



My Be **Well** Plan

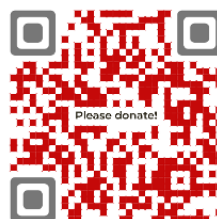


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Support the Be Well Plan:

The Be Well Plan was made by a group of researchers working for charitable and educational institutes, who aim to continuously update the program. We rely on donations to continue our work helping people like yourself and others to build better mental health and wellbeing. Want to donate to keep us going or want more information? Go to <http://www.bewellplan.com/donate> or scan the QR code to go there immediately.





What am I looking at?

Welcome to your own Be Well Plan. This booklet 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 booklet consists of three parts:

My Be Well Profile:

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.

My Activities:

Throughout the sessions, you will work on identifying evidence-based activities to build your mental health and wellbeing. There are two parts to the plan:

My Wellbeing Plan: we find activities that we will use in the good times.

My Resilience Plan: we find activities that can help us deal with stressful times.

The Be Well Activity Bank:

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

Together this makes up your own Be Well Plan. We recommend you to keep this booklet at a spot you regularly visit. Save it on your desktop or consider printing it and putting it in a bright folder. This way, you won't forget to look after your wellbeing!

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 webpage that lists all the resources mentioned in this booklet as separate files. This way you update your strategy 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.





What are we going to do?

INTRODUCTION

The Be Well Plan is a 5-session program that delves into fundamental principles behind good mental health and wellbeing. Throughout the five weeks, 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 barriers you have to work with.
- How do I think? - going through a number of important psychological processes. We will work on developing helpful mechanisms, and will aim to reduce the impact of unhelpful habits and practices in your life.
- How do I plan? - covering the basics behind planning, solving problems and embedding wellbeing and mental health habits in our life.

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.

At the end of the five weeks you will walk away with your own unique Be Well Plan, for the good times and the more challenging times. You will have 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.

MY BE WELL PLAN



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The Be Well Plan Activity Bank:

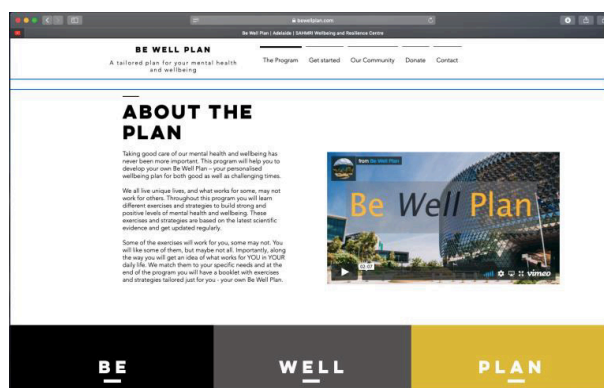
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www. bewellplan.com

The Be Well Plan comes with its own website: <http://www.bewellplan.com>. This website gives you in-depth information about the program and how it was made. It also provides tons of additional materials and videos focusing on health and wellbeing.

- This is the place where you can download new versions of this booklet and where we will add new wellbeing techniques as they emerge from scientific research.
- This is also the place we store the pre-recorded videos for each of the sessions. You can use these videos to refresh your knowledge on each of the topics when you want.
- Finally, on this website, you can find the stories of participants like yourself: the Be Well Plan community. It highlights the people and organisations that support the Be Well Plan and videos and materials from training participants who have completed the program before you.





Session ONE

.....
A foundation to start
your 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**. We are going to do a simple exercise called the crossroads exercise to help us reflect on how we arrived at this point in our life and to see which road we might need to take next. 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.

My history in a nutshell - Where have I come from?

Write a couple of sentences that capture your life so far. 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.

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.

My heroes and anti-heroes - Who plays 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.

Crossroads (cont.)



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?



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My purpose statement- so why are you here?

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

Focus on Positive 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 genomics 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 that you found useful, new, or surprising about the foundational knowledge we worked on.

2. Ask yourself: How did the information I just learn strengthen my beliefs about the importance of working on my mental health?



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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?

Key psychological principles.

MINDFULNESS

Each week we will cover helpful psychological principles for our wellbeing. This week was 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. Let's do some experimentation.

My weekly Be Well Plan

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



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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

MyWeekly BeWell 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.

Activity	Habit Statement

You can also use the below 'calendar' to indicate when you want to work on your Be Well Plan

Activity	M	T	W	T	F	S	S
	☐	☐	☐	☐	☐	☐	☐



Session TWO

.....
Using your mental health
profile to tailor your plan

Reflection on last week

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.

We know that mindfulness can be a powerful tool for positive mental health, but it won't have an impact if you can't find a way to practice it that works for you. We want to spend some time reflecting on how you went practicing your mindfulness activity.

How did you go with your mindfulness activity last week?

Did practicing mindfulness work out as planned? If not, can you identify some reasons for why you did not practice Mindfulness as planned?

Do you feel that you could improve the way you used mindfulness throughout the week? Maybe by tweaking your habit statement?

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?

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.

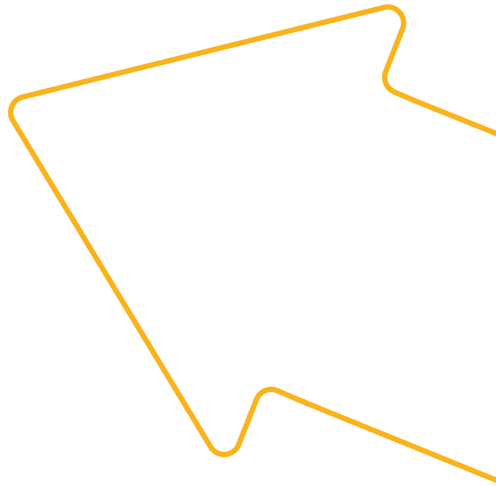
Think about a close friend, family member or loved one. Think of a time when they made a mistake or failed at completing a task/goal. Write down what you would **say to them** to help them in this situation.

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 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!

