

More Brief Therapy Client Handouts

- Contains over 200 new psycho-educational handouts, including exercises, informational handouts, and self-assessments
- Includes handouts that can be used with individuals, couples, and families
- Designed to allow you to easily copy or customize and print out the handouts using the enclosed CD-ROM



Includes CD-ROM

Kate Cohen-Posey

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More Brief Therapy Client Handouts

Kate Cohen-Posey

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*To my darlin' Harry
who stayed steadfast
while I took a leave of absence
from our marriage to finish this book.
I could have never made it without all your support!*

Preface

I think you're the author we've been looking for. Those were the astonishing words I heard approximately 12 years ago when Kelly Franklin called me from John Wiley & Sons, Inc. proposing that I write a book of handouts for clients. I was virtually unpublished at the time. Franklin had a keen intuition for what counselors need. *Brief Therapy Client Handouts* became a great seller in the therapy world, and clinicians wanted more material.

Thankfully, Wiley was patient with me while I finished two writing projects. Then the exciting task of amassing and distilling another library of self-help literature began. Each work was refined to its essential pearls of wisdom in a two-page handout format. The book began to organize itself into three important areas that dominate current mental health trends: (1) the mindfulness movement and self-calming techniques; (2) cognitive therapy, which emphasizes efficacy; and (3) enhancing relationships between people. This new collection of handouts preserves the integrity of the original book and adds new features.

Continuity From the Original Book

- **A Therapist's Guide** starts each chapter with (a) learning objectives, (b) an index of topics covered, (c) suggestions for using material, and (d) acknowledgment of any resources not cited in the handouts.
- **Contents of the handouts** describe problems and list strategies and tasks for clients to do on their own or in the office with therapist.
- **An easy-to-read format** is used, with bullets, numbers, boldface, and tables that help information stand out at a glance.

- **Handouts that are adapted from self-help books** have citations so clients who want more information can read the original source. Clients who have already read the original source may still want the handout to review important points—again and again.
- **Assessment questionnaires** are included that target specific issues: Personality Traits, Automatic Thoughts, Core Beliefs, Directing and Distracting Voices, Symptoms of Panic, Repetitious Thoughts and Behavior, Types of Temper, Upsetting Memories, Criteria for Anorexia and Bulimia, Self-Esteem Rating Scale, Distinguishing ADHD From Moodiness, Sensory Integration Dysfunction, Relationship Disaster Detectors, Codependent Checklist, and more.
- **Exercises and worksheets** are provided to address problems: *Power Thinking Worksheet, Thought Record and Evaluation Form, Thought Changer Forms, Self-Talk Worksheet, Self-Talk Record, Selves and Parts Record, Daily Food Log, Anger Log, OCD Exposure Practice, AAAH Response Worksheet, Verbal Interaction Worksheet, Strategies for Dealing With Teens, Couples trivia questions, and A fable and questions for families.*
- **Supplemental information** is accessible for issues that are not the main focus of therapy. Even experienced counselors can use a quick reference and strategies to approach unexpected situations that surface during the course of treatment.
- **Procedures are described** that therapists may want to review to reacquaint themselves with a particular method. This can serve as a guide or script during sessions, rather than as a client handout.

New Features

- **Chapters from *Brief Therapy Client Handouts* were condensed into single handouts** on panic disorder, obsessive-compulsive disorder, managing anger, and dysfunctional families. This was done to give people an even faster understanding of their difficulty and strategies to handle them.
- ***Informed Consent Handouts*** are offered to give clients information and research data about treatment approaches. Because in psychotherapy a client is not a passive recipient of a formal procedure, the limits of the approach and other treatment options are not emphasized. Rather, the underlying principles of the method are explained so the client can work collaboratively with the therapist; these handouts are listed in the *Therapist's Guide* section of each chapter. See *Information About Trances*, *Information About Meditation*, *Therapy for Self-Empowerment*, *Therapy for Faulty Thinking*, *Creative Cognitive Therapy*, and *Transcending Trauma*.
- **Handouts for and about children** are included: *Entrancing Kids: Wetting, Soiling, Pain; Bedtime Trances for Tots; Mini Meditations for Minors; Be the Boss of Your Brain; How to Talk to All Your Parts; Distinguishing ADHD from Moodiness; Sensory Integration Dysfunction; Hard-Core Bully Busting; Surviving Picky Parents*.
- **Workshop scripts** are offered to help therapist offer programs that promote their practice, give talks to employees in the workplace (for EAPs), or present at conferences: *The Drama of the Subdivided Mind*, *Beyond Assertive Language*, and *The Tale of the Tiger's Eye Treasure*. The last two handouts can be used in the commercial sector to promote workplace unity. *Entering Trance* and *Maintaining and Deepening Trance* can be used as scripts for a group induction and follow-up discussion.

