



Skills Coaching

Instructions: Download this form and complete when in need of phone coaching, then send to your therapist.

This worksheet is designed to help us make the best use of out-of-session contact by getting clear definitions of problems and agreement on a course of action for finding solutions.

When utilizing the skills coaching on call line, we ask that you either:

1. Call the line and leave all information required (name, therapist and information on the phone coaching sheet) clearly on a voicemail.
2. Or, call the line and leave a voicemail with your name & therapist, and then text the completed form to the coaching line at the same time.

Either way, you always need to leave a voicemail AND share the information on this phone coaching sheet.

Please know that we need this information in order to provide coaching effectively on a shared rotation, and that **if you do not leave a voicemail and share this completed this form, you will not receive a call back from the on call skills coach.**

They will respond as soon as they are able. Response time may take up to 3 hours.

****NOTE**** If you are struggling to work through this worksheet because distress is too high, consider doing TIP as a first step:

- Temperature change (ice water on face, cold shower, holding ice pack on forehead)
- Intense exercise (run up and down stairs or do squats for a 3-5 minutes to get your heart rate up, then wait as it comes back down)
- Paced breathing and Paired relaxation (focus on exhaling long and deep exhales, and as you exhale work on relaxing muscles where they are tense—it may help to tighten muscles on the inhale, then release and relax them on the exhale)

Describe the Problem

What is the situation that is causing you distress? What is happening right now? (Use your Observe/Describe skills to help me understand the context in which you are needing help):

Is this problem one that must be addressed before your next appointment? Select all that apply:

- Yes because the problem has potentially life-threatening consequences
- Yes because the problem has increased my misery to a level I cannot tolerate until then
- Yes because the problem is time-sensitive, even if my distress is low or moderate
- Yes because the problem is in response to my last therapy session
- No, I could address it in my next appointment, but my distress will be very high in the meantime and sooner help would be appreciated



What do you want to do about it?

Review the 4-solution options:

1. **Solve the problem** – this is the best option when the problem is the result of circumstances that you either have some power to change or are able to avoid without interfering with your long-term goals. The goal here may be to make some progress towards a solution, even if the problem can't be solved immediately.
2. **Feel better about the problem** – this is best for problems that may not be easily fixed but may be more tolerable if your emotional reactions to the problem were different or less intense. The goal here is to consider all the factors that may be influencing the nature and intensity of your emotional responses and increase your ability to either change unwanted or painful emotions when it is possible or regulate intense emotional pain when it is inevitable.
3. **Tolerate the problem and the feelings** – this is the best option if the problem is the result of circumstances you have no control over, cannot avoid (or avoiding would have unintended and unwanted consequences, such as interfering with other important goals), and your emotional reactions to the problem are intense and very difficult to change. The goal here is to tolerate this distress without acting impulsively or doing something that may make the situation or your life worse.
4. **Staying miserable** –we all find ourselves in moments when pain is high but willingness to do the thing that might reduce the suffering is low, perhaps because it is hard to let go of extreme thoughts or feelings, or because the necessary problem-solving would be very time and energy-consuming. In this case phone coaching is not likely to be helpful. Consider trying a willing posture such as half-smile or willing hands, or simply observing and describing your thoughts for a while, then reconsider the above three options.

Which option do you want coaching on?

What have you already tried?

List the skills or other methods of addressing the current problem you have already tried, and the outcome:

What will you do until you hear back?

It can take up to 3 hours for the therapists to respond to requests for skills coaching, as there are times when they are unable to be in prompt contact. It is important that you have a plan to tolerate the problem while waiting for your therapist to respond.

List any skills or other methods of addressing the current problem that you will be employing until your therapist is able to reach you: