

HANDOUT

ENHANCING COMMUNICATION, TREATMENT PLAN ACCEPTANCE AND TREATMENT DELIVERY THROUGH HYPNOSIS

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PARTS OF THE HYPNOTIC SESSION

PRE-TALK

INDUCTION

DEEPENING

THERAPEUTIC SUGGESTIONS / SCRIPTS

POST HYPNOTIC SUGGESTIONS

AWAKENING

THE FOCUSED NEURAL FIELDS™ INSTITUTE

Technique Outline for Self-Induction

1. With eyes remaining open, take 3 slow and deep breaths. Inhale fully to get in as much air as possible. Exhale slowly until all the air is out.
2. Look at the wall in front of you in a dreamy sort of way as though you are looking at some very pleasant scene on the wall. (You may be visualizing a scene or simply noticing a shape or spot on the wall). As you gaze at the scene, shape or spot allow yourself to begin to relax. Gazing at this scene, slowly count to yourself from 1 to 5. (Allow about 5 seconds between each number). As you count imagine the scene coming more and more into focus.
3. Now, without moving your head, lift your eyes as far up as possible (as though you are looking up at your eyebrows). Allow the scene, shape or spot to come into focus on the ceiling at the point your eyes are now focusing on. Again, slowly count from 1 to 5 as the scene, shape or spot comes more into focus. When you reach the count of 5 (or sooner if it is appropriate for you) allow your eyes to close and to remain closed. If in public, you may wish to lightly close the eyes prior to “looking up”.
4. With eyes closed take 3 more slow, deep breaths. Notice the relaxation begin in your chest area as all your stress and tension start to fade. Feel this relaxation spread out from your chest to all other parts of your body like a warm wave, taking you even deeper relaxed. Allow the scene, shape or spot you were viewing to slowly fade from your mind by the time you have finished the third deep breath.
5. Now, begin relaxing all the different parts of your body. Think about the muscles in your scalp and allow them to relax. Feel the relaxation spread down to the muscles in your forehead and allow those to relax. Continue thinking about the muscles in different parts of your body relaxing, one by one, from the top of your head down to your feet. Do this with the muscles on the backside first, then the front side.
6. Now, breathing normally and relaxing more with every breath, imagine yourself at the top of a flight of 10 well lit stairs. Slowly count from 1 to 10 in your mind as you slowly descend the stairs. (You may substitute a chalkboard, computer screen or elevator for the stairs if you wish). As you slowly count and descend the stairs, give yourself suggestions for relaxing deeper and deeper.
7. Once you have reached the number 10, you should be in a nice light to moderate state of self-induced hypnosis. At this time you can begin with visualization of your safe place. When you do this remember it can be any place you want, real or imaginary. It should always be a place where you feel peace, comfort, safety and happiness. Each time you go there, add more detail in your mind like a blank canvas that you add more to on each visit. Always attempt to include all your senses. See, hear, smell, taste and touch whatever you want in this place.
8. When you are ready to awaken, simply count yourself up from 5 to 1. While doing this, give yourself suggestions for becoming more awake.

Progressive Relaxation

Now relaxing more and more with every regular breath you take...just let yourself...allow yourself to relax more and more focusing from this point forward only on the relaxed feeling building in your body and on the sound of my voice...blocking out all other sounds inside and outside the room... slowly relaxing more and more. As you continue breathing normally feel yourself relaxing...feel all the tension beginning to leave the chest area...in just a few moments you are going to be more relaxed than you've ever know yourself to be...I am going to mention different parts of your body and as I do, I want you to feel that part...in your mind...slowly beginning to relax...just let that part slowly begin to relax.

