





Making Everything Easier!™

2nd Edition

Cognitive Behavioural Therapy Workbook

FOR
DUMMIES®

-  *Pinpoint the problems you want to tackle*
-  *Review how your feelings are linked to your behaviour*
-  *Practise all the key techniques of CBT*
-  *Develop strategies to beat anxiety and depression*

Rhena Branch

Rob Willson

Authors of Cognitive Behavioural
Therapy For Dummies, 2nd Edition



Making Everything Easier![™]

2nd Edition

Cognitive Behavioural Therapy Workbook

FOR
DUMMIES[®]

- Pinpoint the problems you want to tackle*
- Review how your feelings are linked to your behaviour*
- Practise all the key techniques of CBT*
- Develop strategies to beat anxiety and depression*

Rhena Branch

Rob Willson

*Authors of Cognitive Behavioural
Therapy For Dummies, 2nd Edition*



Cognitive Behavioural Therapy Workbook For Dummies[®], 2nd Edition

Visit

www.dummies.com/cheatsheet/cbtworkbookuk
to view this book's cheat sheet.

Table of Contents

[Introduction](#)

[About This Book](#)

[A Serious Note About Humour](#)

[How To Use This Book](#)

[What Not to Read](#)

[Foolish Assumptions](#)

[How This Book Is Organised](#)

[Part I: Pinpointing Primary Principles](#)

[Part II: Pinning Down Problems and Giving Yourself Goals](#)

[Part III: Putting CBT into Practice](#)

[Part IV: Forging into the Future](#)

[Part V: The Part of Tens](#)

[Case Examples Used in This Book](#)

[Icons Used in This Book](#)

[Where to Go from Here](#)

Part I: Pinpointing Primary Principles

Chapter 1: Exploring the Basics of CBT

Understanding the Nuts and Bolts of CBT

Blinding you with the science of CBT

Linking thinking and feeling

Attaching meaning to events

Checking How CBT Can Work for You

Ranking your problems

Breaking down your behaviours

Connecting Emotion, Thinking, and Behaviour

Picturing Your Problems as a Simple A-B-C

Chapter 2: Recognising Problematic Thinking Patterns

Getting to Grips with Common Thinking Errors

Listing Your Personal Favourites

Knowing Where and When You Think Your

Way to Trouble

Chapter 3: Taking Toxic Thinking In Hand

Noticing Your Negative Thinking

Being Sceptical about Your Negative

Automatic Thoughts

Working with A-B-C Forms

[Filling out Form I](#)
[Finishing off with A-B-C Form II](#)

[Trying Out Alternative Thoughts](#)
[Helping Yourself with Homework](#)

[Chapter 4: Experiencing Experiments](#)

[Seeing Things Like a Scientist](#)

[Executing excellent experiments](#)
[Putting predictions to the test](#)
[Finding out which theory works best](#)
[Conducting a self-help survey](#)
[Acting as an observer](#)

[Writing Down Your Results](#)

[Chapter 5: Where's Your Head At? Controlling Your Concentration](#)

[Aiming Your Attention](#)
[Training Yourself in Task Concentration](#)
[Finding Your Focus](#)
[Making Your Mind More Mindful](#)

[Living in the present](#)
[Suspending judgement](#)
[Getting off the thought train](#)
[Identifying when to ignore yourself](#)
[Mindfully mundane](#)

Part II: Pinning Down Problems and Giving Yourself Goals

Chapter 6: Getting Emotional

Expanding Your Emotional Vocabulary
Understanding the Anatomy of Emotions
Working Out Whether Your Feelings Are Healthy or Unhealthy

Taking note of your thinking
Being aware of your behaviour
Finding out what you focus on
Avoiding being fooled by physical feelings

Charting Your Problem Emotions

Identifying themes and triggers
Making a problem statement

Chapter 7: Targeting Troublesome Tactics

Identifying Self-Defeating Strategies

Demanding control and insisting on certainty
Adding up avoidance and getting yourself down
Worrying yourself sick

