

COPING SKILLS TOOLBOX

Objective: To help individuals build a personalized coping skills toolbox to manage anxiety and regulate emotions effectively.

Introduction: Coping skills are techniques and strategies that individuals use to manage stress, anxiety, and difficult emotions. A coping skills toolbox is a collection of personalized tools and activities that can be used to handle challenging situations. This worksheet aims to help you identify, develop, and organize your coping strategies into a structured toolbox that you can rely on whenever you need to calm your mind and regulate your emotions.

INSTRUCTIONS

Identify Your Stressors

Write down situations or triggers that cause you anxiety or emotional distress.

Examples: Public speaking, conflict at work, feeling overwhelmed with tasks.

Assess Your Current Coping Skills

List the coping skills you currently use and rate their effectiveness on a scale of 1 to 10 (1 = not effective, 10 = very effective).

Example:

Deep breathing (7)

Listening to music (8)

Avoidance (2)

Explore New Coping Skills:

Current Coping Skills



Think about new coping skills you would like to try. Consider different categories such as physical activities, relaxation techniques, creative outlets, and social supports.

Physical: e.g. Going for a walk

Relaxation: e.g. Meditation

Creative: e.g. Drawing or painting

Social: e.g. Calling a friend

Create Your Coping Skills Toolbox

Choose at least one coping skill from each category and add it to your toolbox. Remember to include current coping skills in this list.

Physical: _____
Relaxation: _____
Creative: _____
Social: _____

Develop a Hierarchy of Coping Skills

Organize those coping skills from the simplest and easiest to the most complex and time-consuming.

Example Hierarchy:

	Hierarchy
Deep breathing (simple, quick)	● _____
	● _____
Listening to music (simple, quick)	● _____
	● _____
Going for a walk (moderate, requires time)	● _____
	● _____
Meditation (moderate, requires time and focus)	● _____
	● _____
Drawing (complex, requires materials and time)	● _____

Practice and Track Your Progress

Use your coping skills toolbox regularly and track your experiences. Note which skills are most effective in different situations.

Example:

Date: July 1
Situation: Conflict at work
Coping Skill Used: Deep breathing
Effectiveness: 8
Notes: Felt calmer after a few minutes of deep breathing.

Track Your Progress

Experience # 1
Date:
Situation:
Coping Skill Used:
Effectiveness:
Notes:

Continue to Track Your Progress

Experience #2

Date:

Situation:

Coping Skill Used:

Effectiveness:

Notes:

Experience #3

Date:

Situation:

Coping Skill Used:

Effectiveness:

Notes:

Experience #4

Date:

Situation:

Coping Skill Used:

Effectiveness:

Notes:

Experience #5

Date:

Situation:

Coping Skill Used:

Effectiveness:

Notes:

Experience #6

Date:

Situation:

Coping Skill Used:

Effectiveness:

Notes:

Clinician's Guide

Introduction: The coping skills toolbox is a practical resource designed to help clients manage anxiety and regulate their emotions. By equipping clients with a variety of coping strategies, they can build resilience and improve their emotional well-being. This worksheet provides a structured approach for clients to identify, develop, and organize their coping skills.

Steps for Clinicians

- **Explain the Concept:** Introduce the idea of a coping skills toolbox to your client, highlighting the importance of having diverse coping strategies.
- **Collaborative Development:** Assist your client in identifying their stressors and current coping skills.
- **Explore new coping skills together,** considering different categories such as physical, relaxation, creative, and social.
- **Personalize the Toolbox:** Help your client choose coping skills that resonate with them and add them to their toolbox.
- **Ensure the toolbox is balanced,** with a mix of simple and more complex skills.
- **Create a Hierarchy:** Guide your client in organizing their coping skills from the easiest to the most complex.
- **Encourage them to start with simpler skills and gradually incorporate more complex ones as needed.**
- **Support and Monitor:** Provide ongoing support and encouragement as your client practices their coping skills.
- **Regularly review their progress and make adjustments to the toolbox as needed based on their experiences and feedback.**

Conclusion

By using this coping skills toolbox worksheet, clients can effectively manage their anxiety and emotions. Clinicians play a key role in guiding and supporting clients through this process, ensuring they have the necessary tools to navigate challenging situations and maintain emotional balance.