Beginning with the top of your head...I want you to imagine all the tiny little muscles and nerves on the top of the head relaxing...and as each and every tissue and fiber relaxes...the wonderful feeling of relaxation goes down from the top of the head deeper and deeper. As you relax deeper and deeper...that warm, wonderful feeling of relaxation begins to spread...from the top of your head to your forehead...and the forehead begins to relax as you continue to drift down deeper and deeper...feeling all the little worry lines in the forehead smoothing out and this warm feeling of relaxation goes even deeper down to the area around the eyes...the eyelids becoming very, very heavy.

This wonderful feeling of relaxation goes down to all the tiny, little muscles in the facial area now...all the muscles in the facial area just seem to relax...relaxing more and more...so that the jaw becomes heavy...the mouth may open a bit as you go deeper relaxed and that is perfectly OK...as you continue to relax...so comfortable and peaceful.

Now let yourself...allow yourself to relax even deeper...and the relaxation spreads to the area behind the ears...and going even deeper...feel the relaxation coming to the back of the neck...and out into the shoulders...all those muscles in the neck and shoulders relaxing...so much tension just seems to go out of the shoulders that they may even droop a bit...and relaxing more and more now as this warm sense of relaxation spreads to the spine...and all the way down the spine to the small of the back...as you go even deeper relaxed...every muscle... every nerve and fiber in the back relaxes more and more.

Now the relaxation continues to spread even deeper...down into the buttocks and into the back of the thighs...down to the hollow of the knees... and even deeper into the calf of the

legs...and farther down to the heel of the foot...across the bottom of the foot...and out into each and every toe...as you relax deeper and even deeper.

I am going to proceed to relax the rest of you now...beginning with the throat muscles...feel all the throat muscles start to relax...you may need to swallow and that is perfectly OK... as you relax deeper and even deeper...this wonderful sense of relaxation goes down to the front of the shoulders...down into the upper arms...deeper down over the elbow...into the forearms...down the wrists...out into the hands and deeper down to the tip of each and every finger.

Now think about the throat area again...every muscle and nerve ending so very relaxed...and with each relaxing breath you go deeper and even deeper...and the relaxation continues down into the chest area...down to the stomach...and all of the muscles in the chest and stomach area relax more and even more...and the relaxation goes deeper down now...to the front of the thighs...down over the knees...down the shin bone...into the instep of the foot...across the top of the foot...and out into each and every toe.

So very calm and peaceful now...every part of your body so totally and completely relaxed...more relaxed than you have ever known yourself to be.

SLEEPY GAME

Now I am going to tell you about the sleepy game and you can play the game with me by looking at your pointer finger. You don't have to look at me just look at your pointer finger and wiggle it a little and as you watch your pointer finger it can become very sleepy. Close your eyes and pretend that your finger wants to take a nap and when I ask you if your finger is getting sleepy you can move it a little bit and pretend it is getting very sleepy. If your finger moves a lot when I ask if it's sleepy it means it is still wide awake and you are telling it to be sleepy and it is paying attention and getting sleepy. And every time your finger moves it is getting more sleepy.

Maybe you are telling it a sleepy story or covering it with a blanket or putting it in a special place where it can feel sleepy and it's OK for the finger to take a nap. You are not getting sleepy or taking a nap, you are just playing the sleepy game and letting your finger take a nap for a couple of minutes and moving the finger. It feels so sleepy now and it is starting to take a sleepy game nap. And you can pretend that you are playing the sleepy game. You are not really sleepy, just pretending, listening to me with your eyes closed and pretending you can't hear me because your finger is taking a nap. And your eyes want to play the sleepy game too and they are getting sleepy and don't want to open because when they are sleepy you listen better and have more fun playing the sleepy game. And you are playing the sleepy game with your best friend or your favorite person on TV or with a special person or animal you want to play the game with you. And your eyes are closed and sleepy because this is how we play the sleepy game. And we can start the game when your finger is so sleepy it doesn't want to move. And your whole body wants to play the sleepy game and you are telling your body to be quiet and be sleepy and play the game and listening and pretending your body is sleepy and you feel good and the sleepy game is fun and you can play the game anytime you want to.

