

Power tools: Secure phrases you commit to memory and then say over and over to yourself in challenging situations in order to think in a more secure and accurate way about the situation.

Helpful hint: *Start by learning and using one or 2 power tools. Then, when you have experienced success in using these tools to calm down, add more. Start with those tools that seem more helpful to you.*

Distressing but not dangerous.	These 4 words help you put things in better perspective. They acknowledge the situation is distressing while reminding you it is not dangerous. If a situation is not dangerous, it does not help to get yourself all worked up in order to address it.
This is a triviality compared to my mental health. It is N.B.D.	The situation is No Big Deal. It is not worth losing my mental health and inner peace over.
Work to control INNER not OUTER environment. (OE)	Put your energy into controlling what you can (your own thoughts and actions) and not what you can't (what others think and do. You may be able to influence others, but you can never really control them.
Endorse for effort, not just for outcome.	Take time to give yourself a pat on the back for the efforts you are putting out. You don't have to wait for other people to acknowledge your efforts. Be your own cheerleader.
Be group minded as well as self minded.	When deciding what actions you will take, consider your needs as well as the needs of the people around you.
Calm yourself on the outside to feel calmer on the inside.	To create inner peace, relax your outer muscles. Slow down the rate of your breathing, speaking and actions.
Excuse, don't accuse yourself or others.	When dealing with trivial mistakes and injustices, cut yourself and other some slack.
Quit Taking It Personally (Q-TIP)	People may do things that you find annoying or frustrating. Most of the time they are <i>not</i> doing things for the purpose of annoying you. It is just something that person does.

Take a cooling-off period.	When a situation is resulting in stress for you, remove yourself from the situation for a while to give yourself a chance to calm down. Get a drink, take a walk. Go to your bedroom, the bathroom or a quiet room..
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Avoid symbolic victories.	When you scream and holler in response to a challenging event, you feel powerful at the time. You may feel you have won . Later you realized you acted like a fool. You made things worse, not better, in the long run. Make your victories real ones.
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Tempers are sometimes uncontrolled, but never uncontrollable.	People sometimes loose their temper. However, people always have it in their power to control their actions, gestures, and expressions.
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Feelings should be expressed and tempers suppressed.	Say what you are thinking and feeling in an even-tempered (assertive) way.
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Do not give outer expression to inner feelings.	Don't act on feelings. If you feel a strong emotion you do not have to act on it.
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Every act of self-control produces a sense of self respect.	Every time you take control of what you say and do (rather than allowing your emotions to control you) you raise your level of self respect.
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Show respect even when others aren't.	Don't let the actions of others determine your actions. You can treat disrespect in an assertive yet respectful way.
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Goal is peace in the inner environment; bonus is peace in the outer environment.	When you work on remaining calm, the people in your outer environment are more likely to calm down. Even if they don't you come out ahead by maintaining your inner peace.
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Fearful anticipation is often worse than realization.	Most of the time our worrying is wasted. What we fearful anticipate will happen is usually much worse than what actually happens. This tool helps remind you of that.
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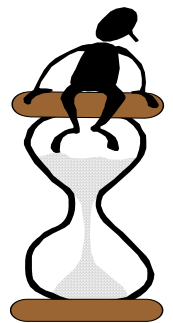
It's not that we <u>CANNOT</u>, it's that we <u>CARE NOT</u> bear discomfort.	No one wants to leave their comfort zone. However we can bear discomfort to do those things that may improve our lives.
Bear the discomfort and comfort will come.	If you leave your comfort zone, you will experience uncomfortable feelings at first. If you stick with it you will become more and more comfortable.
Feelings rise, fall and run their course if you allow them to.	Uncomfortable feelings will not last forever. If you stop providing their fuel of insecure thoughts, they will eventually decrease and end.
When feeling overwhelmed, do things in part acts.	Break large tasks into small manageable pieces. Focus on only one piece at a time. Things will become more manageable.
If you can't interpret securely, don't interpret.	Think about people and situations in a secure accurate way. Note the positive things; not only the challenging ones.
Have the courage to make a mistake.	Try things. It's OK if the results aren't perfect.
When you can't decide, any decision will calm you.	Needing to make a decision can increase stress. In trivial matters, don't postpone making the decision.
Know that you don't know	Some things you won't know the answer to. Stop stressing yourself out by guessing.
This situation is temporary, not permanent.	Remind yourself the uncomfortable situation you are in won't last forever.
Decide, plan and act.	Make a decision, then a plan for action. Follow through by taking that action.

The POWER Procedure:

1. **STOP.** Quickly assess the situation. Ask yourself, “*Is this situation dangerous? Does it threaten health or safety? Could this event change the course of my life?*”



2. If the answer is NO, **WAIT.** Ask yourself, “What Am I Thinking?” Are the thoughts going through your head both accurate and secure? Or are they making things worse for you?



3. **POWER UP.** Create inner peace for yourself by consciously choosing to think in a secure way about the situation as you deliberately take relaxing actions. (The secure thoughts you will use are one or more of your power tools).

