



# My Be Well Plan



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### Supporters of the Be Well Plan

The Be Well Plan was created by a group of researchers working for charitable and educational institutes, who aim to continuously update the program. We would specifically like to acknowledge the philanthropic contribution from the James and Diana Ramsay Foundation that helped fund the Be Well Plan development.





# What does this workbook contain?

Welcome to your own Be Well Plan. This workbook helps you explore your own personal mental health and wellbeing journey. Throughout the program sessions, you will develop the skills you need to build a tailored plan for your mental health and wellbeing. The workbook consists of three parts:

## Weekly Exercises

We will explore what makes you the person you are and will use this to determine your strategy. We will investigate what motivates you in life, which areas you want to work on, and the resources and barriers you want to target to get there.

## The Be Well Activity Bank

A long list of evidence-based activities to build your mental health and wellbeing, and a couple of handy tools to help you find the ones that are most relevant to you.

## My Be Well Plan

The final output of your efforts in this program. Your unique set of evidence-based activities to build your mental health and wellbeing, designed to fit your life. Your Be Well Plan will be a great resource to help you to look after your wellbeing. We recommend you keep this workbook handy, so you can easily revisit your Be Well Plan.

For those doing the program online, why not save the workbook on your desktop and for those with a printed copy, keep it somewhere you regularly visit in your home or office for quick and easy reference.

### Extra Resources

Just as your life tends to do, your mental health and wellbeing will constantly be changing.

That's why we have created a web page that lists all the resources mentioned in this workbook as separate files. This way you can update your Plan with new components as much as you like. Just scan the QR below to get going.

You can use your camera to scan the code if you have the latest iPhone or Android models. If you don't, download one of the free QR readers from the app stores.





The Be Well Plan is a program that delves into fundamental principles behind good mental health and wellbeing. In the program you will be exploring the following:

- **Who am I?** - exploring what makes you the person you are, figuring out which areas of your wellbeing you'd like to address, and determining which resources and challenges you have to work with.
- **How do I think?** - going through a number of important psychological processes that influence your thoughts and feelings. We will work on developing helpful processes and will aim to reduce the impact of unhelpful processes in your life.
- **How do I plan?** - covering the basics behind planning, solving problems and embedding wellbeing and mental health habits in our life.

## What are we going to do?

You will use these reflections to create a detailed picture of what you need to do to start building more wellbeing into your life. The answers will give you the information you need to figure out which evidence-based wellbeing activities you should consider: and there are a lot of them.

The Be Well Plan comes with a large bank of evidence-based techniques you can experiment with. Each week we experiment with our own Be Well Plan by trying out techniques and each week we build on it by learning from previous weeks. We will teach you how to match activities to your unique needs, so you can get most out of them.

You walk away with your own unique Be Well Plan, for the good times and the more challenging times. You walk away with the ability to continuously update the plan depending on what life throws your way. Just as your mental health is always changing, so will your Be Well Plan.

# Contents

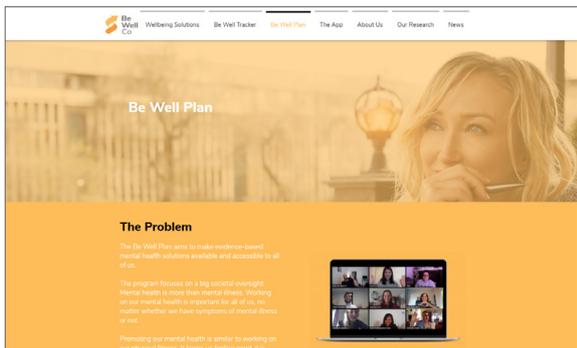
## The Be Well Plan Sessions:

Week 1: Foundational knowledge	7
Week 2: Using your mental health profile	15
Week 3: Exploring resources and challenges	23
Week 4: Stress, coping and resilience	33
Week 5: Living your Be Well Plan	43

<b>Your Be Well Plan:</b> The final product of the program	48
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## The Be Well Plan Activity Bank:

1. Outcome Activity Finder	56
2. Resource Activity Finder	57
3. Coping Activity Finder	61
4. Activity Index & Activities	62



[www.bewellco.io/bwp](http://www.bewellco.io/bwp)

The Be Well Co website gives you in-depth information about the program and how it was made. It also provides additional materials on mental wellbeing.

This is where you can download Be Well Plan resources including new versions of the workbook. We will also add new wellbeing activities as they emerge from scientific research.



# Session ONE



A foundation to start  
your Be Well Plan



## Session One Notes

Key psychological principles

### **MINDFULNESS**

Each week we will cover helpful psychological principles for our wellbeing. This week is all about mindfulness, which is often a more helpful way to deal with negative thoughts and emotions than actively trying to fight or control them. Mindfulness comes in many formats we can use in our day-to-day lives. We will try different formats to see what works for you and your life.

### **Program Overview**

We all live different lives and there is no one-size-fits-all solution to improving mental health and wellbeing.

The Be Well Plan is designed to help you develop your own mental health and wellbeing strategy. The program is about experimentation, we will provide a range of evidence-based activities, and you will get the chance to find out which work for you.

We will be trying to embed these activities into our daily life as habits. This isn't about adding a pile of homework to your (probably) already busy life. Instead it's about making these activities work for you.

### **Why are you here?**

To know where we're going, we need to know where we've been. If we want to build a mental health and wellbeing strategy, we need to reflect on the reasons you signed up for this program, your goals, your motivations, the people and things that you value, and any potential road blocks to good mental health and wellbeing. The crossroads exercise will help you in the reflection on your journey.

### **What is mental health?**

Mental health is more than mental illness. It is made up of many different aspects, e.g. subjective (feeling good), psychological (functioning well), and social (contributing to a community) wellbeing.

Being mentally health means you can manage your mood, anxiety and stress. It also can be typified by feeling resilient, which describes feeling able to manage stress or adversity. Your mental health is a balancing act between your resources and the challenges that you face.

Mental illness refers to a wide range of conditions that affect mood, thinking, and behaviour. Common mental illnesses include Anxiety and Panic Disorder, Depression, and Bipolar disorder. Research suggests that it is possible to build wellbeing, even if you have a diagnosed mental illness. Just like physical health, we need to focus on building the 'positive' while managing or minimising the 'negative'.

This program is focused on building mental health resources as a way to help you face the challenges in your life. This program isn't specifically focused on treating mental illness, although some of the activities may help reduce negative mood, feelings of anxiety, and stress.



### Mindset for Change

All of the components of your mental health, including resilience, are malleable and can improve. However, it is important to recognise that you can't infinitely improve your level of mental health and wellbeing: we are sometimes limited by the context or environment around us.

We want you to develop a growth mindset, believing that you can change your character, intelligence, and creative ability. A mindset that sees challenges as a way to grow our existing abilities.

Not only does evidence support the existence of the growth mindset, it demonstrates that it's a useful approach if we want to build our wellbeing.

### Getting started in building a wellbeing strategy

There are many ways to improve mental health and wellbeing, including: physical exercise, being in nature, practicing spirituality, connecting with family and relationships, and by altering the political and economic environment around us.

This program is focused on psychological activities or skills that you can practice. The researchers behind this program pulled together the evidence of the most effective activities to improve mental health and have collated them into the Activity Bank section in this booklet. This research used a meta-analysis which combines the evidence created around the world into one large study. You can find more information about the research underpinning the Be Well Plan at <http://www.bewellco.io/research>.

While the activities are evidence-based, it doesn't guarantee that they will work for you. The main aim of this program is to help you practice a range of activities, learn which ones you liked, and make a habit of using them in a way that suits you best.

### Mindfulness

The meta-analysis underpinning the Be Well Plan clearly showed that Mindfulness activities are among the most effective at building mental wellbeing and reducing psychological distress.

Mindfulness is about being fully engaged in the present moment, without judgement or distraction. It's a perfect example of an activity that can be practiced in lots of different ways without needing to take up too much time.

### Forming a habit

We will end by trying to build mindfulness as a habit in our lives. We want to help you by writing a 'habit statement' which uses the following format:

- What activity will I practice?
- When will I practice it? (anchored to something I do already)
- How will I celebrate it? (to create a positive feeling and a dopamine release)

We will be working on, and improving, our habit statements across each session of the Be Well Plan.

# Crossroads

This program helps you create your own personalised psychological health strategy. A strategy tailored to your own circumstances, your own unique barriers and resources, and outcomes that are relevant to you. By asking where we came from, what's important to us and what may work against us, we start laying a foundation of knowledge about ourselves, which will help when we start to personalise our strategy. This simple Crossroads exercise helps us reflect on how we arrived at this point in our life and to consider which road we might take next in relation to our mental wellbeing.

## My history - Where have I come from?

Write a couple of sentences that briefly describe your life journey. Think about your education, where you were born, where you lived, your cultural background. Also think about the big events in your life that shaped you. Anything that describes the road you came from.

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## My drivers and motivations - What is important to me?

Write a couple of thoughts on what is most important to you in life. What are the values you go by? What drives you and gets you out of bed? What brings you joy? What are the constant things that keep you going, no matter what? Just jot down what comes to mind first.

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## Who is important to me - Who plays (or has played) a big role in my life?

Who has made you the person you are today? Who do you value? Who relies on you? Don't just think about the people who were positive influences: sometimes the negative ones can be the most influential in shaping your positive behaviours.

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### My hurdles - What stops me from reaching my goals?

Think about the things that stop you from becoming the best version of yourself. Has something stopped you from reaching your goals in the past that may be a problem again?

### All the other stuff - Anything else you think is important to your wellbeing?

Are there any other aspects of your life that you think have not been captured in the above boxes that you still want to record. Anything else that is relevant to your wellbeing journey?



WAIT FOR THE INSTRUCTIONS BY YOUR FACILITATOR

### My purpose statement- so why are you here?

Use the answers above to help write a purpose statement: why are you here and why should you care about actively participating in this program?



# Building your appetite for change

Up until now we have explored the definition of mental health, key aspects to our mental health and the benefit of a healthy state of mind to key areas of our life. We learned that our biology, our psychology and our environment play a key role in determining how well we feel on a day-to-day basis. We also found out that we can change our mental health for the better and examined some scientific evidence that explains this, for example the epigenetics video.



### Bolstering my attitude for change

We have covered a heap of information on mental health and wellbeing in the session so far. Let's pause and reflect on everything we have learnt. Please do the following:

- 1. Write down at least one thing (or more) you found useful, new, or surprising about the foundational knowledge we worked on.

[Dotted box for reflection]

- 2. How did the information you learned strengthen your beliefs about the importance of working on your mental health?

[Dotted box for reflection]



WAIT FOR THE INSTRUCTIONS BY YOUR FACILITATOR



### My intention for the Be Well Plan



Use the information we covered to develop an intention for the next four weeks. What do you want to get out of the program and where do you want to be at the end of session 5?



[Dotted box for intention]

# My Weekly Be Well Plan

Choose which Mindfulness activity you want to start working with as part of your Be Well Plan.



**WAIT FOR THE INSTRUCTIONS BY YOUR FACILITATOR**

Reflect and write down the goal you would like to achieve related to your mindfulness activity in the upcoming week:

### Is the goal a SMART goal?

- Specific: they need to be clear and well-defined
- Measurable: you need to be able to 'measure' whether the goal was reached or not
- Achievable: they should not be impossible to achieve
- Realistic: they need to be realistic and relevant to you
- Timely: you need them to have a deadline

### My weekly Be Well Plan

Write down the activity you want to do this week as part of your be Well Plan. Attach a 'habit statement' to the activity to increase the chance you will end up completing it.

Prompt	Activity	Celebration	Reminder
After I ...	I will practice ...	To celebrate, I will ...	To remember, I will ...

### HOMEWORK TASK:

Don't forget to complete your online wellbeing measurement. A link to the Be Well Tracker has been emailed to you.



# MY NOTES



## Session TWO

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Using your mental health  
profile to tailor your plan



## Session Two Notes

Key psychological principles

### SELF COMPASSION

Self-criticism can be useful, but it is a slippery slope. There are many benefits to practicing a more helpful way of dealing with mistakes and failure, called self-compassion. The key pillars are mindfulness (recognising when we are stressed), self-kindness (being supportive and understanding towards ourselves), and connectedness (remembering that we are not alone in mistakes).



### Reflecting on Session 1

One of the most important elements of this program is you reflecting on which activities work for you, and how you could optimise them to work best in your own life.

After practicing an activity, it is important to reflect on how it went, and consider whether you would like to:

- Continue practicing the activity, as you planned it
- Keep the activity, but make a change to the habit statement, or
- Remove it completely from your Be Well Plan and try something new.

### Self-criticism and self-compassion

Being critical of ourselves in mistakes, failure or times that did not go well, can be a powerful motivator to become self-aware and grow as a person. Like everything, being too self-critical can be a harmful thing, and can become toxic for ourselves and others. It is important to remember to balance criticism with compassion towards ourselves, which can be practiced with mindfulness, self-kindness, and connection with others.

We will practice a very simple but effective way to be more self-compassionate in Session 2. This involves reflecting on a

difficult situation that you may have faced, and then considering the way you would treat a friend in a similar position. Many people notice that they are often much more supportive to others than they are to themselves.

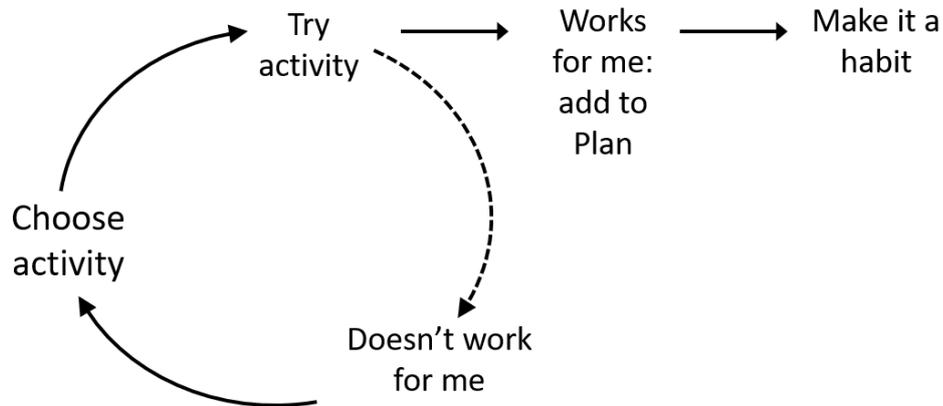
### Using your mental health profile

This program uses the Be Well Tracker (BWT) for a confidential measurement of our mental health and wellbeing. The BWT uses a combination of reliable scientific measurement tools to give you accurate information on the status of your mental health and wellbeing.

The BWT is available at <http://app.bewelltracker.com> and will provide you with information on many aspects that are relevant to your mental health, including wellbeing, resilience, your physical health, mood, anxiety, and stress.

These outcomes are categorised into three columns, things you're doing well with, things that you could improve on, and things you should take action with.

It is important to reflect on the outcomes that you believe need to be worked on, while considering whether you are interested in working on them or not.



### Adding activities to your Be Well Plan

Not all activities in the Be Well Plan are effective across all of the aspects of mental health and wellbeing in the Be Well Tracker. Each activity has information about which aspects of mental health and wellbeing it may be effective for.

To help navigate this, you can use the Activity Finders in the Activity Bank section of this workbook. There you can easily see which activities are effective for each of the aspects of mental health and wellbeing, which is a resource you can always come back to. The activities have also been categorised into three groups:

- **Thinking & feeling:** the main target for the activity is a specific thinking style or the emotional reaction that an event causes.
- **Doing:** the main target is performing a behaviour or getting out & about.
- **Connecting:** the main target is to stimulate connections or improve communication.

### Strengthening your habit statements

The Be Well Plan is about learning about the science of mental health and wellbeing, helping to choose activities to practice, and embedding those activities as habits in life. The program has a big focus on goal setting and creating behaviour change.

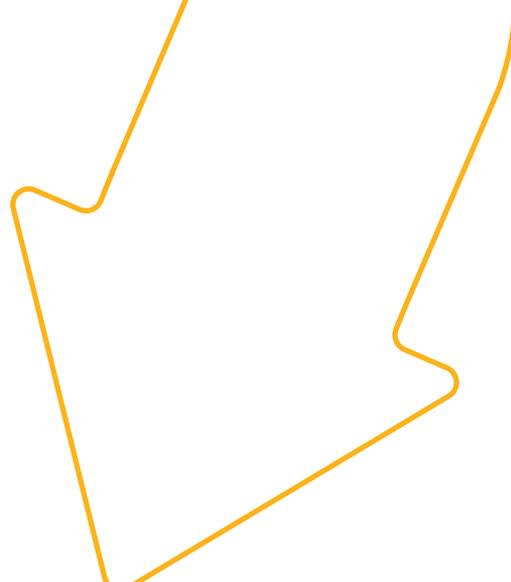
Our Weekly Be Well Plan is the way we plan to document our goals and update our habit statements. The Weekly Be Well Plan is a really unique part of this program, as it is entirely tailored to your life. Updating your Weekly Plan involves three steps:

**STEP 1 - Choosing an Activity.** In Session 1 this was related to Mindfulness, in Session 2 it's related to an aspect of our mental health and wellbeing that we want to work on.

**STEP 2: Setting a goal for the week.** This is a goal about a new activity that we want to practice, or about improving how we practice an activity we tried in a previous week.

**STEP 3: Set habits to achieve the goal.** By breaking these goals down and creating habit statements, we make it much more likely that we will achieve them.

# Reflection on Mindfulness



Last week we explored the combination of outcomes that make up mental health, such as mental wellbeing, mental illness and resilience. These aspects of mental health are influenced by a range of factors, and can be improved by various programs and activities. Research suggests that some activities can be beneficial across the board, but it is important for us to make sure the activities work for our own personal situation. Mindfulness can be a powerful tool for positive mental health but will only have an impact if you can find a way to practice it that works for you. Let's reflect on how you went last week practicing your mindfulness activity.



How did you go with your mindfulness activity last week?

[Dotted-line response box]

Did practicing mindfulness go as planned? If not, can you identify some reasons why you did not practice mindfulness as planned?

[Dotted-line response box]

How can you change or improve the way you practiced mindfulness throughout the week? Maybe by tweaking your habit statement?

[Dotted-line response box]

Do you feel like you want to keep doing mindfulness in the future? Do you want to retain it in your Be Well Plan or do you want to switch it up?

[Dotted-line response box]



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# Self Compassion

Our brains have a tendency to spiral into negativity when we make mistakes. We don't treat ourselves the way we treat our friends, our kids or colleagues. Being self-compassionate when we have a setback is often more helpful than being overly self-critical. Practicing self-compassion means we try and be mindful about what went wrong (investigate but don't judge), we are kind and supportive to ourselves when we have a hard time, and we remember that making mistakes is part of being human – we all make mistakes. Luckily there are a bunch of ways we can practice becoming more self-compassionate.