THE SECRET PLACE

And closing your eyes now and you can pretend to draw a secret place with a magic pencil and only you can see what you are drawing. You may be drawing a map to your secret place or writing down things that you want in your secret place or even drawing things in this place that make it fun to be in and only you can see the secret place. And you are pretending to go there and feeling relaxed and the more relaxed you are the more you like your secret place.

Now pretend you are putting things to take to your secret place in a bag or suitcase or just wrapping them up to carry with you. As I count from 1 to 5 you are putting special things into each bag and as you do the bags become more easy to carry as you go deeper and deeper relaxed so that on the number 5 your whole body is so relaxed and floppy and feeling good so that your head hardly moves when you are so relaxed. And 1, the head is so relaxed, and 2, the body begins to relax and 3, your arms are so relaxed, and 4, you are so relaxed your eyes just want to stay closed, and 5, you are picking up all the things you want to take to your secret place and doing so effortlessly as you are so very relaxed.

And you can pretend, see, hear and enjoy your secret place as long as your eyes are closed. And your eyes are so heavy now that the more you try to open them, they feel even heavier and you are enjoying discovering new things and seeing new things and finding new things in your secret place. And these are things that make you feel good and help you do whatever you want to do in school, in sports or learn about people, places and hidden talents and abilities you can use in anything you do.

And you know you are in your secret place because you can pretend to be or know because you can see it with your eyes closed or you know your secret place just because you have made it the way you want it to be. And you are entering your secret place now and only you know what it looks like and where it is and when you are in your secret place nod your head please. Very well, you are learning new things now and feeling very good and relaxed in your secret place and listening and feeling even more relaxed.

Deepening

I want you to picture in your mind now...that you are standing at the top of a flight of ten stairs...in a moment you are going to be able to go down these stairs and as you do, you will be able to go deeper...and even deeper relaxed.

Picture and imagine that you are at the top of the stairs...these stairs can be any shape you want ...straight, spiral...whatever is appropriate for you...they may be wood, metal or covered in your favorite color of carpet...I am going to count from 1 to 10 as you slowly descend these stairs... with each number I count you will come down one more stair...becoming more and more relaxed with each step you take...so peaceful and so very...very comfortable.

Take the first step down now...1...deeper down...2...and deeper...3...coming way down...4...and even deeper...5...and...6...way down now...7...and....8....9...and on the next number entering a place of peace, comfort and tranquility....all the way down now...10.

Yardstick

Now I want you to picture and imagine that there is a yardstick leaning against a wall. The yardstick has large and easy to read numbers. The number 36 is at the top of the yardstick and the number 1 is at the bottom of the yardstick. Concentrate on the yardstick with your mind's eye. Now picture and imagine that a large arrow is pointing to a number on the yardstick. The arrow can point to any number you choose.

Now the question is what do the numbers mean? The numbers on the yardstick have special meaning and are personal numbers for you. If the arrow is pointing to the numbers 36 down to 25, it means you are in a light state of comfortable hypnosis. If the arrow points to the numbers 24 down to 13, it means you are in a medium, very relaxed and comfortable state of hypnosis. If the arrow points to the numbers 12 down to 1, it means you are in a very relaxed, tranquil, comfortable and enjoyable state of hypnosis.

With your mind's eye now, imagine the yardstick and the arrow. When I ask you what number the arrow is pointing to, you will be able to tell me the number you see, imagine or feel, while remaining deeply relaxed and comfortable. Concentrate now on the number the arrow is pointing to, the number that is right for you. When you know that number, nod your head please. Very well, what number is the arrow pointing to?

THE MAGIC OF WORDS

BELIEVABILITY. In order for a suggestion to be accepted by the subconscious level of the mind, it must be perceived as being believable. The key words here are *perceived* and *believable*. It does not matter if the suggestion is true or false. What matters is that the individual receiving the suggestion perceives it to be believable. A suggestion becomes believable and, thus acceptable, by the way the suggestion is worded.