- **Workshop handouts** are supplied to support the scripted programs: *The Self and Its Counterparts*, *Connecting With Your Self*, *Turning Thoughts Into Parts*, *Self-Talk Case Study*, *Self-Talk Worksheet*, *Learned Responses*, and *Verbal Arts Terms*.
- **Guided fantasy exercises** are included: *Trance Guidance and Advisors*, *Spiritual Guidance*, *Aspirations and Abilities*, *Pictures of Personality*, and *Fantasy Self-Talk*. These are excellent to do in small groups.

I experienced many transformations and incarnations as I wrote these handouts. My practice of meditation improved during Mindfulness Matters, and I conquered my old foe—irksome insomnia. I adopted Judith Beck as a near goddess while working on *Thinking Thin* and almost vanquished urges to snack. *Relationship Fundamentals* explained how my husband and I have managed to remain tethered, in spite of the fact that we are both ruggedly independent.

One day I had a young female client who would not allow herself near anything with the faintest odor. I searched my office high and low for information on sensory integration dysfunction, only to find I had notes on my hard drive from reading *The Out-of-Sync Child*. They immediately turned into a rating scale for *More Client Handouts*. That information will now be at my fingertips.

I originally conceived of handouts as a way of providing clients didactic information so I could focus on the mysterious process of therapy. Now I find that they are an integral part of the clinical hour. The printed word lends authority to therapeutic concepts. I may go over a particular strategy with a client and ask, *Are there any thoughts that would keep you from executing this task?* I am assured that the way these info tracts will be used by other professionals will be endless as each person imbues them with his or her own spirit.

Acknowledgments

Many thanks to

- The folks at John Wiley and Sons, Inc., and Lisa Gebo for their willingness to publish the empowering dialogue books so I could purge them from my system and return to writing more handouts.
- Marquita Flemming, my current editor at Wiley, who wooed me back to handout world and was an ever-present beacon of light—guiding me with her thoughtful comments.
- My clients, who are always my best teachers. When they told me about a great self-help book they read, I added it to my list, and you can find it nestled in the references. Or they might say, *Do you have a handout on self-esteem?* I'd reply, *Not yet, but I will shortly.*
- The myriad authors of self-help books—some classics and some less well known. You will find old-timers like Melody Beattie and a more recent arrival—Judith Beck. Several of my clients suffering from affairs found their way to the mother-daughter team of Marie and Marlene Browne. Although their title did not rank as high as some others on that topic, I took my client's advice and had to have two handouts on infidelity because their book had so much wisdom. Although I have made digests of many works, extracting 2 pages from a 250-page book does not allow for direct quotes—just a mingling of minds that, hopefully, does not dilute the message.
- The many theorists and other authors in the field whose ideas and research can be found in footnotes throughout this text. You are the collective conscious out of which all literary works are birthed.

- Pamela Colman Smith, who illustrated Arthur Waite's tarot deck and was my first inspiration to combine visual imagery with distressing thoughts in a cognitive therapy that utilizes both hemispheres of the brain. Thank goodness for the other cyber artists who are willing to lend their images to demonstrate this technique, and to my young friend Devon Collins, who may have helped me more than I helped him.
- Karen Calle, Nina Rehberg, and Karen Vanderford, who make my professional life livable by taking care of all the details of managing managed care. Without you, my labors of love might have been buried under an avalanche of paperwork.

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Chapter 1

Treat Yourself to a Trance

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Therapist's Guide to Treat Yourself to a Trance

Help Clients:

- 1.** Collaborate with treatment by providing information about trance (informed consent).

2. Discover the ability to enter, deepen, and maintain trance.
3. Use imagery and inner guides to work through issues.
4. Report relief from unwanted habits, pain, or insomnia.
5. Report improved concentration in daily tasks or involvement in sexual activity.
6. Identify ways to help children with pain, wetting, soiling, anxiety, or going to sleep.

