

FOR THERAPISTS AND COUNSELORS

Therapy Session Toolkit

Your next session, already prepared. Guides, questions, handouts and worksheets for the 20 concerns you see most.



Quick Reference

The essentials on one page



Session Guide

What to ask, minute by minute



Client Handout

A beautiful page to give your client



Fillable Worksheet

Type or print, between sessions



20

Topic modules

80+

Ready-to-use tools

400+

Session questions

100%

Editable in Canva

✓ Fillable PDF

✓ US Letter + A4

✓ Add your logo

✓ Use with every client

Open your editable Canva template

Your logo here
(edit in Canva)

Prepared for
Your Practice Name

START HERE

Every topic, the same four tools

Learn one module and you know them all. Pick the topic, grab the tool you need, and you are ready.

1

 For you

Quick Reference

Read it in two minutes before session. What it is, what helps, and when to refer.

2

 For you

Session Guide

A timed plan with the exact questions to ask, so you never go blank mid-session.

3

 For your client

Client Handout

One clear, visual page. Read it together, then send it home or share your screen.

4

 For your client

Fillable Worksheet

Clients type on any device or print it. Practice continues between sessions.

EVERY PAGE IS LABELED

Look at the top right of any page to see who it is for and how long it takes. No surprises mid-session.

 Client

 5 min

MAKE IT YOURS

Your brand on every page in three steps



STEP 1

Open your Canva link

It is on the first page of your download. Click it and Canva makes your own private copy. A free Canva account works.



STEP 2

Add your logo and colors

Drop your logo into the logo spot and change the practice name once. Every word is editable.



STEP 3

Download, print or share

Download as a PDF, print what you need, or email single pages to clients.



No Canva? No problem. The PDF is already fillable. Clients can type straight into worksheets in any free PDF reader, on a computer, tablet or phone.

IN YOUR DOWNLOAD



Fillable PDF

US Letter size



Fillable PDF

A4 size



Canva template

Fully editable



Print-ready

Home or office printer

YOUR LICENSE

Use it with every client. No extra fees.

Full professional use is included. No separate commercial license and no per-client fees.

YOU CAN

- ✓ Use it with individuals, couples, families and groups
- ✓ Email, portal or screen share with clients
- ✓ Edit, shorten or adapt any wording
- ✓ Use it in your practice, school, agency or clinic
- ✓ Print as many copies as you need
- ✓ Add your logo, colors and practice name
- ✓ Use it in workshops and groups you run
- ✓ Use it for as long as you practice

PLEASE DO NOT

- ✗ Resell or give away the toolkit or the Canva template as a product
- ✗ Upload it to a marketplace or shared drive for others to download

In short: anything that helps you help your clients is welcome.

CONTENTS

20 modules. 80+ tools.

Each module includes a Quick Reference, Session Guide, Client Handout and Fillable Worksheet.

01 Anxiety Worry, avoidance	02 Depression Low mood, withdrawal	03 Trauma Stabilizing, grounding	04 Grief and Loss Bereavement, meaning
05 Stress and Burnout Overload, warning signs	06 Self-Esteem Inner critic, worth	07 Relationships Patterns, attachment	08 Boundaries People pleasing
09 Anger Triggers, repair	10 Social Anxiety Fear of judgment	11 Substance Use Cravings, relapse plans	12 Shame and Guilt Self-blame
13 Perfectionism All-or-nothing standards	14 Self-Compassion Harsh self-talk	15 Inner Child Work Reparenting	16 Conflict Repair, I-statements
17 Parenting Stress Overwhelm, connection	18 Work Stress Pressure, balance	19 Sleep Racing mind at night	20 Life Transitions Change, identity

Which tool, when

Follow the client's journey. The right tool for each stage is on the right.

1	First sessions Understand the concern and build rapport	Quick Reference	Session Guide
2	Making sense of it Help the client understand what is happening	Client Handout	
3	Building skills Practice new responses together in session	Session Guide	Worksheet
4	Between sessions Carry the skill into daily life	Worksheet	
5	Reviewing progress Compare early and recent worksheets side by side	Completed worksheets	
6	Ending well Turn what worked into the client's own plan	Client Handout	



Tip: start the worksheet together in session. Clients who fill in the first line with you are far more likely to finish it at home.

Safety and scope

These tools support trained professionals working within their scope of practice.



Assess risk first

Screen for suicide and self-harm risk using your agency's protocol before skill-building work on heavier topics.



Pace and consent

Stabilization comes before processing. Start exposure or trauma work only once coping skills are in place.



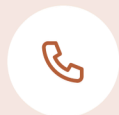
Know when to refer

Consult or refer when a case is outside your training or needs a higher level of care.



Adapt to each client

Adjust language and examples to each client's age, culture and context.



988 Suicide and Crisis Lifeline (US)

Call or text 988, or chat at 988lifeline.org. Outside the US, use local emergency numbers. Every client handout includes a short "when to reach out" note.

This toolkit is a clinical support resource. It is not a diagnostic tool and does not replace professional training, judgment or supervision. Content draws on widely used, evidence-informed approaches including CBT, DBT-informed skills and psychoeducation.



MODULE 01

Anxiety

Worry, physical symptoms and avoidance



Quick Reference

Page 9



Session Guide

Pages 10 to 11



Client Handout

Page 12



2 Worksheets

Pages 13 to 14

Anxiety in 2 minutes

The body's normal alarm system, firing too often, too strongly, or when there is no real danger.

Thoughts

What-ifs and worst cases

Overestimating danger

Doubting they can cope

Body

Racing heart, tight chest

Tense muscles, upset stomach

Restless, poor sleep

Behavior

Avoiding and escaping

Seeking reassurance

Checking, over-preparing

WHAT KEEPS IT GOING

Avoid



Quick relief



Alarm learns "danger"



More anxiety

WHAT HELPS



Explain the alarm

Psychoeducation on the anxiety loop



Track it

Log triggers, thoughts and responses



Test the thoughts

Re-rate likelihood and coping



Small brave steps

Graded exposure, fewer safety behaviors



Calm the body

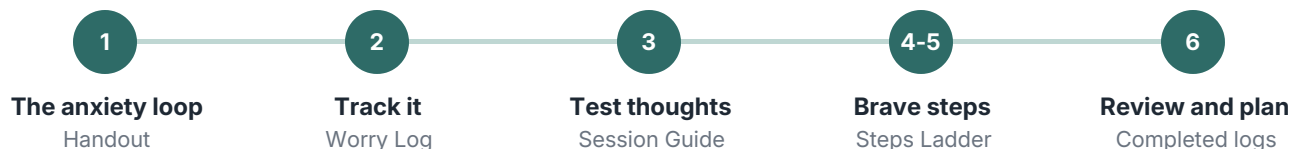
Long exhales, muscle relaxation



Worry time

Postpone worry to a set time

A SUGGESTED SIX-SESSION ARC



Screen and refer: consider the GAD-7 at intake. Rule out medical causes. Assess for panic, OCD, trauma and substance use, and assess risk if depression co-occurs.

Your session, step by step

Choose 3 to 5 questions per step. You do not need all of them.

Open
5 min

Explore
15 min

Make sense of it
10 min

Thoughts
10 min

Steps
5

Close
5

1. Open 5 min

- 1 What made now the right time to talk about anxiety?
- 2 From 0 to 10, how much has anxiety affected your week?

2. Explore 15 min

- 3 When do you notice it most? Where are you?
- 4 What do you notice in your body first?
- 5 What goes through your mind in those moments?
- 6 What do you usually do next to make it ease off?
- 7 What has anxiety stopped you from doing lately?
- 8 If it eased, what would you do more of?

3. Make sense of it 10 min

“Anxiety is an alarm. It is trying to protect you, but sometimes it goes off when there is no real danger.

“Avoiding brings quick relief, but it also teaches your brain the alarm was right.

4. Work with thoughts 10 min

- 9 What is the worst thing you are predicting will happen?
- 10 How likely is that, from 0 to 100%?
- 11 What happened the other times you worried about this?
- 12 If it did happen, how might you cope?
- 13 What would you say to a friend who had this thought?

5. Small brave steps 5 min

- 14 What is one small thing you have been avoiding that we could practice?
- 15 From 0 to 10, how hard would that feel?

6. Close 5 min

- 16 What is one thing from today you want to remember?
- 17 Would you try the Worry Log once a day this week?

TRY SAYING

- ✓ "That makes sense."
- ✓ "Let's get curious about it."
- ✓ "What would help right now?"

TRY TO AVOID

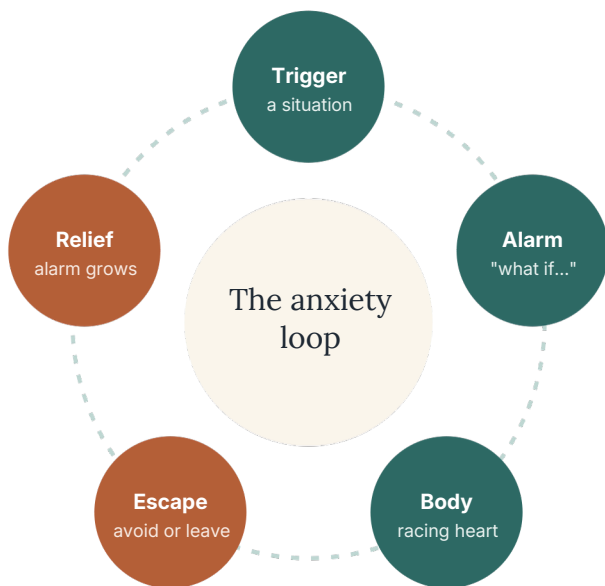
- ✗ "Just relax."
- ✗ "There's nothing to worry about."
- ✗ "Try not to think about it."

SESSION NOTES



Your built-in alarm

Anxiety is not a weakness and it is not your fault. It is your body's alarm system, built to keep you safe. Sometimes it is a little too sensitive. The good news: it can be retrained.



Four ways to break the loop



Notice it

Say to yourself: "This is my alarm."



Breathe out long

In for 4, out for 6. It calms your body.



Check the thought

How likely is it, really?



Take a small step

Each step teaches the alarm to quiet.

A 60-second reset

Repeat 5 times

Breathe in · 4

Breathe out slowly · 6

Then name 3 things you can see and 2 things you can hear.

When to reach out: if you ever feel unsafe or have thoughts of harming yourself, contact your therapist, call or text 988 (US), or go to your nearest emergency room.

My Worry Log

Once a day, write down one anxious moment. There are no wrong answers. You are just getting to know your alarm.

RATE IT

0 calm

2

4

6

8

10 most

	WHAT HAPPENED?	WHAT DID I FEAR WOULD HAPPEN?	RATE	WHAT DID I DO?	A KINDER, BALANCED THOUGHT	AFTER
1						
2						
3						
4						
5						



Stuck on a balanced thought? Ask yourself: How likely is this? What happened last time? What would I say to a good friend?

My Brave Steps Ladder

Write your goal at the top. Then list smaller steps, from easiest at the bottom to hardest at the top. Start at the bottom and climb one rung at a time.

MY GOAL

STEP

FEAR 0-10

8

7

6

5

4

3

2

1

HOW TO CLIMB

Stay with each step until your fear drops by about half. Repeat it a few times, then move up.

I WILL TRY STEP 1 ON



MODULE 02

Depression

Low mood, low energy and withdrawal



Quick Reference

Page 16



Session Guide

Pages 17 to 18



Client Handout

Page 19



2 Worksheets

Pages 20 to 21

Depression in 2 minutes

A low that sticks around, drains energy and makes things that used to matter feel flat.

Thoughts

Self-criticism

Hopeless predictions

"What's the point?"

Body

Tired, heavy, slowed down

Sleep and appetite changes

Aches, low motivation

Behavior

Withdrawing from people

Dropping routines

Staying in bed longer

WHAT KEEPS IT GOING

Low mood



Do less



Fewer good moments



Lower mood

WHAT HELPS



Explain the cycle

How inactivity feeds low mood



Track mood

Log activities and mood each day



Catch the critic

Notice and weigh harsh thoughts



Small actions

Behavioral activation, step by step



Care for the body

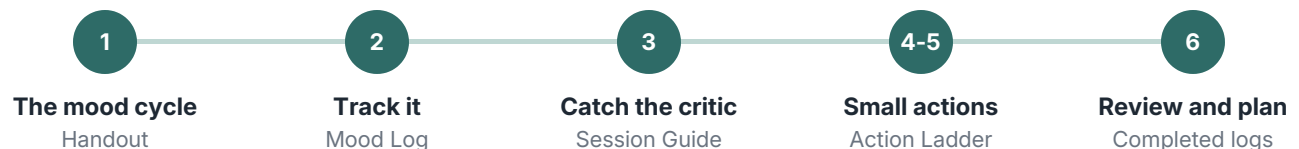
Sleep, movement, daylight, food



Build a routine

Simple anchors for each day

A SUGGESTED SIX-SESSION ARC



Screen and refer: consider the PHQ-9 at intake and repeat it over time. Ask directly about suicidal thoughts. Rule out medical causes and check for bipolar history.

Your session, step by step

Choose 3 to 5 questions per step. You do not need all of them.

Open
5 min

Explore
15 min

Make sense of it
10 min

Thoughts
10 min

Actions
5

Close
5

1. Open 5 min

- 1 What made now the right time to talk about how you feel?
- 2 From 0 to 10, how low has your mood been this week?

2. Explore 15 min

- 3 When is your mood at its lowest during the day?
- 4 What do you tell yourself on the hard days?
- 5 How have sleep, energy and appetite been?
- 6 What have you stopped doing that you used to enjoy?
- 7 Who have you been seeing less of lately?
- 8 On a slightly better day, what is different?

3. Make sense of it 10 min

“ When mood drops, we do less. Doing less means fewer good moments, and mood drops further.

“ We do not wait to feel motivated. Small actions come first, and motivation often follows.

4. Catch the critic 10 min

- 9 What does the critical voice say most often?
- 10 How true does it feel, from 0 to 100%?
- 11 What would you say to a friend who thought this?
- 12 What is one fact that does not fit that thought?
- 13 What is a fairer way to say it?

5. Small actions 5 min

- 14 What is one small thing you could do this week that used to help?
- 15 How could we make it even easier to start?

6. Close 5 min

- 16 What is one thing from today you want to remember?
- 17 Would you try the Mood Log once a day this week?

TRY SAYING

- ✓ "That sounds really heavy."
- ✓ "Small steps count."
- ✓ "What helped, even a little?"

TRY TO AVOID

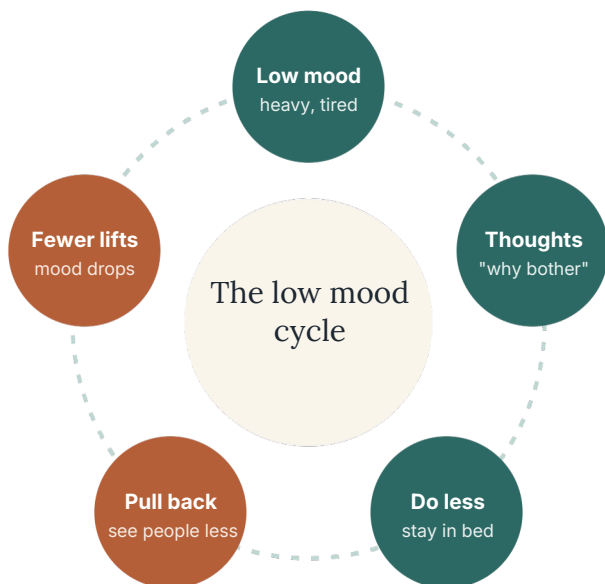
- ✗ "Just think positive."
- ✗ "Others have it worse."
- ✗ "You just need to try harder."

SESSION NOTES



When mood gets stuck

Depression is not laziness and it is not your fault. It is a real condition that drains energy and hope. The good news: small, steady actions can help it lift.



Four ways to break the loop



One small step

Action first. Mood often follows.



Get some daylight

A 10-minute walk outside helps.



Answer the critic

Would you say this to a friend?



Reach out to one

A short text counts.

A 60-second reset

Repeat 5 times

Breathe in · 4

Breathe out slowly · 6

Then name one small thing you can do in the next hour.

When to reach out: if you ever feel unsafe or have thoughts of harming yourself, contact your therapist, call or text 988 (US), or go to your nearest emergency room.

My Mood Log

Once a day, write what you did and how you felt. You are looking for the activities that lift your mood, even a little.

RATE IT

0 lowest

2

4

6

8

10 best

	WHAT DID I DO?	WHAT WAS I THINKING?	MOOD	WHO WAS I WITH?	WHAT HELPED, EVEN A LITTLE?	AFTER
1						
2						
3						
4						
5						



Not sure what helped? Look for moments with movement, people, daylight or a small win.

My Small Actions Ladder

Write a goal that matters to you at the top. Then list small actions, from easiest at the bottom to hardest at the top. Start at the bottom.

MY GOAL

STEP

EFFORT 0-10

8

7

6

5

4

3

2

1

HOW TO CLIMB

Do each action a few times until it feels easier.
Then take the next step up.

I WILL TRY STEP 1 ON



MODULE 03

Trauma

Stabilizing, grounding and feeling safe



Quick Reference

Page 23



Session Guide

Pages 24 to 25



Client Handout

Page 26



2 Worksheets

Pages 27 to 28

Trauma in 2 minutes

The mind and body staying on high alert after something overwhelming, even when the danger has passed.

Thoughts

Intrusive memories

"I'm not safe"

Self-blame

Body

Jumpy, on edge

Numb or shut down

Poor sleep, nightmares

Behavior

Avoiding reminders

Pulling away from others

Staying on guard

WHAT KEEPS IT GOING

Reminder



Alarm fires



Avoid



Fear stays strong

WHAT HELPS



Explain the alarm

Fight, flight and freeze, plainly



Track triggers

Notice what sets off the alarm



Ground in the now

5-4-3-2-1 and orienting skills



Build safety first

Stabilize before any processing



Calm the body

Breathing, movement, safe place



Steady routines

Sleep and predictable days

A SUGGESTED SIX-SESSION ARC



Screen and refer: consider the PC-PTSD-5 or PCL-5. Go at the client's pace. Assess safety, self-harm and dissociation. Refer for trauma-focused care when needed.

Your session, step by step

Choose 3 to 5 questions per step. You do not need all of them.

Open
5 min

Explore
15 min

Make sense of it
10 min

Grounding
10 min

Safety
5

Close
5

1. Open 5 min

- 1 What would help you feel more comfortable in here today?
- 2 From 0 to 10, how on edge have you felt this week?

2. Explore 15 min

- 3 What tends to bring the memories up?
- 4 What happens in your body when it does?
- 5 Where do you feel the safest?
- 6 What helps you come back to the present?
- 7 What has been harder to do since it happened?
- 8 Who feels safe to be around?

3. Make sense of it 10 min

“Your reactions make sense. Your body learned to protect you, and it is still trying to do that job.”

“We will go at your pace. You choose what to share and when.”

4. Ground and steady 10 min

- 9 What do you notice around you right now?
- 10 Can you feel your feet on the floor?
- 11 What helps your body settle, even a little?
- 12 What could you carry with you to feel steadier?
- 13 What is one sign you are coming back to calm?

5. Safety steps 5 min

- 14 What is one small thing that would help you feel safer this week?
- 15 Who could you reach out to if things get hard?

6. Close 5 min

- 16 How are you feeling as we finish today?
- 17 Would you try the Trigger Log a few times this week?

TRY SAYING

- ✓ "You are safe in this room."
- ✓ "We can pause any time."
- ✓ "Your reaction makes sense."

TRY TO AVOID

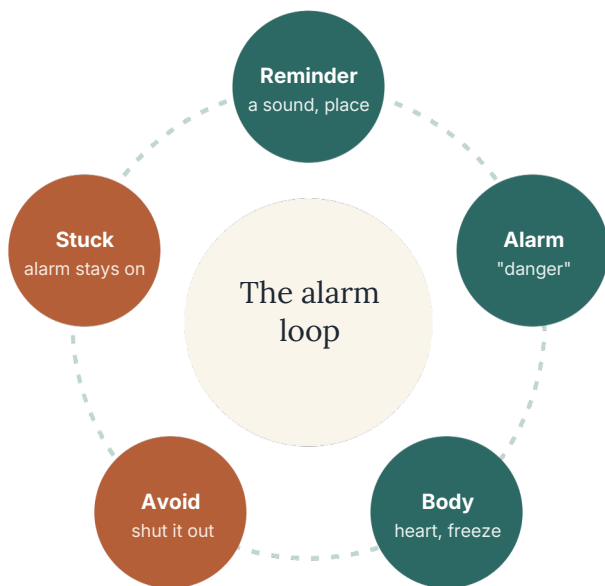
- ✗ "You need to move on."
- ✗ "Tell me everything."
- ✗ "It could have been worse."

SESSION NOTES



Your body remembers

After something overwhelming, your body can stay on high alert. This is not weakness. It is your protection system working overtime. With care, it can learn it is safe again.



Four ways to break the loop



Notice it

Say: "This is a memory, not now."



Find your feet

Press them into the floor.



Use your senses

Name 5 things you can see.



Go slow

Small steps, at your own pace.

A 60-second reset

Repeat 5 times

Breathe in · 4

Breathe out slowly · 6

Then press your feet into the floor and name where you are right now.

When to reach out: if you ever feel unsafe or have thoughts of harming yourself, contact your therapist, call or text 988 (US), or go to your nearest emergency room.

My Trigger Log

When your alarm goes off, write down what happened and what helped. This helps you learn your patterns and what calms you.

RATE IT

0 calm

2

4

6

8

10 most

	WHAT HAPPENED?	WHAT DID MY BODY DO?	RATE	WHAT DID I DO?	WHAT HELPED ME FEEL SAFER?	AFTER
1						
2						
3						
4						
5						



Hard to find what helped? Think of a place, person, sound, smell or object that feels calm.

My Safety Steps

Write what feeling safer would look like at the top. Then list small steps, easiest at the bottom. Go at your own pace.

FEELING SAFER LOOKS LIKE

STEP

HARD 0-10

8

7

6

5

4

3

2

1

HOW TO CLIMB

Only move up when a step feels manageable.
Pause and ground whenever you need to.

I WILL TRY STEP 1 ON



MODULE 04

Grief and Loss

Bereavement, meaning and carrying love



Quick Reference

Page 30



Session Guide

Pages 31 to 32



Client Handout

Page 33



2 Worksheets

Pages 34 to 35

Grief and Loss in 2 minutes

The natural response to losing someone or something we love. It comes in waves, not stages.

Thoughts

"If only I had..."

Replaying the loss

Searching for meaning

Body

Exhaustion, heaviness

Sleep and appetite changes

Tight chest, crying

Behavior

Avoiding reminders

Or holding on tightly

Pulling back from life

WHAT KEEPS IT GOING

Avoid the pain



Grief goes unspoken



Feels stuck



Pain stays

WHAT HELPS



Explain grief

Waves, not stages



Track the waves

Notice what brings grief up



Ease the guilt

Weigh "if only" thoughts



Small steps back

Re-engage with life gently



Care for the body

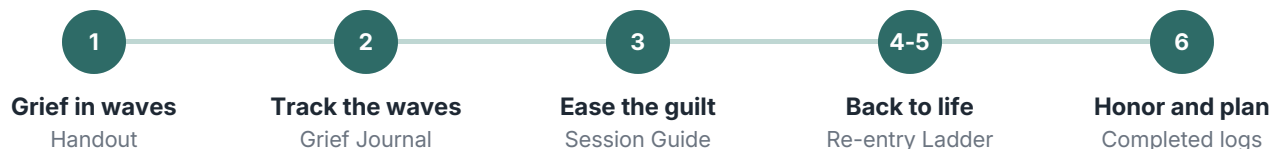
Rest, food and gentle walks



Continuing bonds

Ways to stay connected

A SUGGESTED SIX-SESSION ARC



Screen and refer: most grief needs support, not treatment. Watch for prolonged grief, depression and suicidal thoughts. Consider the PG-13-R if grief stays intense.

Your session, step by step

Choose 3 to 5 questions per step. You do not need all of them.

Open
5 min

Explore
15 min

Make sense of it
10 min

Guilt
10 min

Steps
5

Close
5

1. Open 5 min

- 1 Would you like to tell me about who you lost?
- 2 From 0 to 10, how heavy has the grief felt this week?

2. Explore 15 min

- 3 When do the waves hit hardest?
- 4 What do you miss most?
- 5 What thoughts keep coming back?
- 6 How has your body been holding this?
- 7 What have you stopped doing since the loss?
- 8 Who has been there for you?

3. Make sense of it 10 min

“Grief comes in waves. Some days are lighter, some days knock you down. Both are normal.”

“Grief is love with nowhere to go. We can find ways to carry it.”

4. Ease the guilt 10 min

- 9 What is the "if only" thought that weighs on you?
- 10 What did you know at the time?
- 11 What would your loved one say to you about it?
- 12 What would you tell a friend in your place?
- 13 What is a kinder way to see what happened?

5. Steps back to life 5 min

- 14 What is one small thing you used to enjoy that you could try again?
- 15 How could you honor them while you do it?

6. Close 5 min

- 16 What is one thing from today you want to hold on to?
- 17 Would you try the Grief Journal a few times this week?

TRY SAYING

- ✓ "Tell me about them."
- ✓ "There's no right way to grieve."
- ✓ "Your love still matters."

TRY TO AVOID

- ✗ "They're in a better place."
- ✗ "Everything happens for a reason."
- ✗ "At least..."

SESSION NOTES



Grief comes in waves

Grief is not a problem to fix. It is love with nowhere to go. It comes in waves, and over time the waves become gentler and further apart.



Four ways to break the loop



Let it come

It rises, then it passes.



Talk about them

Say their name out loud.



Be gentle

Rest is part of grieving.



Keep a ritual

Light a candle, visit a place.

A 60-second reset

Repeat 5 times

Breathe in · 4

Breathe out slowly · 6

Then think of one memory of them that makes you smile.

When to reach out: if you ever feel unsafe or have thoughts of harming yourself, contact your therapist, call or text 988 (US), or go to your nearest emergency room.

My Grief Journal

When a wave of grief comes, write it down. There is no right or wrong way to feel. You are giving your love a place to go.

RATE IT

0 calm

2

4

6

8

10 hardest

WHAT BROUGHT
IT UP?WHAT WAS
I FEELING?

RATE

WHAT DID I DO?

SOMETHING I WANT
TO REMEMBER

AFTER

1

2

3

4

5



Stuck on what to write? Try: "Today I missed you when..." or "I wish I could tell you..."

My Steps Back to Life

Write something you want back in your life at the top. Then list small steps, from easiest at the bottom to hardest at the top.

I WANT TO GET BACK TO

STEP

HARD 0-10

8

7

6

5

4

3

2

1

HOW TO CLIMB

Go slowly. It is okay to feel sad and still take a step. Repeat a step until it feels easier.

I WILL TRY STEP 1 ON



MODULE 05

Stress and Burnout

Overload, warning signs and recovery



Quick Reference

Page 37



Session Guide

Pages 38 to 39



Client Handout

Page 40



2 Worksheets

Pages 41 to 42

Stress and Burnout in 2 minutes

Stress is the load. Burnout is what happens when the load stays too high for too long without recovery.

Thoughts

"I can't keep up"

Dread, cynicism

Racing to-do lists

Body

Tension, headaches

Exhausted but wired

Getting sick more often

Behavior

Working longer, not better

Skipping breaks and meals

Snapping, pulling back

WHAT KEEPS IT GOING

Too much load



Skip recovery



Less energy



More overwhelm

WHAT HELPS



Explain the load

Stress, recovery and burnout



Track the drains

Log what drains and refills



Question "must"

Weigh rigid demands



Small changes

One boundary or break at a time



Calm the body

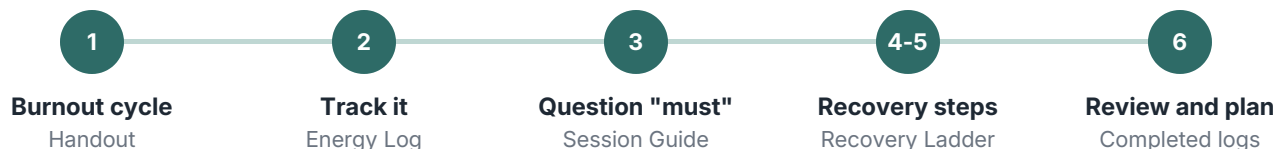
Breathing, movement, rest



Protect recovery

Breaks, sleep, time off

A SUGGESTED SIX-SESSION ARC



Screen and refer: rule out medical causes and screen for depression and anxiety. Ask about sleep, alcohol and caffeine. Assess workplace safety and support.

Your session, step by step

Choose 3 to 5 questions per step. You do not need all of them.

Open
5 min

Explore
15 min

Make sense of it
10 min

Musts
10 min

Recovery
5

Close
5

1. Open 5 min

- 1 What made now the right time to look at your stress?
- 2 From 0 to 10, how overloaded have you felt this week?

2. Explore 15 min

- 3 What takes the most energy right now?
- 4 When do you feel most stretched?
- 5 What do you notice in your body when stress rises?
- 6 What has dropped off as you got busier?
- 7 What used to help you recharge?
- 8 What would "enough" look like?

3. Make sense of it 10 min

“ Stress is not the enemy. The problem is stress with no recovery in between.

“ Rest is not a reward for finishing everything. It is what keeps you going.

4. Question the "musts" 10 min

- 9 What do you tell yourself you must do?
- 10 What would happen if you did not?
- 11 Who set this standard, you or someone else?
- 12 What would you tell a friend with this load?
- 13 What is a more realistic expectation?

5. Recovery steps 5 min

- 14 What is one small break you could protect this week?
- 15 What would make it easier to keep?

6. Close 5 min

- 16 What is one thing from today you want to remember?
- 17 Would you try the Energy Log once a day this week?

TRY SAYING

- ✓ "No wonder you're tired."
- ✓ "What could you let go of?"
- ✓ "Rest counts as progress."

TRY TO AVOID

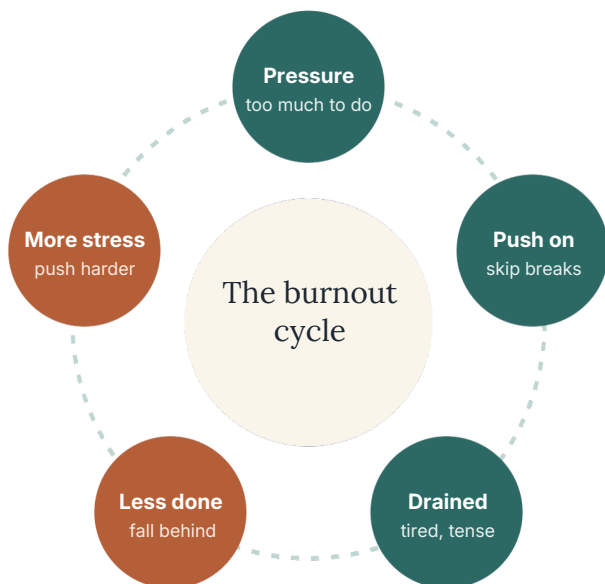
- ✗ "Just take a vacation."
- ✗ "Everyone's busy."
- ✗ "You need to manage your time."

SESSION NOTES



Running on empty

Burnout is not a personal failure. It happens when too much is asked of you for too long with no time to recover. You can refill the tank, one small change at a time.



Four ways to break the loop



Spot the signs

Tired, snappy, numb?
Slow down.



Short breaks

Two minutes
every hour.



Drop one thing

What can wait or go?



Protect sleep

It helps you recover.

A 60-second reset

Repeat 5 times

Breathe in · 4

Breathe out slowly · 6

Then roll your shoulders and choose one thing that can wait until tomorrow.

When to reach out: if you ever feel unsafe or have thoughts of harming yourself, contact your therapist, call or text 988 (US), or go to your nearest emergency room.

My Energy Log

Once a day, write down what drained you and what refilled you. Over time you will see where your energy really goes.

RATE IT

0 empty

2

4

6

8

10 full

WHAT
DRAINED ME?WHAT WAS I
TELLING MYSELF?

ENERGY

WHAT DID I DO?

WHAT REFILLED ME?

AFTER

1

2

3

4

5



Not sure what refills you? Think of rest, movement, nature, people, music or doing nothing at all.

My Recovery Ladder

Write what a more balanced week looks like at the top. Then list small changes, easiest at the bottom. Start at the bottom.

A BALANCED WEEK LOOKS LIKE

STEP

HARD 0-10

8

7

6

5

4

3

2

1

HOW TO CLIMB

Keep each change for a week before adding the next. Small and steady beats big and short.

I WILL TRY STEP 1 ON



MODULE 06

Self-Esteem

The inner critic and a steadier sense of self



Quick Reference

Page 44



Session Guide

Pages 45 to 46



Client Handout

Page 47



2 Worksheets

Pages 48 to 49

Self-Esteem in 2 minutes

How a person sees and values themselves. Low self-esteem often comes with a loud inner critic.

Thoughts

"I'm not good enough"

Comparing to others

Discounting the positive

Body

Tension in social settings

Shrinking posture

Fatigue from self-monitoring

Behavior

Avoiding challenges

Over-apologizing

People pleasing

WHAT KEEPS IT GOING

Harsh belief



Avoid or hide



No new evidence



Belief stays

WHAT HELPS



Explain the critic

Where core beliefs come from



Track the critic

Log harsh thoughts as they come



Weigh the evidence

Test the core belief



Small brave acts

Try things the critic says you can't



Body confidence

Posture, breath, steady voice



Notice strengths

Daily list of what went well

A SUGGESTED SIX-SESSION ARC



Screen and refer: check for depression and social anxiety. Consider the Rosenberg Self-Esteem Scale. Ask about bullying, criticism or trauma in early life.

Your session, step by step

Choose 3 to 5 questions per step. You do not need all of them.

Open
5 min

Explore
15 min

Make sense of it
10 min

Evidence
10 min

Brave acts
5

Close
5

1. Open 5 min

- 1 What made now the right time to work on how you see yourself?
- 2 From 0 to 10, how kind have you been to yourself this week?

2. Explore 15 min

- 3 What does your inner critic say most often?
- 4 When is it the loudest?
- 5 Whose voice does it remind you of?
- 6 What do you avoid because of it?
- 7 What do you do well that you rarely notice?
- 8 How would you act if you liked yourself more?

3. Make sense of it 10 min

“
The critic is a habit of thinking,
not the truth about you. Habits
can change.

“
When we avoid things, we
never collect proof that we can
do them.

4. Weigh the evidence 10 min

- 9 What is the belief about yourself that hurts most?
- 10 What evidence supports it?
- 11 What evidence does not fit it?
- 12 What would someone who cares about you say?
- 13 What is a fairer, more balanced belief?

5. Small brave acts 5 min

- 14 What is one small thing the critic says you can't do?
- 15 What would it look like to try it this week?

6. Close 5 min

- 16 What is one thing from today you want to remember?
- 17 Would you try the Critic Log once a day this week?

TRY SAYING

- ✓ "That critic is loud."
- ✓ "What would you tell a friend?"
- ✓ "Let's look at the evidence."

TRY TO AVOID

- ✗ "Just believe in yourself."
- ✗ "You're too hard on yourself."
- ✗ "Don't think like that."

SESSION NOTES



Quieting the critic

Low self-esteem is not the truth about you. It is a habit of seeing yourself through a harsh lens, often learned early. You can learn to see yourself more fairly.



Four ways to break the loop



Name the critic

Say "That's my critic."



Ask for evidence

Is this fair and true?



Collect wins

Write 3 small wins a day.



Try anyway

Act before you feel ready.

A 60-second reset

Repeat 5 times

Breathe in · 4

Breathe out slowly · 6

Then name one thing you did well today, however small.

When to reach out: if you ever feel unsafe or have thoughts of harming yourself, contact your therapist, call or text 988 (US), or go to your nearest emergency room.

My Inner Critic Log

When your inner critic speaks up, write down what it said. Then write what a fair friend would say instead.

RATE IT

0 not true

2

4

6

8

10 very true

	WHAT HAPPENED?	WHAT DID MY CRITIC SAY?	BELIEF	HOW DID I REACT?	WHAT WOULD A FRIEND SAY?	AFTER
1						
2						
3						
4						
5						



Stuck on a fair answer? Ask: What evidence do I have? What would I tell a friend in my place?

My Brave Acts Ladder

Write something you would do if you felt more confident at the top. Then list small brave acts, easiest at the bottom.

MY GOAL

STEP

HARD 0-10

8

7

6

5

4

3

2

1

HOW TO CLIMB

Repeat each step until it feels easier, then move up. Notice what you learn about yourself.

I WILL TRY STEP 1 ON



MODULE 07

Relationships

Patterns, attachment and connection



Quick Reference

Page 51



Session Guide

Pages 52 to 53



Client Handout

Page 54



2 Worksheets

Pages 55 to 56

Relationships in 2 minutes

The ways we connect, reach for closeness and protect ourselves, often shaped by early relationships.

Thoughts

"They'll leave me"

Mind reading

Keeping score

Body

Tension during conflict

Anxious waiting

Shutting down

Behavior

Pursuing or withdrawing

Testing the relationship

Avoiding hard talks

WHAT KEEPS IT GOING

Feel unsafe



Protect (pursue or pull back)



Partner reacts



Distance grows

WHAT HELPS



Explain the pattern

Attachment and the pursue-withdraw dance



Track the cycle

Log what sets off the pattern



Check the story

Question mind-reading



Small bids

Practice reaching out and responding



Calm the body

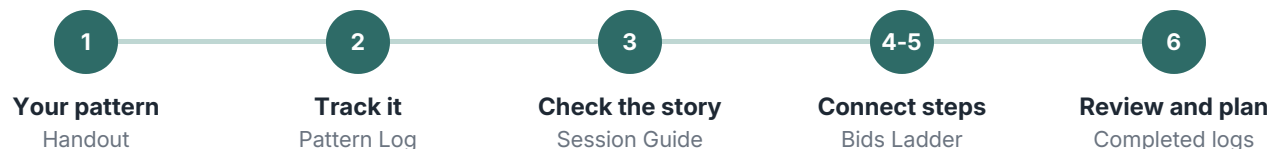
Take a break before talking



Daily rituals

Check-ins, thanks and appreciation

A SUGGESTED SIX-SESSION ARC



Screen and refer: always ask privately about safety, control and abuse before couples work. Screen for depression, anxiety and substance use.

Your session, step by step

Choose 3 to 5 questions per step. You do not need all of them.

Open
5 min

Explore
15 min

Make sense of it
10 min

Story
10 min

Connect
5

Close
5

1. Open 5 min

- 1 What made now the right time to look at your relationships?
- 2 From 0 to 10, how connected have you felt this week?