REPETITION. The use of repetition is one way to take a thought or an idea which was not initially viewed as believable, and use it to change an individual's feelings. Repetition is frequently used in television commercials. When we hear the announcer for a Burger King ad asking over and over “**ARE YOU HUNGRY?**”, you may actually begin to feel hungry.

PYRAMIDING. The act of pyramiding suggestions is a way of stacking up suggestions in such a way that the final statement must be true. In order to use pyramiding, you must deliver four or five suggestions of increasing importance, which will be accepted as true statements. These are then instantly followed by the “key suggestion”. The individual thinks: *that is true, that is true, that is true,* the next statement, therefore, must also be true.

WANT. If the individual has a strong desire and wants to respond to the suggestion, this will override the need for the suggestion to be believable. In a case where a person has been injured, their want for help increases at a very rapid rate with each minute they are in pain. There is no situation which can cause an individual to respond more instantly to suggestions than a dramatic event, such as an injury.

Safe Place Imagery Script

And now drifting down deeper and even deeper relaxed...and if you really wish to become even more deeply and completely relaxed and comfortable...just let yourself....allow yourself... to be transported across space and across time... to a place...that to you means peace...comfort...safety and happiness...this is the first place you have in your mind that means those things to you.

Begin to experience if you will...all the sensations of peace...comfort...safety and happiness....this is the first place in your mind that means those things to you...now let yourself...allow yourself to experience all the sensations of peace, comfort, safety and happiness...and you are beginning to look at all the things there are to see in this place...and listen to all the sounds there are to hear...and smell all the aromas...and taste and touch whatever you wish to taste and touch .

And recognizing and realizing that as you experience all the parts of this place...the feelings of peace, comfort, safety and happiness...are being taken deep within you...and are being moved around to all the parts of you...so that all the parts of you know these feelings as you go deeper and even deeper relaxed...so comfortable...so peaceful...and so content...so very relaxed and calm...and each moment you spend experiencing this special place... the feelings become stronger...and more a part of you....you are enjoying this special place more and more...and your enjoyment grows each and every moment you spend here...so for a few moments now just enjoy this very special and safe place...and experience and ultimately know all the parts of this special place...and enjoy the feelings interacting with you.

In this +safe and special place you are feeling all emotions in their proper perspective...and you are recognizing and realizing that you can keep all of the these wonderful feelings with you in your normal waking state...and you can feel all the emotions clearly and completely and enjoy the benefits of this skill which makes you feel so good.

You can return to this special place anytime you desire to do so...see yourself in this safe place now...feel yourself in this safe place now...enjoy this marvelous and wonderful safe place now and relax even deeper...and deeper...so very relaxed and so very safe now...and relaxing more and more in this very special safe place.

To return to this wonderful...marvelous...relaxing safe place...all you ever have to do is close your eyes and take a few deep relaxing breaths...and as you breathe deeply you will be able to picture and imagine this wonderful safe place...and you are enjoying this safe place...and all the things that make this place so special to you.

And when you are in this safe place all the parts of your body are deeply...completely and totally relaxed...and all the parts of your body that are feeling any tension just seem to relax.

Dentistry

Drifting down deeper and deeper now and you are picturing and imagining a favorite place you would like to be. A special place of your own design and choosing. A place that is always filled with happy thoughts and memories and so very deeply relaxing to you. And going to that place now and enjoying all there is that makes this place so peaceful and relaxing to you. I am going to alert you in a few moments, but when I do you are returning to the feelings, sights and sounds of peace, tranquility and deep relaxation you are allowing yourself to experience now. And you are returning to your special place by simply closing your eyes and taking a few deep lung cleansing and completely relaxing breaths.

You are enjoying the deep relaxation of your special place during your entire dental visit just by closing your eyes. As soon as you sit down in the dental chair you feel yourself beginning to relax. The chair is safely supporting your body and your eyes seem to become so very heavy they just want to close and with each breath, your favorite and special place is becoming more vivid in your mind's eye.

