

The How Skills

Nonjudgmentally

- See, but don't evaluate as good or bad
- Accept each moment like a blanket spread out on the lawn
- Acknowledge, but don't judge
- Don't judge your judging

One-Mindfully

- Rivet yourself to now
- Do one thing at a time
- Let go of distractions
- Concentrate your mind

Effectively

- Be mindful of your goals in the situation
- Focus on what works
- Play by the rules
- Act as skillfully as you can
- Let go of willfulness and sitting on your hands

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Nonjudgmentalness, One-Mindfulness, Effectiveness Calendar

Due Date: _____ Week Starting: _____

Check off at least one skill you practiced this week. Write out descriptions of two different times when you practiced a mindfulness skill. Use back of sheet for more examples.

Quantity of skills	How did you practice the skill?	When did you practice the skill?	When did you practice the skill?
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Mindfulness "How" Skills: Nonjudgmentalness, One-Mindfulness, Effectiveness

Due Date: _____ Name: _____ Week Starting: _____

Check off the mindfulness skills you practiced this week. Write out descriptions of two different times when you practiced a mindfulness skill. Use back of sheet for more examples.

Nonjudgmentalness _____ One-mindfulness _____ Effectiveness _____

Describe the situation and how you practiced the skill:

Check if practicing this mindfulness skill has improved any of the following. (even a little bit)

_____ Reduced suffering _____ Increased happiness _____ Increased ability to focus
 _____ Increased receptivity _____ Increased wisdom _____ Increased responsiveness to the present
 _____ Increased connection _____ Increased sense of personal vitality

Describe the situation and how you practiced nonjudgmentalness:

Due Date: _____ Name: _____ Week Starting: _____

Practice nonjudgmentalness: Check off an exercise each time you do one.

□□□□ 1. Say in your mind, "A judgmental thought arose in my mind."

□□□□ 2. Count judgmental thoughts.

□□□□ 3. Rephrase judgmental thoughts and statements with nonjudgmental thoughts and statements.

□□□□ 4. Observe your judgmental facial expressions, postures, voice tones.

□□□□ 5. Change judgmental expressions, postures, voice tones.

□□□□ 6. Say my concerns and describe your day nonjudgmentally.

□□□□ 7. Write out a nonjudgmental description of an event that prompted an emotion.

□□□□ 8. Write out a nonjudgmental line-by-line account of a particularly important episode in your day.

□□□□ 9. Imagine a person you are angry with. Imagine understanding that person.

□□□□ 10. When you feel judgmental, practice half-smiling and/or wiggling hands.

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Interpersonal Effectiveness

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Interpersonal Effectiveness

Goals

- 1 Be skillful in getting what you want and need from others
- 2 Build relationships and end destructive ones
- 3 Walk the middle path

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Interpersonal Effectiveness

Factors in the Way of Interpersonal Effectiveness

- You don't have the interpersonal skills you need
- You don't know what you want
- Your emotions are getting in the way
- You forget your long-term goals for short-term goals
- Other people are getting in your way
- Your thoughts and beliefs are getting in the way

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Interpersonal Effectiveness

Clarifying Goals in Interpersonal Situations

OBJECTIVES EFFECTIVENESS
Getting what you want from another person

- Obtaining your legitimate rights
- Getting another person to do something you want that person to do
- Saying no to an unwanted or unreasonable request
- Resolving interpersonal conflict
- Getting your opinion or point of view taken seriously

What specific results or changes do I want from this interaction?

RELATIONSHIP EFFECTIVENESS
Keeping and improving the relationship

- Acting in such a way that the other person keeps liking and respecting you
- Balancing immediate goals with the good of long-term relationship
- Maintaining relationships that matter to you

How do I want the other person to feel about me after the interaction is over?

SELF-RESPECT EFFECTIVENESS
Keeping or improving self-respect

- Respecting your own values and beliefs
- Acting in a way that makes you feel moral
- Acting in a way that makes you feel capable and effective

How do I want to feel about myself after the interaction is over?

