to focus your attention onto the present moment once you have written a worry down.

A large, light purple cloud-shaped area with a thick black outline. The left side of the cloud has a decorative border of diagonal black and white stripes. This area is intended for writing down worries.

## Step 3 - Begin worry time

Focus on each worry on your list. You can ask yourself questions.

- How did I feel at the time compared to how I feel about it now?
- Did the worrying thing happen - if yes, how did you cope with it?
- Would worrying about this have made a difference? Did it change the outcome?
- What could I be or could have been doing instead of worrying? If I had worried about this all day, what would I have missed out on?
- Will this matter in 5 years' time? Is this thing possible / likely to happen?
- What is so bad about not being in control of these things?
- What would my friend say about this worry?

Once you have finished worrying about it, cross it off and move to the next worry on the list.



### Top Tip:

If there are any worries that are no longer bothering you, you can cross these off and reflect on the fact you are no longer worried about this.

## Step 4 - Mark the end of worry time

Reward yourself with something pleasurable, as thirty minutes of non-stop worrying can be quite difficult!

## Step 5 - Start a list for tomorrow

If you have any more hypothetical worries after worry time, put them on the list for the next day.

# Between now and session four

- Write your worries in your worry diary through-out the day.
- Practice identifying hypothetical and practical worries.
- Set aside some worry time for your hypothetical worries, and problem solve your practical worries.

Use the space below to write down your thoughts and things you will take away from today’s session:

.....

.....

.....

.....

.....

.....

In session four, we will look at how anxiety can lead to avoidance and how to confront this.



# Session Four: Managing frustration and facing our fears

## We will cover

- Why we feel unsafe in safe situations.
- Graded Exposure and returning to safe situations we have been avoiding.
- Ways to prevent frustration building up.
- Assertive communication.
- The STOPP Technique.

## The Fight or Flight response

The fight-or-flight response is our body's automatic reaction to perceived danger, preparing us to either confront it or escape. However, the brain can sometimes mistake a non-dangerous situation for a threat, causing us to feel fear, anxiety, or panic even when there is no real danger.

This happens because our body remembers previous experiences and reacts as if it is happening again, even if we know the situation is not harmful.

The symptoms of the fight or flight response are all caused by adrenaline redirecting the energy in our body to our muscles. As scary as these symptoms can be, it can be helpful to remember they are all there to protect us.



## Step 1 - Take it step by step

For example, if someone had anxiety around driving, their hierarchy might look like this:

Situation	Anxiety Rating
Driving to Somerset alone	90%
Driving on the motorway	70%
Driving in rush hour for 30 minutes	50%
Driving to the local supermarket	30%



Please create your hierarchy below:

Situation	Anxiety Rating

# Step 2 - Planning exposures

Plan your exposures starting with the easiest one. Keep a record of how you feel.

Date and Time	Planned Exposure	How long did it take?	Anxiety Level from 0-10	How did it go?

# Step 3 - Repetition

Repeat the same exposure regularly, ideally three times a week, to teach yourself the situation is not dangerous. Stay until your symptoms reduce by at least half and repeat until you can easily cope. Make sure to avoid distractions, known as safety behaviours, such as needing water or company, to prove you can cope on your own.

## Managing frustration

Anger and frustration are natural emotions, but there are some skills we can use to manage these emotions when they arise.

### STOPP Technique



**Stop** Stop talking, leave the room if you need to. It is ok to ask for a minute.

**Take a breath** Notice your breathing in through the nose, out through the mouth.

**Observe** What thoughts are going through your mind right now? Where is your attention focused? What are you reacting to? What sensations do you notice in your body?

**Plan** What is the best thing to do right now? What is the most helpful thing for me, for others, for the situation? Where can I focus my attention right now? Do what will be effective and appropriate.

**Proceed** When you're feeling clearer, go ahead with your plan.

If you ever feel your anger is putting you at risk of harming yourself or others, get in touch with 111 straight away, so they can help you to stay safe.