When Feeling Better Stops You from Getting Better

Cease self-medicating your mood
Requesting reassurance and seeking safety

Putting Petals on Your Vicious Flower

Uprooting your vicious flower
Flaying that flower until it's dead

Chapter 8: Getting Goal-Directed

Giving Goals a SPORTing Chance

Feeling different
Acting different
Structuring your goal statements
Being a complete SPORT

Manufacturing More Motivation

Writing up reasons for change
Carrying out a cost-benefit analysis

Tracking Your Progress

Part III: Putting CBT into Practice

Chapter 9: Taking an Axe To Anxiety

Philosophies that Fend Off Fear

Surfing bodily sensations
Being realistic about the probability of bad events

Bringing bad events back into perspective

Exposing Yourself

Challenging yourself to a duel
Preparing your exposure plan
Keeping good accounts

Searching Out Your Safety Behaviours
Ways Out Of Wearisome Worry

Chapter 10: Attacking Addictive Behaviours and Attitudes

Defining Dependency
Acknowledging Addiction Antecedents
Targeting Triggers
Acquiring Alternative Activities
Working Out Why Dropping Your DOC is Worth It
Reducing the Risk of Relapse

Chapter 11: Being Better Friends with Your Body

Getting to Grips with Poor Body Image

Finding out how you feel about your appearance

Dealing with Poor Body Image Ponderings and Practices

Adopting More Accurate Body Image Attitudes

Promoting Positive Body Image Practices

Having a Look at the Whole Package

Harnessing a holistic outlook

Showing a little appreciation

Giving your body a grain of gratitude

Implementing Healthy Home Improvements

Chapter 12: Dealing a Blow to Depression

Deciding whether You're Depressed

Assessing Your Avoidance

Reckoning with Rumination

Actively Attacking Your Depression

Chapter 13: Overcoming Obsessions and Cutting Out Compulsions

Observing Obsessive Behaviour

Checking out OCD

Discovering body dysmorphic disorder (BDD)

Highlighting health anxiety

Checking out compulsive behaviours

Assessing and Acting Against Obsessional Attitudes

Pitting Theory A against Theory B

Realistically appraising responsibility
Steering in the right direction

Reining in Rituals

Checking out and changing your
termination criteria
Recording and resisting rituals

Chapter 14: Lifting Low Self-Esteem

Acquiring Self-Acceptance

Realising reasons not to rate yourself
Leaving behind loathsome labelling

Acting on Acceptance
Adding up the Evidence

Feeling fine about human fallibility
Being very specific
Using the best friend technique

Accepting and Improving Yourself at the
Same Time

Selecting specific areas for self-
improvement
Embracing personal responsibility

Regularly Reviewing Reasons for Self-
Acceptance

Chapter 15: Maintaining Relationships

Overcoming Outrage

Recognising healthy anger

Seeing aspects of unhealthy anger

Counting the Cost of Losing Your Cool

Lengthening Your Fuse

Embracing Effective Assertion

Putting Yourself on a Par with Your Peers

Part IV: Forging into the Future

Chapter 16: Examining and Changing Long-Standing Beliefs

Uncovering Your Core Beliefs

Sorting out the three types of core beliefs

Bringing past relationships into the light of the present

Catching your core beliefs interacting

Digging Up Your Core Beliefs

Doing a downward arrow

Taking note of themes

Forming a Formulation

Creating Constructive Core Beliefs

Assigning New Meanings to Old Events

Chapter 17: Consolidating Conviction in New Core Beliefs

Spotlighting Beliefs You Want to Strengthen
Preparing a Portfolio of Persuasive Arguments
If At First You Don't Succeed, Try and Try Again

Acting accordingly
Digging out and defeating doubts
Practising what you preach
Considering what you'd want your child to believe