2. Explore 15 min

- 3 What happens when someone close hurts you?
- 4 Do you tend to reach out harder or pull away?
- 5 What do you need most in a relationship?
- 6 What did you learn about closeness growing up?
- 7 Which relationship feels hardest right now?
- 8 When do you feel most connected?

3. Make sense of it 10 min

“ Most conflict is not about the dishes. It is about feeling seen, safe and important.

“ When one person pursues and the other pulls back, both are trying to protect the relationship.

4. Check the story 10 min

- 9 What story did you tell yourself about what they meant?
- 10 What else could explain it?
- 11 How sure are you, from 0 to 100%?
- 12 What would you need to ask to know for sure?
- 13 How could you say what you need, kindly?

5. Connection steps 5 min

- 14 What is one small way you could reach toward them this week?
- 15 How will you notice when they reach toward you?

6. Close 5 min

- 16 What is one thing from today you want to remember?
- 17 Would you try the Pattern Log a few times this week?

TRY SAYING

- ✓ "What did you need then?"
- ✓ "That pattern makes sense."
- ✓ "Both of you are hurting."

TRY TO AVOID

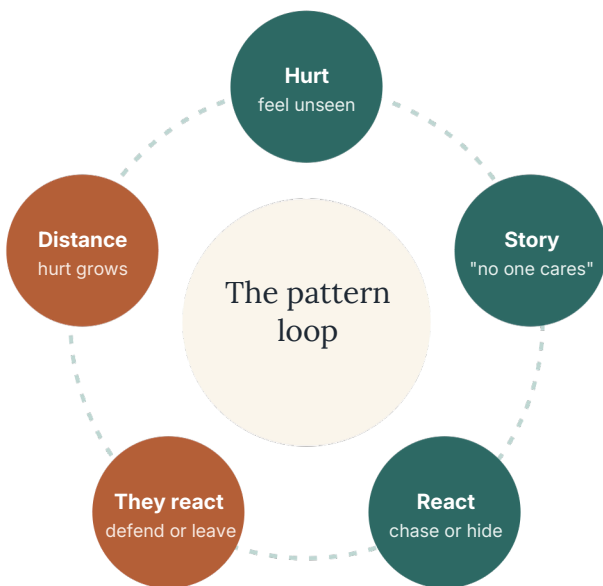
- ✗ "Who's right here?"
- ✗ "Just leave them."
- ✗ "You're too needy."

SESSION NOTES



Stuck in the same dance

When we feel hurt or far from someone, we try to protect ourselves. Some of us chase, some of us pull away. Seeing the pattern is the first step to changing it.



Four ways to break the loop



Name the pattern

"We're doing the dance again."



Pause first

Take 20 minutes if you're flooded.



Say the need

"I need to feel close."



Turn toward

Notice and answer small bids.

A 60-second reset

Repeat 5 times

Breathe in · 4

Breathe out slowly · 6

Then ask yourself: what do I really need right now?

When to reach out: if you ever feel unsafe or have thoughts of harming yourself, contact your therapist, call or text 988 (US), or go to your nearest emergency room.

My Pattern Log

When you feel hurt or distant in a relationship, write down what happened. You are learning your part of the dance.

RATE IT

0 calm

2

4

6

8

10 most

	WHAT HAPPENED?	WHAT STORY DID I TELL MYSELF?	RATE	WHAT DID I DO?	WHAT DID I REALLY NEED?	AFTER
1						
2						
3						
4						
5						



Not sure what you needed? Common needs: to feel heard, safe, wanted, respected or important.

My Connection Bids Ladder

Write the relationship you want at the top. Then list small ways to connect, easiest at the bottom. Start at the bottom.

THE RELATIONSHIP I WANT

STEP

HARD 0-10

8

7

6

5

4

3

2

1

HOW TO CLIMB

Practice each step a few times. Notice how the other person responds, then move up.

I WILL TRY STEP 1 ON



MODULE 08

Boundaries

People pleasing and saying no with kindness



Quick Reference

Page 58



Session Guide

Pages 59 to 60



Client Handout

Page 61



2 Worksheets

Pages 62 to 63

Boundaries in 2 minutes

The limits that protect our time, energy and values. Weak boundaries often come from fear of upsetting others.

Thoughts

"They'll be upset"

"I'm being selfish"

Guilt when saying no

Body

Tension when asked

Exhaustion, resentment

Knot in the stomach

Behavior

Saying yes too fast

Over-explaining

Avoiding conflict

WHAT KEEPS IT GOING

Fear of upset



Say yes



Resentment builds



Harder to say no

WHAT HELPS



Explain boundaries

Kind, clear and not cruel



Track the yeses

Log when you said yes but meant no



Weigh the guilt

Test "I'm selfish" thoughts



Small no's

Practice from easy to hard



Calm the body

Steady breath before you speak



Use scripts

Short phrases to say no kindly

A SUGGESTED SIX-SESSION ARC



Screen and refer: assess for safety, control or abuse in close relationships before boundary work. Screen for depression, anxiety and trauma history.

Your session, step by step

Choose 3 to 5 questions per step. You do not need all of them.

Open
5 min

Explore
15 min

Make sense of it
10 min

Guilt
10 min

Practice
5

Close
5

1. Open 5 min

- 1 What made now the right time to talk about boundaries?
- 2 From 0 to 10, how drained by others have you felt this week?

2. Explore 15 min

- 3 Where do you find it hardest to say no?
- 4 What do you fear will happen if you do?
- 5 What do you feel in your body when asked?
- 6 Where did you learn to put others first?
- 7 What has saying yes cost you lately?
- 8 Where do you already hold a boundary well?

3. Make sense of it 10 min

“ A boundary is not a wall. It is a clear, kind way to show people how to treat you.

“ Feeling guilty does not mean you did something wrong. It often means you did something new.

4. Weigh the guilt 10 min

- 9 What do you tell yourself when you want to say no?
- 10 Is saying no really selfish, or is it honest?
- 11 What happened the times you did say no?
- 12 What would you tell a friend in your place?
- 13 What is a kinder, truer thought?

5. Practice no 5 min

- 14 What is one small no you could practice this week?
- 15 What words could you use?

6. Close 5 min

- 16 What is one thing from today you want to remember?
- 17 Would you try the Yes Log once a day this week?

TRY SAYING

- ✓ "Your needs matter too."
- ✓ "Guilt is not proof."
- ✓ "Let's find the words."

TRY TO AVOID

- ✗ "Just say no."
- ✗ "Don't be a pushover."
- ✗ "Cut them off."

SESSION NOTES



Kind, clear limits

Boundaries are not selfish. They are a kind way to protect your time, energy and values. Saying no to some things lets you say a real yes to others.



Four ways to break the loop



Pause first

"Let me get back to you."



Keep it short

No need to explain.



Be kind and clear

"Thanks, but I can't."



Expect guilt

It fades over time.

A 60-second reset

Repeat 5 times

Breathe in • 4

Breathe out slowly • 6

Then ask yourself: what do I actually want to say?

When to reach out: if you ever feel unsafe or have thoughts of harming yourself, contact your therapist, call or text 988 (US), or go to your nearest emergency room.

My Yes Log

When you say yes but wish you had said no, write it down. You are learning where your limits are.

RATE IT 0 easy 2 4 6 8 10 hardest

	WHAT WAS ASKED?	WHAT DID I FEAR WOULD HAPPEN?	RATE	WHAT DID I DO?	WHAT COULD I SAY NEXT TIME?	AFTER
1						
2						
3						
4						
5						



Need words? Try: "I can't this time." "That doesn't work for me." "Let me think about it."

My Boundary Ladder

Write a boundary you want to hold at the top. Then list small practice steps, easiest at the bottom. Start at the bottom.

THE BOUNDARY I WANT

STEP

HARD 0-10

8

7

6

5

4

3

2

1

HOW TO CLIMB

Practice each step until the guilt eases a little.
Then move up to the next one.

I WILL TRY STEP 1 ON



MODULE 09

Anger

Triggers, cooling down and repair



Quick Reference

Page 65



Session Guide

Pages 66 to 67



Client Handout

Page 68



2 Worksheets

Pages 69 to 70

Anger in 2 minutes

A normal emotion that signals something feels unfair or threatening. Problems come from how it is expressed.

Thoughts

"That's not fair"

Blaming, "should" rules

Assuming bad intent

Body

Heat, clenched jaw

Fast heartbeat

Tight fists, shaking

Behavior

Yelling or snapping

Slamming, storming off

Bottling it up

WHAT KEEPS IT GOING

Trigger



Hot thoughts



Blow up



Regret, more tension

WHAT HELPS



Explain anger

A signal, not the enemy



Track triggers

Log what sets it off



Cool hot thoughts

Weigh blame and "shoulds"



Practice responses

Calm words, step by step



Calm the body

Time-outs and slow breathing



Repair

Apologize and reconnect

A SUGGESTED SIX-SESSION ARC



Screen and refer: assess risk of harm to self and others, access to weapons and domestic violence. Screen for substance use, trauma and depression.

Your session, step by step

Choose 3 to 5 questions per step. You do not need all of them.

Open
5 min

Explore
15 min

Make sense of it
10 min

Thoughts
10 min

Practice
5

Close
5

1. Open 5 min

- 1 What made now the right time to talk about anger?
- 2 From 0 to 10, how often has anger taken over this week?

2. Explore 15 min

- 3 What usually sets it off?
- 4 What are the first signs in your body?
- 5 What goes through your mind right before?
- 6 What happens next, and after?
- 7 How has anger affected people close to you?
- 8 When do you handle it well?

3. Make sense of it 10 min

“ Anger is not bad. It tells us something feels unfair. What matters is what we do with it.

“ Anger rises fast. If we catch it early, we have more choices.

4. Cool hot thoughts 10 min

- 9 What were you telling yourself in that moment?
- 10 What else might explain what they did?
- 11 Is this a "should" rule for others?
- 12 How will this matter in a week?
- 13 What is a cooler way to see it?

5. Practice responses 5 min

- 14 What is one calmer response you could practice this week?
- 15 What will be your signal to take a time-out?

6. Close 5 min

- 16 What is one thing from today you want to remember?
- 17 Would you try the Anger Log each time this week?

TRY SAYING

- ✓ "That sounded unfair to you."
- ✓ "What was underneath the anger?"
- ✓ "You caught it earlier this time."

TRY TO AVOID

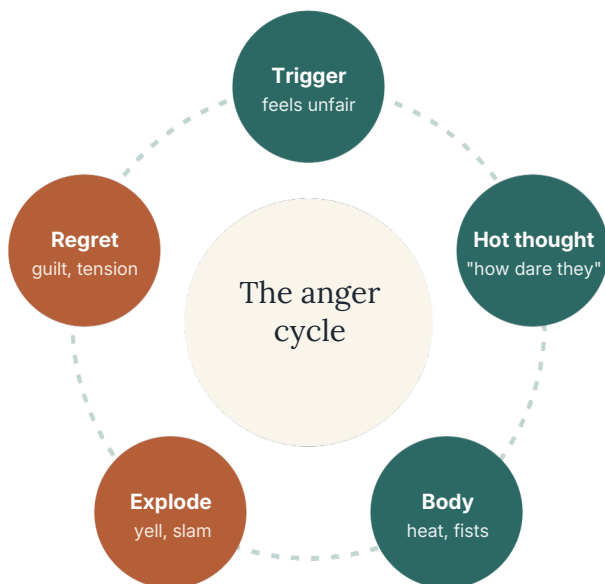
- ✗ "Calm down."
- ✗ "You're overreacting."
- ✗ "Just let it go."

SESSION NOTES



Cooling the fire

Anger is a normal emotion. It tells you something feels wrong or unfair. You can learn to notice it early and respond in a way you feel good about later.



Four ways to break the loop



Spot early signs

Heat, jaw, fists?
Notice them.



Take a time-out

Step away for
20 minutes.



Cool the thought

What else could
explain it?



Talk it through

Calmly say what
you need.

A 60-second reset

Repeat 5 times

Breathe in · 4

Breathe out slowly · 6

Then unclench your hands and drop your shoulders.

When to reach out: if you ever feel unsafe or have thoughts of harming yourself, contact your therapist, call or text 988 (US), or go to your nearest emergency room.

My Anger Log

When anger shows up, write it down afterward. You are learning your triggers and your early warning signs.

RATE IT

0 calm

2

4

6

8

10 most

	WHAT SET IT OFF?	WHAT WAS I THINKING?	RATE	WHAT DID I DO?	WHAT COULD I DO NEXT TIME?	AFTER
1						
2						
3						
4						
5						



Look under the anger: Was I also hurt, scared, tired or embarrassed? Write that down too.

My Calm Response Ladder

Write how you want to handle anger at the top. Then list practice steps, easiest at the bottom. Start at the bottom.

HOW I WANT TO RESPOND

STEP

HARD 0-10

8

7

6

5

4

3

2

1

HOW TO CLIMB

Practice each step in easy moments first. Then use it when anger is higher.

I WILL TRY STEP 1 ON



MODULE 10

Social Anxiety

Fear of judgment and showing up anyway



Quick Reference

Page 72



Session Guide

Pages 73 to 74



Client Handout

Page 75



2 Worksheets

Pages 76 to 77

Social Anxiety in 2 minutes

A strong fear of being judged, embarrassed or rejected in social situations, often leading to avoidance.



