ADULTS | PRINTABLE WORKSHEET

Personal Coping Plan



WHAT THIS IS

A plan made while calm is easier to use when stress is high. It gathers your warning signs, tools, and supports in one place.

HOW TO USE IT

1. Fill in each section when you feel steady.
2. Keep it where you can find it quickly.
3. Update it every few months.

EXAMPLE

"Warning sign: I stop answering texts. Tool: a 10-minute walk. Person: my sister."

1. My early warning signs

body, thoughts, behavior

2. Things that help me settle

on my own

3. People I can reach out to

4. Places that help me feel better

5. Professional supports

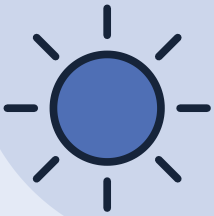
counselor, doctor, support group

If you are in crisis or thinking of harming yourself: call or text **988** (Suicide & Crisis Lifeline) or call **911**. Go to your nearest emergency department.

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ADULTS | PRINTABLE WORKSHEET

Emotional Wellness Check-In



WHAT THIS IS

A quick check-in helps you notice what needs attention before stress builds. Do it weekly.

HOW TO USE IT

1. Rate each area from 1 to 5.
2. Notice the lowest area.
3. Choose one small step.

EXAMPLE

"Rest: 2. Step: no screens after 10 pm for 3 nights."

Emotional	1	2	3	4	5
Physical	1	2	3	4	5
Social	1	2	3	4	5
Work / purpose	1	2	3	4	5
Rest	1	2	3	4	5
Joy / meaning	1	2	3	4	5

1 = struggling · 5 = thriving

What is going well

_____

_____

_____

What needs attention

_____

_____

_____

One small step I will take this week:

_____

_____

Date: _____ Mood in one word: _____ Energy (1 to 10): ____

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ADULTS | PRINTABLE WORKSHEET

Understanding Your Triggers



WHAT THIS IS

A trigger is something that sets off a strong emotional reaction, often tied to past experiences. Understanding yours gives you more choice.

HOW TO USE IT

1. Notice a strong reaction.
2. Trace it: what happened, felt, and thought?
3. Choose a new response.

EXAMPLE

"Trigger: boss says 'we need to talk.' Feeling: dread. Old story: I'm in trouble. New response: ask what it's about."

What happened	Feeling & body	The story I told myself	A new response

Patterns I notice

What I need when triggered

- ☐ Space
- ☐ Reassurance
- ☐ To be heard
- ☐ Time to think
- ☐ Movement
- ☐ Support

Triggers connected to trauma can be intense. Consider working with a trauma-informed counselor for support.

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ADULTS | PRINTABLE WORKSHEET

Stress Management Workbook



WHAT THIS IS

Stress is not always bad, but chronic stress wears you down. This workbook helps you find sources, signals, and tools.

HOW TO USE IT

1. Sort stressors by what you can change.
2. List your body and mind signals.
3. Pick tools and plan your week on page 2.

EXAMPLE

"Can change: my schedule. Can't change: traffic. Tool: leave 15 minutes earlier."

My biggest stressors

How stress shows up

- Headaches
- Tight shoulders
- Poor sleep
- Irritable
- Forgetful
- Overeating
- Withdrawn
- Racing mind

I can change or influence

I cannot change (so I will accept or adapt)

Tools menu (circle your go-tos)

- Deep breathing
- Walk outside
- Exercise
- Journaling
- Talk to a friend
- Music
- Stretching
- Prayer or meditation
- Hobby
- Nap
- Say no
- Take a break
- Time in nature

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PART 2 · PLAN

Stress Management Workbook · Weekly Plan

My stress thermometer

High _____

Medium _____

Low _____

Describe what each level looks like for you and what you do about it.

Weekly stress plan

Day	Biggest stressor	Tool I will use	Did it help? (1 to 5)
Mon			
Tue			
Wed			
Thu			
Fri			
Sat			
Sun			

Things I can let go of

_____

_____

_____

Things I can say no to

_____

_____

_____

Daily non-negotiables (check what you can do)

- ☐ Sleep 7+ hours
- ☐ A short walk or movement
- ☐ One real meal with no screen
- ☐ A moment of quiet
- ☐ Connect with one person

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ADULTS | PRINTABLE WORKSHEET

Values & Boundaries Worksheet



WHAT THIS IS

Values show what matters most. Boundaries protect it. When they match, life feels more aligned.