Nurturing Nice New Beliefs

Chapter 18: Delving into Personal Development

Being Realistic about Relapse

An ounce of prevention
A pound of cure

Getting Back to Your Personal Values and Hobbies

Acting consistently
Reinstating personally significant practices

Looking At Your Lifestyle
Going Boldly Where You've Not Gone Before

Chapter 19: Rupturing Roadblocks to Recovery

Exorcising Emotions that Bind You

Giving up on guilt

Refusing to play the shame game

Paralysing problematic pride

Letting Others Help to Bear the Burden

Persisting with Practice

Chapter 20: Putting into Practice Principles of Positive Living

Receiving Your Ration of Responsibility

Finding that Flexibility Feeds Fun

Understanding Uncertainty and Lack of Control as Unavoidable

Letting Life Be Unfair

Taking Risks and Making Mistakes

Choosing Self-Acceptance Over Other-Approval

Part V: The Part of Tens

Chapter 21: Ten Tips for Working with Professionals

Choosing the Right Therapy for You

Knowing Who's Who in the Psychology World

Asking the Right Questions

Looking in the Best Places for a Therapist

Vetting Your CBT (or other) Therapist

Remaining Open Minded About Medication
Working on Stuff Between Sessions
Discussing Issues During Sessions
Preparing Prior to Sessions
Getting Yourself Goals

Chapter 22: Ten Tips for Getting a Good Night's Sleep

Wear Yourself Out with Exercise
Establish a Schedule
Don't Lie in Bed Tossing and Turning
Monitor Your Caffeine and Stimulant Intake
Bed in a Bedtime Routine
Cozy Up Your Sleeping Area
Apply Some Oils
Shed a Little Light on the Subject
Set Sensible Sleep Expectations
Leave Your Cares at the Bedroom Door

Chapter 23: Ten Reasons to Never Give Up

Setbacks Are Not Exceptional
Recovery Requires Practice, Patience, and Persistence
Small Achievements Add Up
You Have Value in the World
Nobody is Perfect
You May Feel Differently Tomorrow
You Can Always Try Other Options
Talking to Others Often Helps
You Are Not Alone

Change is an On-going Process

Cheat Sheet

***Cognitive Behavioural Therapy
Workbook For Dummies[®], 2nd Edition***

**by Rhena Branch and Rob
Willson**



WILEY

John Wiley & Sons, Inc.

Cognitive Behavioural Therapy For Dummies[®], 2nd Edition

Published by
John Wiley & Sons, Ltd
The Atrium
Southern Gate
Chichester
West Sussex
PO19 8SQ
England
www.wiley.com

Copyright © 2012 John Wiley & Sons, Ltd, Chichester, West Sussex, England

Published by John Wiley & Sons, Ltd, Chichester, West Sussex, England

All Rights Reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning or otherwise, except under the terms of the Copyright, Designs and Patents Act 1988 or under the terms of a licence issued by the Copyright Licensing Agency Ltd, Saffron House, 6-10 Kirby Street, London EC1N 8TS, UK, without the permission in writing of the Publisher. Requests to the Publisher for permission should be addressed to the Permissions Department, John Wiley & Sons, Ltd, The Atrium, Southern Gate, Chichester, West Sussex, PO19 8SQ, England, or emailed to permreq@wiley.co.uk, or faxed to (44) 1243 770620.

Trademarks: Wiley, the Wiley logo, For Dummies, the Dummies Man logo, A Reference for the Rest of Us!, The Dummies Way, Dummies Daily, The Fun and Easy Way, Dummies.com, Making Everything Easier, and related trade dress are trademarks or

registered trademarks of John Wiley & Sons, Inc., and/or its affiliates in the United States and other countries, and may not be used without written permission. All other trademarks are the property of their respective owners. John Wiley & Sons, Inc., is not associated with any product or vendor mentioned in this book.