Thoughts

"They'll think I'm weird"

Replaying conversations

Mind reading



Body

Blushing, sweating

Shaky voice

Racing heart



Behavior

Avoiding events

Staying quiet

Rehearsing, hiding

WHAT KEEPS IT GOING

Fear of judgment



Avoid or hide



No chance to learn



Fear grows

WHAT HELPS



Explain the fear

The spotlight effect



Track it

Log social moments and fears



Test predictions

Did the feared outcome happen?



Brave steps

Graded social exposure



Calm the body

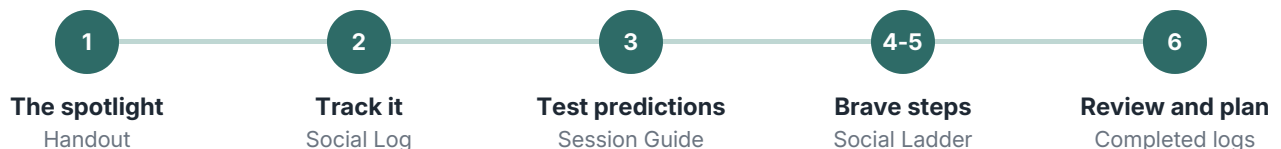
Slow breathing, steady voice



Shift focus outward

Attention on others, not self

A SUGGESTED SIX-SESSION ARC



Screen and refer: consider the SPIN or Mini-SPIN. Screen for depression and substance use, which often come with social anxiety. Assess for autism if relevant.

Your session, step by step

Choose 3 to 5 questions per step. You do not need all of them.

Open
5 min

Explore
15 min

Make sense of it
10 min

Predictions
10 min

Steps
5

Close
5

1. Open 5 min

- 1 What made now the right time to talk about social situations?
- 2 From 0 to 10, how much has social fear held you back this week?

2. Explore 15 min

- 3 Which situations feel hardest?
- 4 What do you fear people will think?
- 5 What do you notice in your body?
- 6 What do you do to hide or stay safe?
- 7 What do you replay afterward?
- 8 Where do you feel at ease with people?

3. Make sense of it 10 min

“ Most people are thinking about themselves, not judging you. It is called the spotlight effect.

“ Hiding feels safer, but it stops you from learning that people are usually kinder than you expect.

4. Test predictions 10 min

- 9 What do you predict people will think?
- 10 How likely is that, from 0 to 100%?
- 11 What actually happened last time?
- 12 If someone did judge you, how would you cope?
- 13 What would you tell a friend with this fear?

5. Brave steps 5 min

- 14 What is one small social step you could try this week?
- 15 How could you drop one safety habit while you do it?

6. Close 5 min

- 16 What is one thing from today you want to remember?
- 17 Would you try the Social Log a few times this week?

TRY SAYING

- ✓ "That fear is common."
- ✓ "What did you actually notice?"
- ✓ "You showed up anyway."

TRY TO AVOID

- ✗ "Just be yourself."
- ✗ "Nobody is looking at you."
- ✗ "Stop being so shy."

SESSION NOTES



The spotlight effect

It can feel like everyone is watching and judging. In truth, most people are busy thinking about themselves. Each small brave step teaches your brain you can handle it.



Four ways to break the loop



Spotlight check

People notice less than you think.



Look outward

Get curious about the other person.



Drop a safety act

Make eye contact, speak up.



Take a small step

Say hi, ask one question.

A 60-second reset

Repeat 5 times

Breathe in · 4

Breathe out slowly · 6

Then think of one question you could ask someone today.

When to reach out: if you ever feel unsafe or have thoughts of harming yourself, contact your therapist, call or text 988 (US), or go to your nearest emergency room.

My Social Log

After a social moment, write down what you feared and what really happened.
You are testing your predictions.

RATE IT

0 calm

2

4

6

8

10 most

WHAT WAS THE
SITUATION?WHAT DID I FEAR
THEY WOULD THINK?

RATE

WHAT DID I DO?

WHAT REALLY
HAPPENED?

AFTER

1

2

3

4

5



Look for facts: What did people actually say or do? Did anyone react the way you feared?

My Social Steps Ladder

Write a social goal at the top. Then list small steps, from easiest at the bottom to hardest at the top. Start at the bottom.

MY SOCIAL GOAL

STEP

FEAR 0-10

8

7

6

5

4

3

2

1

HOW TO CLIMB

Stay in each situation until your fear drops a bit.
Repeat it, then move up.

I WILL TRY STEP 1 ON



MODULE 11

Substance Use

Cravings, triggers and relapse plans



Quick Reference

Page 79



Session Guide

Pages 80 to 81



Client Handout

Page 82



2 Worksheets

Pages 83 to 84

Substance Use in 2 minutes

Using alcohol or drugs to cope, relax or escape, in a way that starts to cost more than it gives.

Thoughts

"Just one won't hurt"

"I deserve it"

"I can't cope without it"

Body

Cravings, restlessness

Withdrawal symptoms

Poor sleep, low energy

Behavior

Using to cope

Hiding or minimizing use

Dropping other activities

WHAT KEEPS IT GOING

Trigger



Craving



Use for relief



Stronger habit

WHAT HELPS



Explain the cycle

How cravings and relief work



Track triggers

Log cravings and situations



Weigh "just one"

Test permission thoughts



Small changes

Step-by-step goals



Ride the wave

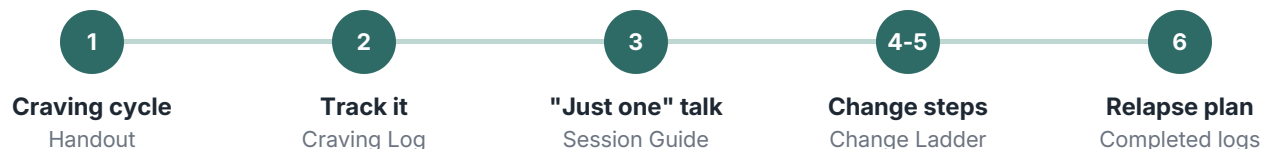
Urge surfing, breathing, delay



Build supports

People, groups, healthy routines

A SUGGESTED SIX-SESSION ARC



Screen and refer: consider the AUDIT or DAST-10. Assess withdrawal risk and refer for medical care when needed. Ask about overdose risk, safety and suicidal thoughts.

Your session, step by step

Choose 3 to 5 questions per step. You do not need all of them.

Open
5 min

Explore
15 min

Make sense of it
10 min

Thoughts
10 min

Change
5

Close
5

1. Open 5 min

- 1 What made now the right time to talk about your use?
- 2 From 0 to 10, how strong have cravings been this week?

2. Explore 15 min

- 3 When and where do you use most?
- 4 What does it do for you?
- 5 What does it cost you?
- 6 What usually comes right before a craving?
- 7 What have you tried before that helped?
- 8 What would life look like with less of it?

3. Make sense of it 10 min

“ Using makes sense. It brings fast relief. The trouble is the relief does not last and the cost keeps growing.

“ A craving is like a wave. It rises, peaks and passes, usually within 20 to 30 minutes.

4. Permission thoughts 10 min

- 9 What do you tell yourself right before you use?
- 10 What usually happens after that "just one"?
- 11 How does that thought help you in the moment?
- 12 What would the future you say about it?
- 13 What is a more honest thought?

5. Change steps 5 min

- 14 What is one small change you are willing to try this week?
- 15 Who could support you with it?

6. Close 5 min

- 16 What is one thing from today you want to remember?
- 17 Would you try the Craving Log each time this week?

TRY SAYING

- ✓ "What does it do for you?"
- ✓ "What do you want for yourself?"
- ✓ "Slips are part of change."

TRY TO AVOID

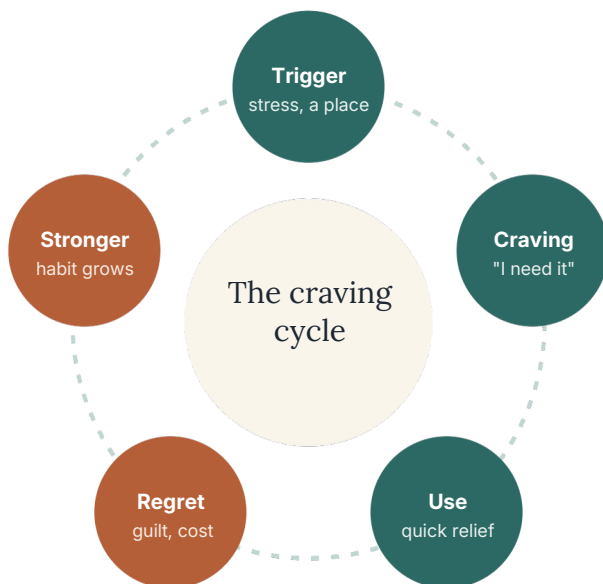
- ✗ "You're an addict."
- ✗ "Just stop."
- ✗ "You've ruined everything."

SESSION NOTES



Riding the wave

Cravings are not a sign of weakness. They are your brain asking for fast relief. Like a wave, a craving rises, peaks and then passes, often in under 30 minutes.



Four ways to break the loop



Name the craving

"This is a craving. It will pass."



Delay 20 minutes

Do something else first.



Call someone

Text someone you trust.



Change the place

Leave the trigger behind.

A 60-second reset

Repeat 5 times

Breathe in · 4

Breathe out slowly · 6

Then rate the craving again. Notice how it has changed.

When to reach out: if you ever feel unsafe or have thoughts of harming yourself, contact your therapist, call or text 988 (US), or go to your nearest emergency room.

My Craving Log

When a craving shows up, write it down. You are learning your triggers and what helps the wave pass.

RATE IT

0 none

2

4

6

8

10 strongest

	WHAT SET IT OFF?	WHAT WAS I TELLING MYSELF?	URGE	WHAT DID I DO?	WHAT HELPED THE WAVE PASS?	AFTER
1						
2						
3						
4						
5						

1

2

3

4

5



Common triggers: stress, boredom, people, places, times of day, being hungry, angry, lonely or tired.

My Change Ladder

Write your goal at the top. Then list small changes, from easiest at the bottom to hardest at the top. Start at the bottom.

MY GOAL

STEP

HARD 0-10

8

7

6

5

4

3

2

1

HOW TO CLIMB

Keep a step until it feels steady. A slip is information, not failure. Restart at the last step.

I WILL TRY STEP 1 ON



MODULE 12

Shame and Guilt

Self-blame, repair and letting go



Quick Reference

Page 86



Session Guide

Pages 87 to 88



Client Handout

Page 89



2 Worksheets

Pages 90 to 91

Shame and Guilt in 2 minutes

Guilt says "I did something bad." Shame says "I am bad." Guilt can guide repair. Shame tends to keep people stuck.

Thoughts

"I'm a bad person"

Replaying mistakes

"I don't deserve..."

Body

Heat, blushing

Wanting to hide

Heaviness in the chest

Behavior

Hiding, keeping secrets

Over-apologizing

Self-punishing

WHAT KEEPS IT GOING

Mistake



"I'm bad"



Hide and punish



Shame grows

WHAT HELPS



Shame vs guilt

Guilt is about acts, shame about self



Track it

Log shame moments as they come



Act vs self

Weigh "I am bad" thoughts



Small repairs

Make amends where it fits



Soothe the body

Hand on heart, slow breath



Share safely

Shame shrinks when spoken

A SUGGESTED SIX-SESSION ARC



Screen and refer: check for depression, trauma and self-harm. Strong shame can link to abuse history. Assess suicidal thoughts directly.

Your session, step by step

Choose 3 to 5 questions per step. You do not need all of them.

Open
5 min

Explore
15 min

Make sense of it
10 min

Act vs self
10 min

Repair
5

Close
5

1. Open 5 min

- 1 What made now the right time to talk about this?
- 2 From 0 to 10, how heavy has shame or guilt felt this week?

2. Explore 15 min

- 3 What do you keep coming back to?
- 4 What do you tell yourself about it?
- 5 Is this about something you did, or who you are?
- 6 What do you do when shame shows up?
- 7 Who knows about this, if anyone?
- 8 What would it feel like to put some of it down?

3. Make sense of it 10 min

“ Guilt says “I did something bad.”
Shame says “I am bad.” Only one of
those is fair.

“ Shame grows in secret. Speaking
it out loud, safely, helps it shrink.

4. Act vs self 10 min

- 9 What is the harshest thing you say about yourself?
- 10 What did you actually do, in plain facts?
- 11 What was going on for you at the time?
- 12 What would you say to a friend who did the same?
- 13 What would repair look like?

5. Repair steps 5 min

- 14 Is there one small step toward repair you could take?
- 15 If repair is not possible, how could you show yourself kindness?

6. Close 5 min

- 16 What is one thing from today you want to remember?
- 17 Would you try the Shame Log a few times this week?

TRY SAYING

- ✓ "Thank you for trusting me."
- ✓ "You are more than this."
- ✓ "What would repair look like?"

TRY TO AVOID

- ✗ "You shouldn't feel that way."
- ✗ "It wasn't a big deal."
- ✗ "You should be ashamed."

