

## The Skills List



1. Clear Picture



2. On-Track Thinking



3. On-Track Action



4. Safety Plan



5. New-Me Activities



6. Problem Solving



7. Expressing Myself



8. Getting It Right



9. Relationship Care

# How Our Skills Help Us

There are NINE Skills in the Skills System.

Here is a list of the nine skills and how they help us.

## All-the-Time Skills



1. **Clear Picture:** Clear Picture helps me notice what is happening inside and outside of me *right now*. I see the situation as it is.



2. **On-Track Thinking:** On-Track Thinking helps me think clearly about what I want and what will work to help me reach my goals.



3. **On-Track Action:** Once I get a Clear Picture and have On-Track Thinking, I take an On-Track Action to do something positive to move toward my goals.



4. **Safety Plan:** I use a Safety Plan to handle risky situations that are happening right now or may happen in the future.



5. **New-Me Activities:** I do New-Me Activities to help me focus my attention, help me feel better, distract me, and to have fun.

## Calm-Only Skills



6. **Problem Solving:** I take time to solve problems in my life, so that I can be happier and reach my goals.



7. **Expressing Myself:** I share what is on my mind and in my heart to help me stay on track with myself and other people.



8. **Getting It Right:** Getting It Right helps me work with people to get what I want.



9. **RelationSHIP Care:** Relationship Care helps me understand how to have on-track relationships with myself and others.

# How I Use the Skills System

## A. The Feelings Rating Scale



The Feelings Rating Scale is a 0–1–2–3–4–5 scale I use to rate how strong my feelings are. The Feelings Rating Scale helps me know what skills and how many skills I link together in a situation.

## B. Categories of Skills



**All-the-Time 0–5 Emotion**

**Calm-Only 0–3 Emotion**



There are two Categories of Skills: All-the-Time skills and Calm-Only skills. I can use All-the-Time skills at any level of feeling: 0–1–2–3–4–5. I can only use Calm-Only skills when I am at a 0–1–2–3 feeling.

## C. Recipe for Skills



The Recipe for Skills helps me know how many skills I need to link together in a skills chain. The recipe tells me to add one skill for every level of feeling (including 0). So, if I am at a 3 sad, I need to use four skills.



At a 5, I harm myself,  
others, or property.



**5**

**OVERWHELMING  
FEELING**

At a 4, I have a hard time  
talking and listening and  
staying on-track.



**4**

**STRONG  
FEELING**



**3**

**Medium  
feeling**



**2**

**Small  
feeling**

At 0–3 feelings, I can  
talk and listen and  
stay on-track.



**1**

**Tiny  
feeling**



**0**

**No feeling**

Once I know my level of emotion (0–1–2–3–4–5), I know what Category of Skills I can use:



1. Clear Picture



2. On-Track Thinking



3. On-Track Action



4. Safety Plan



5. New-Me Activities

**All-the-Time  
skills**



**0–5 emotions**



6. Problem Solving



7. Expressing Myself



8. Getting It Right



9. Relationship Care

**Calm-Only skills**



**Only 0–3  
emotions!**



# Getting a Clear Picture

Clear Picture is an All-the-Time skill. I use my Clear Picture skill at all levels of feeling, 0–1–2–3–4–5. When I notice my feelings or situation change, I take a moment to get a Clear Picture of what is happening inside and outside of me. I guide my attention to be mindful of the six different parts of this one moment.