## The 'Compassionate Friend' Exercise

Think about a close friend, family member or loved one. Think of a time when they made a mistake or failed at completing a task/goal. Write down what you would say to them to help them in this situation.

Now think of a time when you were struggling to meet a goal or when you made a mistake. Write down what you say to yourself. What is the tone you normally would use?

Did you notice a difference? Reflect on this difference.

Can you find some obvious ways to improve the way you talk to yourself in difficult situations? You might think about using the good advice you would give to a friend.

Do you think you'd like to include practicing self-compassion as part of your Be Well Plan? Why is this the case?

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- 3
- 4
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# My Mental Health Profile



On every journey it is important to know where we start from. We can use the results from the Be Well Tracker to guide our decisions in the Be Well Plan. Follow the top QR code to go to the login page and the bottom QR to watch a video on how to get there. Use the blocks below to indicate which outcomes you scored high, moderate or low on. To jog your memory, the aspects of mental health in the measurement platform are:

**Wellbeing | Resilience | Health | Mood | Anxiety | Stress:**

Domains I'm doing well in:

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Domains I can improve on:

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Domains I need to take action with:

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Use the quadrant below to indicate which outcomes you WANT to work on. Do this for outcomes you NEED to work on (those scored 'Can Improve On' or 'Take Action With') and the ones you do not need to work on (those scored 'Doing Well With').

Outcomes I need to work on	1. Priority	3. Risky
Outcomes I don't need to work on	2. Prevention	4. No problem!
	Outcomes I am interested in working on	Outcomes I am not interested in working on

UPDATING MY PLAN

SESSION TWO

- 1
- 2
- 3
- 4
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Pick ONE of the 'priority' outcomes that you want to work on during the remainder of the session (the ones that you **need** to change and **want** to change). This is the outcome that will be your main priority for this session. Before we continue, let's spend some time reflecting on why we've decided to work on this outcome:

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# My Weekly Be Well Plan



WAIT FOR THE INSTRUCTIONS BY YOUR FACILITATOR

Select an activity that you want to use to work on the outcome you chose for this week.



WAIT FOR THE INSTRUCTIONS BY YOUR TRAINER

Create a goal related to the activity you chose for this week. For example: My goal for next week is to do a guided meditation on at least three days before I start studying.

### Is the goal a SMART goal?

- Specific: they need to be clear and well-defined
- Measurable: you need to be able to 'measure' whether the goal was reached or not
- Achievable: they should not be impossible to achieve
- Realistic: they need to be realistic and relevant to you
- Timely: you need them to have a deadline

### My Weekly Be Well Plan

Write down the activities you want to do this week as part of your be Well Plan. Attach a 'habit statement' to the activity to increase the chance you will end up completing it.

Prompt	Activity	Celebration	Reminder
After I ...	I will practice ...	To celebrate, I will ...	To remember, I will ...

### HOMEWORK TASK:

Don't forget to complete the VIA Character Strength assessment. It's available for free at: [www.viacharacter.org](http://www.viacharacter.org)



# MY NOTES



## Session **THREE**

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Resources and challenges for  
your mental health and wellbeing



## Session Three Notes

### Key psychological principles

#### STRENGTH-BASED APPROACH

It is really easy to notice the things about ourselves that we want to fix or work on. It is often more difficult to describe the things that we are really good at, and that strengthen and energise us. Research suggests that focusing on and using our strengths can be just as effective (or more effective) than trying to fix our weaknesses/deficits.

which resources and challenges impact your mental health and wellbeing. This program aims to help you build an array of basic psychological or behavioural skills and techniques to work on your unique resources and challenges.

#### Updating your Be Well Plan

This session we focus on updating our Be Well Plan based on either a resource that we would like to build or maintain in our lives, or a challenge that we would like to manage or reduce. We will use another Activity Finder, which helps navigate which activities are useful for each of the resources or challenges.

#### Strengthening wellbeing habits with celebrations

Our brains pay attention when we feel a positive emotion, which strengthens our ability to form habits. The stronger the emotion, the more deeply your brain re-wires. This is particularly the case when you experience an emotion either while you are doing a behaviour or immediately after.

In our habit statements, we are attempting to use this feature of our psychology for good - by celebrating when we have practiced an activity in our Be Well Plan, we are making it more likely that we will re-wire our brains towards that habit.

#### Sources of meaning in our life

Our wellbeing is influenced by the things that we hold dearly in our lives. Your family, your study, work, hobbies, the place you live, the food you eat etc. all are sources of meaning in our lives. Reminding ourselves of these sources of meaning can be an instant boost to our wellbeing. We will be doing a brief activity called 'Meaningful Pictures' to reflect on the things that give our lives meaning.

#### Strengths and values?

Knowing what we stand for can be vitally important in helping us achieve the goals we set for ourselves, and reflecting on our strengths and values is a simple way to start this process. Strengths and virtues are traits or qualities that are generally deemed morally good. Researchers have pulled together a succinct list of 'character strengths' by identifying a list of strengths that are considered important and good across all cultures (current and historical), which you can find on page 23. We will be doing a quick exercise that helps you identify the values and strengths you use in your day-to-day life, and relate this back to your mental health and wellbeing.

#### Choosing resources to build or challenges to address

We all face resources and challenges, but their importance in our lives differs for all of us. You are the best person to determine

## List of Character Strengths reproduced from [www.viacharacter.org](http://www.viacharacter.org)

**Appreciation of Beauty & Excellence:** I recognise, emotionally experience, and appreciate the beauty around me and the skill of others.

**Bravery:** I act on my convictions, and I face threats, challenges, difficulties, and pains, despite my doubts and fears.

**Creativity:** I am creative, conceptualising something useful, coming up with ideas that result in something worthwhile.

**Curiosity:** I seek out situations where I gain new experiences without getting in my own or other people's way.

**Fairness:** I treat everyone equally and fairly, and give everyone the same chance applying the same rules to everyone.

**Forgiveness:** I forgive others when they upset me and/or when they behave badly towards me, and I use that information in my future relations with them.

**Gratitude:** I am grateful for many things and I express that thankfulness to others.

**Honesty:** I am honest to myself and to others, I try to present myself and my reactions accurately to each person, and I take responsibility for my actions.

**Hope:** I am realistic and also full of optimism about the future, believing in my actions and feeling confident things will turn out well.

**Humility:** I see my strengths and talents but I am humble, not seeking to be the center of attention or to receive recognition.

**Humour:** I approach life playfully, making others laugh, and finding humor in difficult and stressful times.

**Judgement:** I weigh all aspects objectively in making decisions, including arguments that are in conflict with my convictions.

**Kindness:** I am helpful and empathic and regularly do nice favors for others without expecting anything in return.

**Leadership:** I take charge and guide groups to meaningful goals, and ensure good relations among group members.

**Love:** I experience close, loving relationships that are characterised by giving and receiving love, warmth, and caring.

**Love of Learning:** I am motivated to acquire new levels of knowledge, or deepen my existing knowledge or skills in a significant way.

**Perseverance:** I persist toward my goals despite obstacles, discouragements, or disappointments.

**Perspective:** I give advice to others by considering different (and relevant) perspectives and using my own experiences and knowledge to clarify the big picture

**Prudence:** I act carefully and cautiously, looking to avoid unnecessary risks and planning with the future in mind.

**Self-regulation:** I manage my feelings and actions and am disciplined and self-controlled.

**Social Intelligence:** I am aware of and understand my feelings and thoughts, as well as the feelings of those around me.

**Spirituality:** I feel spiritual and believe in a sense of purpose or meaning in my life; and I see my place in the grand scheme of the universe and find meaning in everyday life

**Teamwork:** I am a helpful and contributing group and team member, and feel responsible for helping the team reach its goals.

**Zest:** I feel vital and full of energy, I approach life feeling activated and enthusiastic.

# Reflection on Last Week

Welcome to session three. Over the past weeks you have slowly started to build your own personalised mental wellbeing plan. It is still early days and we have plenty of experimentation ahead of us. Similarly, there is still plenty of improvement ahead. The more we experiment, the more we learn. So we will get straight into it and determine whether the activities you have undertaken over the past two weeks have been working for you. Let's not focus too much on seeing or feeling a clear change in outcomes: this stuff takes a while. Let's focus on whether you feel you can make these activities part of your mental wellbeing routine.

## Reflection on your Be Well Plan

How did you go with executing your Be Well Plan last week? Reflect in the box below about what went well and what did not?

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Were there some activities that worked better than others? Was this because of the activity or because of external events?

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Do you feel that you could improve the way you used your Be Well Plan activities throughout the week? Maybe by tweaking your habit statement? The prompt? The timing?

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Do you feel like you want to keep doing the activities you included in your Be Well Plan in the future, do you want to retain it in your strategy or do you want to switch it up?

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# Meaning and Purpose in Life

Let's reflect on important resources to our mental health: your job, your hobbies, your loved ones, your neighbourhood, your morning routine; you name it.



## Meaningful Pictures

Pictures are a great tool to capture the things that are meaningful to us. Use the box below to reflect on the picture(s) you chose and why it captures something that is important to you.

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## Meaning and Purpose Elevator Pitch

In a couple of sentences, let's try and summarise what gives your life meaning and purpose. You can use the meaningful pictures exercise answers as a starting point.

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## Strength Spotting

What are your signature strengths (your top 5 character strengths)? Write them down in order below. Rank them in order of your values and priorities in the box below. A link to the VIA Character Strength survey is available using the QR Code on the top of the page.

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Reflect on a recent event that has had a positive effect on you. List the character strengths you used in that situation. How did you express them? And are they part of your signature strengths?

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Can you think of a way that you could use this signature strength more often in the future? And what impact would that have for you?

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# Processes that Underpin my Wellbeing

Below you can find a list of common challenges (things that are not going well) or resources (things that are going well) for your mental health and wellbeing. Let's determine which of these apply to you and how important you feel they are to your own life.

1. Mark the challenges with a “-“, the resources with a “+“, and use a “0” for the ones that are neither.
2. Have a go at assigning the importance of each of these concepts ranging from 1 to 10.



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28

## Psychological

CHALLENGES (-)  
RESOURCES (+)  
NEITHER (0) **Importance**

Coping	My ability to cope with difficult situations is a...		
Self-esteem	The way I think about myself and my own self-worth is a...		
Emotions	The amount of positive emotions I feel on a daily basis is a ...		
Autonomy	The sense of control over my life that I feel is a...		
Empathy	My ability to feel what another person is experiencing is a...		
Negative thoughts	The negative self-talk that I feel on a daily basis is a ...		
Competence	The way I feel about my ability to successfully complete tasks is a...		
Achievement	The sense of achievement that I feel is a...		
Flow	My ability to 'get in the zone' and focus on an activity is a ...		
Meaning and Purpose	The sense of meaning and purpose that I feel on a daily basis is a...		
Creativity	My ability to be creative or creatively problem-solve is a...		
Time management	My ability to prioritise my tasks and manage my time is a...		

## Interpersonal

CHALLENGES (-)  
RESOURCES (+)  
NEITHER (0) **Importance**

Positive relationships	My sense of positive and supporting relationships in my life is a...		
Communication skills	My ability to communicate clearly with others is a...		
Relatedness	The sense that I feel accepted and needed by others in my life is a...		
Feedback	My ability to deal with and accept positive or negative feedback is a...		



**Behavioural/Physical**

CHALLENGES (-)  
RESOURCES (+)  
NEITHER (0) **Importance**

Nature	I feel that my sense of connection to nature is a...		
Alcohol	I feel that my relationship to alcohol is a...		
Smoking	I feel that my relationship to cigarette smoking is a...		
Drugs	I feel that my relationship to recreational drugs is a...		
Fitness	I feel that my level of physical fitness is a ...		
Sleep	I feel that the amount or quality of sleep that I get is a...		
Nutrition	I feel that the quality and amount of food that I eat is a...		
Physical Health	I feel that the quality of my overall physical health is a...		

**External**

CHALLENGES (-)  
RESOURCES (+)  
NEITHER (0) **Importance**

Finances	I feel that my financial situation is a...		
Work	I feel that my work life is a...		
Housing	I feel that my living situation is a...		
Safety	My sense of safety on a daily basis is a...		

Do you have another example of a challenge or resource that we might have missed? If yes, please describe it below, and mark whether it's a challenge or a resource in your life:

CHALLENGES (-)  
RESOURCES (+)  
NEITHER (0) **Importance**


- 1
- 2
- 3
- 4
- 5



1

2

3

4

5

30

## The Important Resources and Challenges in My Life

Some of you will have a big list of resources and challenges you find important. Some of you will have a smaller list. Regardless of how big your list is, it is important to realise that we should start small if we want to work on them: we should not take on too much all at once.

### Setting priorities

Let's create our list of resources and challenges for our own strategy. Use the answers to the questionnaire on the previous pages:

1. Start by adding the five most important resources to your wellbeing in the top box on the left (the answers marked with a + and a high importance score)
2. Now add the most important challenges in your life (the answers marked with a - and a high importance score)

Resources	Challenges
What are my top 5 mental health resources I want to target in this training? <b>+</b>	What are my top 5 mental health challenges I want to target in this training? <b>-</b>

Now choose one resource or challenge that you want to focus on for the next week. Just choose one, forget about the rest, we can tackle them later. We are breaking everything up into smaller chunks. Also reflect on why this is the process you wish to focus on as a priority.

Top resource/challenge, and the reason I want to work on this resource or challenge during the program.

# My Weekly Be Well Plan



WAIT FOR THE INSTRUCTIONS BY YOUR FACILITATOR

Select the activity you chose for your top resource or challenge.

Create a goal related to the activity or activities you chose for this week. For example: My goal for next week is to do a guided meditation on at least three days before I start studying.

Is the goal a SMART goal?

It sometimes helps to break down a goal into smaller parts, so you can identify potential barriers to reaching your goal. Use the box below to break your goal down into smaller sub-steps.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

## My Weekly Be Well Plan

Write down the activities you want to do this week as part of your be Well Plan. Attach a 'habit statement' to the activity to increase the chance you will end up completing it. We want you to specifically focus on the celebration you are attaching to your habit statement.

Prompt	Activity	Celebration	Reminder
After I ...	I will practice ...	To celebrate, I will ...	To remember, I will ...

### HOMEWORK TASK:

Don't forget to complete the 'Your Support Network' worksheet on page 30. We will be using this in session 4!



# Homework

## Your Support Network

### Step 1 - Pick a Supporter

Write down the name of a person that you would like to talk to regarding your Be Well Plan.

### Step 2 - Why did you choose this person?

Why did you choose this person to become involved in your wellbeing journey?

### Step 3 - Think of how they can help

What can your supporter do to help you on your wellbeing journey?

### Step 4 - Pick an activity you want to talk to them about

The Be Well Plan is not just beneficial for you: you can also introduce the activities to the people in your support network. Pick an activity from the activity bank that you can practice together.

## MY NOTES





## Session **FOUR**

.....

Coping and Resilience during  
tough times

# Session Four Notes



Key psychological principles

## PSYCHOLOGICAL FLEXIBILITY

Psychological flexibility describes the ability to effectively respond to stressors or adversity in novel and creative ways. This is a really important ability when it comes to facing tough times. It is in contrast with psychological inflexibility, which is when we respond automatically and reflexively to stressful situations.

**Avoidant coping:** Trying to avoid addressing the problem or challenge and the impact it has on you (this is the unhelpful one)

**Emotion-focused:** trying to focus on managing the emotions or outcomes associated with the event or stressor

**Problem-focused:** where we focus on resolving the stressful situation or changing the source of the stress

**Support-seeking:** finding external support to help us deal with the issue at hand

**Meaning-making:** reflecting on an issue and considering the meaning or growth that we may gain from the issue or adversity

## Thinking Traps

Thinking traps interfere with the accuracy of our thinking. They describe times when we jump to conclusions without sufficient evidence.

We all get stuck in them. They can block us from moving forward and can certainly prevent us from coping with a stressor. Some common types of thinking traps are:

- **All or nothing thinking:** Looking at things in extreme ways: “Nothing ever works for me”, “This always happens”, “Everybody... nobody.... never”.

## Stress and coping

Stress is a normal part of life, and everyone experiences it in one form or another. Stress is the word we use to describe our bodies' way of dealing with demands or pressures. When we face difficult or tough situations our body responds quickly. The body increases cortisol and adrenaline levels and our heart rate goes up.

Many people however don't realise that there are actually very beneficial sides to the human stress response. For example, it boosts our brainpower, it can make us more creative, we are better at meeting deadlines, it boosts our memory, can improve productivity and can enhance motivation (to name a few positives). This positive level of stress is called Eustress, and the 'ultimate' eustress experience is called flow.

Chronic exposure to stress or 'too high' levels of stress can be detrimental for health. We can train our mind to become better at dealing with direct stressors and with adversity when it inevitably hits.

## Coping styles

Coping describes our conscious effort to deal with challenges and problems so we can minimise or deal with stress, adversity, or conflict. There are five main coping styles, four are considered helpful and one is considered unhelpful.

- **Catastrophising:** believing that something is far worse than it actually is: "my life is over".
- **Blaming:** focusing only on the fault of yourself as the cause of negative events, and not recognizing the contribution of others: "I lost my team the game". This one also works in the reverse, blaming others and not seeing your own contribution: "they hit my car after I slammed my brakes".

There are various ways we can get people to work on their stress and the associated effects it has on us. One theoretical framework that offers a helpful view is Acceptance and Commitment Theory and the concept of psychological flexibility.

Psychological flexibility describes being able to effectively respond to stressors or adversity in novel and creative ways, and utilises three aspects:

- **Be present:** you need to try and be fully present in the moment. Focus on the stressor at hand and do not try to avoid it. When your thoughts move away, re-focus. This is mindfulness!
- **Be open:** accept that the stressor can make you have strong feelings and have unhelpful thoughts. Let them happen, but remember that they are just thoughts. The key is that we detach our thoughts and feelings from the stressor.
- **Do what matters:** while being present and open, let's commit to making positive changes to help reduce the impact of the stressor. When we take action, we need to be sure to keep this in line with our values and what we think is most important in life.

### Thought Defusion

Thought defusion is a technique that allows us to be open to our thoughts and emotions, and is a fundamental skill for psychological flexibility.

We are fused with our thoughts when our mind gets caught up in thoughts, regarding them as facts or reality. It can result in us wanting to hold onto thoughts, or wanting to push them away and avoid them. It makes us think that we are our thoughts.