SESSION NOTES



Mistakes are human

Everyone makes mistakes. Guilt can help you make things right. Shame tells you that you are the mistake. That is not true, and you can learn to let it go.



Four ways to break the loop



Name it

"This is shame talking."



Act vs self

I did a bad thing. I am not bad.



Share it safely

Shame shrinks when shared.



Make it right

Repair where you can.

A 60-second reset

Repeat 5 times

Breathe in · 4

Breathe out slowly · 6

Then place a hand on your heart and say: "I'm human, and I'm learning."

When to reach out: if you ever feel unsafe or have thoughts of harming yourself, contact your therapist, call or text 988 (US), or go to your nearest emergency room.

My Shame and Guilt Log

When shame or guilt shows up, write it down. You are learning to separate what you did from who you are.

RATE IT

0 light

2

4

6

8

10 heaviest

	WHAT HAPPENED?	WHAT DID I TELL MYSELF?	RATE	WHAT DID I DO?	WHAT IS A FAIR, KIND VIEW?	AFTER
1						
2						
3						
4						
5						



Try the friend test: If a good friend did this, what would you say to them?

My Repair Ladder

Write what letting go or making it right would look like at the top. Then list small steps, easiest at the bottom.

WHAT I WANT

STEP

HARD 0-10

8

7

6

5

4

3

2

1

HOW TO CLIMB

Go at your own pace. Repair can be an apology, a changed action or kindness toward yourself.

I WILL TRY STEP 1 ON



MODULE 13

Perfectionism

All-or-nothing standards and good enough



Quick Reference

Page 93



Session Guide

Pages 94 to 95



Client Handout

Page 96



2 Worksheets

Pages 97 to 98

Perfectionism in 2 minutes

Setting very high standards and judging self-worth by meeting them. Falling short feels like failure.

Thoughts

All-or-nothing thinking

"It has to be perfect"

Fear of mistakes

Body

Tension, headaches

Exhaustion

Poor sleep before deadlines

Behavior

Procrastinating

Over-checking, redoing

Avoiding new things

WHAT KEEPS IT GOING

High standard



Fear of failing



Over-work or avoid



Standard rises

WHAT HELPS



Explain the trap

Why perfect feels safe but costs



Track it

Log the rules and the costs



Test the rules

Question all-or-nothing



Good enough steps

Try small imperfections



Calm the body

Short breaks and slow breathing



Value effort

Notice progress, not just results

A SUGGESTED SIX-SESSION ARC



Screen and refer: check for anxiety, depression, OCD and eating concerns, which often come with perfectionism. Assess burnout and self-harm.

Your session, step by step

Choose 3 to 5 questions per step. You do not need all of them.

Open
5 min

Explore
15 min

Make sense of it
10 min

Rules
10 min

Enough
5

Close
5

1. Open 5 min

- 1 What made now the right time to talk about your standards?
- 2 From 0 to 10, how much pressure have you felt this week?

2. Explore 15 min

- 3 Where do your standards feel highest?
- 4 What happens if something is not perfect?
- 5 How much time goes into checking or redoing?
- 6 What do you put off because it may not be perfect?
- 7 Where did you learn these rules?
- 8 What would "good enough" look like?

3. Make sense of it 10 min

“
High standards can help. The trouble is when your worth depends on never falling short.

“
Perfect is a moving target. Good enough lets you finish, rest and try new things.

4. Test the rules 10 min

- 9 What rule are you following here?
- 10 What would happen if you broke it a little?
- 11 Is it all-or-nothing, or is there a middle?
- 12 What would you accept from a friend?
- 13 What is a more flexible rule?

5. Good enough steps 5 min

- 14 What is one small thing you could do "good enough" this week?
- 15 How will you handle the discomfort?

6. Close 5 min

- 16 What is one thing from today you want to remember?
- 17 Would you try the Standards Log a few times this week?

TRY SAYING

- ✓ "What's good enough here?"
- ✓ "Mistakes are information."
- ✓ "Your worth isn't your output."

TRY TO AVOID

- ✗ "Just lower your standards."
- ✗ "Stop caring so much."
- ✗ "Nobody's perfect."

SESSION NOTES



Good enough is good

Wanting to do well is good. Needing to be perfect is exhausting. Your worth does not depend on getting everything right. Good enough lets you breathe.



Four ways to break the loop



Spot the rule

"There's the perfect rule again."



Set a time limit

Stop when the time is up.



Aim for done

Then hand it in.



Notice the result

Usually less than you feared.

A 60-second reset

Repeat 5 times

Breathe in · 4

Breathe out slowly · 6

Then choose one thing you can call finished, just as it is.

When to reach out: if you ever feel unsafe or have thoughts of harming yourself, contact your therapist, call or text 988 (US), or go to your nearest emergency room.

My Standards Log

When perfectionism shows up, write it down. You are learning what your rules cost you and what good enough looks like.

RATE IT

0 easy

2

4

6

8

10 most

WHAT WAS
THE TASK?WHAT RULE WAS
I FOLLOWING?

RATE

WHAT DID I DO?

WHAT WOULD
GOOD ENOUGH BE?

AFTER

1

2

3

4

5



Ask: Will this matter in a year? What would I accept from someone I respect?

My Good Enough Ladder

Write what a more relaxed version of you would do at the top. Then list small good enough steps, easiest at the bottom.

MY GOAL

STEP

HARD 0-10

8

7

6

5

4

3

2

1

HOW TO CLIMB

Do each step and notice what really happens.
Repeat until it feels easier, then move up.

I WILL TRY STEP 1 ON



MODULE 14

Self-Compassion

Quieting harsh self-talk with kindness



Quick Reference

Page 100



Session Guide

Pages 101 to 102



Client Handout

Page 103



2 Worksheets

Pages 104 to 105

Self-Compassion in 2 minutes

Treating yourself with the same kindness you would offer a good friend, especially when things are hard.

Thoughts

Harsh self-talk

"I should be better"

"Being kind is weak"

Body

Tension, tight chest

Exhaustion

Holding breath

Behavior

Self-criticism to motivate

Ignoring own needs

Giving up after mistakes

WHAT KEEPS IT GOING

Struggle



Self-attack



Feel worse



Harder to cope

WHAT HELPS



Explain kindness

Kindness, shared humanity, mindfulness



Track self-talk

Log harsh and kind voices



Kindness myths

Weigh "kind means weak"



Kind practices

Small daily acts of care



Soothing touch

Hand on heart, slow breath



Friend perspective

What would you tell a friend?

A SUGGESTED SIX-SESSION ARC



Screen and refer: check for depression, shame and trauma. Some clients feel fear when offered kindness. Go slowly and watch for distress. Consider the Self-Compassion Scale.

Your session, step by step

Choose 3 to 5 questions per step. You do not need all of them.

Open
5 min

Explore
15 min

Make sense of it
10 min

Myths
10 min

Practice
5

Close
5

1. Open 5 min

- 1 What made now the right time to work on how you treat yourself?
- 2 From 0 to 10, how kind have you been to yourself this week?

2. Explore 15 min

- 3 How do you talk to yourself when things go wrong?
- 4 How would you talk to a friend in the same spot?
- 5 What makes kindness to yourself feel hard?
- 6 What do you fear would happen if you were kinder?
- 7 Who in your life was kind to you?
- 8 What does your body need right now?

3. Make sense of it 10 min

“ Self-compassion is not letting yourself off the hook. It is support that helps you try again.

“ Harsh self-talk feels like it keeps you in line. Research shows kindness works better.

4. Kindness myths 10 min

- 9 Where did you learn that kindness is weak?
- 10 Does the harsh voice actually help you do better?
- 11 When has kindness helped you or someone else?
- 12 What would a kind coach say?
- 13 What is one kinder sentence you could try?

5. Kind practices 5 min

- 14 What is one small act of kindness to yourself you could try this week?
- 15 When in your day would fit best?

6. Close 5 min

- 16 What is one thing from today you want to remember?
- 17 Would you try the Self-Talk Log a few times this week?

TRY SAYING

- ✓ "That sounds really hard."
- ✓ "You're not alone in this."
- ✓ "What would a friend say?"

TRY TO AVOID

- ✗ "Just love yourself."
- ✗ "Stop being so negative."
- ✗ "You're too hard on yourself."

SESSION NOTES



Be a friend to yourself

When things go wrong, many of us attack ourselves. Self-compassion means treating yourself like a good friend would. It is not weak. It helps you get back up.



Four ways to break the loop



Notice the pain
Say "This is hard."



You are human
Everyone struggles.



Speak kindly
"May I be kind to myself."



Soothing touch
Hand on your heart.

A 60-second reset

Repeat 5 times

Breathe in · 4

Breathe out slowly · 6

Then place a hand on your heart and ask: what do I need right now?

When to reach out: if you ever feel unsafe or have thoughts of harming yourself, contact your therapist, call or text 988 (US), or go to your nearest emergency room.

My Self-Talk Log

When you notice harsh self-talk, write it down. Then write what a kind friend would say instead.

RATE IT

0 kind

2

4

6

8

10 harshest

	WHAT HAPPENED?	WHAT DID I SAY TO MYSELF?	RATE	HOW DID I FEEL?	WHAT WOULD A FRIEND SAY?	AFTER
1						
2						
3						
4						
5						



Try three parts: "This is hard." "Others feel this too." "May I be kind to myself."

My Kindness Ladder

Write how you want to treat yourself at the top. Then list small acts of kindness, easiest at the bottom.

HOW I WANT TO TREAT MYSELF

STEP

HARD 0-10

8

7

6

5

4

3

2

1

HOW TO CLIMB

Practice each step for a few days. It may feel strange at first. That is normal.

I WILL TRY STEP 1 ON



MODULE 15

Inner Child Work

Early needs, reparenting and self-care



Quick Reference

Page 107



Session Guide

Pages 108 to 109



Client Handout

Page 110



2 Worksheets

Pages 111 to 112

Inner Child Work in 2 minutes

Noticing feelings and needs from early life that still show up today, and learning to meet them as an adult.

Thoughts

"I'm too much"

"My needs don't matter"

Old fears in new places

Body

Big reactions out of nowhere

Feeling small or young

Tension when needs come up

Behavior

People pleasing

Shutting down feelings

Seeking approval

WHAT KEEPS IT GOING

Old wound



Strong reaction



Old coping



Need goes unmet

WHAT HELPS



Explain the idea

Younger parts and early needs



Track reactions

Notice when old feelings show up



Name the need

What did I need back then?



Reparent steps

Meet needs as a caring adult



Soothe the body

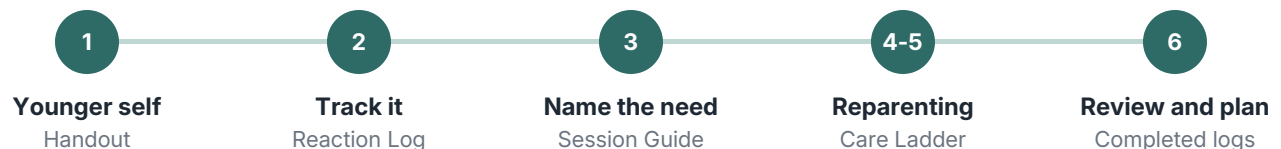
Comfort, rest, safe places



Play and joy

Make room for fun and rest

A SUGGESTED SIX-SESSION ARC



Screen and refer: go slowly. This work can bring up abuse or neglect memories. Assess trauma history, dissociation and safety. Refer for trauma care when needed.

Your session, step by step

Choose 3 to 5 questions per step. You do not need all of them.

Open
5 min

Explore
15 min

Make sense of it
10 min

Needs
10 min

Care
5

Close
5

1. Open 5 min

- 1 What made now the right time to explore this?
- 2 From 0 to 10, how often have old feelings shown up this week?

2. Explore 15 min

- 3 When do you feel younger than your age?
- 4 What feeling comes up most in those moments?
- 5 What did you need as a child that you did not get?
- 6 How did you learn to cope back then?
- 7 How does that way of coping show up now?
- 8 What would comfort that younger you?

3. Make sense of it 10 min

“

Strong reactions often come from old hurts. They made sense back then.

“

You cannot change the past. You can give yourself now what you needed then.

4. Name the need 10 min

- 9 How old do you feel in this moment?
- 10 What does that younger you feel?
- 11 What did they need to hear?
- 12 What would a caring adult do for them?
- 13 How could you do that for yourself now?

5. Reparenting steps 5 min

- 14 What is one small way you could care for yourself this week?
- 15 What would make it feel safe to try?

6. Close 5 min

- 16 How are you feeling as we finish today?
- 17 Would you try the Reaction Log a few times this week?

TRY SAYING

- ✓ "That made sense back then."
- ✓ "What did you need?"
- ✓ "You can give that to yourself now."