1. I **Notice My Breath**. I notice the air going in and out. I notice my breath, as it is. I can notice the coolness of the breath in my nose. I can also notice the air filling my chest and belly. Bringing my attention to the breath, focusing 100% on it, helps me be aware of myself in my present moment. In the breath, I handle *this one moment*, which is easier than managing my past and future moments.
2. I **Check My Surroundings**. I notice what is going on around me using my senses (see, hear, smell, taste, and touch). I notice what is happening in the situation right now. I may not like what is happening and I have to see it clearly to deal with it. I see what is real; I check the facts. When I focus on how things should be, rather accepting the moment as it is, my emotions can go up.
3. I do a **Body Check**. I notice my body sensations. Emotions and thoughts may cause body sensations. The different body sensations help me be mindful of how I am feeling. Body sensations come and go, even intense ones. I notice the responses as they are.
4. I **Label and Rate** my feelings. I notice emotions such as sadness, happiness, hurt, fear, jealousy, guilt, and anger. I notice other feelings such as hunger, tiredness, and stress that affect my mood. I may have more than one emotion or feeling at one time. Once I label a feeling, I rate how strong it is, using my 0–1–2–3–4–5 scale. Feelings, both pleasant and uncomfortable ones, come and go. I allow the emotions to pass like clouds, without holding on to them or pushing them away.
5. I **Notice My Thoughts**. My brain is active and creates many thoughts all day long. Noticing thoughts in my mind is like watching my thoughts moving across a TV screen. I notice some are automatic thoughts that pop into my mind. Others I create in my mind like self-talk. I watch all these thoughts come and go, like watching city buses pass by. Some thoughts are helpful, others are not. Some buses are going where I want to go and others do not. Just because I have a thought doesn't mean it is true; it is not who I am. I observe and accept thoughts in Clear Picture. Off-track thoughts can be challenging, but I remember that just because I notice a thought doesn't mean it is my plan. (I make plans in On-Track Thinking.)
6. I **Notice My Urges**. Urges make me feel like taking actions. Some of the urges are small; others are powerful. Urges can make me want to act on impulse. I have to remember that urges, like feelings and thoughts, come and go. This means that I can have powerful off-track urges and not take action on them. I don't ignore urges, instead I use Clear Picture and On-Track Thinking, and take On-Track Actions to manage them.



# Focus 100% on the Clear Picture Do's

1. Notice my breath



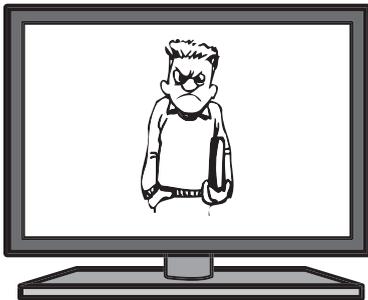
2. Check my surroundings



3. Body check



4. Label and rate my feelings



5. Notice my thoughts



6. Notice my urges



0 1 2 3 4 5



## 1. CLEAR PICTURE

WORKED  
EXAMPLE 1

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Situation: I am opening the door on the first day of my new job.



I notice my breath is shallow.



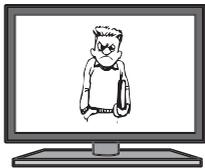
The lights are on inside.

I don't see anyone I know.



I have a pit in my stomach.

My heart is beating fast.



I feel anxious at a Level 3.



I hope I like this job.



Go home.



# 1. CLEAR PICTURE

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please write what you are noticing in this one moment.

Situation: \_\_\_\_\_



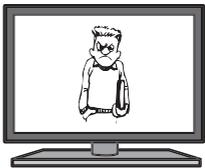
\_\_\_\_\_



\_\_\_\_\_



\_\_\_\_\_



\_\_\_\_\_



\_\_\_\_\_



\_\_\_\_\_



## Notice My Breath



I turn my attention to my breathing.

### Where do I notice my breath?



I can feel the air going in and out of my nose.



I can feel my chest rise and fall.



I bring the air in and out of my belly.

### What do I notice about my breathing?

Is it shallow or deep?

Is it fast or slow?

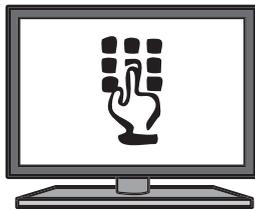


I use my senses to get a Clear Picture of my surroundings.

See



Touch



Hear



Smell



Taste



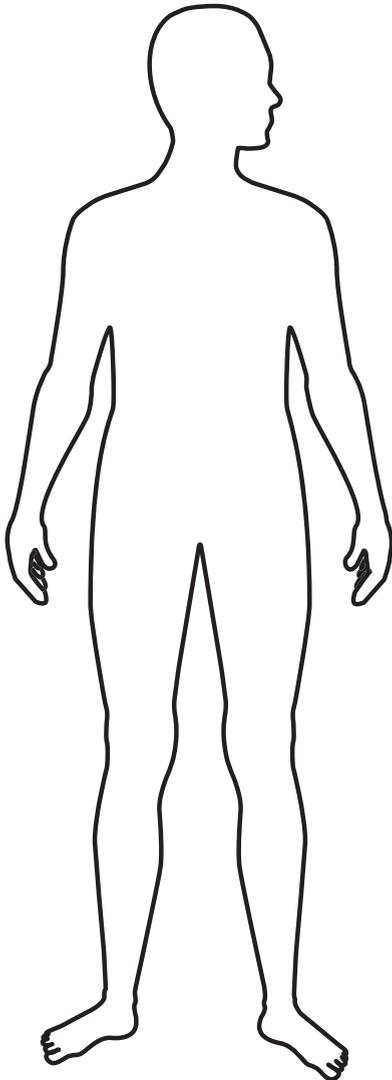


# 1. CLEAR PICTURE: BODY CHECK

WORKSHEET 1

Name: \_\_\_\_\_ Date: \_\_\_\_\_

What sensations do you feel in each part of your body?



Head \_\_\_\_\_

Neck \_\_\_\_\_

Shoulders \_\_\_\_\_

Arms \_\_\_\_\_

Hands \_\_\_\_\_

Belly \_\_\_\_\_

Bottom \_\_\_\_\_

Legs \_\_\_\_\_

Feet \_\_\_\_\_



# 1. CLEAR PICTURE: LABEL AND RATE FEELINGS

HANDOUT 1

Please brainstorm a list of all possible emotions and feelings.

Happy



Love



Anger



Sad



Shame



Confused



Bored



Fear



Dislike





Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Noticing My Thoughts



2. My mind makes lots of thoughts, like a popcorn machine. Some thoughts are helpful and others are not.



1. I turn my attention to my thoughts.



3. Thoughts go through my mind like city buses pass by on the street.



4. Some will take me to my goal and some will not.



5. I can allow off-track thoughts to pass like a cloud through the sky.



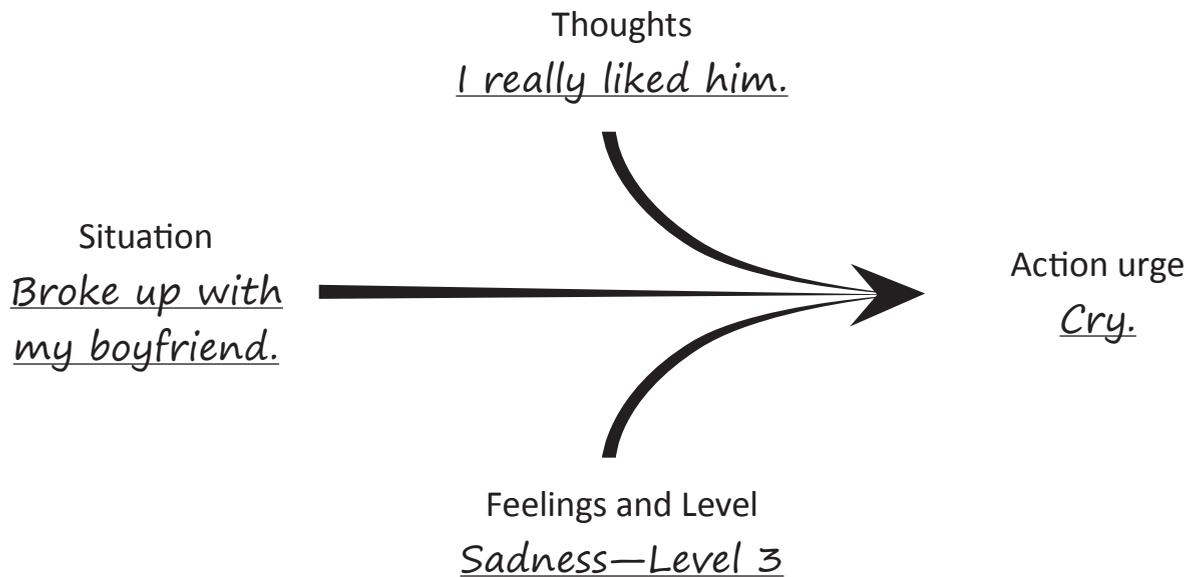
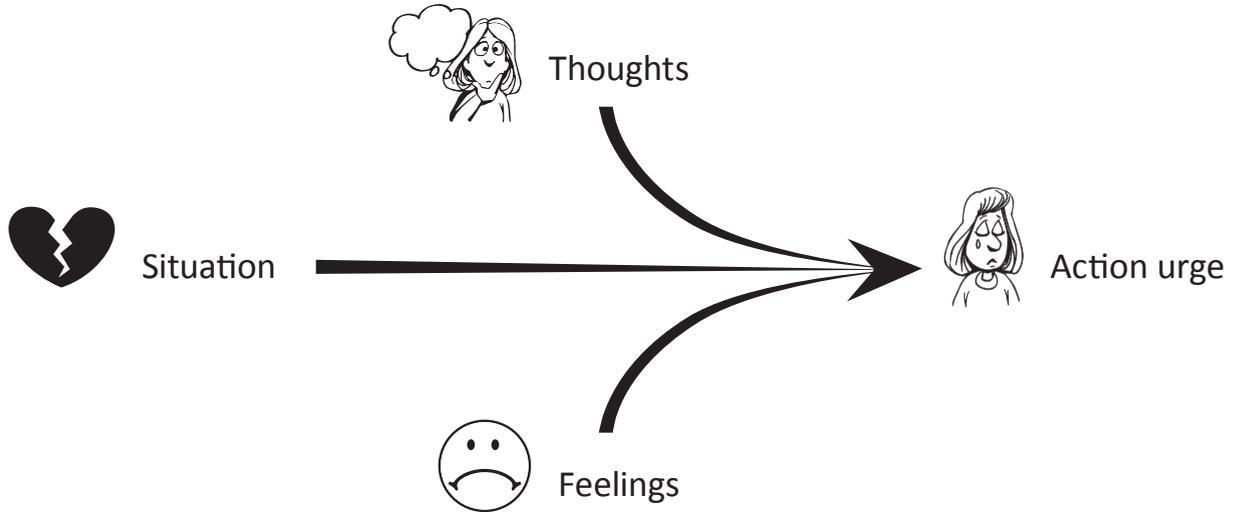
# 1. CLEAR PICTURE: NOTICE URGES

WORKED  
EXAMPLE 1

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Thoughts and feelings lead to action urges.





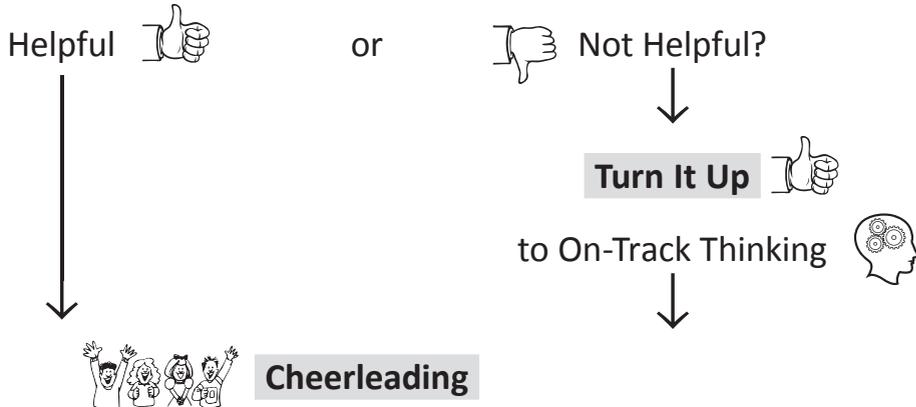
## 2. ON-TRACK THINKING

HANDOUT 1



Check It

*Does the urge help me reach my goal?*



Cheerleading thoughts coach me to Do What Works to get me to my goal.