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



My mental health profile



On every journey it is important to know where we start from. In this program you can do a free online wellbeing measurement, which results in a report that describes your mental health profile. Follow the top QR 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 jolt your memory, the outcomes in the measurement platform are:



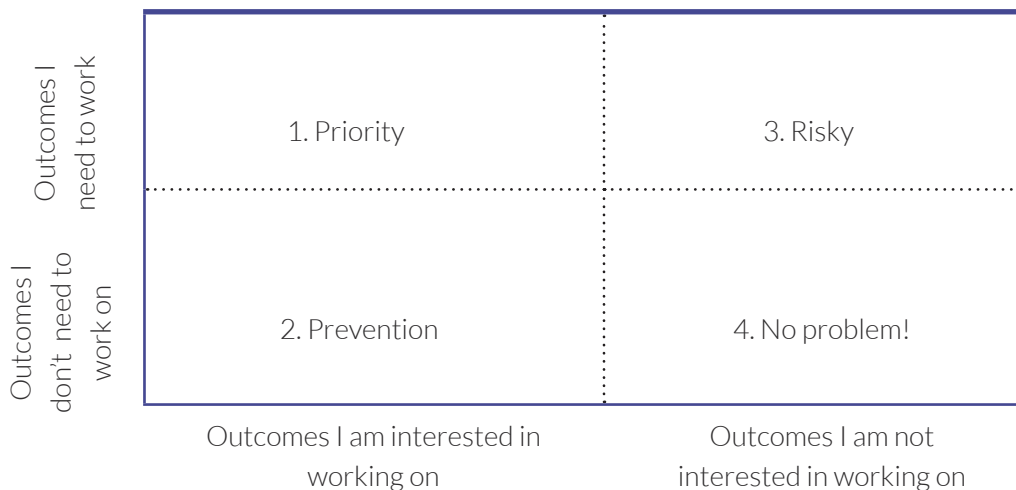
Wellbeing | Resilience | Health | Mood | Anxiety | Stress:

Domains I am doing well in:

Domains I can improve on:

Domains I need to take action with:

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'). Confused? Check out the session video for an explanation of this exercise).



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:

My weekly Be Well Plan



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Use the box below to select an activity that you want to use to work on the outcome you chose for this week.



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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

MyWeekly BeWell 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.

Activity	Habit Statement	Prompt

You can also use the below 'calendar' to indicate when you want to work on your Be Well Plan

Activity	M	T	W	T	F	S	S
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	☐	☐	☐	☐	☐	☐	☐

WEEKLY PLAN

SESSION TWO

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Session **THREE**

Resources and challenges
for your mental health
and wellbeing

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?

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

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?

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 them in your strategy or do you want to switch it up?

Meaning and Purpose in Life

In this session you will be doing a meaningful pictures activity. We can use this exercise to identify and remind ourselves of the important resources for our mental health: loved ones, hobbies, nature, your job, your neighbourhood; you name it. In a couple of sentences, try to summarise what gives your life meaning and purpose. Use the meaningful pictures exercise answers, but also consider whether there are other meaningful things you did not capture in the three pictures.



WAIT FOR THE INSTRUCTIONS BY YOUR FACILITATOR

Strength and Values

In life we often focus on trying to fix weaknesses. While this is not a bad thing, we need a balance. We can also work on our strengths and use them to build our wellbeing. One way to do this is by acting in line with our values and virtues, or in other words, the “Principles or standards of behaviour; one’s judgment of what is important in life.” If we behave more in line with our values, we will automatically see improvements in our wellbeing.

Your character strengths

The VIA Character Strengths test you took before starting this session summarises 24 ‘strengths’ or ‘values’ that can be grouped under 6 virtues. Write down the top 5 as provided in your VIA results below. Next, use the second column to rank the strengths in order of importance to you, where number 1 is the most important value and number 5 is the least important value. Scan the QR code on the top of the page in case you still need to take the survey.

List of common virtues and strengths:

Wisdom & Knowledge:

Creativity, curiosity, open-mindedness, love of learning, perspective, innovation

Courage:

Bravery, persistence, integrity, vitality, zest

Humanity:

Love, kindness, social intelligence

Justice:

Citizenship, fairness, leadership

Temperance:

Forgiveness & mercy, humility, prudence, self-control

Transcendence:

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

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.

PROCESSES

SESSION THREE

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...		

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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.

Health risk or promotion		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...		

Other		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

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 challenge in your life (the answers marked with a - and a high importance score)

Resources

What are my top 5 mental health resources I want to target in this training

+

Challenges

What are my top 5 mental health challenges I want to target in this training?

-

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.

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My weekly Be Well Plan

Use the box below to 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 in 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.**

Activity	Habit Statement	Prompt

You can also use the below 'calendar' to indicate when you want to work on your Be Well Plan

Activity	M	T	W	T	F	S	S
	☐	☐	☐	☐	☐	☐	☐
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	☐	☐	☐	☐	☐	☐	☐



HOMEWORK:

Your support network



Step 1 - Pick a Supporter:

Humans are social creatures. We are at our best when we interact with others: face-to-face or online. Our loved friends, family members, colleagues, neighbours; all can play a big role in our individual wellbeing. In anticipation of the next sessions, we will identify key people around us that we can involve in our journey. Write down the names of people who you think you could rely on in times of need. Now pick one person that you would like to specifically talk to regarding the Be Well Plan.

Step 2 - Why did you choose this person?

Reflect on why this person is important to you? Why did you choose this person to become involved in your wellbeing journey?

Step 3 - Think of how they can help:

What will your supporter do? Will they practice activities with you? Will they check up on how you are feeling on a weekly basis? Will they act as an emergency contact? You could choose a few activities, but it's best to keep it simple!

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 would like to introduce to your supporter. They can be activities you do together (e.g. yoga, mindful walking), that you can practice on one another (e.g. active listening) or that you think would be helpful for both of you to do (e.g. gratitude letters).



Session **FOUR**

Coping and Resilience
during 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 TIME

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?

SESSION FOUR

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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 (scan the QR if you need a refresher), some 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 unhelpful as it does not deal with the problem or the reaction to it. There are four other 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 'useful' coping strategies

Think of a 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?



Falling into thinking traps

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 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”.

Think of a time when you fell for one (or more) of these traps.

What **actually** happened?

Positive reframing:

Using the scenario above, can you see if you could reframe the situation. What is the learning moment that you can find by reflecting on the event?

Positive Reframing

When we make a mistake or when something doesn't go our way, our brain often goes into a negative spiral. We exaggerate all the negatives of things that have already happened; things we cannot undo. We can re-train our brain to look for positives and learning moments, so we lower the chance of the mistakes happening in the future. We can do this by using a technique called positive reframing.