TRY TO AVOID

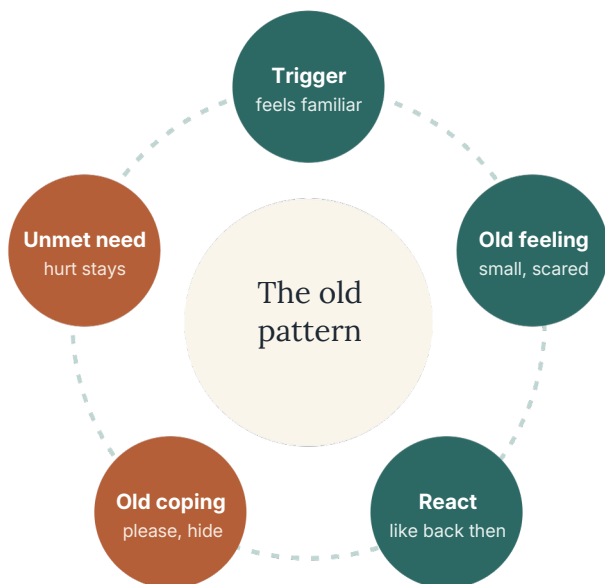
- ✗ "Just get over your childhood."
- ✗ "Your parents did their best."
- ✗ "That was a long time ago."

SESSION NOTES



Caring for younger you

Some of our strongest feelings come from the child we once were. That younger part learned ways to cope. Now you can give yourself the care you needed back then.



Four ways to break the loop



Notice the age
"How old do I feel?"



Meet the need
Safety? Comfort? Fun?



Speak kindly
"I'm here. You're safe."



Give it now
Rest, play or a hug.

A 60-second reset

Repeat 5 times

Breathe in · 4

Breathe out slowly · 6

Then ask your younger self: what do you need from me right now?

When to reach out: if you ever feel unsafe or have thoughts of harming yourself, contact your therapist, call or text 988 (US), or go to your nearest emergency room.

My Reaction Log

When you have a strong reaction that feels bigger than the moment, write it down. You are getting to know your younger self.

RATE IT

0 calm

2

4

6

8

10 most

	WHAT HAPPENED?	HOW OLD DID I FEEL?	RATE	WHAT DID I DO?	WHAT DID YOUNGER ME NEED?	AFTER
1						
2						
3						
4						
5						



Common needs: to feel safe, seen, heard, comforted, allowed to play or told "you are enough."

My Care Ladder

Write how you want to care for yourself at the top. Then list small caring steps, easiest at the bottom.

HOW I WANT TO CARE FOR MYSELF

STEP

HARD 0-10

8

7

6

5

4

3

2

1

HOW TO CLIMB

Go gently. Repeat each step until it feels natural.
Awkward at first is normal.

I WILL TRY STEP 1 ON



MODULE 16

Conflict

Repair, I-statements and calm talks



Quick Reference

Page 114



Session Guide

Pages 115 to 116



Client Handout

Page 117



2 Worksheets

Pages 118 to 119

Conflict in 2 minutes

Disagreement is normal in any relationship. Problems come from how it is handled, not that it happens.

Thoughts

"They always..."

Assuming bad intent

Needing to win

Body

Heat, fast heart

Flooded, can't think

Shutting down

Behavior

Blaming, criticizing

Defending, counter-attacking

Stonewalling

WHAT KEEPS IT GOING

Disagreement



Attack or defend



Other escalates



No repair

WHAT HELPS



Explain conflict

Normal, and repair matters most



Track conflicts

Log what sets them off



Check the story

Weigh blame and "always" thoughts



Practice skills

I-statements, step by step



Calm the body

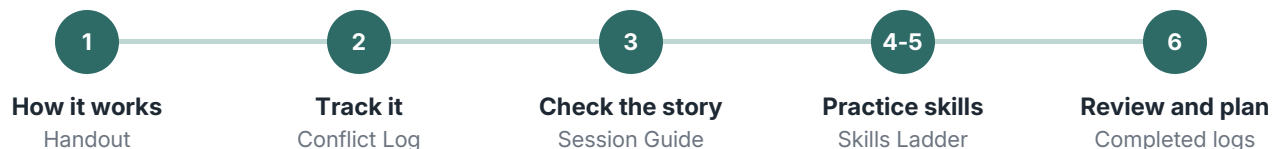
Take a break when flooded



Repair

Apologize and reconnect

A SUGGESTED SIX-SESSION ARC



Screen and refer: ask privately about safety, threats and violence before any joint work. Check for substance use, depression and anger problems.

Your session, step by step

Choose 3 to 5 questions per step. You do not need all of them.

Open
5 min

Explore
15 min

Make sense of it
10 min

Story
10 min

Skills
5

Close
5

1. Open 5 min

- 1 What made now the right time to talk about conflict?
- 2 From 0 to 10, how tense have things been this week?

2. Explore 15 min

- 3 What do most of your conflicts start over?
- 4 What do you usually do when it heats up?
- 5 What does the other person usually do?
- 6 When do you feel flooded?
- 7 How do the two of you usually repair?
- 8 What would a good disagreement look like?

3. Make sense of it 10 min

“ Every relationship has conflict. What matters is how you handle it and how you repair after.

“ When we feel flooded, the thinking brain goes offline. A short break helps you talk again.

4. Check the story 10 min

- 9 What story did you tell yourself about their behavior?
- 10 What might they have been feeling?
- 11 Is it really "always" or "never"?
- 12 What was the need under your anger?
- 13 How could you say it as an I-statement?

5. Practice skills 5 min

- 14 What is one skill you could practice in your next disagreement?
- 15 What will be your signal to take a break?

6. Close 5 min

- 16 What is one thing from today you want to remember?
- 17 Would you try the Conflict Log after each argument this week?

TRY SAYING

- ✓ "What did you need?"
- ✓ "What might they have felt?"
- ✓ "How could you repair?"

TRY TO AVOID

- ✗ "Who started it?"
- ✗ "Just agree to disagree."
- ✗ "You're both wrong."

SESSION NOTES



Fight fair, then repair

Disagreements are normal. They do not mean a relationship is failing. What matters is staying respectful, taking breaks when needed and making up afterward.



Four ways to break the loop



Start soft

"I feel... I need..."



Take a break

20 minutes if flooded.



Listen first

Repeat back what you heard.



Repair after

"I'm sorry I raised my voice."

A 60-second reset

Repeat 5 times

Breathe in · 4

Breathe out slowly · 6

Then think of one thing you could say to start the talk more gently.

When to reach out: if you ever feel unsafe or have thoughts of harming yourself, contact your therapist, call or text 988 (US), or go to your nearest emergency room.

My Conflict Log

After a disagreement, write down what happened. You are learning your patterns and better ways to talk.

RATE IT

0 calm

2

4

6

8

10 most

WHAT WAS
IT ABOUT?WHAT STORY DID
I TELL MYSELF?

RATE

WHAT DID I DO?

WHAT COULD I
SAY NEXT TIME?

AFTER

1

2

3

4

5



Try an I-statement: "I feel ___ when ___. What I need is ___."

My Skills Ladder

Write how you want to handle conflict at the top. Then list skills to practice, easiest at the bottom.

HOW I WANT TO HANDLE CONFLICT

STEP

HARD 0-10

8

7

6

5

4

3

2

1

HOW TO CLIMB

Practice each skill in small disagreements first.
Then use it when things are more heated.

I WILL TRY STEP 1 ON



MODULE 17

Parenting Stress

Overwhelm, patience and connection



Quick Reference

Page 121



Session Guide

Pages 122 to 123



Client Handout

Page 124



2 Worksheets

Pages 125 to 126

Parenting Stress in 2 minutes

The strain of caring for children while juggling everything else. High stress makes patience harder for everyone.

Thoughts

"I'm failing my kids"

"They should listen"

Comparing to other parents

Body

Exhaustion

Tension, short fuse

Poor sleep

Behavior

Yelling, then guilt

Giving in to avoid fights

No time for self

WHAT KEEPS IT GOING

Stressed parent



Short fuse



Child acts out



More stress

WHAT HELPS



Explain the cycle

How stress spreads in families



Track hard moments

Log triggers and reactions



Check expectations

Weigh "should" thoughts



Small connection

Daily one-on-one time



Calm the body

Pause before reacting



Refill the tank

Rest, help, time for self

A SUGGESTED SIX-SESSION ARC

1

The stress cycle

Handout

2

Track it

Parenting Log

3

Expectations

Session Guide

4-5

Connect

Family Ladder

6

Review and plan

Completed logs



Screen and refer: check for depression and anxiety, including postpartum. Ask about support, safety and family violence. Follow your mandated reporting rules.

Your session, step by step

Choose 3 to 5 questions per step. You do not need all of them.

Open
5 min

Explore
15 min

Make sense of it
10 min

Expectations
10 min

Connect
5

Close
5

1. Open 5 min

- 1 What made now the right time to talk about parenting?
- 2 From 0 to 10, how stressed have you felt as a parent this week?

2. Explore 15 min

- 3 What time of day is hardest?
- 4 What does your child do that sets you off most?
- 5 What do you do when you hit your limit?
- 6 How do you feel afterward?
- 7 What support do you have?
- 8 When do you and your child connect well?

3. Make sense of it 10 min

“Stressed parents are not bad parents. Stress makes it harder to be the parent you want to be.”

“Kids calm down faster when we stay calm. We cannot do that on an empty tank.”

4. Check expectations 10 min

- 9 What do you expect your child to do in that moment?
- 10 Is that fair for their age?
- 11 What might they be feeling?
- 12 What would you say to a friend in your place?
- 13 What is a more realistic expectation?

5. Connection steps 5 min

- 14 What is one small way to connect with your child this week?
- 15 What is one small way to refill your own tank?

6. Close 5 min

- 16 What is one thing from today you want to remember?
- 17 Would you try the Parenting Log a few times this week?

TRY SAYING

- ✓ "You're clearly trying hard."
- ✓ "No parent is perfect."
- ✓ "What would help you right now?"

TRY TO AVOID

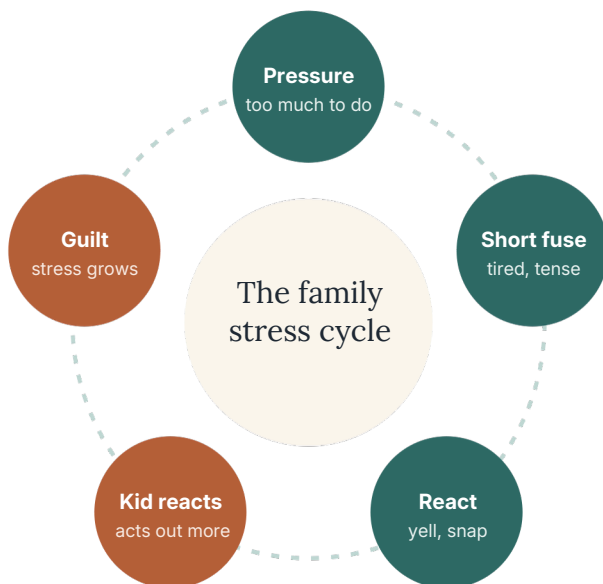
- ✗ "Just be more patient."
- ✗ "Kids will be kids."
- ✗ "You need to be stricter."

SESSION NOTES



Calm parent, calm child

Parenting is one of the hardest jobs there is. Feeling stressed does not make you a bad parent. When you take care of yourself, it gets easier to stay calm with your kids.



Four ways to break the loop



Pause first

Breathe before you react.



Name the feeling

"You're upset. I get it."



Connect daily

10 minutes of their choice.



Refill your tank

Ask for help. Rest counts.

A 60-second reset

Repeat 5 times

Breathe in · 4

Breathe out slowly · 6

Then remind yourself: "I don't have to be perfect. I just have to repair."

When to reach out: if you ever feel unsafe or have thoughts of harming yourself, contact your therapist, call or text 988 (US), or go to your nearest emergency room.

My Parenting Log

After a hard parenting moment, write it down. You are learning your triggers and what helps you stay calm.

RATE IT

0 calm

2

4

6

8

10 most

WHAT
HAPPENED?WHAT WAS I
TELLING MYSELF?

RATE

WHAT DID I DO?

WHAT HELPED OR
COULD HELP?

AFTER

1

2

3

4

5



Remember HALT: Were you or your child hungry, angry, lonely or tired?

My Family Connection Ladder

Write the family life you want at the top. Then list small steps, easiest at the bottom.

THE FAMILY LIFE I WANT

STEP

HARD 0-10

8

7

6

5

4

3

2

1

HOW TO CLIMB

Keep each step for a week before adding the next. Small and steady works best.

I WILL TRY STEP 1 ON



MODULE 18

Work Stress

Pressure, balance and switching off



Quick Reference

Page 128



Session Guide

Pages 129 to 130



Client Handout

Page 131



2 Worksheets

Pages 132 to 133

Work Stress in 2 minutes

Strain from workload, pressure, conflict or lack of control at work, often spilling into home life.