HOW TO USE IT

1. Circle your top 5 values.
2. Notice where your life crowds them out.
3. Write a boundary to protect each.

EXAMPLE

"*Value: family time. Boundary: no work email after 6 pm.*"

Circle your top five values

Family	Health	Honesty	Growth
Faith	Freedom	Security	Creativity
Service	Connection	Rest	Adventure
Respect	Learning	Peace	Purpose

Boundaries that protect them

Value	What crowds it out	My boundary

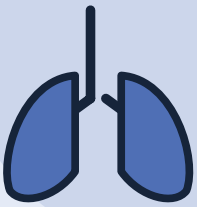
Boundary sentence: "I can't _____, but I can _____." or "I need _____ so that _____." Calm, clear, and kind is enough.

The first boundary I will practice this week

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ADULTS ACTIVITY

Mindfulness Exercises



WHAT THIS IS

Mindfulness is noticing what is happening right now without judging it. Short practices work best when done often.

HOW TO USE IT

1. Pick one practice.
2. Try it for a week.
3. Log how you feel before and after.

EXAMPLE

"After a 2-minute breath practice my stress dropped from 7 to 5."

MINDFUL BREATH

2 min

1. Sit comfortably.

2. Notice the breath at your nose or belly.

3. When the mind wanders, return gently.

BODY SCAN

5 min

1. Start at your toes.

2. Move slowly up to your head.

3. Notice tension and soften it.

MINDFUL MOMENT

1 min

1. Pause what you are doing.

2. Name 3 things you see, hear, feel.

3. Take one slow breath.

Practice log

Day	Practice	Stress before (1-10)	Stress after	What I noticed
Mon				
Tue				
Wed				
Thu				
Fri				

If your mind wanders, that is normal. If an exercise feels uncomfortable, open your eyes, look around, and stop. If memories or sensations feel overwhelming, consider speaking with a counselor.

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ADULTS | SELF-REFLECTION

Self-Compassion Journal



WHAT THIS IS

Self-compassion means treating yourself with the kindness you would offer a good friend. It builds resilience, not complacency.

HOW TO USE IT

1. Notice a moment of self-criticism.
2. Respond using the three parts.
3. Write a kind letter to yourself.

EXAMPLE

"I messed up the presentation. Many people struggle with this. I will ask for feedback and rest tonight."

1 · MINDFULNESS

"This is a hard moment."

2 · COMMON HUMANITY

"Others feel this way too."

3 · KINDNESS

"May I be gentle with myself."

What I am criticizing myself for

What I would say to a good friend in this situation

A kind letter to myself

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ADULTS | PRINTABLE WORKSHEET

Cognitive Restructuring



WHAT THIS IS

Thoughts are not facts. This thought record helps you test unhelpful thoughts and find a more balanced view.

HOW TO USE IT

1. Capture the situation and your automatic thought.
2. List evidence for and against.
3. Write a balanced thought and re-rate your feeling.

EXAMPLE

"Thought: 'I'll fail.' For: I'm nervous. Against: I've passed before. Balanced: 'It's hard, and I can prepare.'"

Situation	Automatic thought	Feeling (0-100)

Evidence FOR the thought

Evidence AGAINST the thought

A more balanced thought

Feeling now (0-100)

What changed?

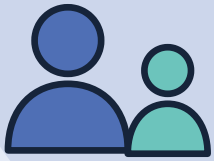
Common thinking traps

All-or-nothing | Catastrophizing | Mind reading | Should statements | Overgeneralizing | Emotional reasoning | Personalizing | Filtering the positive

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ADULTS | PRINTABLE WORKSHEET

Healthy Relationship Checklist



WHAT THIS IS

Healthy relationships feel safe, respectful, and balanced. This checklist helps you see the patterns in a relationship, with kindness to yourself.

HOW TO USE IT

1. Pick one relationship.
2. Check what is true most of the time.
3. Reflect on what you need.

EXAMPLE

"Mostly healthy, but I feel dismissed when I share feelings. I could ask for more listening."

SIGNS OF HEALTH

- [ ] I feel safe being myself
- [ ] We both listen
- [ ] Disagreements are respectful
- [ ] Trust goes both ways
- [ ] We support each other's goals
- [ ] I can say no without punishment
- [ ] We make decisions together
- [ ] We repair after conflict

RED FLAGS

- [ ] Controlling or jealous
- [ ] Put-downs or name-calling
- [ ] Cutting me off from others
- [ ] Guilt-tripping
- [ ] Ignoring my boundaries
- [ ] Walking on eggshells
- [ ] Threats or intimidation
- [ ] Hot-and-cold behavior

What I need more of

_____

_____

A boundary or conversation I could try

_____

_____

If you feel unsafe in a relationship, help is available: National Domestic Violence Hotline 1-800-799-7233 (text START to 88788), or call 911 in an emergency.

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ADULTS | EDUCATIONAL GUIDE

Burnout Prevention Guide



WHAT THIS IS

Burnout is exhaustion from prolonged stress, often at work or in caregiving. It builds slowly, so catching early signs matters.

HOW TO USE IT

1. Check the signs you notice.
2. List what drains and what recharges you.
3. Make one change this week.

EXAMPLE

"Drains: back-to-back meetings. Recharges: lunch outside. Change: block a 30-minute lunch."

Early warning signs

- [ ] Constant exhaustion
- [ ] Dreading work or tasks
- [ ] Cynical or detached
- [ ] Feeling ineffective
- [ ] Irritable
- [ ] Trouble sleeping
- [ ] Getting sick often
- [ ] Losing joy in things

Prevention toolkit

- [ ] Set work hours
- [ ] Take real breaks
- [ ] Say no to extras
- [ ] Ask for help or delegate
- [ ] Move your body
- [ ] Protect sleep
- [ ] Time with people you like
- [ ] Hobbies outside work

What drains me

_____

_____

_____

What recharges me

_____

_____

_____

One change I will make this week:

_____

_____

If exhaustion, hopelessness, or low mood are lasting, talk with a doctor or licensed mental health professional.

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ADULTS | PRINTABLE WORKSHEET

Personal Growth Planner



WHAT THIS IS

Growth works best with clear, kind goals and small steps. Choose what matters to you, not what you think you should want.

HOW TO USE IT

1. Pick 1 to 2 areas.
2. Write a specific goal with a first step.
3. Check in every two weeks.

EXAMPLE

"Goal: walk 20 minutes three times a week. First step: lay out shoes tonight."

Area	My goal (specific)	First step	By when
Emotional			
Relationships			
Health			
Work / purpose			
Joy / learning			

What might get in the way

_____

_____

How I will handle it

_____

_____

90-day check-ins

Day 30	Day 60	Day 90

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ADULTS | PRINTABLE WORKSHEET

Building Resilience



WHAT THIS IS

Resilience is the ability to adapt and recover from hard times. It is built through everyday habits and supports, not just toughness.

HOW TO USE IT

1. Rate each pillar from 1 to 5.
2. Choose the one to strengthen.
3. Plan one concrete action.

EXAMPLE

"*Connection: 2. Action: text an old friend and invite them for a walk.*"

Connection People I can lean on	1	2	3	4	5
Meaning What gives my life purpose	1	2	3	4	5
Body care Sleep, food, movement	1	2	3	4	5
Flexible thinking Seeing options and reframing	1	2	3	4	5
Skills Coping tools I trust	1	2	3	4	5

A hard time I got through

What helped me?

Strengths I used

The pillar I will strengthen and my first action:

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ADULTS | EDUCATIONAL GUIDE

Understanding Your Nervous System



WHAT THIS IS

Your nervous system constantly scans for safety or threat. Knowing its states helps you understand reactions and choose tools to shift.

HOW TO USE IT

1. Notice your state.
2. Name it kindly.
3. Try one shifting tool.

EXAMPLE

"I noticed my shoulders at my ears. A long exhale helped me settle."

Activated (stress response)

- Racing heart and thoughts
- Tension, restlessness
- Irritability or panic
- Tools: slow exhale breathing, movement, cold water

Settled (rest and connect)

- Steady breathing
- Curious and open
- Able to think and feel
- Tools: connection, nature, gentle routines

Where am I right now?



Calm ··· Alert ··· Overwhelmed

Reflect

Which state do I spend the most time in?

What reliably helps me shift toward settled?

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ADULTS | EDUCATIONAL GUIDE

Emotional Boundaries vs. Emotional Walls



WHAT THIS IS

A boundary says, "This is what I need to feel safe, and I stay connected." A wall says, "I keep everyone out." Boundaries protect connection. Walls prevent it.

HOW TO USE IT

1. Notice when you withdraw.
2. Ask: am I protecting or hiding?
3. Practice one boundary sentence.

EXAMPLE

"I told my friend I needed a quiet evening, and asked to talk tomorrow."

Emotional boundaries

- Flexible and selective
- Clear, calm communication
- Allow closeness and safety
- "I need time, and I'll be back."

Emotional walls

- Rigid and all-or-nothing
- Avoidance or shutting down
- Keep people out, including safe ones
- "I'm fine. Leave me alone."

Reflect

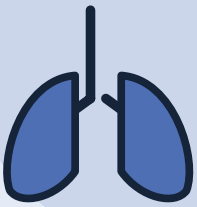
Where do I have a wall that may no longer be needed?

Where do I need a clearer boundary?

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Managing Anxiety and Uncertainty



WHAT THIS IS

Anxiety often comes from not knowing. The mind tries to solve the unknown by worrying. Learning to tolerate uncertainty is a skill.

HOW TO USE IT

1. Write what is known and unknown.
2. Choose one next step.
3. Schedule a 15-minute worry window.

EXAMPLE

"I don't know the outcome. I do know I can prepare and handle what comes."

What helps

- Name it: "I am feeling uncertain."
- Separate what you know from what you don't
- Focus on the next small step
- Slow breathing and grounding
- Limit news and doom-scrolling

What keeps it going

- Seeking constant reassurance
- Avoiding the situation
- Mentally rehearsing worst cases
- Trying to control everything
- Skipping sleep and movement

Reflect

What am I trying to control right now?

What would it be like to accept not knowing for today?

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ADULTS | EDUCATIONAL GUIDE

Developing Healthy Communication Habits



WHAT THIS IS

Healthy communication is clear, respectful, and curious. Small habits make a big difference in relationships.

HOW TO USE IT

1. Pick one habit to build.
2. Practice with a low-stakes topic.
3. Notice how others respond.

EXAMPLE

"I felt worried when you were late. Can we agree to text if plans change?"

Habits to build

- Listen to understand, not to win
- Use "I" statements
- Ask before assuming
- Pause when upset
- Say what you need

Habits to ease

- Interrupting
- Name-calling or sarcasm
- Silent treatment
- Bringing up old issues
- "Always" and "never"

Try this formula

When _____ happens, I feel _____.

I need _____. Would you be willing to _____?

Reflect

Which habit do I most want to build?

_____

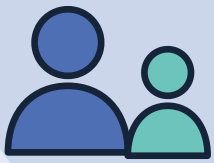
What is hardest for me to say out loud?

_____

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ADULTS | EDUCATIONAL GUIDE

Recognizing Unhealthy Relationship Dynamics



WHAT THIS IS

Unhealthy patterns can be subtle: over time they can erode your confidence and safety. Naming them is the first step to deciding what to do.

HOW TO USE IT

1. Name one pattern.
2. Tell one trusted person.
3. Learn about support options.

EXAMPLE

"I realized I'd stopped seeing my friends. That's a sign I should look closer."

Patterns to notice

- Walking on eggshells
- Control over money, time, or friends
- Constant criticism or contempt
- Gaslighting: making you doubt your reality
- Cycles of tension, blowup, and "making up"

Steps you can take

- Trust your feelings
- Talk with someone safe
- Keep a record of what happens
- Plan for safety if needed
- Seek counseling or advocacy support

If you are unsafe: National Domestic Violence Hotline 1-800-799-7233 (text START to 88788). In an emergency call 911. For crisis support call or text 988.

Reflect

What patterns do I notice that concern me?

Who is safe for me to talk to?

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