Is there a way you can remind yourself to not fall into the thinking trap in the future?

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.



Psychological Flexibility

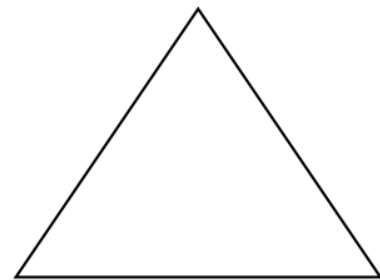
When stressful times or adversity inevitably pops its ugly head around the corner, we can train our brain how to better react to it. One way to do this is by using psychological flexibility, which refers to working on thoughts, feelings, and emotions in more flexible ways. Let's explore this a bit further.



Psychological flexibility comes from an approach called Acceptance and Commitment Therapy (ACT). It teaches us that we should remember that our emotions and thoughts come and go. Rather than acting on our emotions and thoughts, we will be better off trying to focus on longer term values-based goals. In other words, we can learn to choose which emotions and thoughts we act on, and which ones are unhelpful to our wellbeing. This way we can better deal with stress and problems when they arise. It consists of three elements,

- **Be present:** we mindfully observe events as they occur. We mindfully observe the emotions and thoughts we experience as a result of these events. We don't judge the events, thoughts or our emotional reactions, but simply notice what is going on.
- **Be open:** we do not avoid dealing with our emotional reactions and our thoughts. Rather we accept the emotions happening and realise we don't always have to try and control them. We see thoughts for what they truly are: words, whose impact on us can change core psychological processes. We work on developing more helpful processes whilst reducing the impact of unhelpful behaviour.
- **Commit to values-based actions:** we focus on living our life in line with our values. We focus on long-term values-based goals and behaviours. We choose not to act on short-term unhelpful feelings or thoughts. This way we can build and live a more vital, happy and fulfilling life.

Be present & Mindful – Do
not Avoid



Be open to your
emotional
reaction

Commit to
actions in line
with your values

There are numerous ways we can improve our psychological flexibility. We have added a couple of exercises to the activity bank and will add more over the course of time. For now, we will be practicing one of them called thought defusion. Want to find out a bit more about ACT and psychological flexibility? Scan the QR and watch Steven Hayes give a TEDx on the topic.



Identifying Stressors

Low hanging fruit: We will all have to deal with stressful periods or events in one way or the other. They're inevitable, so let's make a plan to be ready for them.

Short-term stressor:

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.

Look back at your own resources and challenges identified in Session 3 (page 20). Which of these can help you deal with the stressors? Are there some challenges you need to be aware of?

Using either of the activity finders (page 44-47), is there 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.



WAIT FOR THE INSTRUCTIONS BY YOUR FACILITATOR

My Support Network Brain Dump

We are all in this together. Write down the names of the people you can use to support your mental health during the good times. Also reflect on the people that can help you when times get tough.

Supporter name

How will they help me?

My Resilience Plan



WAIT FOR THE
INSTRUCTIONS
BY YOUR FACILITATOR

This week we ask you to set a specific goal for your resilience plan. This can be related to one of the activities you chose, to the supporter you want to connect with or the professional service you would like to engage with to help you deal with your stressors.

☐ Is the goal a SMART goal?

It sometimes helps to break down in 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.

Finally, write down a 'habit statement' to 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.***

Activity	Habit Statement	Prompt

MyWeekly BeWell Plan

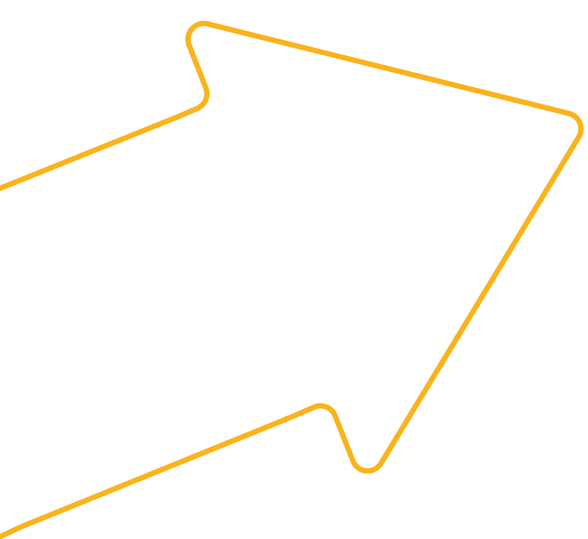
Your be Well Plan will now have activities that you do for when times are alright and when times are tough. Use the below 'calendar' to schedule all your activities, both the wellbeing and the resilience ones.

Activity	M	T	W	T	F	S	S
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐



Session FIVE

.....
Living your Be Well Plan



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 felt any 'wins' or moments when the training has helped you? Describe those moments if you experienced them?

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?

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

Do you think you still need to make some adjustments to your strategy to make it better? If so, what would you need to do when the session is over?

Tracking your health over time

Before this session started, we asked you to go back to the CMH 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 your measurement results?



WAIT FOR THE INSTRUCTIONS BY YOUR FACILITATOR

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.



My Be Well Plan



My own tailored mental
health & 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, as you chose them yourself.

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

This section consists of your wellbeing and resilience strategies. 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.



Support the Be Well Plan:

This resource is part of your Be Well Plan. We have made this Plan so you can get on top of your wellbeing. Our aim is to keep updating this resource (and the wider program) regularly, adding more and more evidence-based mental health activities for you to test. Check <http://www.bewellplan.com> regularly to find new activities.

To keep doing our work we need your support! We are researchers working for a charitable institute and rely on donations to help people like yourself and the community via our work.

Want to donate to keep us going or want more information? Go to <http://www.bewellplan.com/donate> or scan the QR code to go there immediately. Together we can keep ourselves and our community well. Thank you very much.



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 or 10 years into your future. Imagine that everything has worked out just as you want it to and you are your 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?

