

help managing your TEMPER

- **KNOW YOURSELF!** Be aware of the situations in which you become angry, this will help you to respond in a better way.
- **TAKE TIME OUT.** If you are finding yourself becoming angry, take yourself out of the situation. Go for a walk or do something you enjoy to calm down and relax.
- **LEARN TO BE ASSERTIVE.** Speaking aggressively can get people's backs up, so be clear, calm and to the point. Treat people with the same courtesy and respect you want from them.
- **LISTEN TO OTHERS.** Try to understand the other person's point of view.
- **KEEP BODY LANGUAGE ASSERTIVE.** Stay alert and relaxed, whilst keeping direct eye contact.
- **KEEP BREATHING!** Slowing down your breathing will help you to stay calm and relaxed.

how to build CONFIDENCE

- **GET POSITIVE.** Write a list of things you like about yourself. Reward yourself. Forgive yourself when you can't get everything right.
- **TAKE CARE OF YOURSELF.** Try to get enough sleep, eat well, take some exercise and take care of your personal hygiene. Plan fun and relaxing things for yourself. Try out new things or restart old hobbies.
- **FIGHT YOUR "INNER CRITIC".** Challenge the way you speak to yourself by asking "*what makes me think my thoughts are correct?*"
- **DON'T AVOID THINGS.** You will never know if you could've done something well or coped. Make a plan. Start with small goals.
- **GET HELP FROM OTHERS.** Ask someone you trust to tell you what they like about you and what you are good at. You might be surprised at what they say!

how to manage ANXIETY

- **IDENTIFY WHAT YOUR ANXIETY IS AND WHAT TRIGGERS IT.** Keep a diary - record situations, symptoms and thoughts that make you feel anxious.
- **FACE YOUR FEARS.** Try to visualise in detail facing your fear and getting through it, then gradually and repeatedly practise doing something that you fear doing. Be prepared to keep at it!
- **CHALLENGE YOUR NEGATIVE THOUGHTS.** Look at the evidence for and against your negative thoughts. Ask yourself "Is there another way to look at this?" "what kind of advice would I give a friend?"
- **POSITIVE SELF TALK.** Remind yourself of times when you have been in an anxiety provoking situation before and got through it. Draw strength from this. Tell yourself, "I can cope", "Breathe, stay calm", "These feelings will pass".
- **RELAX.** Regularly practising relaxation skills and controlled breathing exercises is a very useful way of coping with anxiety. When you feel anxious try breathing in through your nose and then breathe out through your mouth slowly counting 1..2..3 each time.

get a good NIGHT'S SLEEP

- **STOP TRYING!** We can't ever make ourselves fall asleep and the harder we try, the less likely we are to sleep.
- **AVOID CAFFEINE, ALCOHOL & NICOTINE.** These all affect our sleep badly.
- **TAKE REGULAR EXERCISE.** The fitter we are the better we sleep.
- **'PUT THE DAY TO REST'.** In the early part of the evening - make a 'to-do' list, deal with any problems or worries you have.
- **RELAX.** For at least 90 minutes before bed-time (listen to music, read, do a word puzzle etc) and no work, worries or exercise.
- **PRACTISE A RELAXATION EXERCISE.** When you get into bed then imagine taking yourself to a nice place in your mind e.g. a quiet, sunny beach.
- **GET INTO A REGULAR ROUTINE.** Of going to bed and getting up at the same time every morning and don't spend more than 8 hours in bed.