Thought Defusion is about separating ourselves from these thoughts, and making room for unhelpful or unwanted thoughts. Much like a sushi chef watching sushi pass by on the conveyor belt, we can watch pleasurable, neutral, and unhelpful thoughts pass us by - allowing us to defuse from the thoughts and be psychologically flexible. One way to practice thought defusion is by seeing our thoughts in the third person, e.g.: "I notice that I am having the thought that..."

### Using social and professional support?

We will all have to deal with stressful periods or events in one way or the other. They're inevitable, so it's important to have a plan ready to manage the stressful times. It is important to plan for both the foreseeable and unforeseeable stressful times that might arise in life.

Sometimes times can become tougher than our ability to manage them – at this point it is very important to reach out and use the many professional services that are available to help you through these times.

Additionally, you could reach out to the people around you, let them know how they can help you, and talk to them about the strategies that you have in place for the tough times.



# Reflection on Last Week

Welcome to session four. Over the past weeks you have been slowly starting to build your own personalised mental wellbeing strategy. It is still early days and we have plenty of experimentation ahead of us. Similarly, there is still plenty of improvement ahead. The more we experiment, the more we learn. So we will get straight into it and determine whether the activities you have been working with over the past three weeks are working for you or not. Let's focus on whether you feel you can make these activities part of your mental wellbeing routine.

## Reflection on your Be Well Plan

How did you go with executing your Be Well Plan last week? Reflect in the box below about what went well and what did not?

Were there some activities that worked better than others? Was this because of the activity or because of external events?

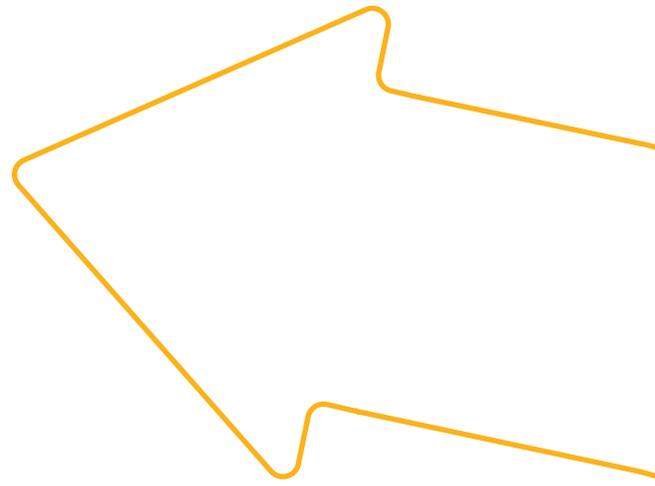
Were you able to reach out to your social supporter? How did it go? Would you like to try this with some more people? Make sure to reach out to your facilitator if you feel you can't identify someone in your personal life.

Do you feel like you want to keep doing the activities you included in your Be Well Plan in the future, do you want to retain it in your strategy or do you want to switch it up?

- 1
- 2
- 3
- 4
- 5

# My Coping Styles

Everyone, in one form or the other, will have to deal with stress and adversity. The way we deal with stressful times plays a huge role in our current wellbeing and the risk of developing more serious problems down the line. We will explain a couple of ways to cope in session 4, some are more 'useful' than others.



## Avoidant coping

Trying to avoid addressing the problem or challenge and the immediate impact it has on you. Reflect on a time that you used avoidance to deal with the consequences of a problem.

While avoidant coping can be useful in the short-term, this style is typically considered to be an unhelpful style as it does not deal with the problem or the reaction to it. There are four more helpful coping styles:

- **Emotion-focused:** trying to focus on managing the emotions or outcomes associated with the event or stressor
- **Problem-focused:** where we focus on resolving the stressful situation or changing the source of the stress
- **Support-seeking:** finding external support to help us deal with the issue at hand
- **Meaning-making:** reflecting on an issue and considering the meaning or growth that we may gain from the issue or adversity

Can you think of a time where you used one of the 'helpful' coping strategies.

Think of a (future) time where you would gain more from using a 'helpful' coping style compared to using the 'avoidant' coping style. What would a more helpful coping response look like?



# Rethinking Thinking Traps

Have a look at these common Thinking Traps:

- All or nothing thinking: Looking at things in extreme ways: "Nothing ever works for me", "This always happens", "Everybody... nobody.... never".
- Catastrophising: believing that something is far worse than it actually is: "my life is over".
- Blaming: focusing only on the fault of yourself and not recognizing the contribution of others: "I lost my team the game". This one also works in the reverse, blaming others and not seeing your own contribution: "they hit my car after I slammed my brakes".

Think of a time when you fell for a thinking trap. Describe the event.

.....

Try and summarise your experience. Write down the thoughts and reactions you experienced during or about the event.

.....

Next step. Take a pause and reflect. What actually happened? Try and separate your emotions, reactions, and assumptions from the facts. Ask yourself: Is what I am saying to myself accurate?

.....

How would your reactions/feelings have changed if you didn't fall into the trap?

.....

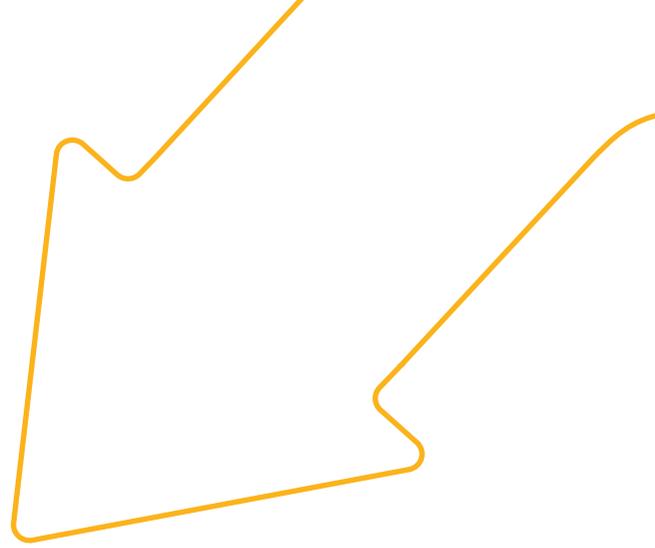
Let's think of the next time this happens. How can you avoid the thinking trap from happening? Is there a way you can remind yourself to not fall into the thinking trap in the future?

.....

- 1
- 2
- 3
- 4
- 5

# Thought Defusion

Your thoughts can have a big impact on your emotions, both positively and negatively. Thought defusion helps you realise that thoughts are merely words or sounds, stories or language; whether they are true or not, you don't automatically have to believe them. Whether they are important or not, only pay attention if they are helpful. Thought defusion can help you deal with unhelpful thoughts and negative emotions.



Have a think back over the past week. Were there any moments where you felt really stressed or anxious, and noticed that you were worrying about what to do? Did you notice some seriously unhelpful thoughts?

.....

Do you think these thoughts and the resulting emotions will happen again in the future and would you wish to change their impact on you? When do you think this will be the case? Try and be specific.

.....

What were the exact thoughts that you were thinking about. Write one or two examples below to help you recognise them in the future.

.....

Now practice taking distance from the thought by placing it in third person. Rather than saying for example: "I am going to fail", say "I am having the thought that I'm going to fail" in order to create some space between you and the thought.

.....

Why would you want to practice implementing thought defusion? Can you think of a motivator or value for why you want to reduce the impact of thoughts on yourself?

.....



# Seeking Professional Help

There are many services available in Australia. Have a read through the services that are available, in particular look at the function of the service.

## Lifeline Australia:

131 114

<https://www.lifeline.org.au>

Information and help line for people experiencing a personal crisis or suicidal thoughts.

## Beyond Blue:

1300 22 4636

<https://www.beyondblue.org.au/>

Information and help line for issues associated with depression, suicide, and anxiety disorders.

## Black Dog Institute:

<https://www.blackdoginstitute.org.au/>

Information on symptoms, treatment and prevention of depression and bipolar disorder.

## Headspace:

1800 650 890

<https://headspace.org.au/>

Free online and telephone service that supports young people aged between 12 and 25 and their families going through a tough time.

## Relationships Australia:

1300 364 277

<http://www.relationships.org.au/>

A provider of relationship support services for individuals, families and communities.

## Embrace Multicultural Mental Health:

<https://embracementalhealth.org.au/>

A national platform for multicultural communities and Australian mental health services to access resources, services and information in a culturally accessible format.

## Suicide Call-Back Service:

1300 659 467

<https://www.suicidecallbackservice.org.au/>

Suicide Call Back Service is a nationwide service that provides professional 24/7 telephone and online counselling to people who are affected by suicide.

## Head to Health:

<https://headtohealth.gov.au>

An innovative website that can help you find free and low-cost, trusted online and phone mental health resources.

# My Weekly Be Well Plan



WAIT FOR THE  
INSTRUCTIONS  
BY YOUR FACILITATOR

## A plan to deal with stressors

Identify a stressor that will come knocking on your door within one month. It can be personal or professional. It can involve just you or can involve others.

Use the coping activity finder to find an activity that you could use to help manage this stressful event. Write down some of the possible activities you would like to use below.

Can you identify resources that may be able to help you deal with the stressor? Are there some challenges you need to be aware of? Use the box on the right as a prompt.

Set a goal related to your stressor and the activity you chose.

Some resources and challenges to consider:

- Emotions
- Negative thoughts
- Meaning and purpose
- Time management
- Positive relationships
- Communication skills
- Time in nature
- Alcohol
- Smoking
- Drugs
- Exercise
- Sleep
- Nutrition
- Finances

Is the goal a SMART goal?

Finally, write down a 'habit statement' for your resilience activity, so we increase the chance you will end up completing it. Don't forget about the celebration you are attaching to your habit statement.

Prompt	Activity	Celebration	Reminder
After I ...	I will practice ...	To celebrate, I will ...	To remember, I will ...

## HOMEWORK TASK:

Don't forget to complete your online wellbeing measurement. A link to the Be Well Tracker has been emailed to you.



# MY NOTES



## Session FIVE



Living your Be Well Plan

# Session Five Notes

Key psychological principles

## REALISTIC OPTIMISM

Growth is not linear: it is a road of ups and downs. As our brain has a negativity bias, it loves to focus on failure and mistakes, making it difficult to stay optimistic. Realistic optimism allows us to learn from our mistakes without dwelling on them. We can positively reframe our brain to see areas of improvement, setting us up for the growth we are looking for in our mental health.

## Psychological Insights

As we reflect over the past five weeks, recall some of the psychological insights that we have covered.

- **Developing a growth mindset:** acknowledging that believing we can change is often the first step to actually changing, as opposed to having a fixed mindset.
- **Becoming more mindful:** practicing activities to find some clear headspace rather than trying to ignore or avoid thoughts.
- **Creating self-compassion:** treating ourselves the way that we usually treat others rather than being overly self-critical.
- **Working on psychological flexibility:** separating ourselves from our thoughts so that we can cope with challenges in new and creative ways.
- **Discovering our strengths and values:** considering that we have many strengths, and that noticing using these strengths may be more beneficial than focusing on our weaknesses.
- **Tackling thinking traps:** not jumping to conclusions and noticing our thoughts.

## My Be Well Plan

After 5 weeks of work, you have developed a picture of the best version of yourself, and a method to get there. In this workbook you have an incredible resource, which allows you to update your Be Well Plan in the future.



## Tracking our progress

In this session, we will take a second measurement of our mental health and wellbeing on the Be Well Tracker, this time noticing any changes to our profile over time.

This is an opportunity to consider the things that have happened to you in the last five weeks that may have had an impact on your overall mental health and wellbeing. It is important to stay realistic and optimistic about how much can be achieved in five weeks, particularly in the face of the challenging and busy lives that we live.

## Realistic Optimism and Positive Reframing

Realistic optimism is about having the belief that we can achieve our goals despite setbacks we may encounter along the way. This is not about a naive belief that every thing will just go well for us; the 'realistic' part of realistic optimism relates to the idea that we need to put persistent effort into our goals, not being afraid to learn which things work for us, and which things do not.

Positive reframing is an activity we can use to practice building our realistic optimism, by looking for opportunities for growth from negative events or failures. It is really easy for us to focus entirely on the negative side of things that did not go as planned - however we can 'reframe' negative thoughts to see some of the benefits that may come to you as a result of a bad situation.



## Reflection on the Last Five Weeks

Welcome to session five. We want to do some reflection on how you've been going with the program for the past four weeks.



Have you had any 'wins' or moments when the Be Well Plan has helped you? Describe those moments if you experienced them?

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Have you had any moments where you noticed things didn't go that well? Do you think you could use your Be Well Plan to help deal with these moments if they would ever happen again?

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Were there times where you tried using your Be Well Plan activities and they didn't have the effect you wanted them to have?

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Do you think you still need to make some adjustments to your Be Well Plan to make it better? If so, what do you need to do when this session is over?

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# Tracking Your Mental Health Over Time

Before this session started, we asked you to go back to the Be Well Tracker platform and take another measurement. Your platform now has two measurement time points, which means that we can start seeing whether there has been some change in your mental health profile.

## Looking for changes in your report

Did you see an improvement on any of the six domains? This would be indicated by them moving to a new column on the left (or moving up on your mobile).

.....

Did you see a decline in any of the six domains? This would be indicated by them moving to a new column on the right (or moving down on your mobile).

.....

Did any domains stay the same since your last measurement?

.....

Other than this program, has anything significant happened that may have influenced these results?

.....



WAIT FOR THE INSTRUCTIONS BY YOUR TRAINER

### Digging Deeper

The broad-level report can sometimes hide some of the great improvements or big declines that might have happened for you between two measurements. Let's click on some of the domains that you thought might have shifted over time, and see if you can see any changes in the specific markers displayed in the graphs. If necessary, think of any reasons that might explain these differences?

Were you surprised by any of the results you saw in your report? Either the higher level scores or the in-depth ones. Spend some time to really think about it.

.....

# Positive Reframing

Mistakes, moments of weakness, challenges and stressors provide us with an opportunity for growth. We can positively 'reframe' our thinking to look for opportunities and growth.

## Positive reframing

Think back over the past 5 weeks, is there anything related to your mental health and wellbeing that didn't go the way that you'd hoped? For example, it may have been the changes over time on the Be Well Tracker, the way that you responded to a stressful situation, or a time when you could have used an activity from the Be Well Plan but didn't.

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Using the scenario above, can you see if you could positively reframe the situation. Were there opportunities for learning or personal growth that can come from this event?

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.....

.....

Is there a way you can remind yourself to positively reframe this (or a similar) negative situation in the future?

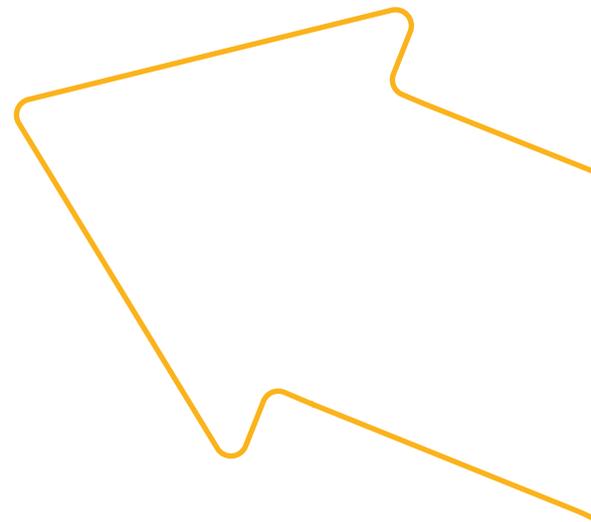
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- 2
- 3
- 4
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# My Be Well Plan



My own tailored mental health  
and wellbeing plan



# My Be Well Plan

In each session, we have worked to identify activities that you can use to build your mental health and wellbeing. We have been experimenting with different activities throughout the program. Some of these activities were embedded within the program: we all got to do them. Some were only being done by you: you chose them yourself.

This part of the Be Well Plan serves the purpose of summarising the activities that you have tried into your 'final' Be Well Plan. This plan is not static, but will always change depending on your own personal situation.

This section consists of your Be Well Plan activities and reflections. This includes the activities that make up your strategies for the good and the bad times. It also includes the supporters you have chosen to help you and the professional services you want to keep in your back pocket.



# Your Best Possible Mental Health and Wellbeing

By reflecting on what you consider to be the best version of yourself, and thinking about a positive future for yourself, you can create an optimistic mindset of your future. We can use this optimistic mindset to help develop a picture of what you like to be in specific areas; a picture that you can use to guide the goals you wish to set and wellbeing behaviours you wish to embed in your life.



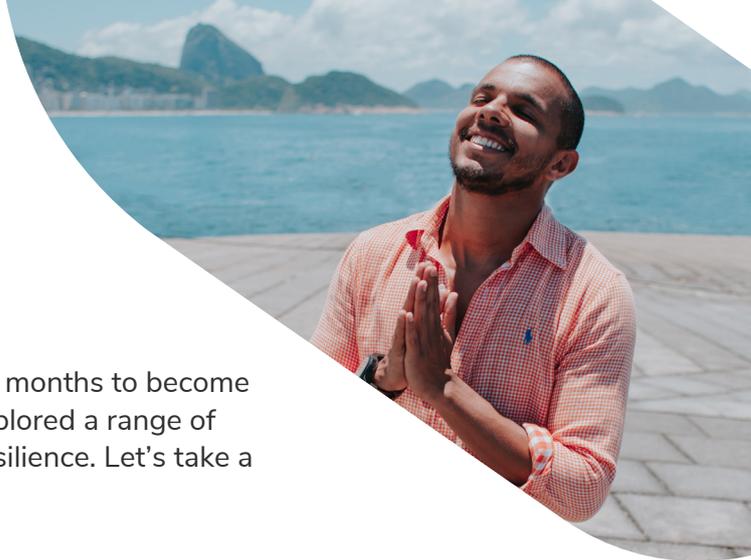
In your mind, fast-forward 5-10 years into your future. Imagine that everything has worked out just as you want it to and you are the best possible version of yourself.

1. What would your life look like?
2. What kinds of things would you have achieved?
3. Who would you be as a person? (i.e. how would someone describe you?)
4. How would you be living your life?
5. Who would be in your life?

Don't worry about grammar or good writing. This is a reflection piece, not an essay

Try and summarise your thoughts into a couple of sentences. Treat it as a pitch: if someone asks you to describe the best possible version of yourself in two sentences, what would you say?





# Becoming Your Best Possible Self

What do you need to change in your life over the coming months to become your best possible self? Over the past 5 weeks, we've explored a range of things that you can work on to improve wellbeing and resilience. Let's take a moment to revisit them.