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

Try to 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

To get to your best possible self, you will need to think about what you need to change in your life over the coming months. 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 the mental health outcomes from Sessions 2 and 5. Which ones 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 that you have (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 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, open-mindedness, love of learning, perspective, innovation

Courage:

Bravery, persistence, integrity, vitality, zest

Humanity:

Love, kindness, social intelligence

Justice:

Citizenship, fairness, leadership

Temperance:

Forgiveness & mercy, humility, prudence, self-control

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 and experiment with activities designed to build wellbeing and resilience and deliver the future you want, and your best possible self. Now is the time to select those activities that you are going to embed in your life in an ongoing way from today onwards. This is your Be Well Plan! It is your personal daily and weekly blueprint for how you are going to make the changes you identified on the previous page. **Remember:** this is not set in stone. It can and should evolve over time so you can reach your short and medium-term goals.

My Wellbeing Activities

These are the activities that I will use to strengthen my mental health and wellbeing. They will be the activities I use to reduce stress and anxiety, improve my mood, build wellbeing and feel more successful across the different aspects of my life.

Activity	Habit statement

My Resilience Activities

These are the activities I can use when times are tough or not going my way. I can also use them to prepare for future tough times. They are about building my capacity to cope with difficult times.

You can use the calendar below to start planning when you want to practice or schedule your activities. You can supplement this by putting specific reminders in your diary/phone.

	M	T	W	T	F	S	S
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐

Setting one last goal

One final exercise to finish your plan. We have been practicing goal-setting throughout the program and 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 areas you reflected on at page 37 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 revisit 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?

Social and Professional Support

My Support Network

These are the people I will rely on 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 27 and identify at least one professional support service you will check out when you 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.



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 into a single diagram). All activities have the outcomes they help generate listed at the bottom of the page. For each of the dark coloured outcomes we found evidence in the scientific literature.

- + 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 you want to target and use the yellow circles to find out which activities work on those processes.

Activity Finder

Resource Focus

I WANT TO ADDRESS A SPECIFIC PROCESS: A RESOURCE OR CHALLENGE

RESOURCES	ACTIVITIES																													
PSYCHOLOGICAL	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
Achievement																														
Autonomy																														
Competence																														
Coping																														
Creativity																														
Emotions																														
Empathy																														
Flow																														
Meaning & Purpose																														
Negative Thoughts																														
Prioritisation & Time Management																														
Self-esteem																														
INTERPERSONAL	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
Communication Skills																														
Feedback																														
Positive Relationships																														
Relatedness																														
EXTERNAL	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
Finances																														
Housing																														
Safety																														
Work																														
BEHAVIOURAL / PHYSICAL	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
Alcohol																														
Drugs/Smoking																														
Physical Fitness, Nutrition, Sleep																														
Nature																														

PROCESS

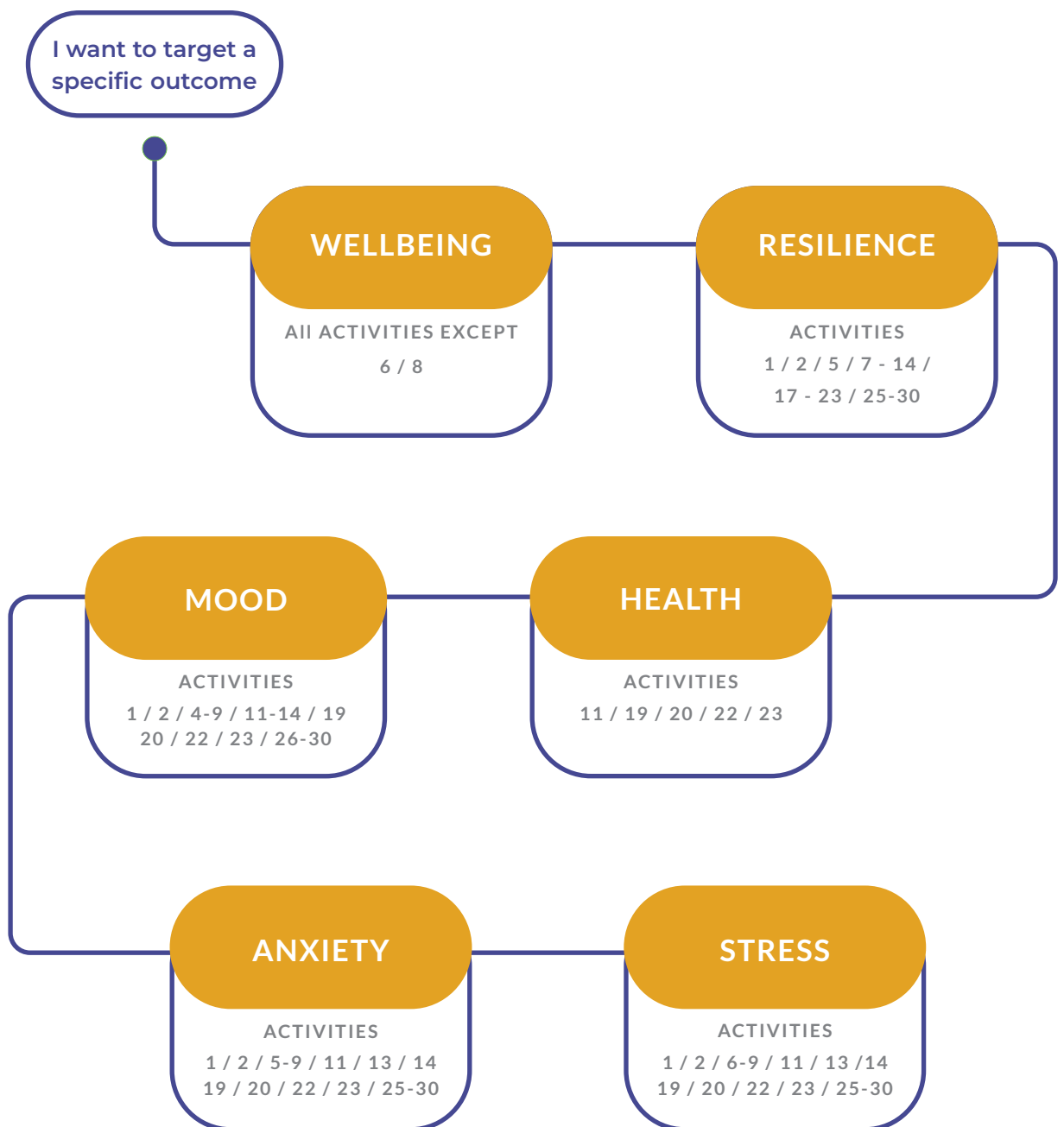
MY BE WELL ACTIVITY BANK



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.





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

- + 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

Resource Focus

I want to target a specific process: a resource or barrier

INTERPERSONAL

Positive Relationships

ACTIVITIES
15 / 16 / 17

Communication skills

ACTIVITIES
17 / 18

Relatedness

ACTIVITIES
5 / 15 / 16

Feedback

ACTIVITIES
17 / 18

BEHAVIOURAL / PHYSICAL

Nature

ACTIVITIES
10 / 11 / 19
20 / 23

Drugs

ACTIVITIES
10 / 11 / 19 / 23

Alcohol

ACTIVITIES
10 / 11 / 19 / 23

Smoking

ACTIVITIES
10 / 11 / 19 / 23

Physical fitness,
nutrition, sleep

ACTIVITIES
10 / 11 / 19 / 20
22 / 23 / 27 / 28

PSYCHOLOGICAL

Self-esteem

ACTIVITIES
1 / 5 / 8 / 10 / 11
12 / 13 / 24 / 26

Coping

ACTIVITIES
1 / 2 / 5 / 7 / 8
9 / 13 / 20 / 26 / 30

Meaning & Purpose

ACTIVITIES
10 / 11 / 12
21 / 24

Creativity

ACTIVITIES
10 / 11 / 19 / 29

Prioritisation & Time management

ACTIVITIES
10 / 11 / 19
23 / 25

Flow

ACTIVITIES
19 / 29

Achievement

ACTIVITIES
10 / 11 / 12
24 / 29

Competence

ACTIVITIES
5 / 8 / 23

Negative Thoughts

ACTIVITIES
1 / 2 / 6 / 13
14 / 26 / 30

Empathy

ACTIVITIES
2 / 8

Autonomy

ACTIVITIES
10 / 11 / 23

Emotions

ACTIVITIES
1 / 2 / 3 / 4 / 5 / 7
9 / 12 / 13 / 14
20 / 22 / 24 / 26 / 30

EXTERNAL

Housing

ACTIVITIES
19 / 23

Finances

ACTIVITIES
19 / 23

Safety

ACTIVITIES
19 / 23

Work

ACTIVITIES
10 / 19 / 23





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1. Positive Reframing



THINK & FEEL

.....

DURATION

15 minutes

FREQUENCY

Once off

DIFFICULTY

Easy

EVIDENCE QUALITY

★★★★☆

.....

+ WELLBEING

+ RESILIENCE

+ MOOD

+ ANXIETY

+ STRESS

.....

[BACK TO INDEX](#)

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 situation that is negative. 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 of growth in negative events.
- It can also help you deal with improving your relationships, by focusing the motivations of the other person and resisting the urge to fight
- 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.



1. Positive Reframing

The choice of positivity!

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 better how to deal with tricky questions for the next interview. A new opportunity will come along.

Write about a challenge you're currently facing below (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.

Is there anything 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?

2. Mindful Breathing

mind breathe

THINK & FEEL

.....

DURATION

10 minutes

FREQUENCY

1x/day

DIFFICULTY

Easy

EVIDENCE QUALITY

★★★★

.....

+ WELLBEING

+ RESILIENCE

+ MOOD

+ ANXIETY

+ STRESS

.....

[BACK TO INDEX](#)

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. By turning our attention to our breath, even for a minute or two can bring us to 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.

2. Mindful breathing

Take a moment and remember to breathe!

How will you practise this activity?

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

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

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**?

3. Cultivating Gratitude

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.

THINK & FEEL

.....

DURATION

15 minutes

FREQUENCY

1x/day

DIFFICULTY

Easy

EVIDENCE QUALITY

★ ★ ☆ ☆

.....

+ WELLBEING

.....

[BACK TO INDEX](#)



3. Cultivating Gratitude

Begin your day with gratitude

#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?

4. Three funny things



THINK & FEEL



DURATION

10 minutes

FREQUENCY

1x/day

DIFFICULTY

Easy

EVIDENCE QUALITY



+ WELLBEING

+ MOOD



[BACK TO INDEX](#)

Life is better when you're laughing

What it is?

- Life can be hard at times, 3 funny things encourages you to think about the things in life that are good. It has a particular focus on pleasant and funny experiences.
- 3 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".
- 3 funny things can help you reduce negative mood and boost happiness.
- It can also help to lighten the mood after a long day at work or university.

How to do it?

1. Think and write about 3 funny things you experienced today. They don't have to be laugh out loud kind of laughter. 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.

4. Three funny things

Life is better when you're laughing

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**?

5. Re-thinking Thinking Traps



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 our 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 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 perspectives.

THINK & FEEL

.....

DURATION

20 minutes

FREQUENCY

3x/week

DIFFICULTY

Moderate

EVIDENCE QUALITY

★★★★☆

.....

+ WELLBEING

+ MOOD

+ ANXIETY

.....

[BACK TO INDEX](#)



5. Re-thinking Thinking Traps

Avoid jumping to conclusions

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; ask yourself: 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, do you feel differently about the event, now that you've avoided any possible thinking traps? Do you need to change your interpretation of the event?

Now think what you will 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**?

6. Expressive writing

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 in the past.
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.

THINK & FEEL

DURATION

20 minutes

FREQUENCY

1x/day

DIFFICULTY

Moderate

EVIDENCE QUALITY

★ ★ ☆ ☆

+ MOOD

+ ANXIETY

+ STRESS

BACK TO INDEX

6. Expressive Writing

Write like it matters

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

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

MY HABIT STATEMENT

Habit Statement:

When will I **practice** it?

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

How will I **celebrate**?

○

THINKING



7. Progressive Muscle Relaxation

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 how differently your muscles 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 be anywhere from 5 minutes to an hour – so choose a time that works for you.

THINK & FEEL

.....

DURATION

15 minutes

FREQUENCY

1x/day

DIFFICULTY

Moderate

EVIDENCE QUALITY

★★★★☆

.....

+ WELLBEING

+ RESILIENCE

+ MOOD

+ ANXIETY

+ STRESS

.....

BACK TO INDEX



7. Progressive Muscle Relaxation

Relax... take it eeeassyy

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

MY HABIT STATEMENT

Habit Statement:

When will I practice it?

How will I remind myself to practice?

