



## SESSION ONE- PSYCHOEDUCATION

CLIENT ID OR INITIALS: \_\_\_\_\_ DATE: \_\_\_\_\_

### Getting Started

- D Review how the client has felt this week. **Welfare check.** Keep this brief.
- D Check that the client has understood the format of the program, such that they will watch or read the session content, practise the skills, and then have a weekly call with you. Briefly answer any questions and clarify misunderstandings.
- Has the client completed Session 1?  Yes  No  Partial
- D Has the client completed the Homework for Session 1? D Yes D No D Partial
- D If the client has **not** completed the content of Session 1, troubleshoot difficulties they faced and make plans for ways to improve progress in the following week. For example, get the client to set a specific time to do the self-help program, motivate them to do the program, praise them for any efforts they have made. Ask if they need to get someone to help them work through it. Try to get client to promise to complete Session 1 and 2 prior to next session.
- D Reiterate your role in the *Ageing Wisely* program, that is you will be a support person or mentor, helping them to use the skills and to overcome barriers to using skills. However, you will not be teaching them the skills in the program.

### Content Understanding

#### Refer to summary sheet of this session

- If the client has completed the content of Session 1, check that they have completed the following sections and get some examples to be sure:
  - o Does the client identify more symptoms of anxiety or low mood or both?
  - o Are there any social withdrawal or avoidance behaviours the client engages in?
  - o What are some examples of unhelpful anxiety thoughts or negative low mood thoughts?
- D Check if they have completed the section about Goal Setting. Talk to them about how anxiety and/or low mood is interfering in their lives and what they would like to change. What goals will they change over the next 10 weeks in the self-help program?
- D If they have not done this, therapist should help them to consider positives to being less anxious or down and help to generate goals they would like to achieve by doing the program. Reiterate that outcomes from using the skills depends on engagement and practise.

### Plan for the Next Call

- D Remind the client to look over today's notes so that they know how to best continue completing the sessions and practising skills.
- D **Remind the client to complete Session 2** before next phone call. Encourage them to start immediately so they can practise their homework during this upcoming week.
- D Confirm time for next call in one week.



## SESSION TWO - MOOD MONITORING

CLIENT ID OR INITIALS: \_\_\_\_\_ DATE: \_\_\_\_\_

### Getting Started

- D Review how the client has felt this week. Discuss whether anything significant has happened since last week that has impacted their anxiety or mood.  
**Welfare check.** Keep this brief.
- D Has the client completed Session 2? D Yes D No D Partial
- Has the client completed the Homework for Session 2?  Yes  No  Partial
- D Acknowledge the client's efforts at trying out the skills to manage their anxiety and/or low mood.
- If the session content or homework for Session 2 **has not been completed**, troubleshoot difficulties faced and make plans for ways to overcome a lack of progress in following week.

### Content Understanding

#### Refer to summary sheet for this session

- D If the session content has been completed, check the client's understanding of the causes and nature of their mood fluctuates. Briefly answer any questions and clarify misunderstandings.
  - o Ask the client what they noticed about changes in their feelings over the course of the day and week.
    - What activities led to good mood? What activities led to poor mood?
    - What negative thoughts ruined good activities? What positive thoughts improved boring/tough activities?
- D Ask the client how tracking their mood with Mood Monitoring went.
  - o Clarify they understand how to link together thoughts and activities to their emotions.
    - Clarify they understand how the intensity rating scale works.

### Plan for the Next Call

- Remind the client to look over today's notes so that they know how to best continue completing the sessions and practising skills.
- Remind the client to complete Session 3** before next phone call.  
Encourage them to start immediately so they can practise their homework during this upcoming week.
- D Confirm time for next call in one week.



## SESSION THREE - ACTIVITY SCHEDULING

CLIENT ID OR INITIALS: \_\_\_\_\_ DATE: \_\_\_\_\_

### Getting Started

- D Review how the client has felt this week. Discuss whether anything significant has happened since last week that has impacted their anxiety or mood.  
**Welfare check.** Keep this brief.
- D Has the client completed Session 3? D Yes D No D Partial
- Has the client completed the Homework for Session 3?  Yes  No  Partial
- D Acknowledge the client's efforts at trying out the skills to manage their anxiety and/or low mood.
- D If the session content or homework of Session 3 **has not been completed**, troubleshoot difficulties faced and make plans for ways to improve progress in the following week.

### Content Understanding

#### Refer to summary sheet of this session

- D Review understanding of how activity patterns can influence their thoughts and mood. Briefly answer any questions and clarify misunderstandings.
- Discuss Activity Scheduling:
- What activities are they already doing for pleasure that they want to do more often?
  - What new activities would they like to do?
  - Any barriers the older adult is experiencing when planning and doing (new) activities?
  - What are some common excuses that prevent the older adult from adding in more activities?
  - What are some examples of procrastination or low motivation?
  - Reiterate the importance of just starting things to overcome their excuses or procrastination. Give an example of chores. If we force ourselves to take a lawnmower out of the shed, at that point do we just put it back right away or do we cut some grass first?