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Interpersonal Effectiveness

Objective Effectiveness

Getting what you want

DEAR

- D** Describe
- E** Express
- A** Assert
- R** Reinforce

MAN

- M** (stay) Mindful
+ Broken record
+ Ignore attacks
- A** Appear confident
- N** Negotiate
+ Turn the tables

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Interpersonal Effectiveness

Relationship Effectiveness

Keeping the relationship

GIVE

- G** (be) Gentle
+ No attacks
+ No threats
+ No judging
+ No sneering
- I** (act) Interested
- V** Validate
- E** (use an Easy manner)

FAST

- F** (be) Fair
- A** (no) Apologies
- S** Stick to values
- T** (be) Truthful

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Interpersonal Effectiveness

Mindfulness of Others

Due Date: _____ Name: _____ Week Starting: _____

Fill out this sheet whenever you practice mindfulness of others and whenever you have an opportunity to practice. Write on the back of this sheet if you need more room.

Check off any of the following that you practiced:

- ☐ Paid attention with interest and curiosity to others around me.
- ☐ Let go of a bias or prejudgment about others and let them go.
- ☐ Refrained from prejudgment about others (and let them go).
- ☐ Stayed in the present instead of planning what I would say next and being on the other person and did not make a mistake.
- ☐ Put my entire attention on the other person and did not multitask.
- ☐ Came up with a way to be right.
- ☐ Other: _____

Describe in a matter-of-fact way what I observed:

- ☐ Had a prejudgment about others.
- ☐ Had a prejudgment about others.
- ☐ Had a prejudgment about others.
- ☐ Other: _____

Finding and Getting People to Like You

Due Date: _____ Name: _____ Week Starting: _____

Fill out this sheet whenever you practice finding friends and whenever you have an opportunity to practice. Write on the back of this sheet if you need more room.

List two ways you could (or do) make casual but regular contact with people:

1. _____
2. _____

List two ways you could find (or have found) people whose attitudes are similar to yours:

1. _____
2. _____

List two ways you could get in conversations (or have been in them) where you could ask a question, give an answer, give a compliment, or express liking to others:

1. _____
2. _____

List times you have been near a group conversation you could practice joining for how you could find out:

1. _____
2. _____

Check the facts and be sure you have tried all of your opportunities to find potential friends. Add more ideas if necessary or ask your current friends or family for ideas.

SKIPPY IDEAS FOR DEAR MAN, GIVE FAST

1. Describe situation.
2. Express feelings/opinions.
3. Answer request (or say no) directly (circle the part you will use later in "broken record" to use if you need it).
4. Reinforcing comments to make.
5. Mindful and Appear confident comments to make (if needed).
6. Negotiating comments to make; plus turn-the-table comments (if needed).
7. Validating comments.

want to avoid doing and saying.

The Dime Game

To figure out how strongly to ask for something or how strongly to say no, read the instructions below. Circle the dimes you put in the bank, and then add them up. Then go back over the list and see if some items are much more important than others. Check Wise Mind before acting. If some items are much more important than others.

Decide how strongly to ask for something.
Put a dime in the bank for each of the questions that got a yes answer. The more money you have, the stronger you ask. If you have a dollar, then ask very strongly. If you don't have any money in the bank, then don't ask, don't over hint.

10¢	Is this person able to give or do what I want?
10¢	Is getting my objective more important than my relationship with this person?
10¢	Will asking help me feel competent and self-respecting?
10¢	Is the person required by law or moral code to do or give me what I want?
10¢	Am I responsible for telling the person what to do?
10¢	Is what I want appropriate for this relationship? (Is it right to ask for what I want?)
10¢	Is asking important to a long-term goal?
10¢	Do I give as much as I get with this person?
10¢	Do I know what I want and have the facts I need to support my request?
10¢	Is this a good time to ask? (Is the person in the right mood?)
\$	Total value of asking (Adjusted \$ _____ for Wise Mind)

Decide how strongly to say no.
Put a dime in the bank for each of the questions that got a no answer. The more money you have, the stronger you say no. If you have a dollar, then say no very strongly. If you don't have any money in the bank, then do it without being asked.