# Between now and session five

- Apply the graded exposure technique to situations you have been avoiding.
- Reflect on the communication style you have been using and practice some assertive communication.
- Use the STOPP technique.

Use the space below to write down your thoughts and things you will take away from today’s session:

.....

.....

.....

.....

.....

.....

In session five, we will look at how to challenge negative thoughts.

# Session Five: Challenging thoughts

## We will cover

- Identifying negative automatic thoughts
- How to challenge unhelpful thinking

## “NATs” – Negative Automatic Thoughts.

NATs are negative thoughts that tell us we are getting something wrong, or that people do not like us. When we are feeling okay, we might spot them and think **that is not true**. However, when we are stressed, frustrated or anxious, it is harder for us to think clearly, and these NATs blend in with our other thoughts and are very convincing.



## Common thinking habits

<div>Mental filter</div> <div></div>	<div>Shoulds and musts</div> <div></div>
<div>Predicting</div> <div></div>	<div>Judgements and labels</div> <div></div>
<div>Mind reading</div> <div></div>	<div>Emotional Reasoning</div> <div></div>
<div>Compare and despair</div> <div></div>	<div>Scale and Perspective</div> <div></div>
<div>Self-criticism</div> <div></div>	<div>Catastrophising</div> <div></div>
<div>Black and white thinking</div> <div></div>	

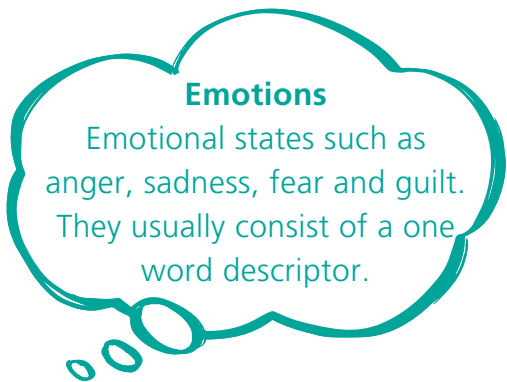
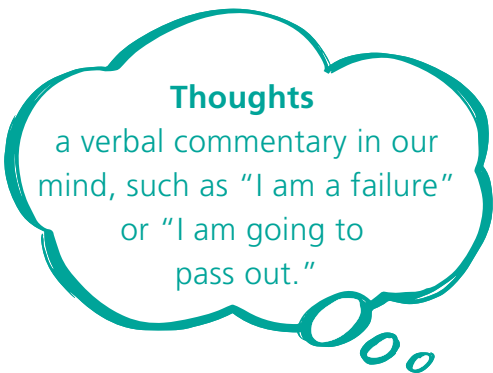




# Thought challenging

## Step 1 - Thought diary

Keep a diary to recognise thoughts patterns that arise. It is important to understand the difference between thoughts and emotions.



Situation Where, who with, when	Emotion Rate the intensity of the emotion from 0-100%	Thought Rate how much you believed this thought at the time from 0-100%
Watching TV with my partner, not able to concentrate, my mind filled with thoughts	Sad 90% Upset 70% Frustrated 75%	"I am no fun to be around" 70% "There is so much I need to do and I just can't find the energy" 75% "I am useless" 90%

# Step 2 - Taking a thought to court

Gather evidence which supports the thoughts and disapproves the thought. Remember we only want facts, for example, saying 'I feel' would not count as evidence because it is not objective. Below is an example of evidence to and against the main thought, with the opinions crossed out below.



I can't do anything right	
<del>I think my friends dislike me</del>	I was able to resolve a mistake with the bank yesterday
I burnt the dinner yesterday	No one can get everything right all the time
<del>Everyone else can cope better than I can</del>	

Below are some prompts to help you see things from another perspective.