### Plan for the Next Call

- D Remind the client to look over today's notes so that they know how to best continue completing the sessions and practising skills.
- D **Remind the client to complete Session 4** before next phone call.  
Encourage them to start immediately so they can practise their homework during this upcoming week.
- D Confirm time for next call in one week.



## SESSION FOUR - IDENTIFYING YOUR THOUGHTS

CLIENT ID OR INITIALS: \_\_\_\_\_ DATE: \_\_\_\_\_

### Getting Started

- D Review how the client has felt this week. Discuss whether anything significant has happened since last week that has impacted their anxiety or mood.  
**Welfare check.** Keep this brief.
- D Has the client completed Session 4? D Yes D No D Partial
- Has the client completed the Homework for Session 4?  Yes  No  Partial
- D Acknowledge the client's efforts at trying out the skills to manage their anxiety and/or low mood.
- If the session content or homework of Session 4 has not been completed, troubleshoot difficulties faced and make plans for ways to improve progress in the following week.
- D Check their progress with previous skills such as Weekly Activity Scheduling.

### Content Understanding

#### Refer to summary sheet of this session

- D Review understanding of how the way they think affects how they feel. Remind them that feelings do not come from out of the blue but are directly related to what they are thinking at the time. It is a matter of practising to identify what they are thinking. Briefly answer any questions and clarify misunderstandings.
- D Review the Identifying Negative Thoughts activity:
  - o What situations led to negative emotions and feelings?
  - o What were common negative thoughts tied to negative emotions?
  - o Were those negative thoughts examples of absolute, catastrophising, ruminative or 'should' thinking? What does the client anticipate being the most common type of unhelpful thought?

### Plan for the Next Call

- D Remind the client to look over today's notes so that they know how to best continue completing the sessions and practising skills.
- Remind the client to watch and complete Session 5** before next phone call. Encourage them to start immediately so they can practise their homework during this upcoming week.
- D Confirm time for next call in one week.



## SESSION FIVE - CHANGING YOUR THOUGHTS

CLIENT ID OR INITIALS: \_\_\_\_\_ DATE: \_\_\_\_\_

### Getting Started

- D Review how the client has felt this week. Discuss whether anything significant has happened since last week that has impacted their anxiety or mood.  
**Welfare Check.** Keep this brief.
- D Has the client completed Session 5? D Yes D No D Partial
- Has the client completed the Homework for Session 5?  Yes  No  Partial
- D Acknowledge the client's efforts at trying out the skills to manage their anxiety and/or low mood.
- If the session content or homework for Session 5 **has not been completed**, troubleshoot difficulties faced and make plans for ways to improve progress in the following week.
- D Check the progress with practising skills from previous sessions (Activity Scheduling).

### Content Understanding

#### Refer to summary sheet of this session

- D Review the client's understanding of the REPLACE Technique. Do they understand that if they were to look at the contrary evidence and/or to consider alternative thoughts/predictions, they might be able to replace these unhelpful thoughts with more helpful ones - and, as a result, feel better?
- Go through an example of the REPLACE technique with the client. This should be one they have completed themselves or you can discuss one that is related to a current issue. It is important to problem solve any difficulties the client might have in using this technique, such as not understanding the concept of using evidence to challenge thoughts, not identifying accurately their worried thoughts, or not collecting enough evidence to bring down their worry rating.
- D Discuss:
  - o What unhelpful thoughts occurred in the past week that made them feel worried or feel flat?
  - o Were these thoughts realistic or helpful?
  - o Which REPLACE question was most useful to challenge the unhelpful thoughts? Also discuss the most helpful evidence they found from these questions.
  - o Did they face any barriers when using this technique? (e.g., not being able to challenge thinking, not being able to identify a HELPFUL replacement thought, or not writing down thoughts or challenging them when they occurred).

### Plan for the Next Call

- D Remind the client to look over today's notes so that they know how to best continue completing the sessions and practising skills.
- D **Remind the client to complete Session 6** before next phone call.  
Encourage them to start immediately so they can practise their homework during this upcoming week.
- D Confirm time for next call in one week.



## SESSION SIX- REDUCING AVOIDANCE

CLIENT ID OR INITIALS: \_\_\_\_\_ DATE: \_\_\_\_\_

### Getting Started

- D Review how the client has felt this week. Discuss whether anything significant has happened since last week that has impacted their anxiety or mood.  
**Welfare check.** Keep this brief.
- D Has the client completed Session 6? D Yes D No D Partial
- Has the client completed the Homework for Session 6?  Yes  No  Partial
- D If the session content or homework for Session 6 **has not been completed**, troubleshoot difficulties faced and make plans for ways to overcome a lack of progress in following week.
- D Check the progress with the Changing Your Thoughts forms - the REPLACE Technique.