You are aware of other noises and sounds and choosing to ignore any distraction to your deep sense of relaxation and following the directions of those who are helping you and going even deeper relaxed. You are so relaxed now that time just seems to stand still until your dentist tells you your visit is over.

Imagine you are in the dental chair and each time you open your eyes you feel peaceful, calm and very relaxed. When you close your eyes again, you are going even deeper relaxed. All the sights, sounds and smells of the dental office relax you totally and completely and you are relaxing even more as you enter the office or sit in the waiting room. You are so deeply relaxed during your dental visit that you may even forget how long you were in the office and you are experiencing only feelings, thoughts, sights and sounds of calmness, tranquility and deep relaxation. And every time you visit the dental office you are returning to your safe and comfortable place and enjoying a marvelous sense of deep relaxation and comfort.

Protective Shield

(physiologic pain)

Just allow your body to rest now...and relaxing deeper and even deeper...drifting way down ...all distractions seem to disappear.

I want you to concentrate on your breathing now and feel all the tension leaving the chest area each time you exhale...feel yourself...allow yourself to relax even deeper with each breath... and your breathing is becoming more regular... and with each breath you are breathing slower...and relaxing...breathing more comfortably...and your breathing is so easy now...so relaxing and comfortable that your entire body is relaxing more and more.

Feel your entire body completely and totally relaxing as you continue to drift even deeper down...let yourself...allow yourself to feel and imagine this wonderful warm sense of relaxation and going even deeper relaxed now...and you may have noticed that some areas of your body are easier to relax ...and concentrating on the areas of your body which you find to be the most comfortable...the most relaxed...and as you concentrate on these areas...you are recognizing and realizing what there is about those areas that makes you so comfortable and so very relaxed...and feeling all the sensations in those areas...the most relaxed and comfortable parts of your body.

And now you are allowing the comforting sensations of the most relaxed areas to spread...and as this marvelous sensation spreads to the other parts of the body the feeling of relaxation becomes stronger and even stronger...and the relaxation spreads now out beyond those areas...and continues to spread to all the parts of the body you desire to relax deeper and even deeper.

Picture and imagine that this relaxation spreads like the rays of the sun...gently...warming and relaxing...or like rings of water spreading from a pebble tossed into a quiet pond...picture and imagine this relaxation spreading to every cell in your body...and allowing yourself to enjoy this tranquil and peaceful relaxation in every nerve...fiber...bone...and cell in your body.

And with every passing moment...this feeling of deep, tranquil and comforting relaxation...becomes stronger in every part of your body...and every cell of your body knows and enjoys this wonderful sensation...and this wonderful feeling now goes out beyond the physical confines of your body...spreading out beyond this skin to form a protective shield around you...and you can let this feeling spread far, far beyond your physical body...or keep it close like a second skin.

And since this protective bubble or shield is your own creation you can do with it what you wish...you can use this shield in any way you want to...the uses of the shield are limitless...it can act as a filter...to filter out those feelings or things going on around you...and filtering situations which are uncomfortable...and allowing you to let in those feelings you wish to let in and experience...and it can act as an amplifier to help you understand feelings and people...and it can be invisible or visible to a few people or as many people as you want it to be...and you are using this protective shield any way you choose to use it...and that's OK because this shield is your own creation.

And you are using this shield and enjoying comfort in every part of your body...practicing and using this shield...and allowing it to spread...and allowing it to go beyond the confines of your physical body...and you can experiment with it...making it as large as you like...using it as a transport to another place or time...and the more you use it the stronger it becomes...

In just a moment I am going to alert you to this time and place...but when I do you will be free of all tension and stress in your body...and recognizing that you can use this protective shield any time you desire to do so...and you are free of stress and tension...your body is completely and totally relaxed...rejuvenated and renewed.