Reflect on your Be Well Tracker profile from Sessions 2 and 5. Which aspects of your mental health might you need to work on?

.....

Reflect on your resources from Session 3. What resources in your life could you harness to help you build your best possible self?

.....

Reflect on the challenges you identified in Session 3. Which of them might you need to address in order to move forward?

.....

Think back to Session 4. What might you need to change in order to be able to better cope with stressful times?

.....

What strengths/values (remember the VIA survey) do you want to build on and expand in your life? A summary of them is included in the column on the right.

.....

Do you want to keep working on any of the psychological insights we have covered (mindfulness, growth mindset, self-compassion, psychological flexibility, realistic optimism)?

.....

Think of the activities you've tried over the past 5 weeks. Which ones would you like to continue? Were there any that you didn't get to try that you want to? We will make a list of these activities on the next page.

List of common virtues and strengths:

**Wisdom & Knowledge:**

Creativity, curiosity, love of learning, perspective, judgement

**Courage:**

Bravery, perseverance, honesty, zest

**Humanity:**

Love, kindness, social intelligence

**Justice:**

Teamwork, fairness, leadership

**Temperance:**

Forgiveness, humility, prudence, self-regulation

**Transcendence:**

Appreciation of beauty & excellence, gratitude, hope, humour, spirituality

# Your Be Well Plan

This is it! You've worked hard over the past 5 weeks to identify activities tailor them into your own Be Well Plan. Remember: your plan is not set in stone, it should evolve over time so you can reach your best possible mental health and meet your short- and medium term goals.

## My activities for the good times

These are activities I will use to strengthen my mental health and wellbeing.

Prompt	Activity	Celebration	Reminder
After I ...	I will practice ...	To celebrate, I will ...	To remember, I will ...

## My resilience for stressful times

These are activities I can use when times are tough or not going my way. Or they are activities that I can practice for future tough times.

Prompt	Activity	Celebration	Reminder
After I ...	I will practice ...	To celebrate, I will ...	To remember, I will ...

# Social and Professional Support



## My support network

These are the people I will rely on to help support me in my journey to build my mental health and wellbeing. Make sure to write down how they can help you and your wellbeing.

### Supporters for the good times

### How will they help me?


Also reflect on the people that can help you specifically when times get tough. They can be the same as the people mentioned above, or can be different. You are the best judge on your own social support network.

### Supporters for the tougher times

### How will they help me?


## My professional support network

Sometimes things are too big for us to handle. This is when we need professional support to help us out. Look back at page 38 and identify at least one professional support service you will check out when we need some more serious help.\*

### Professional support services

### How will they help me?


\*You can use your measurement results to help you determine whether you could benefit from talking to your GP, mental health professional or external service. Anything that gets scored as 'take action with' can be significantly improved when you reach out to a mental health professional.

## Setting One Last Goal

One final exercise to finish your plan. We have been practicing goal-setting throughout the program by setting short and medium-term goals. These goals will help get ourselves a step closer to our best possible mental health. You can use the page below to set goals related to your Be Well Plan in its entirety and the impact you want it to have on your mental health and wellbeing. Choose one of the areas you reflected on at page 49 to guide your goal.

### Setting a goal to use your Be Well Plan

Set a short-term (1-2 month) goal related to your plan. For example, in 1-2 months, I want to be using my Be Well Plan on a weekly basis, and I want to see an improvement in my mood.

Can you think of any barriers that may stand in your way of implementing your plan?

Can you set a reminder or prompt that helps you keep track of this goal (and your plan as a whole) in 1-2 months?

And most importantly: can you think of a celebration you will do when you meet your goal along the way?



**Be Well  
Activity Bank**



# Activity Finder

## Outcome Focus

The benefits of psychological exercises for our mental health depends on the outcomes they aim to improve. Some work well for anxiety, while others are better at improving resilience. You don't have to do the research to figure out which outcome it targets: we did that for you and made an activity finder to do just that. Just go to the outcome you are interested in and find the activity according to the corresponding number.

### I WANT TO TARGET A SPECIFIC OUTCOME

OUTCOME	ACTIVITIES																														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
ANXIETY	●	●	●	●	●	●	●	●	●			●	●	●	●		●		●	●					●		●	●		●	
HEALTH			●						●								●								●			●			
MOOD	●	●	●	●	●	●	●	●	●		●	●	●	●	●		●	●	●	●					●		●	●			
RESILIENCE	●	●	●	●	●	●	●	●	●					●	●	●	●	●	●	●				●	●	●	●	●	●	●	●
STRESS	●	●	●	●	●	●	●	●	●				●	●	●		●		●	●					●		●	●		●	
WELLBEING	●	●	●	●	●	●	●	●	●	●	●	●			●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●

You don't always have to come back to the activity finder (although it does provide you with a neat summary of all activities in a single diagram). All activities have the outcomes they are beneficial for mentioned at the bottom of the page.

- + WELLBEING
- + HEALTH
- + ANXIETY
- + RESILIENCE
- + MOOD
- + STRESS

#### PROCESS ACTIVITY FINDER

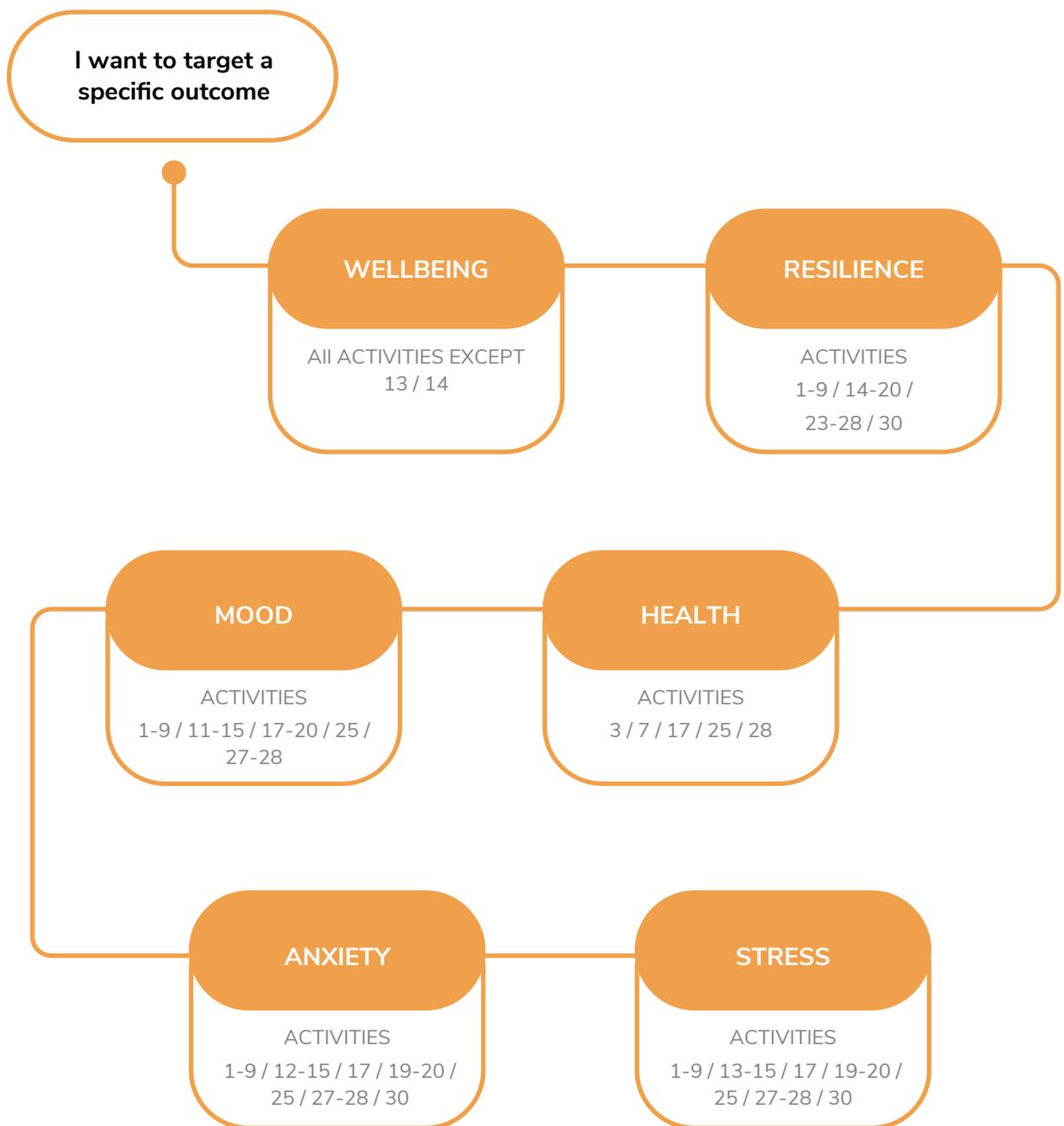
The second way of finding activities that are relevant to you is by looking at the resources in your life (what is going well) and some of your challenges (what is not going so well). In session 3 we help you determine what is most relevant to you. If you want to start right away that's also fine. The concept is simple: find a process in the light coloured boxes and choose any of the numbered activities to start working on them.



# Activity Finder

## Outcome Focus

Below is another way of finding activities. Instead of using a table format, you can use a flowchart and simply find the activities below each box.



# Activity Finder

## Resource Focus

I want to target a specific resource or barrier

### INTERPERSONAL

Positive Relationships

ACTIVITIES  
21-23

Communication skills

ACTIVITIES  
23 / 24

Relatedness

ACTIVITIES  
12 / 21 / 22

Feedback

ACTIVITIES  
23 / 24

### BEHAVIOURAL / PHYSICAL

Nature

ACTIVITIES  
3 / 16 / 17  
25 / 28

Drugs

ACTIVITIES  
16 / 17 / 25 / 28

Alcohol

ACTIVITIES  
16 / 17 / 25 / 28

Smoking

ACTIVITIES  
16 / 17 / 25 / 28

Physical fitness, nutrition, sleep

ACTIVITIES  
3 / 5-7 / 16  
17 / 25 / 28

PSYCHOLOGICAL

Self-esteem

ACTIVITIES  
4 / 9 / 12 / 14 /  
16-19 / 29

Coping

ACTIVITIES  
1-4 / 8-9 /  
12 / 14-15 / 19

Meaning & Purpose

ACTIVITIES  
16 / 17 / 18 /  
26 / 29

Creativity

ACTIVITIES  
16 / 17 / 25 / 27

Prioritisation & Time management

ACTIVITIES  
16 / 17 / 25 /  
28 / 30

Flow

ACTIVITIES  
25 / 27

Achievement

ACTIVITIES  
16-18 / 27 / 29

Competence

ACTIVITIES  
12 / 14 / 28

Negative Thoughts

ACTIVITIES  
1 / 4 / 8-9 /  
13 / 19 / 20

Empathy

ACTIVITIES  
1 / 14

Autonomy

ACTIVITIES  
16 / 17 / 28

Emotions

ACTIVITIES  
1-4 / 6-13 / 15 /  
18-20

EXTERNAL

Housing

ACTIVITIES  
25 / 28

Finances

ACTIVITIES  
25 / 28

Safety

ACTIVITIES  
25 / 28

Work

ACTIVITIES  
16 / 25 / 28

# Activity Finder

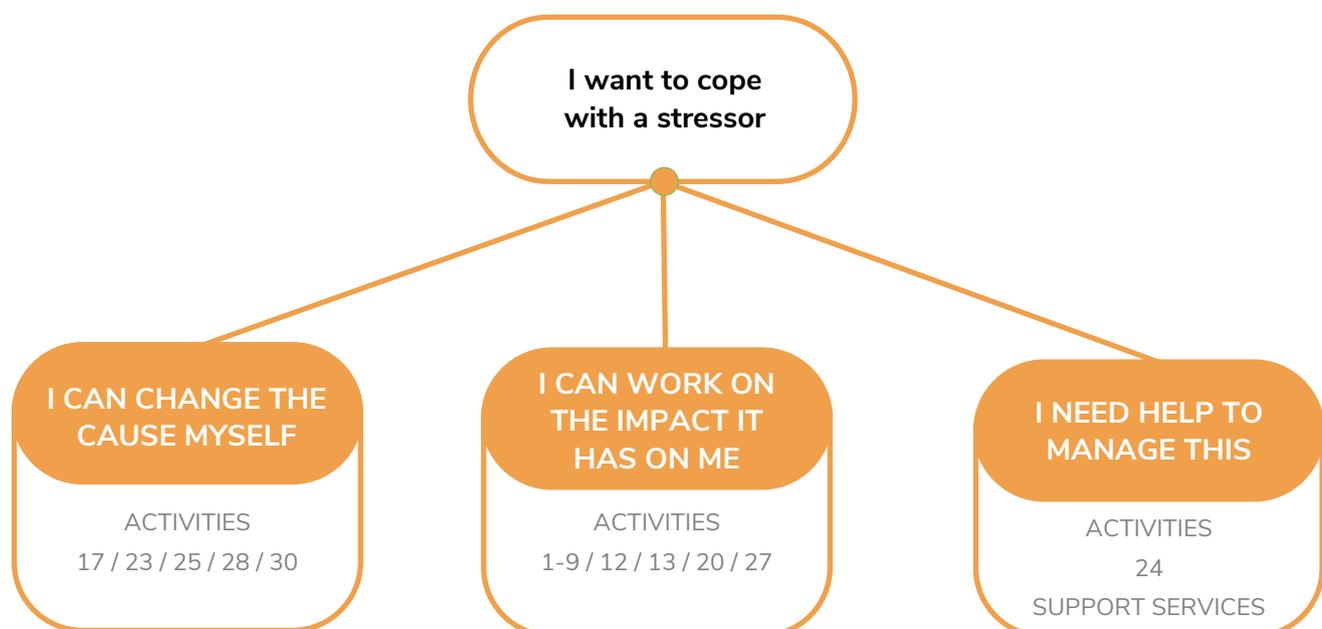
## Coping

The Activity Bank is all about providing you with the resources that you can always come back to, even after completing the Be Well Plan. The previous two Activity Finders were related to choosing activities to help with a specific aspect of your mental health or a resource or challenge that you want to work on.

This Activity Finder is focused on helping you cope with a specific stressor. As we have covered in Session 4, we give ourselves the best chance of coping with a stressor if we adopt one of the 'useful' coping styles, and avoid jumping to conclusions (or falling into thinking traps) which may actually magnify the stressor. As you will see below, when faced with a stressor, we can either:

- Face the problem head on, saying to yourself; "I can change the cause myself"
- Work on the impact that the stressor is having on yourself; "I can work on the impact it has on me"
- Seek help to manage the stressor, either by reaching out to a supporter, or contacting professional support services; "I need help to manage this"

The below Activity Finder links you with activities that will help you with any of these choices. There is no reason why we can't use activities from each of these categories.





## Activities Index With Descriptions

- 1. Mindful breathing:** use breathing techniques to ground yourself during moments of stress 64
- 2. Progressive muscle relaxation:** release tense muscles to relax your mind 66
- 3. Mindful walking:** be present when you walk and take a moment to ground yourself 68
- 4. Online mindfulness:** find one of many apps that can help instill mindfulness in your life 70
- 5. Mindful eating:** appreciate the food you eat by practicing being present 72
- 6. Mindful physical activity:** explore the way your body and mind feel when you work out 74
- 7. Yoga:** use physical activity combined with mindfulness to de-stress your mind and body 76
- 8. Mindful 5-4-3-2-1:** a mindfulness activity to help notice what's around you 78
- 9. Positive reframing:** reframe your challenges in a positive light by finding moments of growth, instead of focusing on negatives 80
- 10. Cultivating gratitude:** find moments of gratitude in your day-to-day life to build positivity 82
- 11. Three funny things:** find moments of laughter and joy to boost your mood 84
- 12. Re-thinking thinking traps:** reflect on common thinking traps to avoid them in the future 86
- 13. Expressive writing:** reflect on emotional experiences to reduce feelings of distress 88
- 14. Self-compassion:** use the power of self-compassion to achieve personal growth 90
- 15. Acceptance of your experience:** mindfully accept emotional reactions as passing states 92



<b>16. Getting in touch with your values:</b> identify your values and how they add to your wellbeing	94
<b>17. Goals and my values:</b> set goals in line with your values	96
<b>18. Optimistic self-image:</b> imagine the ultimate you and use this to guide your future behaviour	98
<b>19. Challenging automatic negative thoughts:</b> learn to challenge thoughts for what they are, just thoughts	100
<b>20. Thought defusion:</b> teach yourself that thoughts come and go, you do not need to react to them	102
<b>21. Gratitude letter:</b> express gratitude to the people you care for	104
<b>22. Strengthening relationships:</b> reflect on the importance of significant relationships in your life	106
<b>23. Improving communication skills:</b> learn how to listen better and respond constructively	108
<b>24. Assert yourself:</b> practice assertiveness skills	110
<b>25. Goal setting:</b> learn simple behaviours that make it easier to reach a goal and succeed in life	112
<b>26. Meaningful pictures:</b> use images to identify sources of meaning in your life	114
<b>27. Finding flow:</b> find the ultimate mindful state when performing tasks	116
<b>28. Problem solving:</b> learn to solve life's problems effectively using simple steps	118
<b>29. My character strengths:</b> identify your values and virtues and put them into action to build wellbeing	120
<b>30. Time management:</b> organise your time so you have more time for the important things in life	122



# 1. Mindful Breathing

## THINK & FEEL



**DURATION**  
10 minutes

**FREQUENCY**  
1x/day

**DIFFICULTY**  
Easy

**EVIDENCE QUALITY**  
★★★★



+ WELLBEING

+ RESILIENCE

+ MOOD

+ ANXIETY

+ STRESS



## Take a moment and remember to breathe!

### What it is?

- Mindfulness is the practice of being fully present in the moment, the here and now.
- We breathe all day long, often not paying attention to it at all. Turning our attention to our breath, even for a minute or two can bring us a more peaceful state of mind.

### What can I use it for?

- You can use it to take a moment to ground yourself, no matter where you are, or what's going around you. It can help your mind de-clutter.

### How to do it?

1. Start by breathing in and out slowly, in through your nose, and out through your mouth.
2. Inhale slowly for six seconds, then exhale for six seconds, allowing the breath to flow easily in and out of your body.
3. As thoughts enter your mind, allow them to pass without giving them too much attention, and return to focusing on your breath.
4. Notice the sensation of your breath, as it moves in and out of your body.
5. Repeat for one minute, or longer if you prefer!

### Anything to consider before I start?

- This is just one basic mindful breathing activity, there are literally thousands online if you're looking for something a bit different.

How will you practice this activity?