Thoughts

"I'll get fired"

"I can't say no"

Thinking about work at home

Body

Tension, headaches

Sunday dread

Poor sleep

Behavior

Working late, checking email

Skipping breaks

Snapping at home

WHAT KEEPS IT GOING

Pressure



Work longer



Less rest



Less focus, more pressure

WHAT HELPS



Explain the load

Demands, control and support



Track stressors

Log pressure points at work



Check the worry

Weigh worst-case thoughts



Small changes

One boundary at a time



Calm the body

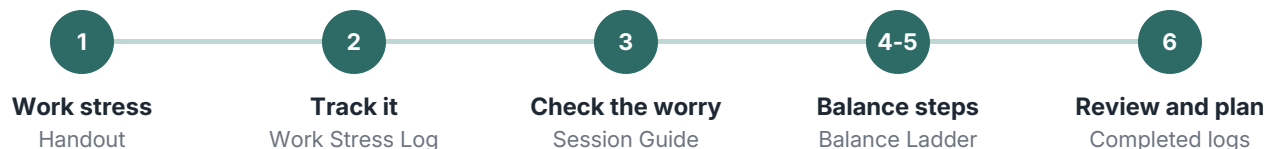
Short breaks and slow breathing



Switch off

End-of-day ritual

A SUGGESTED SIX-SESSION ARC



Screen and refer: check for depression, anxiety, burnout and alcohol use. Ask about bullying, harassment and workplace safety. Consider referral to HR or an EAP.

Your session, step by step

Choose 3 to 5 questions per step. You do not need all of them.

Open
5 min

Explore
15 min

Make sense of it
10 min

Worry
10 min

Balance
5

Close
5

1. Open 5 min

- 1 What made now the right time to talk about work?
- 2 From 0 to 10, how stressful has work been this week?

2. Explore 15 min

- 3 What part of work causes the most stress?
- 4 How much control do you have over your work?
- 5 Who supports you at work?
- 6 How much does work follow you home?
- 7 What do you do to switch off?
- 8 What would a better workday look like?

3. Make sense of it 10 min

“

Work stress grows when demands are high, control is low and support is thin.

“

Without a clear end to the workday, your brain never gets to rest.

4. Check the worry 10 min

- 9 What are you most worried will happen at work?
- 10 How likely is that, from 0 to 100%?
- 11 What evidence do you have?
- 12 If it did happen, how would you cope?
- 13 What is a more balanced view?

5. Balance steps 5 min

- 14 What is one small boundary you could try at work this week?
- 15 What could you do to mark the end of your workday?

6. Close 5 min

- 16 What is one thing from today you want to remember?
- 17 Would you try the Work Stress Log each day this week?

TRY SAYING

- ✓ "That's a lot to carry."
- ✓ "What can you control?"
- ✓ "Where can you rest?"

TRY TO AVOID

- ✗ "Just quit."
- ✗ "Everyone hates their job."
- ✗ "Work harder."

SESSION NOTES



Leave work at work

Some work stress is normal. When it follows you home and into your sleep, it wears you down. A few small changes can help you rest and work better.



Four ways to break the loop



Take real breaks

Take a short walk.



Do what you can

Let go of what you can't control.



Set one boundary

No email after 7pm.



End the day

A short ritual to switch off.

A 60-second reset

Repeat 5 times

Breathe in · 4

Breathe out slowly · 6

Then write down tomorrow's top 3 tasks and close your laptop.

When to reach out: if you ever feel unsafe or have thoughts of harming yourself, contact your therapist, call or text 988 (US), or go to your nearest emergency room.

My Work Stress Log

Once a day, write down your biggest work stressor and what you did. You are learning what you can control.

RATE IT

0 calm

2

4

6

8

10 most

WHAT WAS
STRESSFUL?WHAT WAS I
TELLING MYSELF?

RATE

WHAT DID I DO?

WHAT IS IN MY
CONTROL?

AFTER

1

2

3

4

5



Sort it: What can I control? What can I influence? What do I need to let go of?

My Balance Ladder

Write what better work-life balance looks like at the top. Then list small changes, easiest at the bottom.

BALANCE LOOKS LIKE

STEP

HARD 0-10

8

7

6

5

4

3

2

1

HOW TO CLIMB

Keep each change for a week before adding the next. Protect it like a meeting.

I WILL TRY STEP 1 ON



MODULE 19

Sleep

Racing mind at night and better rest



Quick Reference

Page 135



Session Guide

Pages 136 to 137



Client Handout

Page 138



2 Worksheets

Pages 139 to 140

Sleep in 2 minutes

Trouble falling asleep, staying asleep or waking too early, often kept going by worry and habits.

Thoughts

"I'll never sleep"

Racing thoughts in bed

Clock watching

Body

Wired but tired

Tension in bed

Daytime fatigue

Behavior

Long time in bed awake

Napping, sleeping in

Screens and caffeine late

WHAT KEEPS IT GOING

Poor sleep



Worry about sleep



Tense in bed



Worse sleep

WHAT HELPS



Explain sleep

Sleep drive and body clock



Track sleep

Daily sleep diary



Calm sleep worries

Weigh "I'll never sleep"



Change habits

Step-by-step sleep plan



Wind down

Relax the body before bed



Steady schedule

Same wake time every day

A SUGGESTED SIX-SESSION ARC

1

How sleep works

Handout

2

Track it

Sleep Diary

3

Sleep worries

Session Guide

4-5

Sleep steps

Sleep Ladder

6

Review and plan

Diaries



Screen and refer: consider the Insomnia Severity Index. Rule out sleep apnea, medical causes and medication effects. Check for depression, anxiety and substance use.

Your session, step by step

Choose 3 to 5 questions per step. You do not need all of them.

Open
5 min

Explore
15 min

Make sense of it
10 min

Worries
10 min

Habits
5

Close
5

1. Open 5 min

- 1 What made now the right time to talk about sleep?
- 2 From 0 to 10, how well have you slept this week?

2. Explore 15 min

- 3 What time do you go to bed and get up?
- 4 How long does it take to fall asleep?
- 5 What goes through your mind in bed?
- 6 What do you do when you can't sleep?
- 7 How much caffeine, alcohol or screen time at night?
- 8 How do you feel during the day?

3. Make sense of it 10 min

“
The harder we try to sleep, the more awake we feel. Sleep comes when the body and mind settle.

“
Your bed should mean sleep. If you lie awake for a long time, the brain links the bed with being awake.

4. Sleep worries 10 min

- 9 What do you tell yourself when you can't sleep?
- 10 What happens the day after a bad night?
- 11 Have you coped with poor sleep before?
- 12 How does worrying about sleep affect falling asleep?
- 13 What is a calmer thought for bedtime?

5. Sleep steps 5 min

- 14 What is one small sleep habit you could change this week?
- 15 What wake-up time could you keep every day?

6. Close 5 min

- 16 What is one thing from today you want to remember?
- 17 Would you try the Sleep Diary each morning this week?

TRY SAYING

- ✓ "Poor sleep is exhausting."
- ✓ "Let's look at your patterns."
- ✓ "Small changes add up."

TRY TO AVOID

- ✗ "Just relax."
- ✗ "Try harder to sleep."
- ✗ "Everyone sleeps badly sometimes."

SESSION NOTES



Let sleep come to you

You cannot force sleep. The harder you try, the more awake you feel. Good habits and a calmer mind help your body do what it already knows how to do.



Four ways to break the loop



Same wake time
Even on weekends.



Get up if awake
Return when sleepy.



Wind down
Dim lights an hour before bed.



Park your worries
Write them down before bed.

A 60-second reset

Repeat 5 times

Breathe in · 4

Breathe out slowly · 6

Then relax your jaw, shoulders and hands one at a time.

When to reach out: if you ever feel unsafe or have thoughts of harming yourself, contact your therapist, call or text 988 (US), or go to your nearest emergency room.

My Sleep Diary

Fill this in each morning. You are looking for patterns in what helps and hurts your sleep.

RATE IT

0 worst

2

4

6

8

10 best

BED AND
WAKE TIMEWHAT KEPT
ME AWAKE?

SLEEP

WHAT DID I DO
BEFORE BED?WHAT HELPED,
EVEN A LITTLE?

ENERGY

1

2

3

4

5



Look for patterns: caffeine after noon, screens in bed, naps, alcohol or late heavy meals.

My Sleep Ladder

Write how you want to sleep at the top. Then list small habit changes, easiest at the bottom.

MY SLEEP GOAL

STEP

HARD 0-10

8

7

6

5

4

3

2

1

HOW TO CLIMB

Keep each change for at least a week. Sleep changes take time to show up.

I WILL TRY STEP 1 ON



MODULE 20

Life Transitions

Change, identity and finding your footing



Quick Reference

Page 142



Session Guide

Pages 143 to 144



Client Handout

Page 145



2 Worksheets

Pages 146 to 147

Life Transitions in 2 minutes

Big changes like a move, new job, divorce, retirement or becoming a parent. Even good changes can be hard.

Thoughts

"Who am I now?"

Missing how things were

Worry about the future

Body

Restlessness

Fatigue

Sleep changes

Behavior

Holding on to the old

Avoiding new steps

Losing routines

WHAT KEEPS IT GOING

Big change



Resist or avoid



Feel stuck



Harder to adjust

WHAT HELPS



Explain transitions

Endings and new starts



Track the change

What is hard, what helps



Weigh worries

Test fears of the future



Small steps forward

Build the new life slowly



Steady the body

Routines, rest, movement



Values and identity

What stays the same?

A SUGGESTED SIX-SESSION ARC

1

Stages of change

Handout

2

Track it

Transition Log

3

Weigh worries

Session Guide

4-5

Steps forward

Next Steps

6

Review and plan

Completed logs



Screen and refer: check for depression, anxiety and adjustment problems. Ask about loss, finances, support and safety. Watch for grief inside the change.

Your session, step by step

Choose 3 to 5 questions per step. You do not need all of them.

Open
5 min

Explore
15 min

Make sense of it
10 min

Worries
10 min

Steps
5

Close
5

1. Open 5 min

- 1 What change brings you here?
- 2 From 0 to 10, how unsettled have you felt this week?

2. Explore 15 min

- 3 What has ended or is ending?
- 4 What do you miss most about before?
- 5 What feels unclear right now?
- 6 What worries you about what comes next?
- 7 What has stayed the same in you?
- 8 How have you handled big changes before?

3. Make sense of it 10 min

“ Every change has an ending, a messy middle and a new beginning. The middle often feels the hardest.

“ It is normal to miss the old life, even when the change is a good one.

4. Weigh worries 10 min

- 9 What are you most afraid will happen?
- 10 How likely is that, from 0 to 100%?
- 11 What strengths can you lean on now?
- 12 What would you tell a friend in your place?
- 13 What is a more balanced view?

5. Steps forward 5 min

- 14 What is one small step toward your new life this week?
- 15 What routine could help you feel more steady?

6. Close 5 min

- 16 What is one thing from today you want to remember?
- 17 Would you try the Transition Log a few times this week?

TRY SAYING

- ✓ "Even good change is hard."
- ✓ "What stays the same in you?"
- ✓ "One step at a time."

TRY TO AVOID

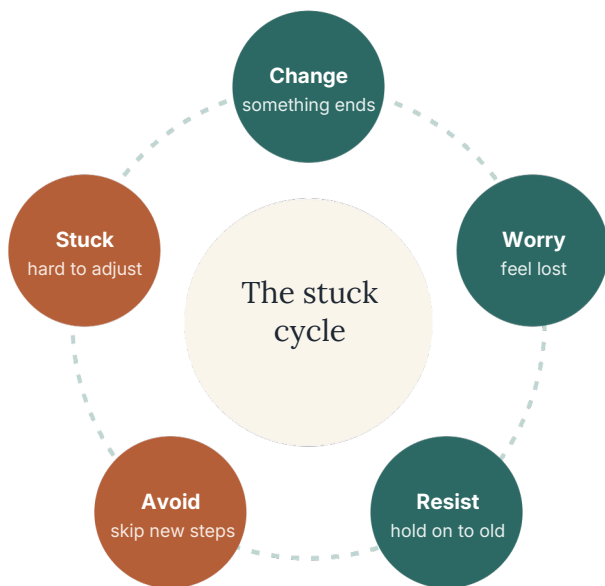
- ✗ "Look on the bright side."
- ✗ "You'll get used to it."
- ✗ "Just move on."

SESSION NOTES



Finding your footing

Big changes can shake up your sense of who you are. It is normal to feel lost for a while. Step by step, you can build a life that fits the new you.



Four ways to break the loop



Name what ended

Let yourself miss it.



Keep anchors

Small routines that stay the same.



Take one step

Try one new thing this week.



Be patient

Adjusting takes time.

A 60-second reset

Repeat 5 times

Breathe in • 4

Breathe out slowly • 6

Then name one thing in your life that is still steady.

When to reach out: if you ever feel unsafe or have thoughts of harming yourself, contact your therapist, call or text 988 (US), or go to your nearest emergency room.

My Transition Log

A few times a week, write what feels hard about the change and what helps. You are finding your footing.

RATE IT

0 settled

2

4

6

8

10 most lost

WHAT FELT
HARD?WHAT WAS I
WORRIED ABOUT?

RATE

WHAT DID
I DO?WHAT HELPED ME
FEEL STEADY?

AFTER

1

2

3

4

5



Look for anchors: people, routines, places or values that stay the same through change.

My Next Steps Ladder

Write what you want your new life to include at the top. Then list small steps, easiest at the bottom.

MY NEW LIFE INCLUDES

STEP

HARD 0-10

8

7

6

5

4

3

2

1

HOW TO CLIMB

Take each step at your own pace. Repeat until it feels more familiar, then move up.

I WILL TRY STEP 1 ON