*"I don't want to go off-track."*

*"I want to reach my goal."*

*"I will make the best of it."*

*"I can handle this."*



**Make a Skills Plan**

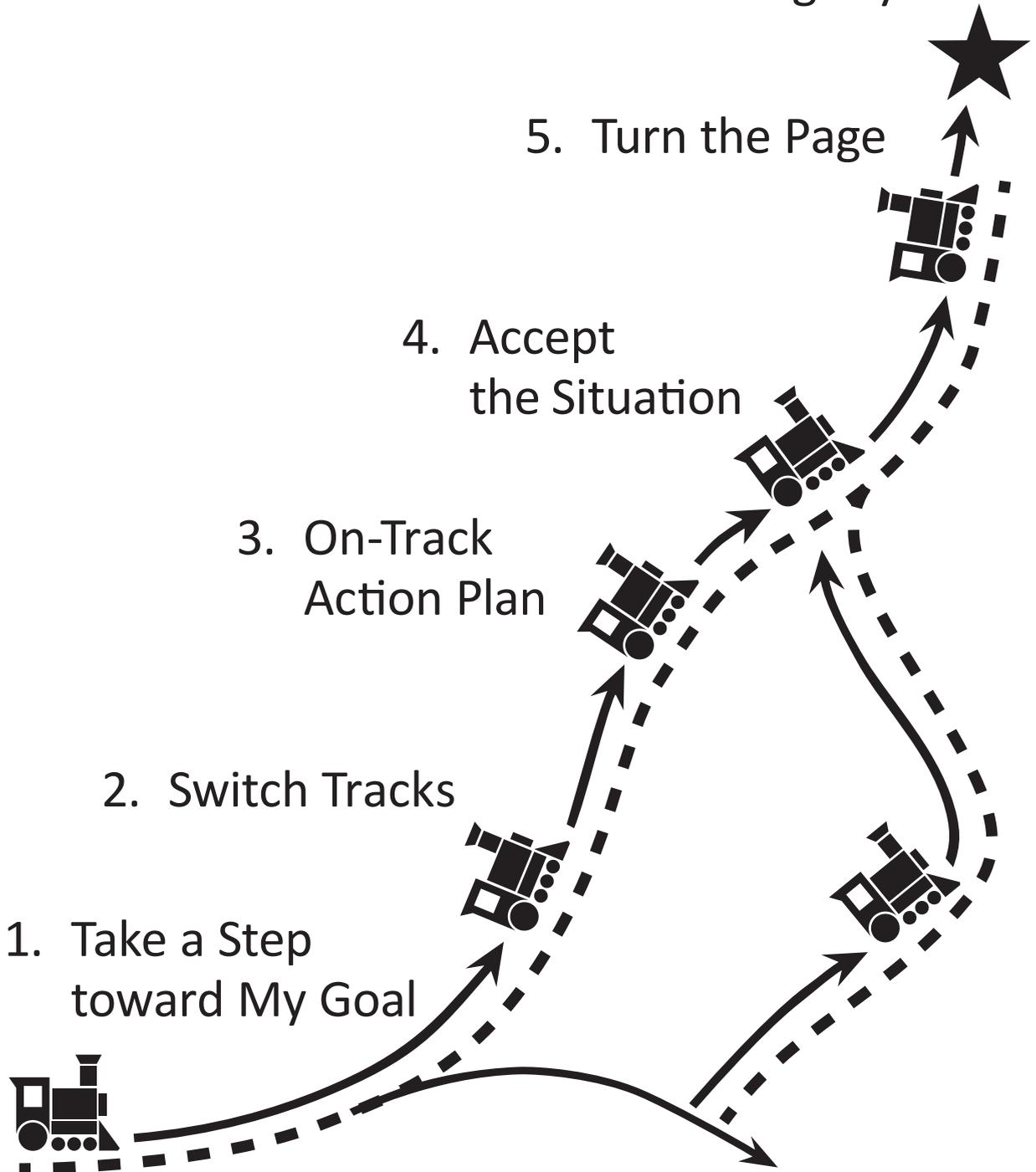
- Can I use Calm-Only Skills? 
- How many skills do I need? 
- What skills will I link together to help me reach my goal?