[Dotted box for writing practice method]

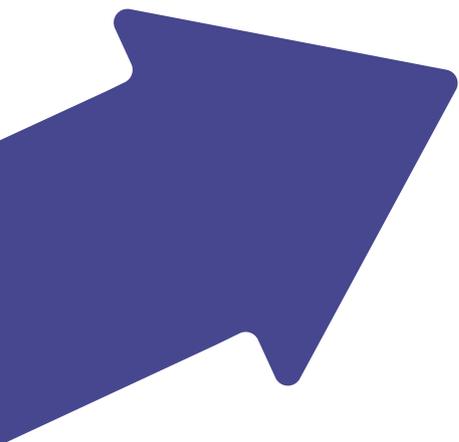
When do you think you would like to practice this activity?

[Dotted box for writing practice timing]

How will you celebrate the fact that you've practiced?

[Dotted box for writing celebration method]

It might be helpful to write a habit statement, wrapping up the above sections into one sentence. Do this in the box below.



### MY HABIT STATEMENT

Habit Statement:

When will I practice it?

How will I remind myself to practice?

How will I celebrate?

[Large dotted box for writing the habit statement]

## 2. Progressive Muscle Relaxation



### THINK & FEEL



**DURATION**  
15 minutes

**FREQUENCY**  
1x/day

**DIFFICULTY**  
Moderate

**EVIDENCE QUALITY**  
★★★★☆



+ WELLBEING

+ RESILIENCE

+ MOOD

+ ANXIETY

+ STRESS



### Relax ... take it eeeassyy

#### What it is?

- Progressive Muscle Relaxation is a common mindfulness technique where you tense certain muscles, then relax them. You are asked to focus on the difference you feel between these two states.
- The idea is to systematically progress through all of the muscles in your body, which helps you find a very relaxed state.

#### What can I use it for?

- This activity is very useful for muscle tension which can be associated with anxiety or stress.
- Most people don't realise how tense they are throughout the day, and this is a really helpful exercise to help you recognise when you're tense and help you to relax.

#### How to do it?

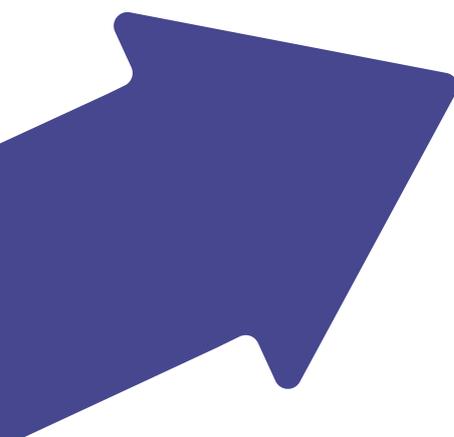
1. Find a quiet place away from distractions with enough space to lie on the floor or on a chair.
2. Begin with a few slow, even breaths.
3. Focus on a certain area of your body, tensing the muscles in that area for 15 seconds, then relaxing them for 30 seconds.
4. A pattern of progression could be: Feet > Legs > Buttocks > Hands > Arms > Shoulders > Neck > Jaw > Eyes > Forehead.

#### Anything to consider before I start?

- You can do this activity by yourself, but it is much easier to listen to an audio guide and follow along.
- Fortunately there are heaps of free guided progressive muscle relaxation instructions that can be found online.
- These videos/audio can last anywhere from 5 minutes to an hour – so choose a time that works for you.

Ways to tense each muscle, developed by the Centre of Clinical Interventions in Western Australia:

- Left Foot - Curl your toes downwards
- Right Foot – Curl your toes downwards
- Right lower leg - Pull your toes towards you to stretch the calf muscle
- Left lower leg – Pull your toes towards you to stretch the calf muscle
- Right upper leg - Tighten your thigh muscle
- Left upper leg – Tighten your thigh muscle
- Buttocks – Squeeze your buttocks muscle
- Right hand - Make a fist
- Right upper arm - Bring your forearm up to your shoulder to show off your guns
- Left hand – Make a fist
- Left upper arm – Bring your forearm up to your shoulder to show off your guns
- Shoulders – Shrug your shoulders up to your ears
- Jaw – Clench your jaw
- Eyes – Squeeze your eyes shut
- Forehead – Raise your eyebrows as high as you can, and hold



### MY HABIT STATEMENT

Habit Statement:

When will I practice it?

How will I remind myself to practice?

How will I celebrate?



## 3. Mindful Walking

### DOING



**DURATION**  
10 minutes

**FREQUENCY**  
1x/day

**DIFFICULTY**  
Easy

**EVIDENCE QUALITY**



+ WELLBEING

+ RESILIENCE

+ HEALTH

+ MOOD

+ ANXIETY

+ STRESS



### Be in the moment!

#### What it is?

- Mindfulness is the practice of being fully present in the moment, the here and now.
- Often when we walk our mind is busy with all of our daily problems. In mindful walking you direct your focus to the physical experience of walking, such as focusing on each step you take.
- Taking 5 – 10 minutes each day, it is easy to integrate into even the busies of days.

#### What can I use it for?

- You can use it to take a moment to ground yourself, no matter where you are, or what's going around you. It can help your mind de-clutter.
- Walking meditation can positively benefit wellbeing by reducing stress, improving concentration and emotional regulation.

#### How to do it?

1. Find a quiet place that is away from what you are usually doing. Find a hallway, or go outside.
2. Alternatively, use the trip between meetings to practice mindful walking.
3. Try and focus on the experience of walking. How do your arms sway? What do your feet feel? What can you smell? Do you see something beautiful? Can you feel the sunshine?
4. Find more in-depth instructions on the back of this page.
5. You can also use guided walking meditations. Scan the QR code for an example with guided instructions.

#### Anything to consider before I start?

- Don't forget to look out for oncoming traffic!

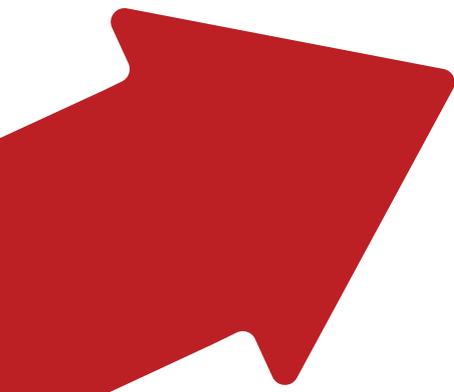
These instructions were provided on the StopBreatheThink.com website.

- As you walk, notice how your body feels.
- Pay attention to how your legs, feet and arms feel with each step you take.
- Feel the contact of your foot as it touches the ground, and the movement of your body as you move into your next step.
- If you become lost in thought as you continue to walk, use the next step as an opportunity to start over.
- Now using your sense of sight, look around and try to notice every detail.
- Using your sense of smell, notice any aromas or scents.
- Are you able to notice any tastes as you walk? Can you taste the air?
- Now using your sense of touch, notice the solidity of the earth beneath your feet.
- With openness and curiosity, notice any sensations, thoughts or feelings that arise, without lingering on anything in particular.

Now think of a time, event or place when you can practice mindful walking yourself. Write everything that comes to mind down in the box below.

.....

Now take your calendar and write a reminder for you to action this mindful walking in the upcoming week.



### MY HABIT STATEMENT

Habit Statement: .....

When will I practice it?

How will I **remind** myself to practice?

How will I **celebrate**?

.....



## 4. Online Mindfulness

### DOING



**DURATION**  
Variable

**FREQUENCY**  
Variable

**DIFFICULTY**  
Variable

**EVIDENCE QUALITY**



+ WELLBEING

+ RESILIENCE

+ MOOD

+ ANXIETY

+ STRESS



### Find an app or website to practice Mindfulness

#### What it is?

- Various forms of mindfulness activities are available digitally either on the internet or as apps.
- It is important to find one that works best for you and your device.

#### What can I use it for?

- These mindfulness apps and tools can be used for a wide range of things, including meditation, deep breathing, and so on.
- They can serve as a tool to ground yourself during difficult times or help you deal with difficult emotions. They can also help you to clear your mind on the job or right before bed.

#### How to do it?

1. Go to the internet or app stores.
2. Type in “mindfulness”.
3. See what comes up, guided videos, audio, instructions, etc.
4. Find something that you like the sound of, give it a try, evaluate whether it was helpful, repeat.
5. We recommend the (free) Smiling Mind, Insight Timer, and Headspace apps.

#### Anything to consider before I start?

- There’s a lot out there, for better or worse. Try to find trustworthy sources or providers of Mindfulness content.

How will you practice this activity?

[Red dotted box for writing practice method]

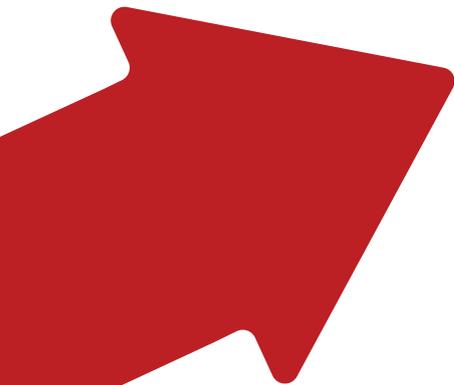
When do you think you would like to practice this activity?

[Red dotted box for writing practice time]

How will you celebrate the fact that you've practiced?

[Red dotted box for writing celebration method]

It might be helpful to write a habit statement, wrapping up the above sections into one sentence. Do this in the box below.



### MY HABIT STATEMENT

Habit Statement:

When will I practice it?

How will I **remind** myself to practice?

How will I **celebrate**?

[Red dotted box for writing the habit statement]

## 5. Mindful Eating



### DOING



**DURATION**  
10 minutes

**FREQUENCY**  
1x/day

**DIFFICULTY**  
Easy

**EVIDENCE QUALITY**



+ WELLBEING

+ RESILIENCE

+ MOOD

+ ANXIETY

+ STRESS



### Take a moment and notice your meal

#### What it is?

- Mindfulness is the practice of being fully present in the moment, the here and now.
- Often when we eat, our mind is busy with daily problems. In mindful eating you direct your focus to the meal you're about to eat, the textures and the tastes that you can so easily overlook.
- You're going to eat anyway right? This is easy to integrate into even the busiest of lives.

#### What can I use it for?

- You can use it to take a moment to ground yourself, no matter where you are, or what's going around you. It can help your mind de-clutter.
- Reconnect with the joy and satisfaction of eating.

#### How to do it?

1. Eat slower than you usually would, paying attention to your body's signals before, during, and after the meal.
2. Notice the textures, tastes, and smells of every bite of your meal.
3. Eat without distractions, particularly mobile phone screens!
4. You may like to consider and appreciate the journey that everything on your plate took to get there – including the process of producing the food, and those who prepared it.

#### Anything to consider before I start?

- You don't need to do this for every meal. Start with one a day, and see how you go.

How will you practice this activity?

[Red dotted box for practice method]

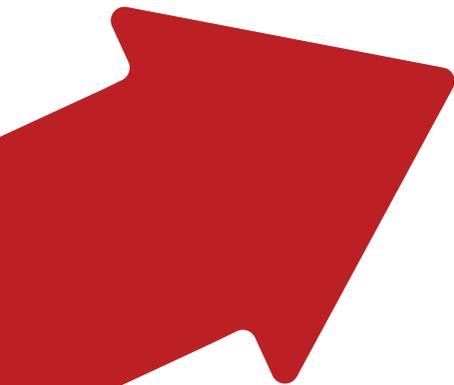
When do you think you would like to practice this activity?

[Red dotted box for practice timing]

How will you celebrate the fact that you've practiced?

[Red dotted box for celebration]

It might be helpful to write a habit statement, wrapping up the above sections into one sentence. Do this in the box below.



### MY HABIT STATEMENT

Habit Statement:

When will I practice it?

How will I **remind** myself to practice?

How will I **celebrate**?

[Red dotted box for habit statement]



## 6. Mindful Physical Activity

### DOING



#### DURATION

10 minutes

#### FREQUENCY

1x/day

#### DIFFICULTY

Easy

#### EVIDENCE QUALITY



+ WELLBEING

+ RESILIENCE

+ MOOD

+ ANXIETY

+ STRESS



### Add some mindfulness to your workout

#### What it is?

- Mindfulness is the practice of being fully present in the moment, the here and now.
- Often when we engage in physical activity (in whatever form you enjoy), we are focusing specifically on the workout, and our mind is freed from our daily problems – pretty much the definition of mindfulness.

#### What can I use it for?

- Mindful physical activity can bring you a stronger connection with your body, better results, and greater sense of satisfaction with your workout. This can be used for any form of physical activity, from a casual jog to more energetic workouts like CrossFit or F45.

#### How to do it?

1. Have a purpose for each workout, and remind yourself of the reasons you've decided to do it.
2. Slow down and focus on your form and every movement.
3. Turn off the music you might usually listen to, and pay attention to the sounds around you (like the rhythm of your feet on the pavement).
4. Pay attention and notice the sensations in your body throughout the workout, and as you cool down.
5. Remind yourself to breathe, and notice how your breath changes throughout the workout.

#### Anything to consider before I start?

- There is heaps online to help practice this one, have a quick google if you're looking for more tips. Search for "how to work out more mindfully".
- If you have an existing physical injury or medical condition, please seek medical or professional advice before embarking on any strenuous physical activities.

How will you practice this activity?

[Dotted box for practice method]

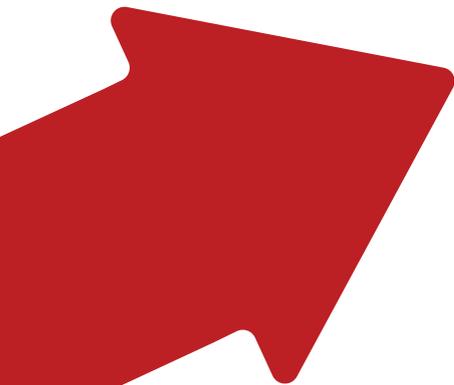
When do you think you would like to practice this activity?

[Dotted box for practice timing]

How will you celebrate the fact that you've practiced?

[Dotted box for celebration]

It might be helpful to write a habit statement, wrapping up the above sections into one sentence. Do this in the box below.



### MY HABIT STATEMENT

Habit Statement:

When will I practice it?

How will I **remind** myself to practice?

How will I **celebrate**?

[Dotted box for habit statement]



# 7. Yoga

## DOING



**DURATION**  
15 minutes

**FREQUENCY**  
1x/day

**DIFFICULTY**  
Easy

**EVIDENCE QUALITY**



+ WELLBEING

+ RESILIENCE

+ HEALTH

+ MOOD

+ ANXIETY

+ STRESS



## Connecting the breath, mind and body

### What it is?

- Yoga is a variable form of mindfulness that helps you build mindful awareness of your mental state, and uses breathing and physical exercise as a way to help focus your attention.
- There are a lot of misconceptions about yoga, it is not about being flexible, standing on your head, or instagramming your new Lululemon gear.
- The key element of yoga is building a connection between your breath, mind, and body.

### What can I use it for?

- There are a significant range of benefits to doing yoga. Yoga improves cardiovascular health, strength, spine health, immunity, blood flow, relaxation, sleep and encourages self-care, reduces stress and the list goes on.

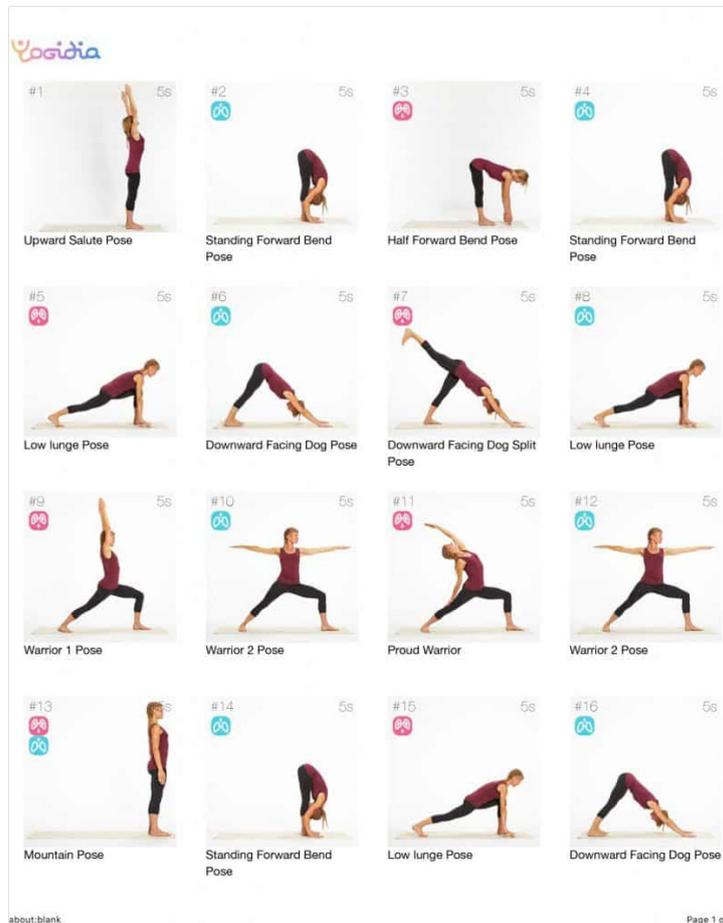
### How to do it?

1. An obvious way to start practicing yoga is to join a yoga studio. Practicing yoga with a teacher at a yoga studio provides you the support needed to make sure you are practicing safely and a social environment where you get opportunities to connect with others.
2. Fortunately there are lots of resources to help you practice at home. You'd be amazed to see how much is out there online. If you have not practiced yoga before, it is important that you choose a beginner's class so as to avoid injury.

### Anything to consider before I start?

- If you have any existing physical injury or medical condition, please seek medical or professional advice before trying yoga.

Here are some basic yoga poses to help you follow along at home, thanks to the people at yogidia, <https://www.yogidia.com/>



## MY HABIT STATEMENT

Habit Statement:

When will I practice it?

How will I remind myself to practice?

How will I celebrate?



# 8. Mindful 5-4-3-2-1

## DOING



### DURATION

5 minutes

### FREQUENCY

1x/day

### DIFFICULTY

Easy

### EVIDENCE QUALITY



+ WELLBEING

+ RESILIENCE

+ MOOD

+ ANXIETY

+ STRESS



## Pay mindful attention to what's around you

### What it is?

- Mindfulness is the practice of being fully present in the moment, the here and now.
- This activity helps to ground you by using your senses to notice what's around you

### What can I use it for?

- This can be really useful when you're feeling overwhelmed, anxious, or stressed out.
- It's an opportunity for some peace of mind using your senses of sight, hearing, touch, smell, and taste.