Pain or Anxiety as the Object

(psychogenic pain)

And just continuing to drift deeper and deeper down now and so very calm, peaceful and so very relaxed in mind and body. And as you drift down deeper relaxed you are realizing how many of us experience sensations that we would regard as unpleasant such as pain, discomfort, tension, stress or anxiety.

And we have already learned one method of dealing with these sensations and that is by just breathing deeply and removing all parts of the stress. And you are using this skill now and are effectively dealing with the unwanted sensations or discomforts you may have been experiencing. And you are realizing that the symptoms of unpleasant or unwanted sensations are very subjective experiences. We feel them but, as we know only too well, it is often difficult to consciously modify feelings. It is much easier to modify objects and shapes. And you are learning now to change unpleasant sensations into objects. Letting and allowing yourself to do this now and making it happen. And the object may be something you are seeing, feeling, hearing or something that you just know it to be.

If you have a pain or discomfort or if you feel tense or anxious, just take that unpleasant feeling or sensation and turn it into an object. It can be any shape of object that is right for you. It could be a concrete shape with easy to see lines. It could be an abstract shape or have a geometric form. Whatever is right for you. Whatever shape first comes into your mind is the right shape for you.

And as you relax even deeper now give that shape a size and a color. You can give it a size by picturing it next to any object you already know the size of, or by just knowing the size. And you are recognizing and realizing that the shape is a symbol of your tension, stress, anxiety or discomfort. And the question is “what do the size and color mean”. The larger the shape was, the more discomfort you were experiencing and the smaller the shape is becoming, the more comfort you are feeling. With the color, the more vivid the color was, the more discomfort you were experiencing and the more faded the color becomes, the more comfort you are feeling. As the size becomes smaller and the color fades you are feeling more and more comfort as you relax deeper and even deeper. And you are practicing now in your mind first making the shape a little bigger and brighter and then taking a few deep relaxing breaths and making the shape smaller and making the color fade as you become more and more comfortable. And you are realizing that

you can make the shape smaller just by imagining it to be smaller or using some easy techniques to do so.

If the shape is like a balloon you could put a needle into it or kick it away. If it is filled with helium you can watch it float away getting smaller and smaller as it disappears. And you are letting your shape become smaller and allowing it to shrink more and more. And you are making the shape smaller and fading its color in your mind any time you desire to do so just by closing your eyes and taking a few deep relaxing breaths and picturing and imagining the shape fading more and more every time you exhale.

And concentrating now on any discomfort, tension or anxiety you are feeling and making the shape smaller and it is so easy for you to do this. And whenever and wherever you need to you can close your eyes and imagine your shape, making it smaller and the color fade, leaving your body feeling comfort and free of tension and anxiety. And every time you do this your ability to create a sense of comfort and well-being is enhanced in each and every way.

CASE STUDIES

CASE 1: 32 YO female with long standing history of dental-phobia. (Patient was unsure when or how it started).

Visit 1

Pre-talk: interview, discussed what hypnosis is and is not, conscious versus subconscious, examples of alphabet, driving, nightmare, discussed that we were creating the “habit” of relaxation, taught the 1 page self induction sheet and emphasized the need to practice twice daily

Formal hypnosis: induction with focal point/focal point (FP) and progressive relaxation (PR), deepening with stairs, scripts of safe place (SP) and pain as an object (PAO), post-hypnotic suggestions (PHS) for quick and deep, increasing benefit, own best interest, would feel very relaxed beginning day before appointment and would increase relaxed feeling on way to office and while in waiting room, suggestion that once she was called in relaxation would become most profound and as soon as she sat in dental chair she immediately would be off in her safe place.