10¢	Capability Can I give the person what is wanted?
10¢	Priorities Is my relationship more important than saying no?
10¢	Self-respect Will saying no make me feel bad about myself?
10¢	Rights Am I required by law or moral code to give or do what is wanted, or does saying no violate this person's rights?
10¢	Authority Is the other person responsible for telling me what to do?
10¢	Relationship Is what the person is requesting of me appropriate to my relationship with this person?
10¢	Goals In the long term, will I regret saying no?
10¢	Give and take Do I owe this person a favor? (Does the person do a lot for me?)
10¢	Homework Do I know what I am saying no to? (Is the other person clear about what is being asked for?)
10¢	Timing Should I wait a while before saying no?
\$	Total value of saying no (Adjusted \$ _____ for Wise Mind)

The Dime Game

ASKING

Don't ask; don't hint.	0-10¢
Hint indirectly; take no.	20¢
Hint openly; take no.	30¢
Ask tentatively; take no.	40¢
Ask gracefully; but take no.	50¢
Ask confidently; take no.	60¢
Is this a good time to ask? (Is the person in the right mood?)	70¢
Ask confidently; resist no.	70¢
Ask firmly; resist no.	80¢
Ask firmly; insist, negotiate; keep trying.	90¢
Don't take no for an answer.	\$1.00

SAYING NO

Do it without being asked.	
Don't complain; do it cheerfully.	
Do it, even if you're not cheerful about it.	
Do it, but show that you'd rather not.	
Say you'd rather not, but do it gracefully.	
Say no firmly, but reconsider.	
Say no confidently; resist saying yes.	
Say no firmly; resist saying yes.	
Say no firmly; resist, negotiate.	
Don't do it.	

Emotion Regulation



Emotion Regulation

Goals

- 1 Understand and name your own emotions
- 2 Decrease the frequency of unwanted emotions
- 3 Decrease emotional vulnerability
- 4 Decrease emotional suffering



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Emotion Regulation

Understanding & Naming Emotions

What Emotions do for you:

- Motivate our behavior and prepare us for action
- Communicate to (and influence) others
- Communicate to ourselves

Factors that make regulating emotions hard

- Biology
- Lack of skill
- Reinforcement of emotional behavior
- Moodiness
- Emotional overload
- Emotion myths

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Emotion Regulation

Ways to Describe Emotions

ANGER WORDS

anger	bitterness	fiery	indignation	vengefulness
aggression	exasperation	graciousness	intimidation	wrath
agitation	hostility	grumpiness	outrage	
annoyance	frustration	hostility	rage	

Prompting Events for Feeling Angry

- Having an important goal blocked
- You or someone you care about being attacked or threatened by others
- Losing power, status, or respect
- Not having things turn out as expected
- Physical or emotional pain
- Other _____

Interpretations of Events That Prompt Feelings of Anger

- Believing that you have been treated unfairly
- Judging that the situation is illegitimate or unjust
- Believing that important goals are being blocked or stopped
- Believing that things "should" be different than they are
- Other _____

Biological Changes and Experiences of Anger

- Muscles tightening
- Teeth clenching together
- Hands clenching
- Feeling your face flush or get hot
- Feeling like you are going to explode
- Being unable to stop tears
- Wanting to hit someone, bang the wall, throw something, blow up
- Wanting to hurt someone
- Other _____

Expressions and Actions of Anger

- Physically or verbally attacking
- Making aggressive or threatening comments
- Pounding, throwing things, breaking things
- Walking hostilely, stomping, slamming doors
- Crying
- Grinding
- Using a loud, querulous, or sarcastic voice
- Using obscenities or swearing
- Criticizing or complaining
- Clenching your hands or fists
- Frowning, not smiling, mean expression
- Brooding or withdrawing from others
- Crying
- Grinding
- A red or flushed face
- Other _____

Aftereffects of Anger

- Narrowing of attention
- Attending only to the situation that's making you angry
- Ruminating about the situation making you angry or about situations in the past
- Imagining future situations that will make you angry
- Dispersonalization, dissociative experiences, numbness
- Other _____

(continued on next page)

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Changing Emotional Responses

Check the facts:

- Check out whether your emotional reactions fit the facts of the situation
- Changing your beliefs and assumptions to fit the facts can help you change your emotional reactions to situations

Opposite Action:

- When your emotions do not fit the facts, or when acting on your emotions is not effective, acting opposite (all the way) will change your emotional reactions

Problem Solving:

- When the facts themselves are the problem, solving the problem will reduce the frequency of negative emotions

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Check the Facts

Many emotions & actions are set off by our thoughts and interpretations of events