### How to do it?

1. Find a quiet place, and try to notice five things that you can see around you.
2. Next identify four things that you can hear.
3. Then try and notice three things that you can feel, this can be anything from the seat you're sitting in, or the touch of your clothes on your body.
4. Now try and notice two things you can smell.
5. And finally, try and notice one thing that you can taste.

### Anything to consider before I start?

- Taking deep breaths between the steps of this activity can be really helpful.

How will you practice this activity?

[Dotted box for practice method]

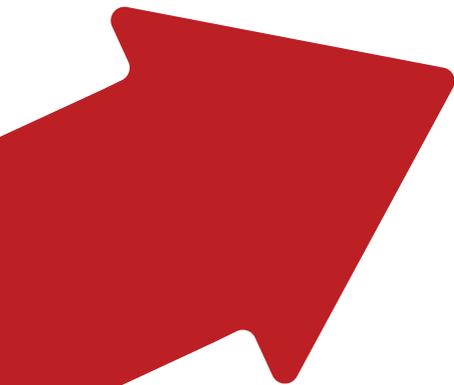
When do you think you would like to practice this activity?

[Dotted box for practice timing]

How will you celebrate the fact that you've practiced?

[Dotted box for celebration]

It might be helpful to write a habit statement, wrapping up the above sections into one sentence. Do this in the box below.



### MY HABIT STATEMENT

Habit Statement:

When will I practice it?

How will I **remind** myself to practice?

How will I **celebrate**?

[Dotted box for habit statement]



## 9. Positive Refaming

### THINK & FEEL



**DURATION**  
15 minutes

**FREQUENCY**  
Once off

**DIFFICULTY**  
Easy

**EVIDENCE QUALITY**



+ WELLBEING

+ RESILIENCE

+ MOOD

+ ANXIETY

+ STRESS



### The choice of positivity!

#### What it is?

- Different individuals can share the same experience but walk away with a different perspective and interpretation.
- Positive reframing is about finding the good in a negative situation. In other words, learning to see the good in the bad.
- Rather than focusing on the negative consequences, positive reframing teaches you to look for opportunities of growth in the future.

#### What can I use it for?

- Positive reframing can help you overcome future challenges that you come across in life, by identifying opportunities for growth in negative events.
- It can also help you improve your relationships, by focusing on the perspective of the other person and avoiding arguments.
- As you start to train yourself to see the good in the bad, you're another step closer to building resilience.

#### How to do it?

1. Think about a challenge you're currently facing. This doesn't have to be big and can range from being stressed at work to having arguments with your significant other.
2. Reflect on ways to see this challenge in a more positive light. What can be positive about the event?
3. Try and find something you can change in your own attitude that may be helpful in dealing with the negative event.

#### Anything to consider before I start?

- Remember, positive reframing doesn't change the situation but it can reduce its impact and help you see things from a healthier perspective.
- Not all situations can be positively reframed – this is a normal part of life.

Example

**CHALLENGE:**

You missed out on a job opportunity you were really excited for. This has left you deflated.

**REFLECT:**

By going through the interview procedure, you have learned how to better deal with tricky questions for the next interview. A new opportunity will come along.

Write about a challenge you're currently facing (it doesn't have to be big) or a negative event that has occurred.

.....

Reflect on one or two ways to see this challenge in a more positive light.

.....

Are there any things you can do differently to ensure future events like this have less of an impact on you?

.....

**MY HABIT STATEMENT**

Habit Statement:

When will I practice it?

How will I remind myself to practice?

How will I celebrate?

# 10. Cultivating Gratitude



## THINK & FEEL



**DURATION**  
15 minutes

**FREQUENCY**  
1x/day

**DIFFICULTY**  
Easy

**EVIDENCE QUALITY**  
★ ★ ☆ ☆



+ WELLBEING



## Begin your day with gratitude

### What it is?

- Gratitude is about finding a sense of appreciation and thankfulness for the good parts of your life.
- Cultivating gratitude is an opportunity to think about what went right instead of what went wrong.

### What can I use it for?

- Cultivating gratitude can help you build optimism and positive emotions.
- Appreciating things in your life and focusing on the positives can help you to adjust and move forward when times may be tough.

### How to do it?

1. Reflect on the things that happened in the last 24 hours.
2. Notice three things that you were grateful for.
3. Think about why it went well or how you or others in your life contributed to the good thing that happened.

### Anything to consider before I start?

- Sometimes it's the little things that count the most.

#1 Write about something that went well that you're grateful for. Reflecting on why it went well, and how others in your life may have contributed.

.....

.....

.....

#2 Write about something that went well that you're grateful for. Reflecting on why it went well, and how others in your life may have contributed.

.....

.....

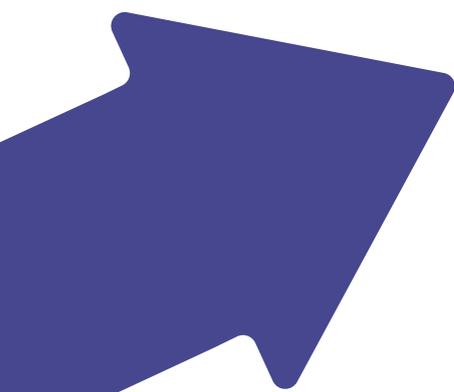
.....

#3 Write about something that went well that you're grateful for. Reflecting on why it went well, and how others in your life may have contributed.

.....

.....

.....



### MY HABIT STATEMENT

Habit Statement:

When will I practice it?

How will I remind myself to practice?

How will I celebrate?

.....

.....

.....



# 11. Three Funny Things

## THINK & FEEL



**DURATION**  
10 minutes

**FREQUENCY**  
1x/day

**DIFFICULTY**  
Easy

**EVIDENCE QUALITY**



+ WELLBEING

+ MOOD



## Life is better when you're laughing

### What it is?

- Life can be hard at times, three funny things encourages you to think about the things in life that are good. It has a particular focus on pleasant and funny experiences.
- Three funny things allows you to think about the past and relive it in the present with a positive and humorous lens.

### What can I use it for?

- As the ancient saying goes: "laughter is the best medicine".
- Three funny things can help you reduce negative mood and boost happiness.
- It can also help to lighten your mood after a long day at work or university.

### How to do it?

1. Think and write about three funny things you experienced today. They don't have to be laugh out loud kind of stories. Anything quirky that made you have a little smile counts.
2. Reflect on how these experiences made you feel.
3. Write about why these experiences were funny.

### Anything to consider before I start?

- Leave behind life's worries and be happy in this moment.
- Don't worry if you just have one thing. When you start looking for funny moments, you will see it becomes easier over time.

List down three funny or quirky things you experienced today.

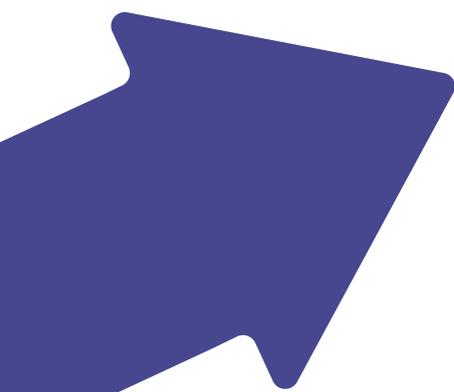
1.  
2.  
3.

How did these experiences make you feel?

1.  
2.  
3.

Why were these experiences funny?

1.  
2.  
3.



### MY HABIT STATEMENT

Habit Statement:

When will I practice it?

How will I remind myself to practice?

How will I celebrate?

# 12. Re-Thinking Thinking Traps



## THINK & FEEL



**DURATION**  
20 minutes

**FREQUENCY**  
3x/week

**DIFFICULTY**  
Moderate

**EVIDENCE QUALITY**  
★★★★☆



- + WELLBEING
- + MOOD
- + ANXIETY



## Avoid jumping to conclusions

### What it is?

- When confronted with negative events, e.g. failing an exam or not getting a promotion, it is easy to fall into a spiral of negative thoughts.
- Our brain often misinterprets negative events and makes them much worse than they really are.
- These thinking traps (or cognitive distortions) can lead us to miss or mislabel critical information or small details that shape your thoughts about an event. This is called “getting caught in a cognitive trap”.

### What can I use it for?

- Re-thinking your thinking traps can be used to help you to understand and avoid cognitive traps.
- Learning to recognise thinking traps can help with improving negative mood and anxiety, and lead to increased wellbeing.

### How to do it?

1. Choose an event you feel you didn't handle effectively and/or left you feeling negative about yourself or others.
2. Take a pause and notice the narrative in your mind; Ask yourself: Is what I am saying to myself true and accurate? Have I jumped to conclusions?
3. Separate facts from interpretation e.g. Fact: my partner didn't do the thing I requested of him/her; Interpretation: my partner doesn't care about me.
4. Try to use critical thinking to realise where you jumped to a conclusion, and adjust your thinking accordingly.

### Anything to consider before I start?

- We tend to judge ourselves more harshly than we judge others.
- Our mind has a negative bias so it is easy to lose perspective.

List the event you feel you didn't handle effectively. Write down the thoughts and reactions you had about the event.

.....

Take a pause and notice the narrative in your mind. Is what I am saying to myself true and accurate? What are facts of the situation and what are interpretation? Have I jumped to a conclusion here?

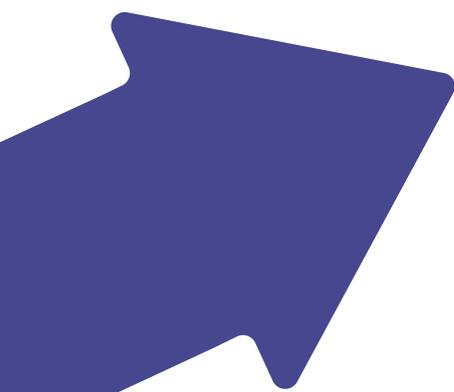
.....

Based on your answers to the previous question, how do you feel about the event now that you've avoided any possible thinking traps? Do you need to change your interpretation of the event?

.....

What will you tell yourself when a similar event happens in the future. Write down what you will do instead and say it out loud after writing it down. First write it in a sentence, then create the tiny habit statement below.

.....



## MY HABIT STATEMENT

Habit Statement: .....

When will I practice it?

How will I remind myself to practice?

How will I celebrate?

.....



# 13. Expressive Writing

## THINK & FEEL



**DURATION**  
20 minutes

**FREQUENCY**  
1x/day

**DIFFICULTY**  
Moderate

**EVIDENCE QUALITY**  
★ ★ ☆ ☆



+ MOOD

+ ANXIETY

+ STRESS



## Write like it matters

### What it is?

- We all experience difficult times every now and then.
- Expressive writing allows you to take a step back to evaluate life during a challenging or stressful situation.
- By writing our thoughts down, we can express our feelings and take control of our life rather than being a passive bystander.

### What can I use it for?

- When you are experiencing a particularly difficult phase in life, you can use expressive writing to write about all the feelings you may have but do not wish to say aloud.
- By practicing expressive writing, you can reduce your feelings of negative mood, anxiety, and stress.

### How to do it?

1. Reflect and list an emotional challenge that you have experienced in life, recently or a past event.
2. Write about all the emotions and thoughts you experienced during this challenge and how it affected you.

### Anything to consider before I start?

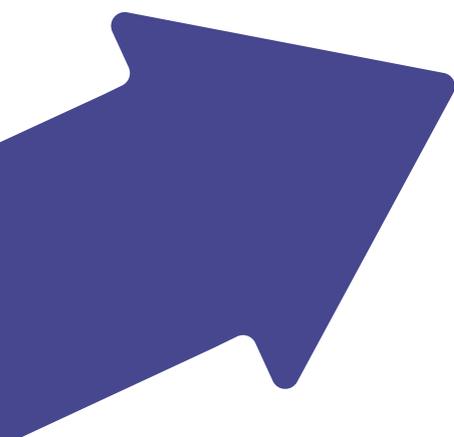
- There's no wrong or right, just write.
- There's no need to worry about spelling and grammar.
- Try and focus on challenging events you know you can manage yourself. If you have a traumatic event that you need to deal with, we recommend that you reach out to professional support.
- If you feel like the wound is still fresh (i.e. you are still healing or dealing from an experience/ event), don't write about it. Write about something that you feel you are able to currently handle.
- Remember, no one will read your writing unless you decide to show them.

Reflect on and describe an emotional challenge that you've experienced.

[Dotted box for reflection]

Write freely about all of the emotions and thoughts that you experienced during this challenge and how it affected you.

[Dotted box for free writing]



### MY HABIT STATEMENT

Habit Statement:

When will I practice it?

How will I remind myself to practice?

How will I celebrate?

[Dotted box for habit statement questions]

# 14. Self-Compassion



## THINK & FEEL



**DURATION**  
20 minutes

**FREQUENCY**  
1x/week

**DIFFICULTY**  
Moderate

**EVIDENCE QUALITY**



+ RESILIENCE

+ MOOD

+ ANXIETY

+ STRESS



## Start treating yourself as you would others

### What it is?

- There is often a difference between the way we treat ourselves when we're going through a tough time or when things haven't gone so well, compared to how we would treat others in the same situation.

### What can I use it for?

- Self-compassion can help reduce your feelings of self-criticism and shame, this in turn can lead to increased wellbeing. It may also help with personal growth.

### How to do it?

1. Think about a time when a friend was going through a rough time, facing a failed goal, or just going through a rough patch.
2. Consider the advice that you would give to that friend about the event, and what you would recommend that they do to get through it.
3. Think about how you would treat yourself in the same situation, and how you could apply the advice you would give to your friend to yourself!

### Anything to consider before I start?

- Be kinder to yourself, you tend to always judge yourself more harshly than others.
- This particularly works for people who already show symptoms of distress.

Think about a close friend, family member or loved one. Now think of a time when they were struggling to meet a goal or were trying to overcome a bad time. Write down what you would say to them to help them in this situation.

.....

Now think of a time when you were struggling to meet a goal or were trying to overcome a bad time. Write down what you say to yourself. What is the tone you would normally use?

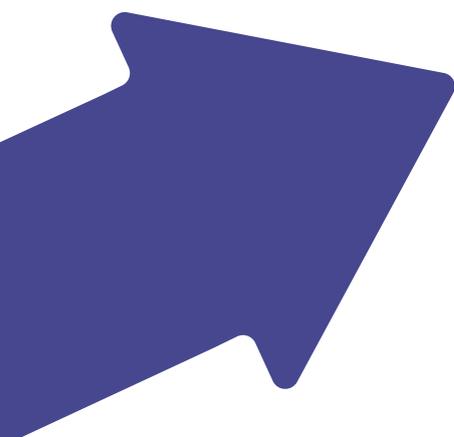
.....

Did you notice a difference? If so, why is this the case?

.....

Can you find some obvious ways how to improve the way you talk to yourself in difficult situations? You might think about using the good advice you would give to a friend.

.....



### MY HABIT STATEMENT

Habit Statement:

When will I practice it?

How will I remind myself to practice?

How will I celebrate?

.....

# 15. Acceptance of Your Experience



## THINK & FEEL



**DURATION**  
20 minutes

**FREQUENCY**  
1x/day

**DIFFICULTY**  
Moderate

**EVIDENCE QUALITY**  
★★★★☆



+ WELLBEING

+ RESILIENCE

+ MOOD

+ ANXIETY

+ STRESS



## Learn to mindfully accept difficult emotions

### What it is?

- Strong emotions are a natural part of life, and are completely understandable when you think about how busy your life is. Family, friends, study, work, relationships... there are lots of sources of difficult emotions.
- Lots of psychological studies have found that a good way to deal with negative emotions is simply to accept them rather than avoid or control them.
- This is not about ignoring or minimising the difficult emotions, but about mindfully noticing and accepting them.

### What can I use it for?

- This activity is about proactively managing your difficult emotions to make sure they don't get the best of you.
- You can use it to reduce negative emotions and help you deal with your mood. You can also use it to battle the effects of stress or anxiety.

### How to do it?

A description of each of these steps is available on the other side of this page:

1. Identify an emotion you would like to work on
2. Label the emotion
3. Accept the emotion
4. Realise that the emotion is just a temporary state
5. Inquire and investigate the effects of the emotions
6. Let go of the need to control your emotions, and accept them coming and eventually going.

### Anything to consider before I start?

- If emotions become too difficult to manage, seek help to deal with them.

**Notice or picking the emotion:** Once you are aware of the emotion, notice where it is in your body. How do you feel? It may be tension in the muscle, your heart rate, or as a stomach ache. If you are practicing this skill: imagine an emotional event which brought up a specific emotion. Make sure you turn to it with acceptance.

**Identify the emotion:** What emotion can you identify? Write it down. Remember, this is about objectively noticing the emotion. e.g. “this is embarrassment”, not “I’m embarrassed”.

.....

**What does the emotion make you feel?** Try not to deny the emotion, instead accept it. What does the emotion make you feel like. Write it down objectively. E.g. I am noticing that I feel angry and I am feeling hot, not ‘I am angry and hot’.

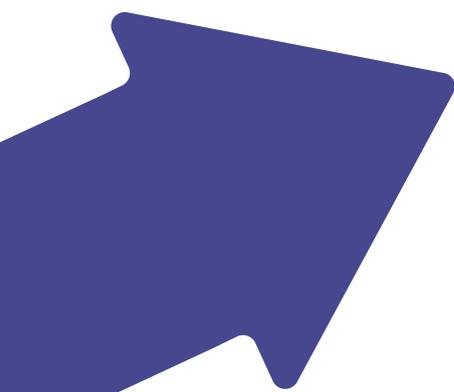
.....

**Accept the emotion.** Don’t try and avoid or control the emotion. Acknowledge that it exists.

**Realise that it is temporary.** How long do you expect this emotion to last? A day? Two days? A week? Or is it already reducing by writing your thoughts down? Remember, emotions are temporary.

**Investigation and respond.** What brought up this emotion for you? What triggered you or made you feel this way? **Let go of the need to control your emotion.** The key to this activity is to mindfully deal with your emotions rather than control them. This is hard and it can take some time.

.....



## MY HABIT STATEMENT

Habit Statement: .....

When will I practice it?

How will I remind myself to practice?

How will I celebrate?

.....



# 16. Getting in Touch With Your Values

## THINK & FEEL



**DURATION**  
20 minutes

**FREQUENCY**  
1x/week

**DIFFICULTY**  
Moderate

**EVIDENCE QUALITY**  
★★★★☆



- + WELLBEING
- + RESILIENCE



### Stand for something or fall for anything

#### What it is?

- Reflecting on your values, the areas of life that matter most, is the foundation for developing meaningful goals in life and at a broader level, your purpose in life.