Limit of Liability/Disclaimer of Warranty: The publisher and the author make no representations or warranties with respect to the accuracy or completeness of the contents of this work and specifically disclaim all warranties, including without limitation warranties of fitness for a particular purpose. No warranty may be created or extended by sales or promotional materials. The advice and strategies contained herein may not be suitable for every situation. This work is sold with the understanding that the publisher is not engaged in rendering legal, accounting, or other professional services. If professional assistance is required, the services of a competent professional person should be sought. Neither the publisher nor the author shall be liable for damages arising herefrom. The fact that an organization or Website is referred to in this work as a citation and/or a potential source of further information does not mean that the author or the publisher endorses the information the organization or Website may provide or recommendations it may make. Further, readers should be aware that Internet Websites listed in this work may have changed or disappeared between when this work was written and when it is read.

For general information on our other products and services, please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002.

For technical support, please visit www.wiley.com/techsupport.

Wiley publishes in a variety of print and electronic formats and by print-on-demand. Some material included with standard print versions of this book may not be included in e-books or in print-on-demand. If this book refers to media such as a CD or DVD that is not included in the version you purchased, you may download this material at <http://booksupport.wiley.com>. For more information about Wiley products, visit www.wiley.com.

British Library Cataloguing in Publication Data: A catalogue record for this book is available from the British Library

ISBN: 978-1-119-95140-7 (pbk); ISBN 978-1-119-95381-4 (ebk); ISBN 978-1-119-95383-8 (ebk); ISBN 978-1-119-95382-1 (ebk)

Printed and bound in Great Britain by TJ International Ltd., Padstow, Cornwall.

10 9 8 7 6 5 4 3 2 1



About the Authors

Rhena Branch MSc, Dip CBT, is an accredited CBT practitioner and qualified clinical supervisor. She has co-written several books in addition to those in the *For Dummies* series. Rhena teaches and supervises on the MSc in CBT at Goldsmiths, University of London and runs a private practice in central London.

Rob Willson, BSc, MSc, Dip SBHS, currently divides the majority of his work time between private practice and conducting research on Body Dysmorphic Disorder at the Institute of Psychiatry, London. Previously he spent twelve years working at the Priory Hospital, North London where he was a therapist and therapy services manager. He also trained numerous CBT therapists over a seven-year period at Goldsmiths, University of London. Rob's main clinical interests are anxiety and obsessional problems, and disseminating CBT principles through self-help. He has made several TV appearances including in the BBC documentary 'Too Ugly for Love'.

Authors' Acknowledgments

Many researchers, fellow therapists and authors have influenced our understanding and practice of CBT over the years and therefore the content in this book. Founding fathers, Albert Ellis and Aaron T. Beck, of course merit special mention. Others include (in no specific order): Ray DiGiuseppe, Mary-Anne Layden, Jacqueline Persons, David A. Clarke, Adrian Wells, Stanley Rachman, Paul Salkovskis, Christine Padesky, Michael Neenan, David Veale, David M. Clark, David Burns, Kevin Gournay and many more. Special thanks goes to Windy Dryden for his extensive writings and for teaching us both so much.

Finally, a genuine thank you to all our clients (past and present) for allowing us to get to know you and learn from you.

Publisher's Acknowledgments

We're proud of this book; please send us your comments at <http://dummies.custhelp.com>. For other comments, please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002.

Some of the people who helped bring this book to market include the following:

Acquisitions, Editorial, and Vertical Websites

Project Editor: Simon Bell

Commissioning Editor: Kerry Laundon

(Previous Edition: Alison Yates)

Assistant Editor: Ben Kemble

Development Editor: Kathleen Dobie

Copy Editor: Kate O'Leary

Technical Editor: David Kingdon

Proofreader: Anne O'Rorke

Production Manager: Daniel Mersey

Publisher: David Palmer

Cover Photo: Kristy-Anne Glubish/Design Pics/Corbis

Cartoons: Rich Tennant (www.the5thwave.com)

