

# Welcome!

First of all, congratulations on investing in The Professional's Mental Wellbeing Toolkit.

We hope you'll find this investment a valuable time-saving resource that supports you and your clients to create long-lasting change.

Keep reading to discover our suggested step-by-step guide to using this tool.



## STEP 1. THE THINKING SLOW METHOD

The Thinking Slow Method is a 3-step system for reducing rumination, dealing with challenging emotions, and coping with uncomfortable physical sensations. It contains comprehensive yet concise psychoeducation helping people understand the relationship between their attention, thinking patterns, emotions, behaviour and physical reactions – ideal for client homework.

We suggest having the following printed and ready before reading the guide:

- *The Flashcards (page 27)*
- *The Deconstruct Worksheets (pages 28-30)*

Upon finishing the guide, your client can insert the phone reminders that are the most relevant to them as attachments in an email and save them to their phones for quick and easy reference on the go – an important step to help them reinforce their learning and create enduring change.

## STEP 2. THE LASTING HABITS SYSTEM

The Lasting Habits System outlines a science-based process for long-term behaviour change that you can use with your clients. We also outline six specific evidence-based habits for improving mental wellbeing and provide the appropriate tools for their implementation.

We recommend promoting a 80% success rate when it comes to completing new habits. If your client drops below 80% for a sustained period, you may wish to use the Learning from Lapses sheet as session work, supporting your client to explore ways they can become more consistent in future.

## STEP 3. THE POSITIVE EMOTIONS JOURNAL

Whereas The Thinking Slow Method is designed to help people reduce distress, positive emotions journaling is a positive psychology based intervention designed to help people cultivate joy, hope, gratitude and more. Importantly, it also contains prompts to help your clients reinforce their learning from the rest of the toolkit.

The professional's edition contains specific prompts designed to help therapists and coaches cultivate compassion satisfaction and prevent burnout. You may also wish to add the prompts to the individual edition and use both sets for more variety.

## STEP 4. THE BETTER SLEEP PLANNER

The Better Sleep Planner is another comprehensive yet concise guide containing a wide range of sleep hygiene tips. As homework, you can encourage your clients to read the guide and use the tips checklist to create their personalised better sleep plan.

## STEP 5. THE GROW PLANNER

This solution-focused tool is designed to help people stimulate insights into themselves and their life using The GROW Model. It can be given as homework for building upon what was discussed in session, providing the client with a tool for effective introspection. It can also be used in session with clients who appreciate a more structured approach and notetaking. In addition, it's a tool to help your clients make steps between therapy or coaching and independence. You may wish to give it to all your clients during your final session of working together.

Another key tool ideal for reviewing with your clients at the end of therapy or coaching is The Distress Toolkit from The Thinking Slow Method. To help inspire you, we've listed some common client goals and relevant tools on the following pages.

CLIENT GOAL	RELEVANT TOOLS
Gain Clarity Around Goals, Purpose and Passions	The Wheel of Life, GROW Questions and EXACT Goal-Setting (TGP), Deconstruct Worksheet (TSM), Nourishing Activities Checklists (W), Values Worksheets (W), The Best Possible Self Exercise (W)
Cope with Life's Challenges	The GROW Planner, The Thinking Slow Method, Controlled Breathing Exercises (LHS), The Social Connection Planner (W), Situational Support Resources (W)
Reduce Stress and Overwhelm	Six Habits for Optimal Mental Wellbeing (LHS), The Thinking Slow Method, The GROW Planner, The Eisenhower Matrix, The Positive Emotions Journal, The Better Sleep Planner, Situational Support Resources (W), Dealing with Work-Related Stress Tips (W), Introduction to Reducing Perfectionism (W), The DOD Method (W)
Reduce Anxiety	The Thinking Slow Method, My Growth Ladder (TGP), Reducing My Safety Behaviours (TGP), Techniques to Quiet a Racing Mind at Night (BSP), The Worry Tree Exercise (W), Understanding Panic Attacks (UMW/W), STOP Technique Worksheets (W)
Reduce Unhelpful Thinking Styles	The Thinking Slow Method, Cognitive Distortions Worksheet (W)
Feel Happier	The Positive Emotions Journal, The Relationship Challenge, The Wheel of Life, The GROW Planner, The Lasting Habits System, The Better Sleep Planner, Nourishing Activities Checklists (W), The Best Possible Self Exercise (W), How to Beat the Winter Blues (W)
Cope with Challenging Emotions	The Thinking Slow Method, The Daily Mental Health Journal (W)
Build Confidence and Deal with Inner Critic	My Growth Ladder (TGP), The Thinking Slow Method, Coping Statement Cards (TSM), The Best Possible Self Exercise (W)
Develop New Habits	The Lasting Habits System
Let Go of Unhelpful Habits	The Lasting Habits System, Parts Noting (TSM)
Boost Energy	The Better Sleep Planner, Boosting My Mood and Energy (LHS), The Positive Emotions Journal, Nourishing Activities Checklists (W)

**TSM:** The Thinking Slow Method  
**LHS:** The Lasting Habits System  
**BSP:** The Better Sleep Planner

**TGP:** The GROW Planner  
**W:** Website Free Tools Library

**UMW:** Understanding Your Mental Wellbeing Guide  
**SCP:** The Social Connection Planner

CLIENT GOAL	RELEVANT TOOLS
Develop Exercise Habit	Six Habits for Optimal Mental Wellbeing (LHS), Exercise Planner and Tracker (LHS), My Exercise Stats (LHS), The Lasting Habits System (LHS)
Eat Healthier	Six Habits for Optimal Mental Wellbeing (LHS), Food Log (LHS), Weekly Meal Planner (LHS), The Lasting Habits System (LHS)
Weight Loss	See above
Improve Relationships	The Relationship Challenge, The Five Love Languages (SCP/W), THINK Skill DBT Worksheet (W), Improving Your Communication Skills (SCP/W), Relationship Issues Support (W)
Set Boundaries and Become More Assertive	Assertiveness Worksheets (TSM/W), Recognising Verbal Abuse (SCP/W), Coping Statement Cards (TSM), My Rights Poster (W)
Create Balance	The Wheel of Life, The GROW Planner, Deconstruct Worksheet (TSM), Nourishing Activities Checklists (W), The Lasting Habits System, The Eisenhower Matrix
Increase Productivity and Reduce Procrastination	The GROW Planner, The Eisenhower Matrix, The DOD Method (W), Introduction to Reducing Perfectionism (W)

END OF SAMPLE