Awakening: 5 to 1

Visit 2

Quickly reviewed how she was doing with take home exercises

Formal hypnosis: FP, PR, stairs, SP followed by protective shield (PS), same PHS's

Awakening

Visit 3

Review

Formal hypnosis: FP, quick PR, stairs, SP and reviewed other scripts, same PHS's

Awakening

CASE 2: 48 YO female with a 2 year history of bruxing and neck pain. (Related that dentist could find nothing wrong. She had no major restorative work done in that time and her dentist had told her that her bite was OK. She was also seeing a chiropractor without any real improvement. She told me that the neck pain got worse in the evening and she would wake up during the night grinding. During further discussion in the pre-talk I found that financial problems forced her into the workplace a few months before the problem began and that she was working as a collection agent. She related that the job was stressful and she was on the phone most of the day.) With this problem I chose to use a PAO script to aid her in reducing the

discomfort quickly. I also used SP and told her to do this at work, after work and also just before bed in order to relax. I also advised her to continue seeing the chiropractor in order to help her with some musculo-skeletal therapy.

Visit 1

Pre-talk: same as above in case 1, plus pain questions and other questions as just discussed.

Formal hypnosis: FP, PR, stairs, gauged depth with “yardstick” (recorded number), SP, PAO, change temperature to make back of neck feel warm (picture being in a hot shower and told her to do it), PHS for quick and deep, increased benefit of exercises, return to SP anytime, need to do 3 times per day, need to follow all exercises the chiropractor gave her and do them as prescribed.

Awakening

Visit 2

Reviewed how she was doing with exercises. Asked if she had done the shower and focused on the feeling.

Formal hypnosis: FP, PR, stairs, yardstick, SP, PS, change temperature (by re-vivifying the shower), PHS the same plus review color and shape.

Awakening

Visit 3

Reviewed all

Formal hypnosis: Had her put herself into hypnosis with FP, PR, stairs. Unsatisfactory yardstick so I did quick PR and stairs to deepen. Did SP, PS (her preference over PAO), (she said she kept the shield around her neck and pictured it like a scarf). Now deep enough. PHS as above.

Awakening

Visit 4

Reviewed and was doing much better.

Formal hypnosis: Put self in with satisfactory yardstick. I did SP and PS to re-enforce.

Awakening

TIPS TO REDUCE STRESS

1. EXERCISE: Recall that the body often manifests the fight or flight response to stress. The body is prepared for strenuous effort. Regular physical exercise will help you use the extra sugars and fats in your blood caused by stress. If you are angry, blow off steam physically through activities which are helpful to you. Of course, before beginning any strenuous activities, you should consult your doctor to find out which type and how much exercise is good for you.

2. BALANCE WORK AND RECREATION/PLAY: Schedule time for recreation. Learn to play and have a good time. All work and no play can make you a nervous wreck. Play is what you do for yourself. You may share this time with others, but it is what you really enjoy. You can have good times with other people, which helps, but this is what you do for yourself.

3. LEARN TO ACCEPT WHAT YOU CANNOT CHANGE: To accept does not mean to like. It means to do the best you can under the circumstances.

4. TALK OVER YOUR WORRIES: Everyone needs someone to talk with, even if that person has no ability to change the situation. It helps to share worries with someone you trust.

5. AVOID SELF-MEDICATION: Although there are many chemicals such as alcohol and drugs which can mask your symptoms, they do not help you adjust to stress and often intensify it.

6. GET ENOUGH SLEEP AND REST: Lack of sleep can reduce your ability to deal with stress. Each person must decide what is needed for him/her.

7. MEDITATE: Life is more than just being alive mentally and physically. To be a whole person we have to be alive spiritually as well. An airplane does not cease to be an airplane when it sits in a hangar or taxis along a runway, but its true nature as an airplane becomes apparent only when it is airborne. Similarly, a person is a human being even when he or she is functioning only on the physical or psychological level. However, one shows his or her essential humanness when he or she rises to the spiritual dimension.

8. LEARN TO RELAX: Use your mind to help you deal with stress. Learn relaxation, meditation and self-hypnosis techniques. Think only good and positive thoughts about yourself and others. Use your imagination to improve your self-confidence and create a healthier response to stress.