How will I celebrate?

8. Self-compassion



THINK & FEEL



DURATION

20 minutes

FREQUENCY

1x/week

DIFFICULTY

Moderate

EVIDENCE QUALITY



+ RESILIENCE

+ MOOD

+ ANXIETY

+ STRESS



[BACK TO INDEX](#)

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.

8. Self-compassion

Start treating yourself as you would others

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 normally would use?

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

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!

MY HABIT STATEMENT

Habit Statement:

When will I **practice** it?

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

How will I **celebrate**?

9. Acceptance of your experience

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

THINK & FEEL

.....

DURATION

20 minutes

FREQUENCY

1x/day

DIFFICULTY

Moderate

EVIDENCE QUALITY

★★★★☆

.....

+ WELLBEING

+ RESILIENCE

+ MOOD

+ ANXIETY

+ STRESS

.....

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9. Acceptance of your experience

Learn to mindfully accept difficult emotions

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 practising 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?

10. Getting in touch with your values



THINK & FEEL

.....

DURATION

20 minutes

FREQUENCY

1x/week

DIFFICULTY

Moderate

EVIDENCE QUALITY

★★★★☆

.....

+ WELLBEING

+ RESILIENCE

.....
[BACK TO INDEX](#)

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.
- 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.

What can I use it for?

- 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/www/Character-Strengths-Survey



10. Getting in touch with your values

Stand for something or fall for anything

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

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

Think about any short term activities you can do to live more in line with your values. Is there a simple change you can make?

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, open-mindedness, love of learning, perspective, innovation

Courage:

Bravery, persistence, integrity, vitality, zest

Humanity:

Love, kindness, social intelligence

Justice:

Citizenship, fairness, leadership

Temperance:

Forgiveness & mercy, humility, prudence, self-control

Transcendence:

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

11. Goals and my values



Setting goals 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 achieve 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 and 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 achieving this goal is important to you 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

THINK & FEEL

.....

DURATION

15 minutes

FREQUENCY

1x/day

DIFFICULTY

Moderate

EVIDENCE QUALITY

★★★★☆

.....

+ WELLBEING

+ RESILIENCE

+ HEALTH

+ MOOD

+ ANXIETY

+ STRESS

.....

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11. Goals and my values

Setting goals in line with your values

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 the values behind it?

What short-term goal can you make for the next week to bring you closer to the overarching life goal?

List of common virtues and strengths:

Wisdom & Knowledge:

Creativity, curiosity, open-mindedness, love of learning, perspective, innovation

Courage:

Bravery, persistence, integrity, vitality, zest

Humanity:

Love, kindness, social intelligence

Justice:

Citizenship, fairness, leadership

Temperance:

Forgiveness & mercy, humility, prudence, self-control

Transcendence:

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

MY HABIT STATEMENT

Habit Statement:

When will I practice it?

How will I remind myself to practice?

How will I celebrate?

12. Optimistic self-image

Optimistic mindset to drive positive behaviour

THINK & FEEL

.....

DURATION

15 minutes

FREQUENCY

Once off

DIFFICULTY

Moderate

EVIDENCE QUALITY

★ ★ ☆ ☆

.....

+ WELLBEING

+ RESILIENCE

+ MOOD

.....
[BACK TO INDEX](#)

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 would like to be in specific areas; a picture that you can use to guide the goals you wish to set and behaviours you wish to cultivate 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? Reflect on 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.



12. Optimistic self-image

Optimistic mindset to drive positive behaviour

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? Reflect on 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 to 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?



13. Challenging automatic negative thoughts



THINK & FEEL

.....

DURATION

15 minutes

FREQUENCY

Once off

DIFFICULTY

Hard

EVIDENCE QUALITY

★ ★ ★ ☆

.....

+ WELLBEING

+ RESILIENCE

+ MOOD

+ ANXIETY

+ STRESS

.....
[BACK TO INDEX](#)

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 I tell someone I 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 on thoughts or emotions you feel you can handle yourself. If you are really struggling, try reaching out to professional support (page 27).



13.Challenging automatic negative thoughts

How to address unhelpful thoughts

Describe the situation (What happened? When? Where? How?) Also describe 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?



14. Thought Defusion

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. Identify a specific time or moment when you know thoughts may be unhelpful.
3. Use an external voice to look at the thoughts (you will place the thought in third person)
4. **Practice** how to use the external voice.
5. 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 of how to do it. Scan the page below to find more techniques.

THINK & FEEL

.....

DURATION

15 minutes

FREQUENCY

1x/day

DIFFICULTY

Hard

EVIDENCE QUALITY

★★★★

.....

+ WELLBEING

+ RESILIENCE

+ MOOD

+ ANXIETY

+ STRESS

.....
BACK TO INDEX



14. Thought Defusion

Thoughts are just words

Write down below if there were any moments over the past week 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 or 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 to be specific.

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

Now practice distancing yourself 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 practise 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**?

15. Gratitude Letter

**GIVE.
THANKS.**

CONNECTING

.....

DURATION

20 minutes

FREQUENCY

Once off

DIFFICULTY

Moderate

EVIDENCE QUALITY

★★★★☆

.....

+ WELLBEING

.....

[BACK TO INDEX](#)

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 improve 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.



15. Gratitude Letter

Being thankful for your loved ones

Reflect and write down the name of a person 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.

MY HABIT STATEMENT

Habit Statement:

When will I **practice** it?

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

How will I **celebrate**?

16. Strengthening relationships



CONNECTING



DURATION

20 minutes

FREQUENCY

1x/day

DIFFICULTY

Moderate

EVIDENCE QUALITY



+ WELLBEING

.....
[BACK TO INDEX](#)

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 even more.
- As you learn to appreciate someone you care for more, 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 inevitably in your life, you are just exploring the possibility of what it would be like without them.

16. Strengthening Relationships

Our relationships are what support us

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**?

17. Reflective and Active Listening



CONNECTING



DURATION

5 minutes

FREQUENCY

4x/day

DIFFICULTY

Moderate

EVIDENCE QUALITY



+ WELLBEING

+ RESILIENCE



[BACK TO INDEX](#)

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
2. You can pair up with somebody at home and practise using this skill.

Anything to consider before I start?