**Take an On-Track Action**



# Reaching My Goals





# Written Safety Plan

Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Getting a Clear Picture of the risk:

What is the risk? \_\_\_\_\_

Who is involved? \_\_\_\_\_

Where is the risk? \_\_\_\_\_

When is the risk happening? \_\_\_\_\_

Is the risk      LOW      MEDIUM      HIGH

## Making a Safety Plan:

**Low risk** = focus in New-Me Activities.

What activity will I focus on? \_\_\_\_\_

Who can I talk to? \_\_\_\_\_

**Medium risk** = I move away and focus on an activity.

Where will I go? \_\_\_\_\_

Who can I talk to? \_\_\_\_\_

What activity will I do? \_\_\_\_\_

**High risk** = I leave the area, talk to someone, and do an activity.

Where will I go? \_\_\_\_\_

Whom will I talk to? \_\_\_\_\_

What activity will I do? \_\_\_\_\_



New-Me Activities help me to:

**Focus**



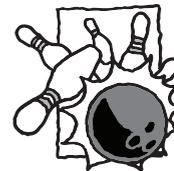
**Feel good**



**Distract myself**



**Have fun**





Problem Solving is a Calm-Only skill. I have to be at a 0–3 emotion to do Problem Solving. I have to be focused, so that I can think things through to reach my goals. Problem Solving:

# Problem Solving



## Clear Picture of the Problem

What's my goal and what's in my way?

Size of the problem: small, medium, and large



## Check All Options



Fast forward each option.

Check the pros and cons.



## Make Plans A, B, and C

Plan A is the best option.

Plan B is a back-up or second favorite option.

Plan C is the option if A and B don't work.

## Helpful Hints:

*Fix Problems in Wise Mind.*

I want to see small problems as small problems, so I don't overreact and drive my feelings to higher levels. I also want to see big problems as big problems, so I do enough to fix them.



Ignoring problems can make problems bigger and feelings stronger.





Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Expressing Myself Plan

What is something that is On My Mind or In My Heart?

\_\_\_\_\_

It is a: Thought    Concern    Need    Feeling    Like/dislike    Hope/dream

Other: \_\_\_\_\_

Who do I need to Express Myself to?

\_\_\_\_\_

Why is it important to express this?

\_\_\_\_\_

How can I best Express Myself?

Talk in person    Phone call    Video    Signing    Letter    E-mail    Text    Body language

Other: \_\_\_\_\_

When is it best to Express Myself?

\_\_\_\_\_

Points I need to express:

