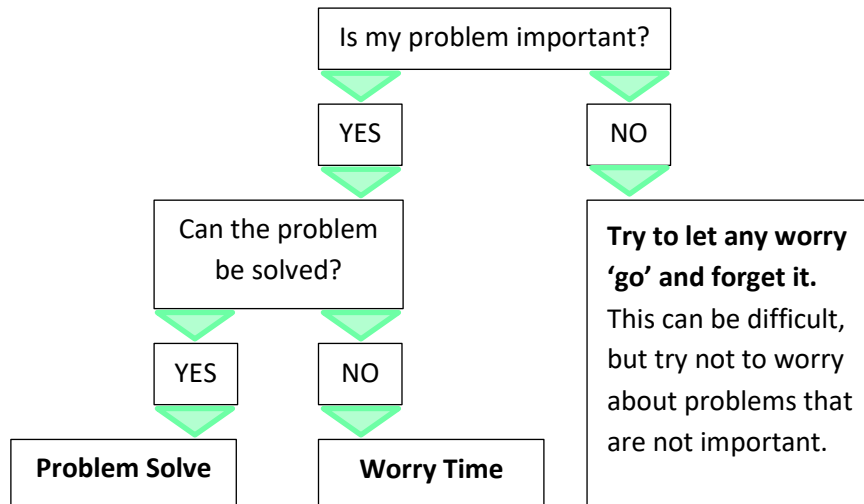


Identify your problems. Write down your problems, no matter how small they seem.

Now try to categorise them into three types: Not important (forgot to buy bread), important and can be solved (having issues in work but unsure how to raise this), and important but cannot be solved (what if I get in an accident).

Once you have done this, use the below diagram to decide how best to deal with your problem:



Problem Solving

Sometimes the problems we experience are solvable, but when you're feeling low it can seem too difficult to solve. Here are some steps to help:

Step 1 → Identify the problem

Step 2 → Identify potential solutions (don't worry if the solution seems silly, don't reject anything too early)

Step 3 → Look at the strengths and weaknesses of all solutions

Step 4 → Select a solution

Step 5 → Plan the solution (what, when, with whom, where)

Step 6 → Try out the solution

Step 7 → Review how it went

If the problems seem too big or overwhelming, break them down

Worry Time

Even when problems can't be solved, it's difficult to not worry about them. It is normal to worry; however, sometimes it can get in the way of us doing other things. One solution people find helpful is scheduling 'worry time'. This allows you dedicated time to worry about your problem, but at a specific time so it doesn't take over your life; allowing you more control. It is normal to be sceptical of worry time at first, but it has been shown to be very helpful.

Step 1 → Schedule worry time. Set aside time to allow you to worry, people often report 20 minutes is enough; although this differs from person-to-person. Find somewhere quiet and free from distractions, turn off your phone, and don't schedule worry time too close to bed time.

Step 2 → Write your worries down. Whenever a worry pops into your head, write them down and set them aside until your scheduled worry time.

Step 3 → Your worry time. Read over your worries and allow yourself to worry over these; you may find that they have resolved themselves earlier in the day.