### Content Understanding

#### Refer to summary sheet of this session

- D Discuss what common fears or worries they have.
- D Review their understanding of avoidance and how avoiding situations maintains feelings of anxiety and low mood by preventing learning about things not being as bad as they seem or the older adult being more capable of handling themselves than they thought. Briefly answer any questions and clarify misunderstandings.
- D Check the client's understanding of subtle avoidance and safety behaviours, and ask them about situations they avoid or use safety behaviours in?
- D Go through an example of the Steps to Reduce Avoidance plan. This should be one they have completed themselves or you can go through one from scratch (preferably for a current worry/fear). It is important to problem solve any difficulties the client might have in using this technique. If needed, assist them to brainstorm ways of breaking down any steps where progress has stalled and help the client to plan when they will start facing their fear or avoidance.
  - o Have they started reducing their avoidance? How? What steps were working and what steps weren't working? What situations was/is the older adult avoiding?
  - o Were they able to practise facing this fear or stop avoiding this fear/situation?
  - o What were the barriers/problems they faced while practising these strategies? Try to problem solve any difficulties that arose.
  - o What have they learned?

### Plan for the Next Call

- D Remind the client to look over today's notes so that they know how to best continue completing the sessions and practising skills.
- D **Remind the client to complete Session 7** before next phone call.  
Encourage them to start immediately so they can practise their homework during this upcoming week.
- D Confirm time for next call in one week.



## SESSION SEVEN - REVIEW OF REDUCING AVOIDANCE

CLIENT ID OR INITIALS: \_\_\_\_\_ DATE: \_\_\_\_\_

### Getting Started

- D Review how the client has felt this week. Discuss whether anything significant has happened since last week that has impacted their anxiety or mood.  
**Welfare check.** Keep this brief.
- D Has the client completed Session 7? D Yes D No D Partial
- Has the client completed the Homework for Session 7?  Yes  No  Partial
- D If the content or homework for Session 7 **has not been completed**, troubleshoot difficulties faced and make plans for ways to improve progress in the following week.
- D Check the progress with the **Steps to reduce avoidance plans**.
- D Acknowledge the client's efforts at trying out the skills to manage their anxiety and/or low mood.

### Content Understanding

#### Refer to summary sheet of this session

- D Review the steps to reduce avoidance. Discuss the steps they have achieved and what they learnt from using these steps to reduce avoidance. Discuss the situations in which they used the Steps to Reduce Avoidance - technique. Discuss any barriers they may have experienced when trying to face their fears and reduce their avoidance.
- D Discuss the next steps they can take to reduce their avoidance further. Build upon previous plan.
- D Check their understanding of the problem solving Strategy Plan.  
Go through an example of the problem solving Strategy technique with the client. This should be one they have completed themselves or you can discuss a current issue that is related to their worries or low mood. It is important to problem solve any difficulties they had while using this technique. Discuss:
  - o What specific problem is the client facing?
  - o What are some solutions?
  - o What were the pros and cons of these solutions? Discuss what would be the best and worst solutions?
  - o Have they started putting the plan to carry out the best solution in place? How? What steps were working and what steps weren't working? If the top solution didn't work, have they tried the second (or third) one?

### Plan for the Next Call

- D Remind the client to look over today's notes so that they know how to best continue completing the sessions and practising skills.
- D **Remind the client to complete Session 8** before next phone call.  
Encourage them to start immediately so they can practise their homework during this upcoming week.
- D Confirm time for next call in one week.



## SESSION EIGHT - COMMUNICATION STRATEGIES

CLIENT ID OR INITIALS: \_\_\_\_\_ DATE: \_\_\_\_\_

### Getting Started

- D Review how the client has felt this week. Discuss whether anything significant has happened since last week that has impacted their anxiety or mood.  
**Welfare check.** Keep this brief.
- D Has the client completed Session 8?  Yes  No  Partial
- Has the client completed the Homework for Session 8?  Yes  No  Partial
- D If the content or homework for Session 8 **has not been completed**, troubleshoot difficulties faced and make plans for ways to improve progress in the following week.
- D Check their progress with **reducing avoidance** and practising **problem solving Strategy**.