#### What can I use it for?

- Values are the ideals or areas of life that we hold to be important.
- There are many values out there, some examples are creativity, relationships, kindness, spirituality, or achievement. Identifying the things that are important to you is beneficial not only for your sense of meaning in life but for your overall wellbeing.

#### How to do it?

1. Think about a special, peak moment (or multiple moments) when life was especially rewarding, engaging or significant.
2. List the values that were being honoured in that moment.
3. Now let's think beyond life events: what do you value in your life (other than basic needs such as food and shelter)? List the three most important values in your life.
4. Make a plan to 'live' these values more often, can you think of concrete ways to live these values in your life?

#### Anything to consider before I start?

- If you want to find out more about your values you can visit the VIA Character strengths website and take the free survey to help identify your top character strengths.  
[www.viacharacter.org/](http://www.viacharacter.org/)

Describe a special moment that happened this week. What was happening in this moment? How did it relate to your values?

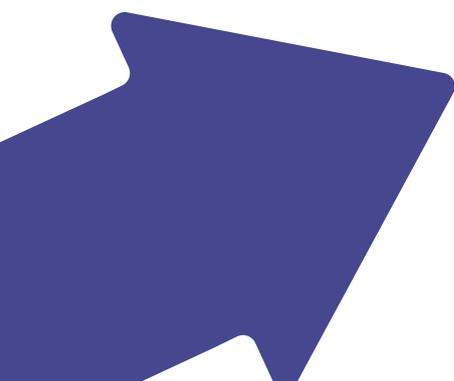
[Dotted box for writing]

Which of the values are important to me? And how can I live in line with these values more often?

[Dotted box for writing]

Think about any short-term activities you can do to help you get to live closer to the values you like to live to? Is there a simple change you can make?

[Dotted box for writing]



### MY HABIT STATEMENT

Habit Statement:

When will I practice it?

How will I remind myself to practice?

How will I celebrate?

List of common virtues and strengths:

**Wisdom & Knowledge:**

Creativity, curiosity, love of learning, perspective, judgement

**Courage:**

Bravery, perseverance, honesty, zest

**Humanity:**

Love, kindness, social intelligence

**Justice:**

Teamwork, fairness, leadership

**Temperance:**

Forgiveness, humility, prudence, self-regulation

**Transcendence:**

Appreciation of beauty & excellence, gratitude, hope, humour, spirituality

# 17. My Goals and Values



## THINK & FEEL



**DURATION**  
15 minutes

**FREQUENCY**  
1x/day

**DIFFICULTY**  
Moderate

**EVIDENCE QUALITY**  
★★★☆☆



+ WELLBEING

+ RESILIENCE

+ HEALTH

+ MOOD

+ ANXIETY

+ STRESS



## Improving in line with your values

### What it is?

- Goal-setting can be used to help increase the chance that someone performs a specific behaviour or achieves an outcome.
- Having life goals (becoming fitter, having a successful career, being a loving partner) are great to shape the direction of your life, especially if they align to your deeply held values.

### What can I use it for?

- Pursuing personal goals helps give your life structure, can lead to more personal meaning and is important for self-discovery.
- Setting up overarching life-goals that align with your values and planning the small steps you can take to furthering these goals can help increase the relevance of a goal.
- By pursuing goals that are personally meaningful, we enter a feedback loop—pursuing a value-based goal allows us to make progress in that area, which encourages us to keep going & reinforces our underlying value.

### How to do it?

1. Identify the top value you want to create an overarching life-goal for.
2. What goals can you think of that you would like to achieve in the upcoming year that are in line with your values?
3. Explain why you care for achieving this goal and how it links to your values. Identify a small step you can take in the next week to help you reach the goals you listed above?
4. Today, share one of your goals with a loved one, a friend, a colleague or family member. Tell them what step you will take towards achieving those goals in the upcoming week. Public commitments like these are great drivers of positive change.

### Anything to consider before I start?

- Take the VIA survey if you want to get insight into your own values and strengths at [www.viacharacter.org](http://www.viacharacter.org).

What are the top values you want to use to inform an overarching goal?

.....

Think of an overarching life goal you want to achieve in line with these values.

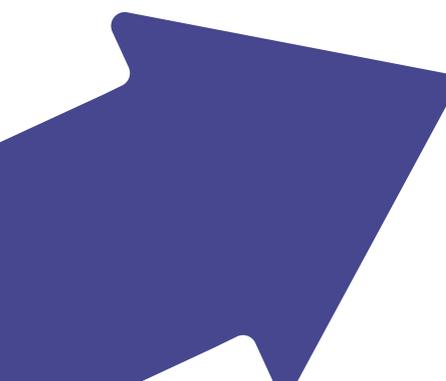
.....

Why do you care about achieving this goal and for the values related to it?

.....

What short-term goal for the next week can you think of that brings you closer to the overarching life goal.

.....



## MY HABIT STATEMENT

Habit Statement:

When will I practice it?

How will I remind myself to practice?

How will I celebrate?

List of common virtues and strengths:

**Wisdom & Knowledge:**

Creativity, curiosity, love of learning, perspective, judgement

**Courage:**

Bravery, perseverance, honesty, zest

**Humanity:**

Love, kindness, social intelligence

**Justice:**

Teamwork, fairness, leadership

**Temperance:**

Forgiveness, humility, prudence, self-regulation

**Transcendence:**

Appreciation of beauty & excellence, gratitude, hope, humour, spirituality



# 18. Optimistic Self-Image

## THINK & FEEL



**DURATION**  
15 minutes

**FREQUENCY**  
Once off

**DIFFICULTY**  
Moderate

**EVIDENCE QUALITY**



+ WELLBEING

+ RESILIENCE

+ MOOD



## Optimistic mindset to drive positive behaviour

### What it is?

- This activity asks people to reflect upon the best version of themselves, either in general or related to a specific topic area (e.g. family life, career-wise).
- By reflecting on what you consider to be the best version of yourself, and thinking about a positive future for yourself, you can create an optimistic mindset of your future.

### What can I use it for?

- An optimistic mindset is linked to a whole lot of positive outcomes, including mental wellbeing, physical health and longevity, social relationships, productivity and creativity.
- Using the optimistic self-image activity, you can develop a picture of who you want to be in specific areas; a picture that you can use to guide the goals you wish to set and behaviours you wish to do in life.

### How to do it?

1. Choose one of the following interest areas (family life, career, studies, physical health, romantic life, social life).
2. Write down how you'd like to see yourself if it was completely up to you. What would be the best version of yourself in this area? Think of what motivates you in life, where you want to be and how this can link to who you currently are.
3. Do not worry about grammar or good writing. This is a reflection piece, not an essay.
4. Now ask yourself, how can good psychological health contribute to achieving this best possible self.

### Anything to consider before I start?

- Some people have trouble imagining a bright future for themselves, especially if they haven't been feeling too great about themselves right now. Try and not think about your current situation, but really dream about what you would like yourself to be.

Choose one of the following interest areas (family life, career, studies, physical health, romantic life, social life). Write down how you would like to see yourself if it was completely up to you. What would be the best version of yourself in this area? Think about what motivates you in life, where you want to be and how this can link to who you currently are. Do not worry about grammar or good writing. This is a reflection piece, not an essay.

.....

.....

.....

Try and summarise your thoughts into a couple of sentences. Treat it as a pitch: if someone asks you to describe the best possible version of yourself in two sentences, what would you say?

.....

.....

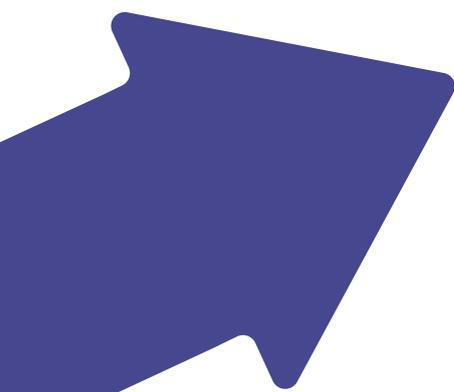
.....

Now ask yourself, how can good psychological health contribute to achieving this positive self-image? In other words: why would you bother with continuing to work on your mental health and wellbeing in the future?

.....

.....

.....



## MY HABIT STATEMENT

Habit Statement: .....

When will I practice it?

How will I remind myself to practice?

How will I celebrate?

.....

.....

.....



# 19. Challenging Automatic Negative Thoughts

## THINK & FEEL



**DURATION**  
15 minutes

**FREQUENCY**  
Once off

**DIFFICULTY**  
Hard

**EVIDENCE QUALITY**



+ WELLBEING

+ RESILIENCE

+ MOOD

+ ANXIETY

+ STRESS



## How to address unhelpful thoughts

### What it is?

- Your thoughts and beliefs about a situation significantly influence your emotions and actions.
- When experiencing unhelpful emotions such as depressive or anxious feelings, they are usually preceded by unhelpful automatic thoughts.
- Automatic thoughts often reflect worries or concerns, but can be caused by anything.
- You can challenge the automatic thoughts, thereby reducing the resulting emotions.

### What can I use it for?

- Challenging automatic negative thoughts can improve your emotional wellbeing.
- Becoming more aware of thoughts and changing them can improve the way you deal with these thoughts in the future.

### How to do it?

1. Identify automatic negative thoughts and situations when they occur.
2. Ask yourself the following questions: Is there evidence that this thought is true/not true? What would you tell someone you love if they were in the same situation and had these thoughts? If my thought is true, what is the worst/best that could happen?
3. Taking all this information, generate a more balanced positive thought.
4. Rate how much you believe the alternative thought (from 0 to 100).
5. Rate your mood associated with the new thought (0 to 100).

### Anything to consider before I start?

- Reducing a thought to 0 (not impacting you at all) is not realistic, instead 30-40 often provides relief.
- Only focus this activity to thoughts or emotions you feel you can handle yourself. If you are really struggling, try reaching out to professional support (available in page 38).

Describe the situation (What happened? When? Where? How?), and the automatic negative thought (what went through your mind? How much did you believe it?). Describe the emotions you felt at the time, and how intense they were (1 – 100).

.....

.....

What is the evidence to support the thought (what has happened to prove the thought is true?) What evidence doesn't support the thought (what has happened to prove the thought is not true?).

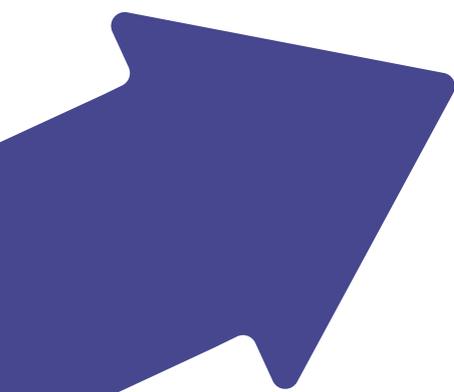
.....

.....

Can you think of an alternative thought you could have to this reaction which would impact you less (what is another way to think of this situation?) Rate your mood now (1 – 100).

.....

.....



### MY HABIT STATEMENT

Habit Statement: .....

When will I practice it?

How will I remind myself to practice?

How will I celebrate?

.....

.....



# 20. Thought Defusion

## THINK & FEEL



**DURATION**  
15 minutes

**FREQUENCY**  
1x/day

**DIFFICULTY**  
Hard

**EVIDENCE QUALITY**  
★★★★



- + WELLBEING
- + RESILIENCE
- + MOOD
- + ANXIETY
- + STRESS



### Thoughts are just words

#### What it is?

- Your thoughts can have a big impact on your emotions, both positively and negatively.
- Thought defusion means that thoughts are merely words or sounds, stories or language; whether they are true or not, you don't automatically have to believe them; whether they are important or not, only pay attention if they are helpful.

#### What can I use it for?

- Thought defusion can help you deal with unhelpful thoughts and negative emotions.
- Thought defusion helps you to be aware of your thinking processes in order to reflect and problem solve effectively before taking action.

#### How to do it?

1. We have lined up a thought defusion technique for you on the next page.
2. You will identify a specific time or moment when you know thoughts may be unhelpful.
3. You will use an external voice to look at the thoughts (you will place the thought in third person)
4. You will practice how to use the external voice.
5. You will identify when you expect to need to use the external voice.
6. Write an implementation intention to help set a plan for when to use the techniques.

#### Anything to consider before I start?

- Learning this technique may take a bit of practice.
- There are many different techniques, the 'external voice' is just one example how to do it. Scan the page below to find more techniques.

Over the past week, were there any moments where you felt really stressed and noticed that you were worrying about what to do? Had negative emotions as a result of professional or personal challenges? Dealt with unhelpful thoughts?

.....

Do you think these thoughts and the resulting emotions will happen again in the future and would you wish to change their impact on you? When do you think this will be the case? Try and be specific.

.....

What were the exact thoughts that you were thinking about. Write one or two examples below.

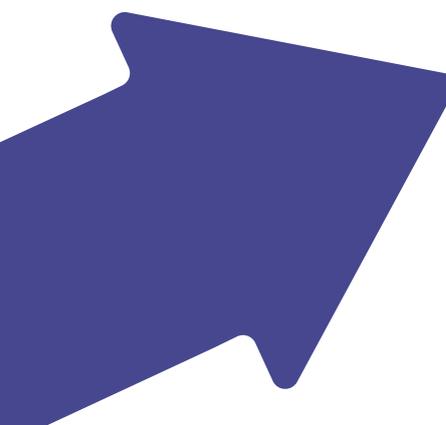
.....

Now practice taking distance from the thought by placing it in third person. Rather than saying for example "I am going to fail", say "I am having the thought that I'm going to fail" in order to create some space between you and the thought. Write this down in the box below.

.....

Why would you want to practice implementing thought defusion? Can you think of a motivator or value for why you want to reduce the impact of thoughts on you?

.....



## MY HABIT STATEMENT

Habit Statement: .....

When will I practice it?

How will I remind myself to practice?

How will I celebrate?



**GIVE.  
THANKS.**

## 21. Gratitude Letter

### CONNECTING

.....

**DURATION**  
20 minutes

**FREQUENCY**  
Once off

**DIFFICULTY**  
Moderate

**EVIDENCE QUALITY**  
★★★★☆  
.....

+ WELLBEING

.....



### Being thankful for your loved ones

#### What it is?

- A gratitude letter involves expressing your thanks to someone whom you care for dearly.
- By writing a gratitude letter you can thoughtfully express how important a relationship is to you and your wellbeing.

#### What can I use it for?

- Expressing gratitude can help strengthen relationships as well as improving happiness and health.
- A gratitude letter can also help to shine a light on the positive things in life and remind you that there are others out there who care for you.

#### How to do it?

1. Reflect and write down the name of a person who you are truly grateful towards.
2. Write a letter to this person describing what they did for you, why you are grateful and how it has affected your life. You may also wish to include where life has taken you and how often you think of their deeds.
3. Share your letter with the person, preferably in person, to truly show your appreciation.

#### Anything to consider before I start?

- Don't let distance stop you from trying this activity – you can always set up a video chat if needed.
- Don't stress about spelling and grammar.
- Try to keep your letter to one page or less.

Reflect and write down the name of a person who you are truly grateful towards.

.....

.....

What role do they play in your life and why are you grateful for them?

.....

.....

Can you reflect on specific times and events that really made a difference for you? Or is this person's day-to-day presence in your life something to be grateful for?

.....

.....

**ON ANOTHER  
PIECE OF PAPER,**  
write a letter to this person describing what they did for you, why you are grateful and how it has affected your life. You may also wish to include where life has taken you and how often you think of their deeds.  
Don't forget to personally hand deliver the letter once you are done and read it to them (if possible).

## MY HABIT STATEMENT

Habit Statement:

When will I practice it?

How will I remind myself to practice?

How will I celebrate?



## 22. Strengthening Relationships

### CONNECTING



**DURATION**  
20 minutes

**FREQUENCY**  
1x/day

**DIFFICULTY**  
Moderate

**EVIDENCE QUALITY**



+ WELLBEING



### Our relationships are what support us

#### What it is?

- It is important to appreciate what you have, before it turns into what you had.
- This activity requires you to think of someone whom you hold dear (e.g. a close friend or partner) and imagine what your life would be like if you had not met them.

#### What can I use it for?

- This activity allows you to visualise a life without someone you care for without actually losing them.
- This can enable you to truly appreciate the presence of someone you care for (more than you already do).
- As you learn to increase your appreciation for someone you care for, you can learn to grow your relationships, which can improve your wellbeing.

#### How to do it?

1. Write down the name of an important person in your life.
2. Reflect and write about when, where and how you met.
3. Think and write about the possibility of events that could have prevented you from meeting this person (e.g. if you didn't decide to move cities).
4. Visualise what your life would be like now, if you didn't meet this person.
5. Remind yourself that this person is actually in your life and how grateful you are for them.

#### Anything to consider before I start?

- Remember that this person is still in your life, you are just exploring the possibility of what it would be like without them.

Write down the name of an important person in your life. Reflect and write about when, where and how you met.

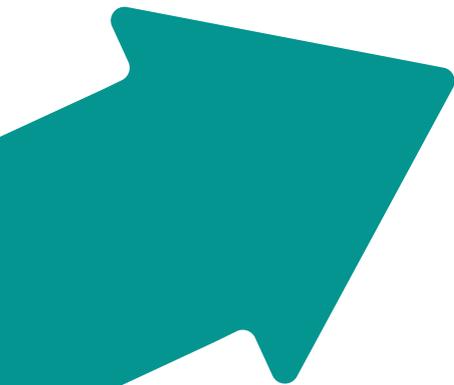
.....

Think and write about the possibility of events that could have prevented you from meeting this person (e.g. if you didn't decide to move cities).

.....

Think about what this person means to you. If you hadn't met, visualise what your life would be like now. Don't forget to remind yourself that this person is actually in your life and how grateful you are for them.

.....



## MY HABIT STATEMENT

Habit Statement:

When will I practice it?

How will I remind myself to practice?

How will I celebrate?

# 23. Reflective and Active Listening



## CONNECTING



**DURATION**  
5 minutes

**FREQUENCY**  
4x/day

**DIFFICULTY**  
Moderate

**EVIDENCE QUALITY**  
★★★★☆



- + WELLBEING
- + RESILIENCE



## The way you respond to people makes all the difference

### What it is?

- Good two-way communication is key to any positive relationship
- Learn skills related to reflective and active listening, and how to provide social support.

### What can I use it for?

- To build, strengthen and maintain important relationships so that there is enough trust for times of need.
- There is a strong connection between positive communication strategies, good relationships and wellbeing.

### How to do it?

1. When someone is talking to you:
  - a. Be present and pay attention to what he/she is saying
  - b. Show enthusiasm
  - c. Seek additional details
  - d. Avoid thinking about how you want to respond - just listen!
2. You can pair up with somebody at home and practice using this skill.