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



17. Reflective and Active Listening

The way you respond makes all the difference

EXAMPLE

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

Person 2: Oh wow! New Zealand is great, you're going to absolutely love it. [show enthusiasm] Are you going 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 the surrounding area.

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 can recharge, 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?

18. Assert Yourself



CONNECTING

DURATION

15 minutes

FREQUENCY

2x/day

DIFFICULTY

Moderate

EVIDENCE QUALITY

★★★★☆

+ WELLBEING

+ RESILIENCE

BACK TO INDEX

Communicate in an assertive way to minimise conflict

What it is?

- Assertiveness means communicating your thoughts, feelings, beliefs and opinions 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 practise assertiveness skills on a regular basis
- There are many different assertiveness techniques, broken record is just one example



18. Assert Yourself

Communicate in an assertive way to minimise conflict

Practice sheet for broken record technique:

Write down the date and time when you practiced the technique.

Write down the situation and how you used the technique:

Write down some 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**?

19. Goal Setting



Give yourself the best chance to succeed



DOING

DURATION

15 minutes

FREQUENCY

Once off

DIFFICULTY

Moderate

EVIDENCE QUALITY

★★★★☆

+ WELLBEING

+ RESILIENCE

+ HEALTH

+ MOOD

+ ANXIETY

+ STRESS

[BACK TO INDEX](#)

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 need to take to achieve them.

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.
- Successful goal setting can help increase your confidence in your ability to reach your goals, which in turn builds self-esteem and leads to improved mental health and wellbeing.
- Planning can make your goals 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 the goal down 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, try again!

19. Goal Setting

Give yourself the best chance to succeed

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 do to reach the 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?



20. Mindful walking



Be in the moment!



DOING

DURATION

10 minutes

FREQUENCY

1x/day

DIFFICULTY

Easy

EVIDENCE QUALITY

★★★★

+ WELLBEING

+ RESILIENCE

+ HEALTH

+ MOOD

+ ANXIETY

+ STRESS

[BACK TO INDEX](#)

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, this activity 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.
- 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 commute between meetings to practice mindful walking.
3. Try to focus on the experience of walking. How do your arms sway? What do your feet feel like? 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 below for an example with guided instructions

Anything to consider before I start?

- Don't forget to look out for oncoming traffic

20. Mindful walking

Be in the moment!!life

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 down everything that comes to mind 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?



DOING



21. Meaningful Pictures



DOING

DOING

DURATION

5 minutes

FREQUENCY

3xday

DIFFICULTY

Easy

EVIDENCE QUALITY

★★★★☆

+ WELLBEING

+ RESILIENCE

[BACK TO INDEX](#)

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 links an abstract construct (the philosophical concept of 'meaning in life') to something that you can see, feel and 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 satisfied you are with your life.

How to do it?

1. Throughout the day, take three photos that you feel 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 of meaning in your life. This may be your job, your hobbies, your loved ones, your neighbourhood, your morning routine; you name it. Anything that is important to you goes.
 - 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.

21. Meaningful Pictures

Capture what gives most meaning to your life

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 below to describe the pictures 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?



DOING

22. Yoga



Connecting the breath, mind, and body



DOING

DURATION

15 minutes

FREQUENCY

1x/day

DIFFICULTY

Easy

EVIDENCE QUALITY

★★★★

+ WELLBEING

+ RESILIENCE

+ HEALTH

+ MOOD

+ ANXIETY

+ STRESS

[BACK TO INDEX](#)

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 instagraming 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, encourages self-care and reduces stress- to name only a few of the benefits!

How to do it?

1. An obvious way to start practising yoga is to join a yoga studio. Practising yoga with a teacher at a yoga studio provides you with the support needed to make sure you are practising safely, as well as a social environment where you get opportunities to connect with others.
2. Fortunately there are lots of resources to help you practise at home. You'd be amazed to see how much is out there online. If you have not practised yoga before, it is important that you choose a beginner's class so as to avoid injury. If you have any existing medical conditions or physical injuries, please seek medical advice before trying yoga.

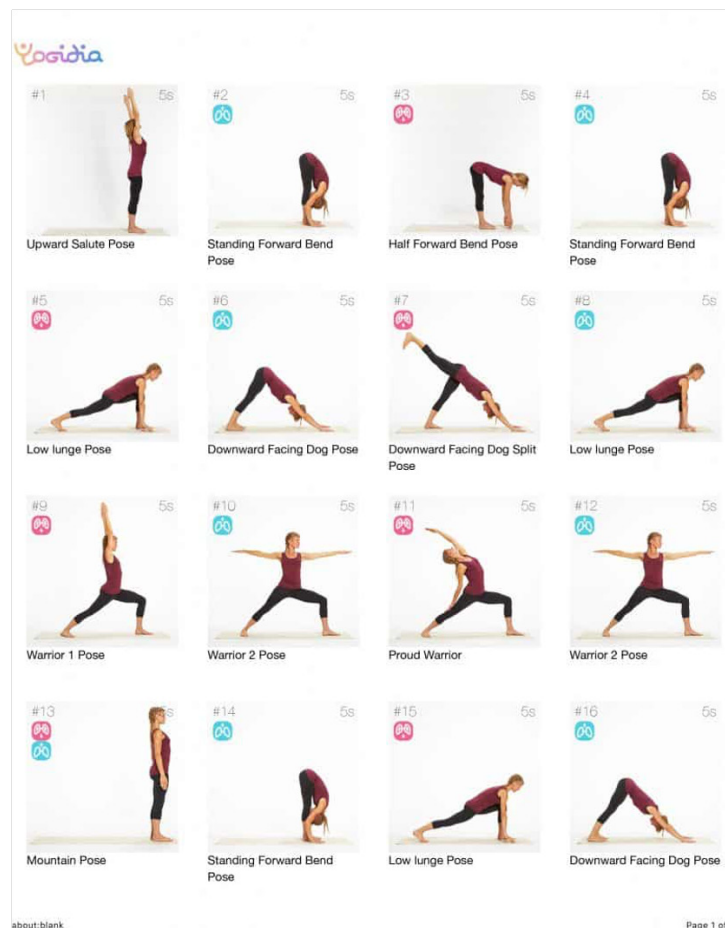
Anything to consider before I start?