## Struggling to find evidence

- Have you had any experience to show that this thought is not always true?
- What would a good friend/close work colleague say?
- What would I say to a friend who was in the same situation?
- Could I look at this from another perspective?
- When I am not feeling this way, do I see things differently?
- In a year's time would I say the same thing?
- If belief rating is e.g. 80%, there is 20% of the thought I do not believe to be true – what makes up that 20%?
- If your [mum/dad/friend/partner] had this thought, what would you say to them?
- When you're away from the situation, what do you think?

# Step 3 - Balancing your thought

For example, if the initial thought was “I am going to fail my upcoming exam” the revised thought could be “If I put some effort in, it is likely that I will pass the exam”

Please complete the thought challenging record below .



My thoughts	My belief %

Evidence which supports the thought	Evidence which does not support the thought

New thought Rate how much you believe the new thought from 0-100%	Emotion Rate the intensity of the emotion from 0-100%

# Between now and session six

- Record your negative thoughts in your thought diary.
- Identify your negative thinking patterns.
- Give thought challenging a go.

Use the space below to write down your thoughts and things you will take away from today’s session:

.....

.....

.....

.....

.....

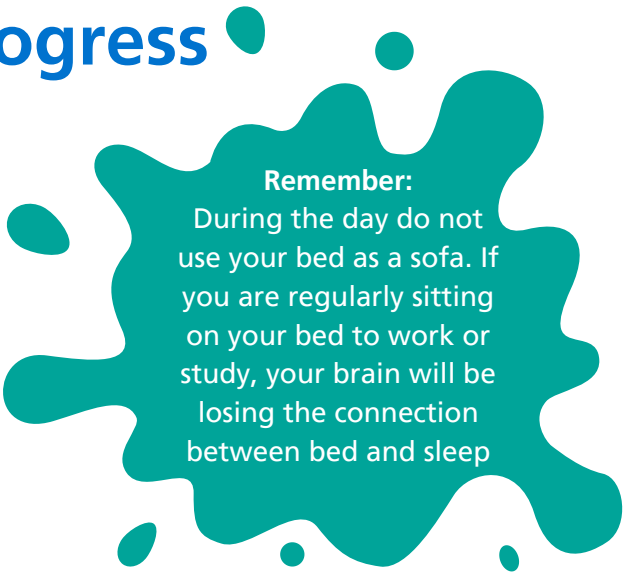
.....

In session six, we will look at how we can keep our progress going after the course finishes.

# Session Six: Maintaining progress

## We will cover

- Sleep
- Relaxation
- Substances and how they affect how we feel



## Tips for better sleep

- Only try to sleep when you are tired. Do not lie in bed awake, get up and try again later.
- Only use your bed as a bed, not a sofa or a desk.
- Work with your natural sleep cycle. Keep a sleep diary for two weeks to figure yours out.
- Get into a good routine and wind down for the evening.

Things I can do to improve my sleep routine

# Relaxation techniques

## Deep Breathing



- Breath out for longer than you breath in.
- Count at your own pace.
- Breathing in, count to three. Breathing out, count to five.

## Progressive Muscle Relaxation



- Tense all your muscle groups one by one, as much as you feel comfortable.
- Feel the difference as you relax.

## Mindfulness



- Think of your mind as a curious puppy. When it wanders, gently guide it back to the present moment.
- Use your five senses and try to notice how many things you can see, hear, smell, feel and taste right now.

# Substances and our body

Caffeine, nicotine and alcohol can all disrupt our sleep, even though many of us might use them to help with stress and fatigue through-out the day.

Try decaffeinated coffee or herbal teas and limit your caffeine intake in the afternoon. Use the same mug and keep to your routine if you do try alternatives.

If you would like to reduce the nicotine intake, consider using:

**[www.smokefreehampshire.co.uk](http://www.smokefreehampshire.co.uk)**

Measure how much alcohol you are drinking with a spirit measure rather than free pouring.

Things I can do to decrease my substance use:

.....

.....

.....

.....

# Maintaining progress

Congratulations on completing your CBT program. We hope it has been helpful. You have dedicated time and effort into applying the skills and techniques, and hopefully you have achieved some of your goals. CBT requires regular practice, so now we want to focus on maintaining your progress and preparing for future challenges.

