



Your handbook



brain in hand

Welcome to your Brain in Hand handbook

Using Brain in Hand can help you manage overwhelm, reduce anxiety and gain motivation. It makes it easier to solve problems and do the things that matter to you.

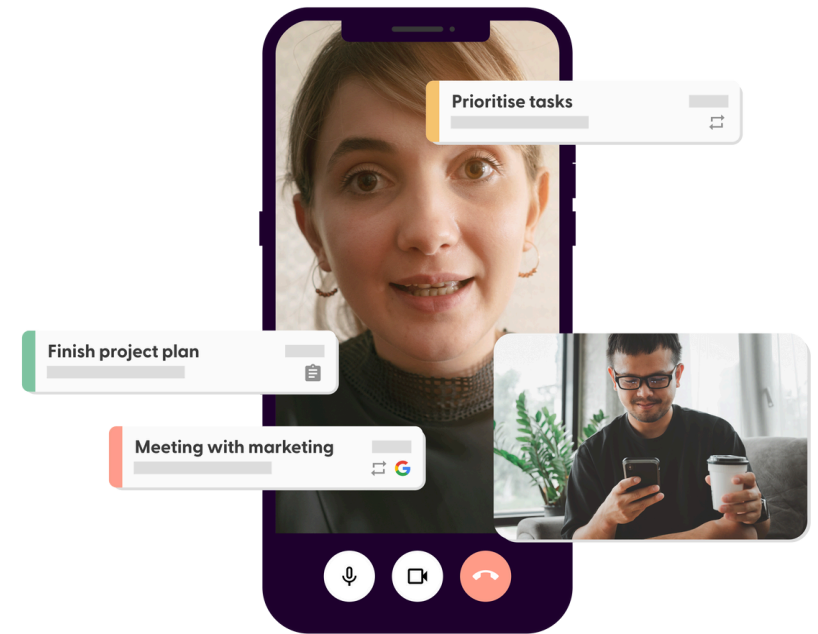
Your personal coach will help you build the tools to keep your day on track, and work with you to develop your own solutions so you can manage your day your way.

Your personal coach

You won't be alone on your journey.

Each Brain in Hand user is provided with an experienced personal coach. Your coach will help you identify challenges, break things down and create practical strategies to achieve your goals. They work with you on what's important to you and will break down tasks and difficulties into simple manageable strategies that you can access on your phone.

You can have ongoing one-to-one coaching for as long as you use Brain in Hand to keep you on track throughout your journey. This can help you maintain motivation and prevent escalations in anxiety. It can also be used to reflect on your progress towards goals, set new goals or find solutions to new challenges you face.



“I thought the personal planning sessions were going to be hard based on previous experiences. With Brain in Hand I felt I had a voice and could say what I needed. I felt useful and more independent.”

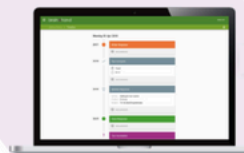
Sez, Brain in Hand user

Your Brain in Hand journey

1. Fill out handbook with support



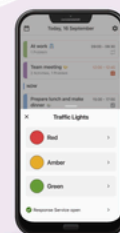
2. Build your Brain in Hand: Identify problems and add solutions



3. Instantly access solutions when you need them



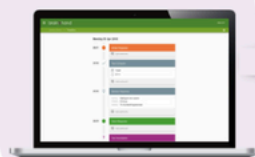
4. Keep track of your mood



5. Get support if things are difficult



6. Reflect on your activity and input new ideas



7. Regular, ongoing sessions with your personal coach



1 - All about me

Knowing yourself is an important step to help manage tricky situations. The following questions will help you better tailor Brain in Hand to your exact needs. Take a look at the examples below and come up with as many of your own answers as you like.

What do I like?

Example: "I like playing video games"

What is important to me?

Example: "My family is important to me"

What do I dislike?

Example: "I don't like early mornings"

1 - All about me

Your support network

We don't replace your existing supporters. You can invite them to join one of your sessions and start using Brain in Hand together. If you have people who support you, please answer the questions about them below.

Who do you currently go to for support?

Example: Family, friends, professional supporters (e.g. social workers), etc.

What kind of support can they give you?

Example: Mental health, finances, work, etc.

Are there any barriers to accessing support?

Example: Working hours, etc.