Event → Thoughts → Emotions

Our emotions can also have a big effect on our thoughts about events

Event → Emotions → Thoughts

Examining our thoughts and checking the facts can help us change our emotions

Examples of Emotions That Fit the Facts

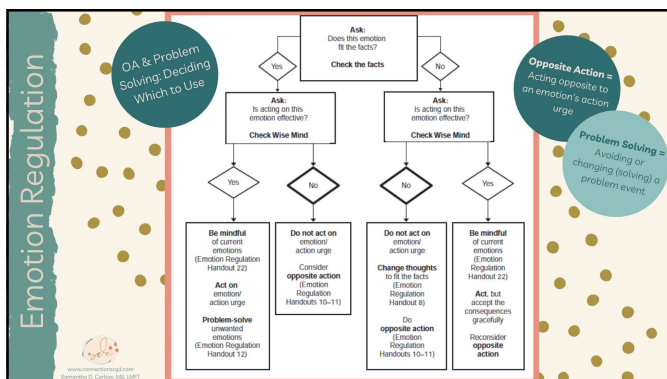
Emotion	Examples
Fear	<ol style="list-style-type: none"> There is a threat to your life or that of someone you care about. There is a threat to your health or that of someone you care about. There is a threat to your well-being or that of someone you care about. Other.
Anger	<ol style="list-style-type: none"> An important goal is blocked or a desired activity is interrupted or prevented. You or someone you care about is attacked or hurt by others. You or someone you care about is insulted or threatened by others. The integrity or status of your social group is offended or threatened. Other.
Disgust	<ol style="list-style-type: none"> Something you are in contact with could poison or contaminate you. Something you deeply dislike is touching you or someone you care about. You are around a person or group whose behavior or thinking could seriously damage or humiliate influence you or the group you are part of. Other.

How to Check the Facts

- Ask: What is the emotion I want to change?**
(See Emotion Regulation Handout 6: Ways of Describing Emotions.)
- Ask: What is the event prompting my emotion?**
Describe the facts that you observed through your senses. Challenge judgments, absolutes, and black-and-white descriptions. (See Mindfulness Handout 4: Taking Hold of Your Mind, "Other" Skills.)
- Ask: What are my interpretations, thoughts, and assumptions about the event?**
Think of other possible interpretations. Practice looking at all sides of a situation and all points of view. Test your interpretations and assumptions to see if they fit the facts.
- Ask: Am I assuming a threat?**
Label the threat. Assess the probability that the threatening event will really occur. Think of as many other possible outcomes as you can.
- Ask: What's the catastrophe?**
Imagine the catastrophe really occurring. Imagine coping well with a catastrophe through problem solving, coping ahead, or radical acceptance.
- Ask: Does my emotion and/or its intensity fit the actual facts?**
Check out facts that fit each emotion. Ask Wise Mind.

(See Emotion Regulation Handout 11: Figuring Out Opposite Action, and Emotion Regulation Handout 12: Achieving Problem Solving and Opposite Action.)

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Opposite Action

Every Emotion has an Action Urge

CHANGE THE EMOTION BY ACTING OPPOSITE TO ITS ACTION URGE.

Consider these examples:

EMOTION	ACTION URGE	OPPOSITE ACTION
Fear	Run away/hide	Approach/stand proud
Anger	Attack	Gently associate a little nice
Sadness	Withdraw/isolate	Get active
Shame	Hide/withdraw	Tell the secret to people who will accept it

How to do Opposite Action

- Step 1. IDENTIFY AND NAME THE EMOTION** you want to change.
- Step 2. CHECK THE FACTS** to see if your emotion is justified by the facts. Check also whether the intensity and duration of the emotion fit the facts. (Example: "Intuition" fits the facts when your car is out in front of "road rage" does not.) An emotion is justified when your emotion fits the facts.
- Step 3. IDENTIFY AND DESCRIBE YOUR ACTION URGES.**
- Step 4. ASK WISE MIND:** Is expression or acting on this emotion effective in this situation? *If your emotion does not fit the facts or if acting on your emotion is not effective:*
- Step 5. IDENTIFY OPPOSITE ACTIONS** to your action urges.
- Step 6. ACT OPPOSITE ALL THE WAY** to your action urges.
- Step 7. REPEAT ACTING OPPOSITE** to your action urges until your emotion changes.