Composition Services

Project Coordinator: Kristie Rees

Layout and Graphics: Carrie Cesavice, Erin Zeltner

Proofreader: Melissa Cossell

Indexer: Potomac Indexing, LLC

Publishing and Editorial for Consumer Dummies

Kathleen Nebenhaus, Vice President and Executive
Publisher

Kristin Ferguson-Wagstaffe, Product Development Director

Ensley Eikenburg, Associate Publisher, Travel

Kelly Regan, Editorial Director, Travel

Publishing for Technology Dummies

Andy Cummings, Vice President and Publisher

Composition Services

Debbie Stailey, Director of Composition Services

Introduction

Welcome to the *Cognitive Behavioural Therapy Workbook For Dummies*, 2nd Edition. Cognitive behavioural therapy, or CBT, is a form of psychotherapy found scientifically to be effective with depression, anxiety, and many other types of problems.

Quite often people accept a physical illness or accident that impairs their daily functioning but may fail to accept that they have become mentally unwell. Every human being regardless of culture, creed, class, background, race or any other distinguishing characteristic is likely to experience some form of emotional or mental disturbance during the course of their lives. The good news is that it's totally normal to become psychologically disturbed and it's absolutely possible to recover. CBT can really help.

We've written this book to bring the types of CBT exercises we use in our work with troubled clients to you. We know that CBT works because we've seen it work! And we want it to work for you too. Whatever your problem, we hope that you'll find this book useful and informative.

About This Book

This book gives you an arsenal of skills and tools to help you beat a range of psychological problems. We try to give you just enough theoretical information to enable you to do the exercises contained in each chapter. All the worksheets and tasks in this workbook are indicative of the types of work we do with our clients in one-to-one CBT therapy.

You can use this workbook on your own to help you to basically become your own CBT therapist. Alternatively, you can use it alongside a course of CBT treatment with a qualified professional. Unfortunately we can't cover every type of psychological difficulty in depth in this book or it would turn out to be encyclopedic in length! So we've endeavoured to touch on the most common disorders that CBT has been proved effective at resolving. You can use this book as a jumping-off point to better understand your particular problems and how to battle them. If you think that you need some additional professional input then don't hesitate to get it!

Yep, it's a workbook, and that means it involves – you guessed it – work. But if you really put your energy into doing the work and regular practice, you'll get benefits. Is it worth it to you to sweat and struggle in order to feel and function better? If so, roll up your sleeves, do some preliminary stretches, put on your sweatbands and hurl yourself into the process!

A Serious Note About Humour

Embarking on a course of self-help can be daunting. Learning a bunch of new techniques designed to help you overcome your psychological problems is hard work, no question about it. In an attempt to lighten the mood we inject a bit of humour and irreverence into our writing. Please understand however, that we do take psychological disturbance very seriously and we know that feeling bad isn't funny. Hopefully our writing style will make this book entertaining and accessible. Laughter can indeed be good medicine. But most of all our aim with this book is to give you some seriously useful advice and practice opportunities to help you get well and stay well.

How To Use This Book

Like most *For Dummies* books, you don't need to read this book in order from start to finish. You can dip in and out of it, going to the chapters that seem most relevant to you. We've made efforts to cross reference a lot so that you're guided to other chapters which complement or more fully explain concepts or exercises. The following table shows where to find information on specific issues CBT can help with, and you can use the Table of Contents at the front of the book and the Index at the back to locate the information you want as well.

Characteristics of CBT and relevant chapters

CBT Characteristic	Chapter Number(s)
Helps you develop flexible, self-enhancing beliefs and attitudes toward yourself, others, and the world around you	16
It is goal-directed	8
Offers skills and strategies for overcoming common problems such as anxiety, addictions, depression and more	9, 10, 11, 12, 13
Addresses your past with a view to understanding how it may be affecting your present day beliefs and behaviours	16, 17
Focuses on how your problems are being perpetuated rather than searching for a singular reason or root cause	2, 7
Encourages you to try things out for yourself and practice new ways of thinking and acting	4, 5
Highlights relapse prevention and personal development	18, 19, 20

Please use this book to write in, make notes and work! That's what it's written for! You've got our express permission to mess it up as much as you like; after all it's your book and you're the one who'll benefit by using it.