## A lapse does not mean we have relapsed

It can be very easy to misinterpret thoughts, feelings, or behaviour changes as a signal that you are beginning to ‘slip’ back into old ways. However, it is completely normal for our mood and anxiety levels to fluctuate.

Lapse	Relapse
<ul style="list-style-type: none"><li>• A brief and temporary return to feeling down or anxious</li><li>• Common and normal</li><li>• Can be triggered by many things such as stress and fatigue</li></ul>	<ul style="list-style-type: none"><li>• A complete return to all your old ways of thinking and behaving when you felt low or anxious</li><li>• Not a “total setback”</li><li>• Not using the skills and techniques you have previously learnt</li></ul>

## How to stop our lapses turning into relapses

After a lapse, how we respond can either get us back on track or lead us towards a relapse. Viewing lapses as taking a huge step back or as a failure can lead us to giving up and relapsing.

However, if we can see lapses as a small slip, we can recover and learn from it. If negative periods persist, it is important to use the strategies that helped you before.

**Top tip:**  
Check in on your wellbeing and CBT practice by using this monthly review template It is also useful this to If you have requested a review call following the webinar, it can be useful to use this.



# Maintaining progress

What have I learnt about myself during my treatment sessions? Think back to the vicious cycle diagram if this helps.	
Which helpful skills have I learnt that I can continue to use?	
What are the barriers to me using these skills in the future? (e.g. time, my own thinking). How can I overcome these barriers?	
What are some of the early signs that things may be slipping? Remember these may be thoughts, behaviours, emotions or body sensations. (You may wish to ask friends and family as they often notice first).	
Are there any particular situations or triggers that I need to plan ahead for?	
Everyone has the odd 'bad' day or two. What can I do on these days to help me?	
If I am worried that things are slipping again, who can I contact to support me? Think about friends, family, GP, or another organisation.	

# Post group review

If you have a review booked in with a practitioner, please complete the below in preparation for your appointment:

How have I been feeling since starting the course?	
How have I been practicing my CBT skills?	
What is going well and helping me? How can I keep doing these things?	
Is there anything I am still struggling with or finding difficult?	
Have I achieved my goals? What would I like to focus on next?	

# Useful information

## Samaritans

Confidential listening service for anyone who needs emotional support or someone to talk to.

084 5790 9090    [www.samaritans.org](http://www.samaritans.org)

## Books on prescription

Self-help scheme to provide access to self-help books on a range of subjects.

<https://napc.co.uk/wp-content/uploads/2017/09/Reading-well.pdf>

## Wellbeing Glasgow audio materials

Downloadable tracks for stress, depression, anger and many other topics.

<http://glasgowspcmh.org.uk/downloads/audio>

## Mood Juice

A variety of self-help resources. [www.moodjuice.scot.nhs.uk](http://www.moodjuice.scot.nhs.uk)

## Citizens Advice Bureau

Help people resolve their legal, money and other problems by providing free, independent and confidential advice. [www.citizensadvice.co.uk](http://www.citizensadvice.co.uk)

## Family Lives

Free service that can help with problems in all aspects of parenting.

080 8800 2222    [www.familylives.org.uk](http://www.familylives.org.uk)

## Benefits advice

Information around what benefits you might be entitled to claim.

[www.gov.uk/benefits-advisor](http://www.gov.uk/benefits-advisor)

## NHS Choices

for further general information on all aspects of physical and mental health.

[www.nhs.uk](http://www.nhs.uk)



For more information



Call us:  
**023 8038 3920**



Email us:  
**info@italk.org.uk**



Visit us:  
**www.talkingtherapiesHIOW.nhs.uk**



Talking Therapies Hampshire is the Improving Access to Psychological Therapies (IAPT) service delivered in partnership between Hampshire and Isle of Wight Healthcare NHS Foundation Trust and Solent Mind