Figuring Out Opposite Actions

FEAR

Fear fits the facts of a situation whenever there is a THREAT to:

- Your life or that of someone you care about.
- Your health or that of someone you care about.
- Your well being or that of someone you care about.
- Other examples: _____

Follow these suggestions when your fear is NOT JUSTIFIED by the facts or NOT EFFECTIVE:

OPPOSITE ACTIONS for Fear
Do the OPPOSITE of your fearful action urges. For example:

- Do what you are afraid of doing . . . OVER AND OVER.
- APPROACH events, places, tasks, activities, and people you are afraid of.
- Do things to give yourself a sense of CONTROL and MASTERY over your fears.

ALL THE WAY OPPOSITE ACTIONS for Fear

- Keep your EYES AND EARS OPEN and focused on the feared event. Look around slowly; explore.
- Take in the information from the situation (i.e., notice that you are safe).
- Change POSTURE and KEEP A CONFIDENT VOICE TONE. Keep your head and eyes up, and your shoulders back but relaxed. Adopt an assertive body posture (e.g., knees apart, hands on hips, heels a bit out).
- Change your BODY CHEMISTRY. For example, do paced breathing by breathing in deeply and breathing out slowly.

Problem Solving

Problem Solving Steps

- 1. FIGURE OUT and DESCRIBE** the problem situation
- 2. CHECK THE FACTS** (all the facts) to be sure you have the right problem situation
- 3. IDENTIFY YOUR GOAL** in solving the problem
- 4. BRAINSTORM** lots of solutions
- 5. CHOOSE** a solution that fits the goal and is likely to work
- 6. Put the solution in ACTION**
- 7. EVALUATE** the results of using the solution

Reviewing Opposite Action & Problem Solving

Emotion Regulation

Justifying Events	Act Opposite to Emotion Urges (for Unjustified Emotion)	Act on Emotion Urges, Problem-Solve, or Avoid (for Justified Emotion)
Fear A. Your life is in danger. B. Your health is in danger. C. Your well-being is in danger.	1. Do what you are afraid of doing... over and over. 2. Approach what you are afraid of. 3. Do what gives you a sense of control and mastery.	1. Free yourself if danger is near. 2. Remove the threatening event. 3. Do what gives you a sense of control and mastery of the fearful event. 4. Avoid the threatening event.
Anger A. An important goal is blocked or a desired activity is interrupted or prevented. B. You or someone you care about is attacked or hurt (physically or emotionally) by others. C. You or someone you care about is insulted, offended, or threatened by others.	1. Confront social. 2. Take a time-out. 3. Do something kind. 4. Imagine understanding. Step into the other person's shoes. 5. Imagine really good reasons for what happened.	1. Fight back when being attacked, if you have nothing to lose by fighting. 2. Overcome obstacles to goals. 3. Work to stop further attacks, insults, and threats. 4. Avoid or walk out on people who are threatening.

Justifying Events	Act Opposite to Emotion Urges (for Unjustified Emotion)	Act on Emotion Urges, Problem-Solve, or Avoid (for Justified Emotion)
Envy A. Another person or group gets or has things you don't have that you want or need.	1. Inhibit destroying other people's things. 2. Count your blessings. 3. Imagine how it all makes sense. 4. Stop exaggerating others' worth or value.	1. Improve yourself and your life. 2. Get others to be late. 3. Devalue what others have that you don't have. 4. Put on rose-colored glasses. 5. Avoid people who have more than you.

Reducing Vulnerability to Emotion Mind

Building a life worth living

ABC

- A** Accumulate positive emotions
- B** Build mastery
- C** Cope ahead of time with emotional situations

PLEASE

Take care of your mind by taking care of your body

- P** treat **P**hysical **I**llness
- E** balance **E**ating
- A** avoid mood-**A**ltering substances
- S** balance **S**leep
- E** get **E**xercise

Accumulating Positive Emotions: Short Term

Accumulate positive emotions in the **short term** by doing these things...