What Not to Read

Don't read anything that you don't want to read. This book is for you. Read whatever you think will be most helpful to you. Perhaps you've had enough of this introduction chapter. Fair enough, move on. Ideally we'd like you to read the whole thing (if we're honest) but that's because we wrote it and we think that every chapter has something of value to offer. But hey, it's up to you and you certainly don't have to agree with us (or our egos . . .).

Anything in this book that is relevant to you and helps you with your individual problems is what you should be reading. Focus on that. If it bores you, confuses you, or doesn't seem to apply to you – give it a miss.

Foolish Assumptions

We assume that if you've bought this book then you're interested in using CBT techniques on yourself. We're guessing that you've heard of CBT before or had it recommended to you by a friend or professional. We're also guessing that you've got one or two psychological problems that you'd like to be free from.

But even if our assumptions are completely wrong (or indeed foolish), this book may be of interest to you. You may have a friend or family member who you're concerned about and want to learn more about CBT treatment. You may be feeling okay but still have an interest in CBT and how it may be able to further your enjoyment of life. So we assume, foolishly or not, that you'll get something of use out of this book whatever your reasons for buying it.

How This Book Is Organised

The *Cognitive Behavioural Therapy Workbook For Dummies* has five parts.

Part I: Pinpointing Primary Principles

This part of the book gives you the groundwork for understanding your problems in relation to the CBT framework. Chapter 1 gives you an idea of what CBT is all about and how it applies to common problems. In Chapter 2 we show you how to recognise your problematic thinking patterns. Chapter 3 is all about how to get on top of toxic thinking and finding better alternative ways of thinking for the future. In Chapter 4 we show you how to act like a scientist in the interest of improving your emotional and mental health. We get a bit new age in Chapter 5 by introducing mindfulness and other techniques for directing your focus of attention.

Part II: Pinning Down Problems and Giving Yourself Goals

The chapters in this part are devoted to helping you to define your problems in specific terms and to choosing specific goals with regard to your identified difficulties.

Chapter 6 explains the CBT view of healthy and unhealthy negative emotions and gives you the chance to get to grips with your own emotional responses. Chapter 7 shows you how some of the ways in which you try to cope with problems may be in themselves problematic. In Chapter 8, we really focus on getting to grips with appropriate goals.

Part III: Putting CBT into Practice

The chapters in this part are all about putting CBT into practice on specific problems like anxiety, depression and low self-opinion. Chapter 9 deals with anxiety problems, Chapter 10 looks at exercises for overcoming addictions, and in Chapter 11 we deal with common body image problems. Chapter 12 covers tips for dealing a blow to depression, and Obsessive Compulsive Disorder is addressed in Chapter 13. In Chapter 14 we look at ways to lift low self-esteem. Chapter 15 is all about improving interpersonal relationships.

Part IV: Forging into the Future

In this part Chapter 16 helps you to look at long standing beliefs and ways of thinking that may affect you in the present. We include a lot of worksheets to help you challenge old and unhelpful beliefs about yourself, others and the world at large. Chapter 17 deals with techniques to make your new beliefs more permanent. In Chapter 18 you get the chance to focus on further personal development. Relapse is a real possibility and in Chapter 19 we give you a chance to plan and trouble shoot for possible problem resurgence. Chapter 20 is about helping

you to live in a positive way even after you've largely defeated your initial problems.

Part V: The Part of Tens

This part contains handy top ten tips for working with professionals, getting some sleep, and renewing your motivation to get better. Sometimes readers may like to start at the part of tens and then go on to other chapters and parts in the book!

Case Examples Used in This Book

All the characters used in case examples throughout this book are entirely fictional. However, the types of problems we use them to typify are very common and based on our clinical experience with real clients over the years. Our hope is that you'll be readily able to identify with aspects of these made-up character's experiences and relate them to your own difficulties.

Icons Used in This Book

We use icons throughout this workbook to bring different types of information to your attention and to clearly guide you through the book.