Using the Handouts

- **Informed consent.** *Information About Trances* meets the ethical obligation to provide information about self-hypnosis.
- **General literature.** *Entering Trance, Maintaining and Deepening Trance, The Language of Trance, Trance Imagery, Trance Guidance and Advisors.*
- **Literature that addresses specific problems.** *Entrancing Unwanted Habits, Trance-Forming Pain, To Dream ... and Then to Sleep, Erotic Trances.*
- **Literature for parents.** *Trances for Hyperactivity; Entrancing Kids: Wetting, Soiling, and Pain; Bedtime Trances for Tots.*
- **Preparation for and closure after intensely processing traumatic experiences.** *Maintaining and Deepening Trance* (see especially Safe Place Exercise p. 10).
- **Workshops and presentations.** A group induction can be done using many of the techniques from *Entering Trance, Maintaining and Deepening Trance*, and *Trance Dialogue*. Having participants share their experiences of relaxation cues, eye-closure cues, mantras, safe places, or inner advisors can reinforce ideas in the handouts. Because group inductions are so relaxing, participants will often have many spontaneous

questions for presenters about the safety and uses of trances. Copies of handouts can be offered for self-practice.

Cautions and Comments

- **First, introduce relaxation and trance techniques in the office** and use literature to reinforce their use at home. This is especially true when teaching parents protocols to use with their children.
- **State regulations can affect the use of handouts.** Many state licensing bureaus have requirements that clinicians complete a specified number of training hours before using hypnosis or guided imagery with clients. However, most states do not regulate the use of literature on self-hypnosis or meditation. Become familiar with any state regulations that could affect your use of handouts on trance.
- **Handouts offer clinicians a quick review** of hypnotic techniques in general and protocols to address specific problems. Experienced practitioners will notice that the words *conscious*, *unconscious*, and *trance* have been replaced in hypnotic scripts with more descriptive terms: *intentional mind*, *automatic mind*, *calm*, *still*, *focused*, and so on.
- **Handouts focus on the *process*** of going into trance. That process is broken down into three steps (predicting, observing, and directing) rather than giving a plethora of hypnotic suggestions. The goal is to teach clients to adapt this process to unique situations that they face.
- **Trances for hyperactivity** can be supplemented by walking meditation found in *Mindfulness: Step by Step*.

Sources Not Referenced in the Handouts

Advanced Techniques of Hypnosis and Therapy, edited by Jay Haley (Harcourt Brace Jovanovich, 1967) describes Ericksonian utilization techniques found in *Trances for Hyperactivity*.

Handbook of Hypnotic Suggestions and Metaphors, edited by D. Corydon Hammond (W. W. Norton, 1990) inspired scripts used in several handouts: “Truisms for Developing Anesthesias,” by Milton H. Erickson, p. 54; “Gradual Diminution of Pain,” by Milton H. Erickson, p. 56; “Procedure With Difficulty Swallowing Pills,” by Irving I. Selter, p. 266; “Eating as an Art,” by Sheryl C. Wilson and Theodore X. Barber, p. 381; “Suggestions About Craving,” by D. Corydon Hammond, p. 385; “Concentration Suggestions,” by William T. Reardon, p. 440; “Hypnosis With Children,” by Daniel P. Kohen, pp. 480-481, 490-491.

Handout 1.1—Information about Trances

Trance is a state of focused attention that suppresses unnecessary thoughts, activity, or sensations, allowing a fuller involvement with an outer or inner experience. Everyone has experienced trance at some time in his or her life:

- The beauty of a sunset can be *entrancing*.
- An archer cannot make his mark unless she is *transfixed* on the bull's-eye.
- Dancing to the beat with perfect rhythm *transforms* a person into poetry in motion.

- A sexual climax occurs when a person is in an *erotic trance*.
- A blank stare can momentarily *transport* someone into another realm.

During trance, the chatter, chatter, chatter of the mind is brought to a stop. It is as though when all your brain *business* slows down there is something else that observes and knows. This *observant self* can transcend your worst fears, recall memories too painful for a waking state, or, in some cultures, walk on hot coals without being burned. Although the inner peace of trance is everyone's natural birthright, it has mystified people for ages.

Types of Trances

Certain mental states commonly thought of as trances are not that at all. Missing your turn on the freeway or forgetting what you came in a room to get are signs of preoccupation. In trance your mind is unoccupied, quiet, and open. The African bushman finding his way through unfamiliar territory is in a trance state in which he is totally aware of his environment. Westerners are more likely to navigate the inner realm via three routes:

1. Meditation is the act of consciously putting yourself in trance. The word *meditate* is Latin for being moved to the center. During a trance, brain activity moves from the outer cortex to the hypothalamus in the center of the brain. In all forms of meditation, thoughts are stilled by (1) focusing attention on an object, mental image, or breathing; (2) adopting a passive attitude of observing random thoughts; or (3) constantly repeating a word or phrase. Meditation has no other goal than to quiet the mind.