Build Positive Experiences Now

Be Mindful of Positive Experiences

Be Unmindful of Worries

A Accumulate positive emotions

Pleasant Events

Emotion Regulation

Pleasant Events List

1. Working on my car	36. Having quiet evenings	87. Going to plays and concerts	140. Lighting candles
2. Planning a career	37. Taking care of my plants	88. Daydreaming	141. White-water canoeing/rafting
3. Getting out (paying down) debt	38. Buying, selling, stock	89. Planning to go back to school	142. Going bowling
4. Collecting things (baseball cards, coins, stamps, rocks, shells, etc.)	39. Going swimming	90. Thinking about sex	143. Doing woodworking
5. Going on vacation	40. Fencing	91. Going for a drive	144. Fencing about the future
6. Thinking how it will be when I finish school	41. Exercising	92. Interpreting literature	145. Taking leadership/dancing classes
7. Recycling old items	42. Collecting old things	93. Watching TV	146. Debating
8. Going on a date	43. Going to a party	94. Making lists of tasks	147. Walking in a sidewalk cafe
9. Relaxing	44. Thinking about buying things	95. Walking in the woods (or at the beach)	148. Having an aquarium
10. Going to or watching a movie	45. Playing golf	96. Buying gifts	149. Participating in "living history" events
11. Jogging, walking	46. Playing soccer	97. Completing a task	150. Fencing
12. Thinking "I have done a full day's work"	47. Flying kites	98. Going to a spectator sport (auto racing, horse racing)	151. Doing crossword puzzles
13. Listening to music	48. Having discussions with friends	99. Teaching	152. Shooting pool
14. Thinking about past parties	49. Having family get-togethers	100. Photography	153. Getting a massage
15. Buying household gadgets	50. Riding a lake or motorbike	101. Going fishing	154. Saying "I love you"
16. Lying in the sun	51. Running track	102. Thinking about pleasant events	155. Playing catch, taking batting practice
17. Planning	52. Going camping	103. Thinking on a diet	156. Shooting baskets
	53. Singing around the house	104. Working with animals	157. Seeing and/or showing photos
		105. Looking at old photos	158. Thinking about my grand qualities
		106. Looking at old letters, postcards, etc.	159. Solving riddles mentally
		107. Protecting work, political or environmental conditions	160. Having a political discussion
		108. Reading sacred texts	161. Buying books
		109. Reorganizing or redecorating my room or the house	
		110. Solving or reading something	
		111. Snowmobiling or riding a dune buggy/ATV	
		112. Social networking	
		113. Looking in the bathtub	
		114. Learning or speaking a foreign language	

Accumulating Positive Emotions: Long Term

Emotion Regulation

Accumulate positive emotions in the **long term to build a life worth living...**

That is, make changes in your life so that positive events will occur in the future.

1. Avoid avoiding
2. Identify values that are important to you
3. Identify one value to work on now
4. Identify a few goals related to this value
5. Choose one goal to work on now
6. Identify small action steps toward your goal
7. Take one action step now

Build Mastery and Cope Ahead

Emotion Regulation

B Build mastery

1. Plan on doing at least one thing each day to build a sense of accomplishment
2. Plan for success, not failure
3. Gradually increase the difficulty over time
4. Look for a challenge

C Cope ahead of time with emotional situations

1. Describe the situation that is likely to prompt problem behavior
2. Decide what coping or problem-solving skills you want to use in the situation
3. Imagine the situation in your mind as vividly as possible
4. Rehearse in your mind coping effectively
5. Practice relaxation after rehearsing







Crisis Survival

Self-Soothing

- Vision
- Hearing
- Taste
- Smell
- Touch

IMPROVE

- Imagery
- Meaning
- Pause
- Relaxing actions
- One thing in the moment
- Vacation
- Encouragement

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Reality Acceptance

Radical Acceptance

When you cannot keep painful events and emotions from coming your way.

What is radical acceptance?

What has to be accepted?

Why accept reality?

Turning the Mind

- 1. Observe** that you are not accepting.
- Go within yourself and **make an inner commitment** to accept reality as it is.
- Do it again.** Keep turning your mind to acceptance each time you come to the fork in the road where you can reject reality or accept it.
- Develop a plan** for catching yourself in the future when you drift out of acceptance.

Willingness

Willingness is readiness to enter and participate fully in life and living.

Find a **willing response** to each situation.

Replace **willfulness** with **willingness**.

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References

+ My personal notes from attending numerous DBT trainings.

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