### Content Understanding

#### Refer to summary sheet of this session

- D Check understanding of Communication Strategies. Briefly answer any questions and clarify misunderstandings. Ask the client about their type of communication (passive, aggressive or assertive) and discuss if they have experienced any problems with their way of communicating with others.
- D Check client understands that being assertive involves changing what they say, how they say things and how they listen.
  - o What did they do differently to be more assertive in the last week?
- D Discuss the '**Activity: Using your skills**'. Go through an example of using the Thought Replacement technique when being more assertive and subsequently an example of using Reducing your Avoidance technique in Assertive Communication. This should be one they have completed themselves or you can discuss a current issue that is related to their worries or low mood.
- D Check client understands the main strategies for resolving conflict.
  - o What is an existing conflict that the client may approach?
  - o How will they use their assertiveness skills, accept some blame first or follow up with positive contact?

### Plan for the Next Call

- D Remind the client to look over today's notes so that they know how to best continue completing the sessions and practising skills.
- Remind the client to complete Session 9** before next phone call. Encourage them to start immediately so they can practise their homework during this upcoming week.
- D Confirm time for next call in one week.



## SESSION NINE - SLEEP STRATEGIES

CLIENT ID OR INITIALS: \_\_\_\_\_ DATE: \_\_\_\_\_

### Getting Started

- D Review how the client has felt this week. Discuss whether anything significant has happened since last week that has impacted their anxiety or mood.  
**Welfare check.** Keep this brief.
- D Has the client completed Session 9? D Yes D No D Partial
- Has the client completed the Homework for Session 9?  Yes  No  Partial
- D If the content or homework for Session 9 has not been completed, troubleshoot difficulties faced and make plans for ways to improve progress in the following week.
- D Explain to the client that they are near the end of treatment and Session 9 is designed to review the skills that they need to continue practising. Briefly answer any questions and clarify misunderstanding.

### Content Understanding

- D Check their understanding of the Sleep Strategies. Discuss the Sleep Strategies that they might have been using to improve their sleep). What is and is not working for them? It is important to problem solve any difficulties they might have in using these strategies.
  - o What is the current quality and quantity of their sleep?
  - o What sleep strategies have they implemented over the last week?  
Did the strategies help improve the quality or quantity of their sleep?
- D Discuss Frank and Deidre's progress in using their skills and what skills they need to work on. Did they relate to this progress? What skills do they intend to keep practising?
- D Remind the client that learning new skills to manage their worries or low mood can be difficult at times, but that if they keep practising, the skills get easier over time.
  - o OPTIONAL: Discuss any remaining concerns and/or what skills they still need to practise. Listen out for problems in implementation (e.g., not having enough time to practise, lack of problem-solving strategies, subtle avoidance or use of safety strategies). Help the client identify the skills they can use to reduce their worrying and/or low mood. Encourage them to keep using these skills and problem solve any difficulties that have arisen. It is important the client understands how to further use the skills to address these problems or concerns.

### Plan for the Next Call

- D Remind the client to look over today's notes so that they know how to best continue completing the sessions and practising skills.
- D **Remind the client to complete Session 10** before next phone call.  
Encourage them to start immediately so they can practise their homework during this upcoming week.
- Confirm time for next call in one week.



## SESSION TEN - SKILL REVIEW AND RELAPSE PREVENTION

CLIENT ID OR INITIALS: \_\_\_\_\_ DATE: \_\_\_\_\_

### Getting Started

- D Review how the client has felt this week. Discuss whether anything significant has happened since last week that has impacted their anxiety or mood.  
**Welfare check.** Keep this brief.
- D Has the client completed Session 10? D Yes D No D Partial
- Has the client completed the Homework for Session 10?  Yes  No  Partial
- D If the content or homework for Session 10 **has not been completed**, troubleshoot difficulties faced and make plans for ways to improve progress in the following week.
- D Explain to the client that this is the end of treatment and this session will focus on reviewing their goals and the skills they have learned to help develop a plan for the next few months where they will continue using the skills learned throughout the program.
- D Review how they have been going with practising the skills for the concern they identified in Session 9.

### Content Understanding

- D Check the client has done sufficient practise towards achieving their goals and that there has been improvement. Brainstorm ways to break down any goals where progress has stalled.
- Ask the client how they are going to use the skills after finishing this program. Stress the importance of frequent practise and praise efforts.
- D Remind them that it is quite likely that at times in their life worry and low mood might return, and that it is normal to feel worried or down some of the time, especially when they are going through difficult times.
- D Remind them that they now have the skills to reduce the impact of these difficult times in their life. The key will be remembering to put the skills they learned into practise as soon as they notice worry or low mood reappearing. If they do this then it is likely that they will be able to minimise the amount that things that affect them.
- D Encourage the client to apply the newly learned skills in achieving these goals. Remind them that they can always go back to Session 10 of this Self-help Program if they need help applying the skills in a particular situation. The 'Tips to Keep Practising Your Skills' (Video module labelled 'Relapse Prevention'), can also be helpful for achieving their future goals. Briefly answer any questions and clarify misunderstandings.
  - o Discuss the most important things they have learned.
  - o Discuss the new goals they have planned and how they are going to work towards these goals.