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

22. Yoga

Connecting the breath, mind, and body

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:

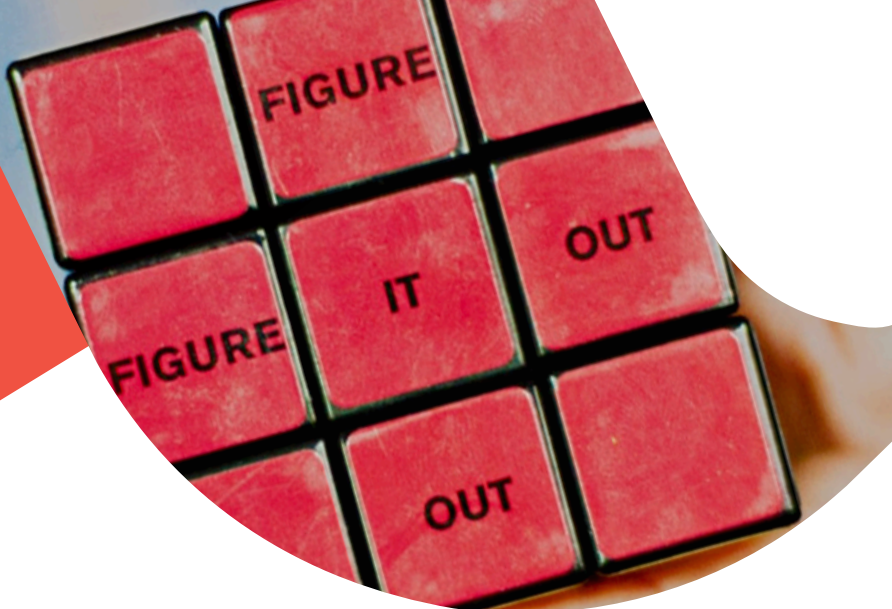
When will I practice it?

How will I remind myself to practice?

How will I celebrate?

DOING

23. Problem Solving



Feel more in control over your life



DOING

DURATION

15 minutes

FREQUENCY

Once off

DIFFICULTY

Moderate

EVIDENCE QUALITY

★★★★☆

+ WELLBEING

+ RESILIENCE

+ HEALTH

+ MOOD

+ ANXIETY

+ STRESS

[BACK TO INDEX](#)

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.

23. Problem Solving

Feel more in control of your life

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

What are potential solutions for to 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?

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?

MY HABIT STATEMENT

Habit Statement:

When will I **practice** it?

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

How will I **celebrate**?



DOING



24. My character strengths



Use your strengths in a new way



DOING

DURATION

15 minutes

FREQUENCY

Ongoing

DIFFICULTY

Easy

EVIDENCE QUALITY

★★★★☆

+ WELLBEING

[BACK TO INDEX](#)

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 cultivate to improve your wellbeing

How to do it?

1. Take the following quiz to identify your Signature Strengths: <https://www.viacharacter.org/survey/pro/rsh8vb/account/register>
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 cultivate. 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.

24. My character strengths

Use your strengths in a new way

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

Let's think back to 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?



DOING



25. Time management



How to be more productive



DOING

DURATION

20 minutes

FREQUENCY

1x/day

DIFFICULTY

Moderate

EVIDENCE QUALITY

★★☆☆

+ WELLBEING

+ RESILIENCE

+ ANXIETY

+ STRESS

[BACK TO INDEX](#)

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, 1-minute tasks, or using prime time. Check the QR Code for more information.

25. Time management

How to be more productive

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**?



DOING



26. Online Mindfulness



Find an app or website to practice mindfulness

DOING

DURATION

Variable

FREQUENCY

Variable

DIFFICULTY

Variable

EVIDENCE QUALITY

★★★★☆

+ WELLBEING

+ RESILIENCE

+ MOOD

+ ANXIETY

+ STRESS

[BACK TO INDEX](#)

What it is?

- Various forms of mindfulness activities that 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 and 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.



26. Online Mindfulness

Find an app or website to practice Mindfulness

How will you practise this activity?

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

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

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?



DOING



27. Mindful eating



Take a moment and notice your meal

DOING

DURATION

10 minutes

FREQUENCY

1x/day

DIFFICULTY

Easy

EVIDENCE QUALITY

★★★★

+ WELLBEING

+ RESILIENCE

+ MOOD

+ ANXIETY

+ STRESS

[BACK TO INDEX](#)

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? It is easy to integrate this activity into even the busies 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 more slowly 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 screens!
4. You may like to consider and appreciate the journey 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...



27. Mindful eating

Take a moment and notice your meal

How will you practise this activity?

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

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

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?



DOING



28. Mindful Physical Activity



Add some mindfulness to your workout

DOING

DURATION

10 minutes

FREQUENCY

1x/day

DIFFICULTY

Easy

EVIDENCE QUALITY

★★★★

+ WELLBEING

+ RESILIENCE

+ MOOD

+ ANXIETY

+ STRESS

[BACK TO INDEX](#)

What it is?

- Mindfulness is the practise 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 a 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. 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 a lot online to help practise this activity, 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.

28. Mindful Physical Activity

Add some mindfulness to your workout

How will you practise this activity?

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

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

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?



DOING



29. Finding Flow



Get into the zone

DOING

DURATION

10 minutes

FREQUENCY

1x/day

DIFFICULTY

Easy

EVIDENCE QUALITY

★★★★

+ WELLBEING

+ RESILIENCE

+ MOOD

+ ANXIETY

+ STRESS

[BACK TO INDEX](#)

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 is when an activity is 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 quiet moment in the day when 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.

29. Finding Flow

Get into the zone

How will you practise this activity?

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

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

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**?



DOING



30. Mindful 5-4-3-2-1



Pay mindful attention to what's around you

DOING

DURATION

5 minutes

FREQUENCY

1x/day

DIFFICULTY

Easy

EVIDENCE QUALITY

★★★★☆

+ WELLBEING

+ RESILIENCE

+ MOOD

+ ANXIETY

+ STRESS

[BACK TO INDEX](#)

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.
- It's an opportunity to find peace of mind using your senses of sight, sound, 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 to notice three things that you can feel, this can be anything from the seat you're sitting in, or the feeling of your clothes on your body.
4. Now try to notice two things you can smell.
5. And finally, try to 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.

30. Mindful 5-4-3-2-1

*Pay mindful attention to what's
around you*

How will you practise this activity?

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

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

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?



DOING



v5