2. Hypnosis comes from the Greek word *hypnos*, which means to sleep. However, in hypnosis a person is fully alert without interference from distracting thoughts. Hypnosis

has been defined as a heightened state of internal concentration in which nonordinary responses can be evoked or suggested. These handouts use a three-step process of: predicting (P) approaching signs of trance, observing (O) what *is* happening, and subtly directing (D) a person toward a desired outcome:

Don't start to stare at your spot (D) until you are comfortably settled And while you examine the tiniest details about it (D), it may be difficult to just notice when your breathing will start to slow down (P) And discover how good that deep breath just felt (O) You may be surprised that you can watch your thoughts without placing any special importance on them (D) And even remember a forgotten phrase (D) that replaces thoughts with poetic repetition—peace be still ... and you can discover stillness at the most surprising times (P)

3. Self-hypnosis uses exactly the same process of inducing trance, but instead of listening to a hypnotist, you talk to yourself. The advantage of self-hypnosis is that you are the keenest observer of yourself. The trick is to continue to talk to yourself. If you just sit and stare at a spot and wait for trance to come, nothing is likely to happen. But by predicting (P), observing (O), and directing (D) yourself into trance, you shut off random mind chatter, and this is trance-inducing in itself:

I know that as I stare at my spot, many changes will happen (P) ... like how my jaw just dropped (O) even though my mouth is still closed ... and the muscles in my face are starting to become smooth and ironed out (O) And now my field of vision seems to be narrowing down, getting blurry around the edges (O) And I can let my eyelids drop, too, (D) and wonder how still my mind will become (P) while I notice how long it takes before I need another breath (D) And I can put my attention on my

intention ... (D) to be still ... now and even if my boss yells at me sometime in the future

Why Trance Is Important for You

During a trance you switch from being a thinker to being an observer. At its best, thinking is energizing and fun. But it is also the source of *all* tension. A parade of *what ifs*, *if onlys*, *have tos*, *shoulds*, *awfuls*, and *nevers* can march through your mind, literally trapping you inside yourself. Even constructive mental activity, when overdone, can make it hard to unwind. After a mentally exhausting day, you can toss and turn at night. The brain waves that occur during trance are slower and more synchronized than those that happen during alert or dream states. Thus, trance offers a kind of rest that cannot be obtained from sleep.

As mental chatter decreases, it is possible to gain access to the *automatic mind* that controls breathing, heart rate, perception of pain, habit patterns, and so on. In this way, a person's conscious intentions can realign repetitive, unconscious routines. Two brief periods of meditation a day can significantly lower high blood pressure.¹ Because meditation and trance are so beneficial, the following facts are important to remember:

- Hypnosis and meditation are natural states similar to the time just before awakening and falling asleep, or becoming completely absorbed in a movie or a book.
- People will come out of a trance when they are ready. There has never been a case in which a person did not return to a waking state.
- In many instances one or two sessions of hypnosis may enable a person to break a habit, but usually it requires a number of sessions before change is made.
- The best subjects for hypnosis are motivated, imaginative, and intelligent. People need some ability to reason and use their mind to go into a trance.

- As mental chatter reduces, *people become more aware* and less vulnerable to others imposing their will or complying with unacceptable suggestions.
- Hypnosis is not a truth serum or lie detector. You cannot be compelled to say things in a trance state.
- If people fall asleep during hypnosis, it is because they needed sleep; they will awake refreshed. People do not respond to or remember suggestions when they are asleep.
- People need not be in a deep state of hypnosis for behavior change to occur.
- People do not instantly go into a trance, but with practice, trances come more easily.
- Trance should not be practiced when people are engaged in activities that require their eyes to be open (like driving a car). Eye closure can signal that the automatic mind is being activated, so the intentional mind can take a break from its usual waking-state duties.

Handout 1.2—Entering Trance

One of the most natural methods to enter the quiet stillness of trance is by staring. There are many times when you have stared into space and been in a light trance without realizing it. When you add intention and awareness to staring, trance deepens and you can learn to calm yourself at will. Three methods are suggested below for achieving automatic eye closure that often occurs with staring. This is your signal that you have opened the door to trance. After preparing for trance, practice all of them and discover which one works best for you.

Preparing for Trance