\_\_\_\_\_

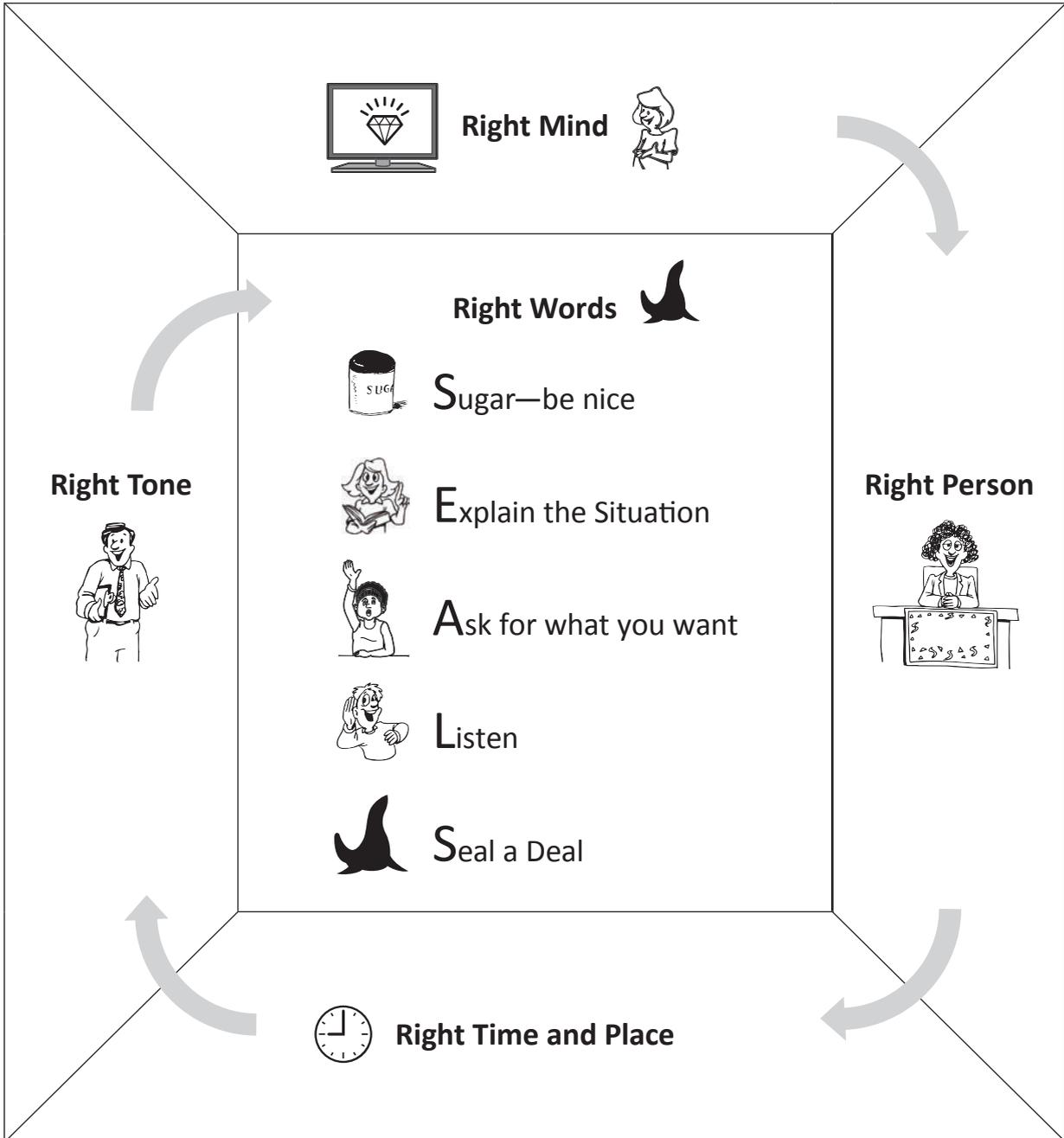
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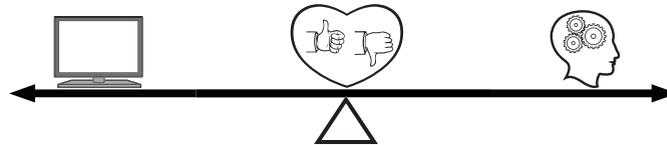


# Getting What I Want!





Relationship Care is a Calm-Only skill. This means that I can only use Relationship Care when I and the other person are at a 0–3 level of emotion. When either person is over a 3, he or she may not be thinking clearly enough to manage relationships well. I use Clear Picture and On-Track Thinking to build, balance, and change my relationships.



### A. Building On-Track Relationships



With myself



With others



### B. Balancing On-Track Relationships



One-Way Street



Two-Way Street



### C. Changing Off-Track Relationships



Finding Middle Ground



Steps of Responsibility