### Anything to consider before I start?

- Remember, use reflective and active listening because you care about the person, not necessarily about what they are saying.
- It takes practice to get the hang of things, don't beat yourself up if you don't nail it on your first go.

## EXAMPLE

Person 1: Hey, I'm thrilled to go to New Zealand next week. I am looking forward to getaway and just take it easy.

Person 2: Oh wow! New Zealand is great, you're going to absolutely love it. [show enthusiasm] Are you going away with anyone else [ask questions]?

Person 1: Yeah with my husband and 3 children.

Person 2: It will be great to have some family time, you deserve it. How long will you be away for? Any

activities planned [seek additional details]?

Person 1: We'll be gone for about a week, nothing planned at the moment. We just really need the time

to relax. We will probably just explore Christchurch and surrounds.

Person 2: It's so important to get time away from your busy schedule. What better way than to spend time with the kids and husband [comment on why the event is meaningful]. I hope you get recharged, see you when you get back.

Person 1: Cheers.

## MY HABIT STATEMENT

Habit Statement:

When will I practice it?

How will I remind myself to practice?

How will I celebrate?



# 24. Assert Yourself

## CONNECTING

DURATION  
15 minutes

FREQUENCY  
2x/day

DIFFICULTY  
Moderate

EVIDENCE QUALITY  
★★★★☆

+ WELLBEING  
+ RESILIENCE



## Communicate in an assertive way to minimise conflict

### What it is?

- Assertiveness means communicating your thoughts, feelings, beliefs and opinion clearly and directly, while still respecting others.
- Being assertive is a communication style that everyone can learn to deal with tricky communication situations.

### What can I use it for?

- Communicating assertively can help you to minimise conflict, control anger, have your needs better met, and to have more positive relationships with others.

### How to do it?

1. Learn the broken record technique (this technique is useful when other people will not acknowledge or accept your message).
2. Example: suppose a salesperson is attempting to pressure you to buy something you do not want. You respond, "Thank you, but I am not interested in buying anything today." If he or she continues pushing, you simply repeat the same statement, keeping your tone of voice constant, without becoming upset. Eventually, the person will be forced to accept your refusal.

### Anything to consider before I start?

- Sometimes we hold unhelpful beliefs and assumptions about ourselves, others or the world which makes it difficult for us to be assertive.
- It is important to practice assertiveness skills on a regular basis.
- There are many different assertiveness techniques, broken record is just one example.

Practice sheet for broken record technique.

Date and time when you practiced the technique

.....

.....

.....

Situation and how you used the technique.

.....

.....

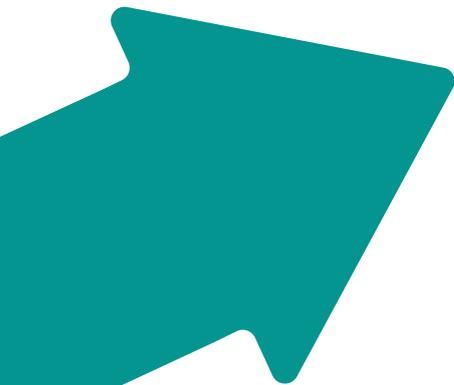
.....

Things to remember for next time.

.....

.....

.....



### MY HABIT STATEMENT

Habit Statement:

When will I practice it?

How will I remind myself to practice?

How will I celebrate?

.....

.....

.....



# 25. Goal Setting

## DOING



**DURATION**  
15 minutes

**FREQUENCY**  
Once off

**DIFFICULTY**  
Moderate

**EVIDENCE QUALITY**  
★★★★☆



+ WELLBEING

+ RESILIENCE

+ HEALTH

+ MOOD

+ ANXIETY

+ STRESS



## Give yourself the best chance to succeed

### What it is?

- Goal setting is about setting yourself short-term goals to achieve a desirable outcome, as well as mapping out the steps you will need to achieve them.
- Effective goals are ones that align with your motivation: the value of achieving the goal outweighs the negatives of not achieving the goal.

### What can I use it for?

- Goal setting can be used to guide any behaviour and can help you get closer to achieving any outcome (if performed correctly).
- Successful goal setting can help increase your confidence in your ability to reach your goals, which in turn builds self-esteem and can lead to improved mental health and wellbeing.
- Planning can make your goals seem more manageable and attainable.

### How to do it?

1. Reflect and write down a short-term goal you would like to achieve in the upcoming week.
2. Reflect on the real reason why you want to achieve the goal: what is the goal's purpose?
3. Write down the goal in a SMART way (see next page).
4. Break the goal down into manageable sub-steps and behaviours.
5. Consider anything that may stop you from achieving the goal.

### Anything to consider before I start?

- Try to start with goals that are realistic and not too time consuming.
- Don't be too hard on yourself, if you don't reach your goals straight away. If at first you don't succeed, try, try, again!

Reflect and write down the wellbeing goal you would like to achieve in the upcoming week.

Now ask yourself: why do you care about reaching this goal? What is the goal's purpose?

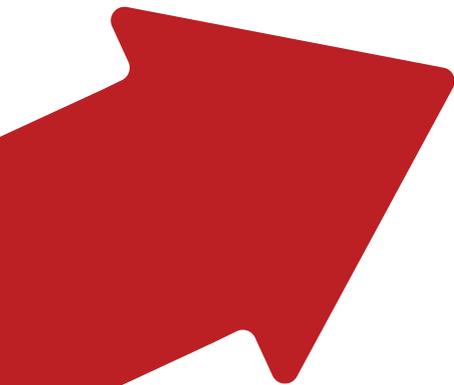
Is the goal a SMART goal?

- Specific: they need to be clear and well-defined
- Measurable: you need to be able to 'measure' whether the goal was reached or not
- Achievable: they should not be impossible to achieve
- Realistic: they need to be realistic and relevant to you
- Timely: you need them to have a deadline

What are the sub-steps you need to take to reach this goal? Breaking it down into smaller chunks makes it easier to accomplish the goal. For example: to do a guided meditation you need to 1) pick a time that works 2) have access to a quiet room or earphones 3) find a meditation on Youtube or Audible 4) make sure you do not get interrupted.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Remember to set a way to remind yourself to achieve these sub-goals!



## MY HABIT STATEMENT

Habit Statement:

When will I practice it?

How will I **remind** myself to practice?

How will I **celebrate**?



## 26. Meaningful Pictures

### DOING



**DURATION**  
5 minutes

**FREQUENCY**  
3x/day

**DIFFICULTY**  
Easy

**EVIDENCE QUALITY**



+ WELLBEING

+ RESILIENCE



### Capture what gives most meaning to your life

#### What it is?

- Meaning in life is a cornerstone of our wellbeing and we each have unique sources of meaning in our lives. This exercise helps us identify day-to-day things that give us purpose.
- Pointing out something real in your life and acknowledging that it adds value to your life, you link an abstract construct (the philosophical concept of 'meaning in life') to something that you can see, feel & understand.

#### What can I use it for?

- Identifying and naming your personal sources of meaning is a great way to start working on getting more meaning in your life.
- The greater your sense of meaning and purpose the fewer negative emotions you feel and the more you are satisfied with your life.

#### How to do it?

1. Throughout the day, take three photos of things that bring a sense of meaning to your life.
2. On the other side of this page, describe the photos you've taken and how they bring meaning to your life.
  - a. These photos can be of anything that is meaningful to you or anything that represents something that is meaningful to you. This may be your job, your hobbies, your loved ones, your neighbourhood, your morning routine; you name it. Anything that is important to you.
  - b. You could think about posting these images somewhere online or printing them out as reminders of the things that give your life a sense of meaning.

#### Anything to consider before I start?

- Thinking about your sense of meaning can be an overwhelming, difficult task, but this is a simple way to start.

**USE YOUR PHONE OR CAMERA TO CAPTURE THREE MEANINGFUL THINGS IN YOUR LIFE EACH DAY.**

This can be anything: Your job, your hobbies, your loved ones, your neighbourhood, your morning routine; you name it. Now use the boxes to describe the picture you took and why you feel they bring meaning to your life.

**PHOTO 1**

Description of the photo:

.....

How it brings my life meaning:

.....

**PHOTO 2**

Description of the photo:

.....

How it brings my life meaning:

.....

**PHOTO 3**

Description of the photo:

.....

How it brings my life meaning:

.....

**MY HABIT STATEMENT**

Habit Statement:

When will I practice it?

How will I **remind** myself to practice?

How will I **celebrate**?



## 27. Finding Flow

### DOING



**DURATION**  
10 minutes

**FREQUENCY**  
1x/day

**DIFFICULTY**  
Easy

**EVIDENCE QUALITY**



+ WELLBEING

+ RESILIENCE

+ MOOD

+ ANXIETY

+ STRESS



### Get into the zone

#### What it is?

- 'Flow' is a psychological state when you're so engaged in a task that you lose track of time and you forget about the outside world.
- It's the moment when an activity is the perfect balance of challenging enough that you are completely absorbed in it, without being so challenging that you need to stop and have a break.

#### What can I use it for?

- When you're in a state of flow, you are completely focused on the task at hand, forget about yourself and the world around you, feel happy and in control, and become creative and productive.

#### How to do it?

1. Find an activity that you love doing and that is important to you.
2. Make sure it's challenging, but it can't be so difficult that you get discouraged and want to give up.
3. Find a moment in the day that is quiet and that you aren't likely to be disturbed.
4. Remove distractions around you that will get in the way of staying in flow.

#### Anything to consider before I start?

- Have fun and practice! It can take some trial and error to find an activity that helps you find a state of flow. Example activities include reading, practicing a musical instrument, gardening, studying, doing a hobby, cooking, exercising or playing sport, even playing video games.

How will you practice this activity?

[Dotted box for writing practice method]

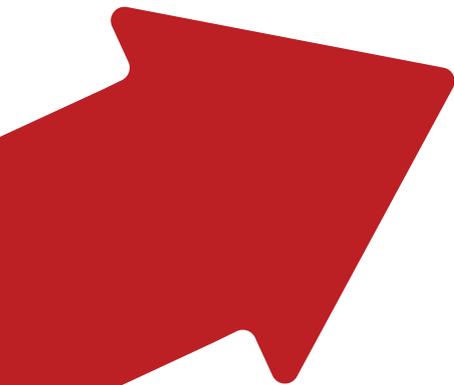
When do you think you would like to practice this activity?

[Dotted box for writing practice time]

How will you celebrate the fact that you've practiced?

[Dotted box for writing celebration method]

It might be helpful to write a habit statement, wrapping up the above sections into one sentence. Do this in the box below.



### MY HABIT STATEMENT

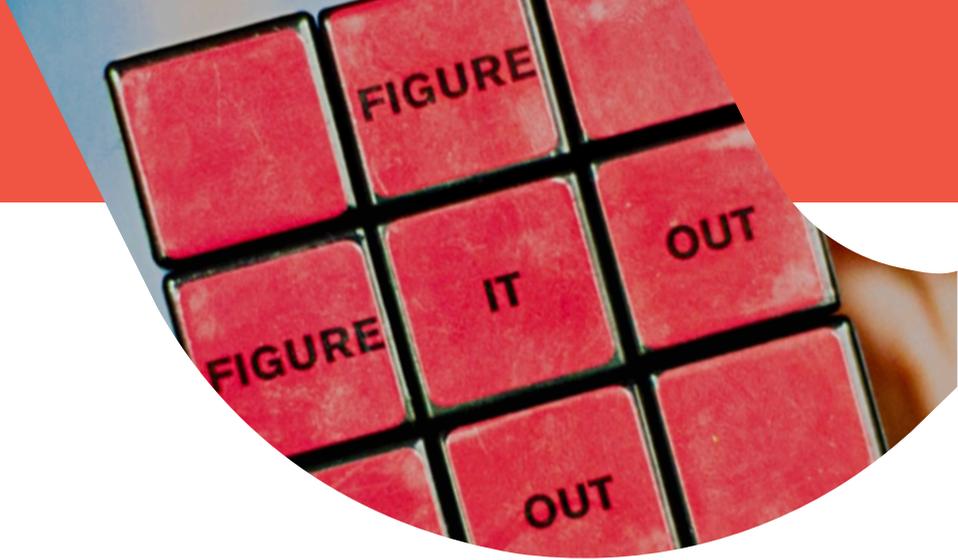
Habit Statement:

When will I practice it?

How will I **remind** myself to practice?

How will I **celebrate**?

[Dotted box for writing habit statement]



## 28. Problem Solving

### DOING

.....

**DURATION**  
15 minutes

**FREQUENCY**  
Once off

**DIFFICULTY**  
Moderate

**EVIDENCE QUALITY**

★★★★☆

.....

+ WELLBEING

+ RESILIENCE

+ HEALTH

+ MOOD

+ ANXIETY

+ STRESS

.....



### Feel more in control over your life

#### What it is?

- Sometimes, everyday problems can really get the better of us.
- Problem-solving techniques help us to cope with daily problems.
- It works best when a practical solution is available, and the problem is not too complex.

#### What can I use it for?

- Problem-solving techniques can be used for a wide range of problems and challenges, including feeling moody or anxious, relationship problems, stress management, anger etc.
- Problem-solving can be used when the root of your problem is a changeable situation.

#### How to do it?

1. Identify the problem.
2. Create a list of solutions.
3. List the pros and cons of each solution.
4. Find the best solution.
5. Make a plan and carry it out.
6. Review and track if the plan worked or whether you need to adjust it.

#### Anything to consider before I start?

- Try to find a specific problem that can be addressed.
- A specific problem is one that is easily explained, identified and/or measured.

What is the problem you would like to address? What is causing your problem. Write it down clearly.

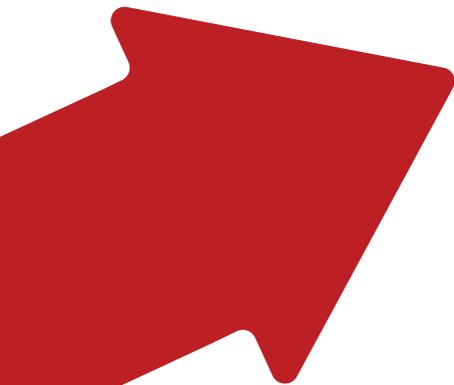
[Red dotted box for writing the problem]

Now what are potential solutions for the problem. List the pros and cons of the solution. Which of these solutions can you most feasibly do? Would you need help to get the solutions implemented?

[Red dotted box for writing potential solutions]

Craft a basic plan to implement the solution. Can you think of any barriers you may encounter? If so, what are you going to do about them?

[Red dotted box for writing a basic plan]



### MY HABIT STATEMENT

Habit Statement:

When will I practice it?

How will I **remind** myself to practice?

How will I **celebrate**?

# 29. My Character Strengths



## DOING

DURATION  
15 minutes

FREQUENCY  
Ongoing

DIFFICULTY  
Easy

EVIDENCE QUALITY  
★★★★☆

+ WELLBEING



## Use your strengths in a new way

### What it is?

- Character strengths are the qualities of your personality that represent your personal virtues.
- Capitalising on these strengths can increase your positive emotions and overall wellbeing.

### What can I use it for?

- It's important to think about ways you can use your strengths day-to-day so that you can receive all the benefits and fulfillment associated with living an authentic and value-based life.
- You can use it to underpin goals you set for yourself and behaviour you want to perform to improve your wellbeing.

### How to do it?

1. Take the following quiz to identify your Signature Strengths: [www.viacharacter.org/](http://www.viacharacter.org/)
2. Pick one strength to work with.
3. Brainstorm new ways to use your signature strengths.
4. Reflect on how you can use the strength to reach a goal you set or behaviour you are trying to enforce. Even better is to use the strength to underpin a new positive goal.

### Anything to consider before I start?

- In identifying your Signature Strengths, you might think of the strengths lower on your list as weaknesses. This is not the case! These are not weaknesses, these are strengths that are not dominant in your life or values.

Write down your top VIA character strength in the box below.

Let's think back of the goal-setting exercise. Can you think of a way to craft a new goal for the next week where you specifically focus on using your strength in a new way?

Is the goal a SMART goal?

- Specific: they need to be clear and well-defined
- Measurable: you need to be able to 'measure' whether the goal was reached or not
- Achievable: they should not be impossible to achieve
- Realistic: they need to be realistic and relevant to you
- Timely: you need them to have a deadline

Re-write your goal to fit the SMART criteria.

## MY HABIT STATEMENT

Habit Statement:

When will I practice it?

How will I **remind** myself to practice?

How will I **celebrate**?





# 30. Time Management

## DOING

DURATION  
20 minutes

FREQUENCY  
1x/day

DIFFICULTY  
Moderate

EVIDENCE QUALITY

★★☆☆

+ WELLBEING

+ RESILIENCE

+ ANXIETY

+ STRESS



## How to be more productive

### What it is?

- Sometimes, time keeps getting away from us and we need some help in getting it back in order.
- Time management involves knowing what needs to be done, how to do it, and when to do it.
- Time management skills can help you improve your university or work experience and manage stressful periods in life.

### What can I use it for?

- Effective time management will help you get your tasks done in a more effective manner.
- This frees up your time to do the things you love most.
- It also can help reduce some of the anxious feelings or stress you might be feeling.

### How to do it?

1. Think of the tasks you have to do today.
2. Prioritise (Write a to do list of tasks and goals you need to work on).
3. Grade (Break the task into small steps that are involved in achieving the task).
4. Tell time (Estimate how long a task will take you).

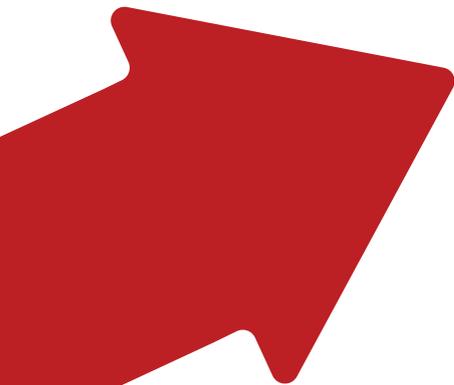
### Anything to consider before I start?

- There are a number of ways how you can approach a task such as worst-first, reminders, setting time limits, planning rewards, 5 minute tasks, or using prime time. Check the QR below for more information.

List your tasks and goals for today.

Assign priority for the tasks. Use the 80/20 rule and focus on the 20% of tasks that give you 80% of the output you need for the day.

Now break your tasks and goals into small steps. Focus on the high priority tasks. Allocate time to each task and goal. Make sure you check this list at the end of the day to reflect on how well you managed your time.



## MY HABIT STATEMENT

Habit Statement:

When will I practice it?

How will I **remind** myself to practice?

How will I **celebrate**?