1 - All about me

Strengths and difficulties

Now, let's explore the things you find easy and the things you find difficult. This will help you and us focus on the areas where you would like most support. Please rate the following:

Area of life	I find this very difficult 1	I find this difficult 2	I find this easy 3	I find this very easy 4	Notes
Using public transport					
Making and attending appointments					
Daily routines					
Self-care					
Shopping and errands					
Managing finances					
Meeting new people					
Social situations and communication					
Motivation and organisation					
Remembering things					
Managing stress and anxiety					

1 - All about me

Managing difficult situations

Choose an area of your life you currently find tricky. Write down anything that you have done to help you with this difficulty in the past. If you can't think of anything, it's okay. You can write - "I can't think of anything right now." Example: "I get anxious when using public transport"

What have you done to cope with difficult situations like this in the past?	Was this helpful?	
	Yes	No
Example: "I listen to music"		

1 - All about me

Your goals with Brain in Hand

Now let's have a look at what is important to you. Think about the things you most want to be able to do. This could be an everyday things like managing your morning routine, or something bigger like getting a job. Complete whatever you can below:

Goal	Short term or long-term goal?	Why is this goal important to you?
Example: "I want to manage money better"	Long-term goal	Because I want to save some money

Brain in Hand definitions

Below are some definitions which will help you understand your Brain in Hand system:

Event

We use the word 'event' to describe a series of activities that might all be linked or follow on from each other. For example, an event called 'morning routine' might include: getting up, leaving on time, and catching the train (activities).

Activity

We use the word 'activity' to describe the individual steps within an event. For example: Catching the train.

Problem

You can attach potential problems to activities that could cause you difficulty and prevent you from getting on with your day.
For example: My train is late.

Solution

You can add solutions to these problems so that you are prepared should the problem arise.
For example: Check the timetable for the next train, or message my friend to tell them I will be late.

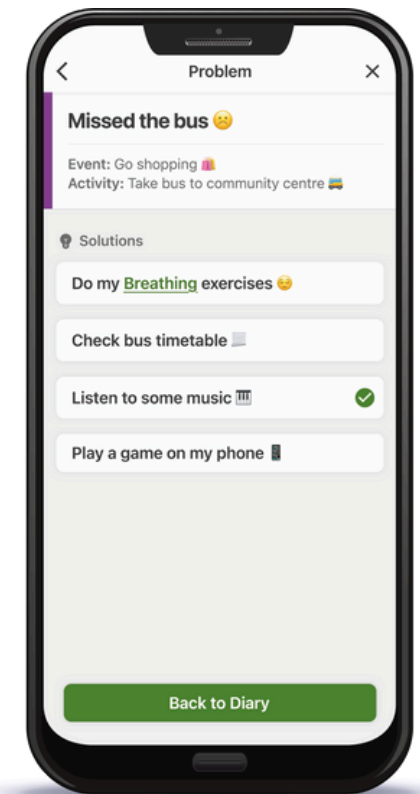
2 - Planning

Planning diary events

You can plan ahead for key events such as morning routine, shopping or cooking. This would be added to your planned events page. Here's an example:

Event	Go shopping
Day & Time	Wednesdays at 17.00

Activities	Problems	Solutions
Leave the house	What do I need?	Bag, keys, money
Take the bus	Missed the bus	Do my breathing exercises Check bus timetable Listen to some music
	Lots of people at the bus stop	Put my headphones in Do my breathing exercises



2 - Planning

Planning diary events

Think of events (routines) you would like to have. Give the event a name. Set a day and time. Think about the steps or activities in the routine, what problems you may have, and how you may overcome these. Your coach will also support you to think this through.

Event

Day & Time

Activity	Problem	Solution

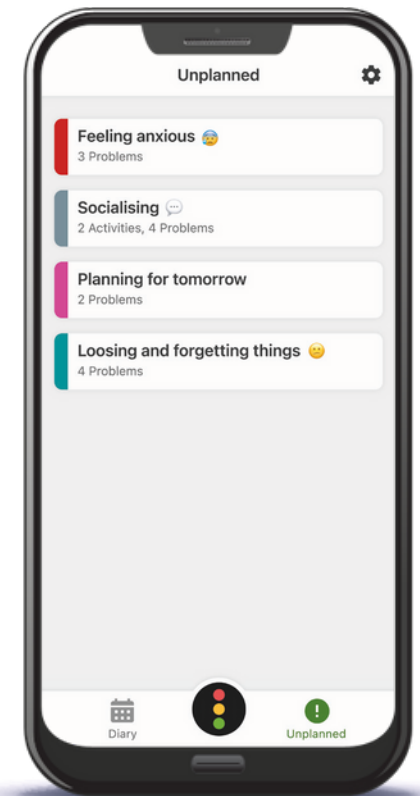
2 - Planning

Unplanned events

Unplanned events can be used for problems that might happen unexpectedly, or worries and anxieties that might crop up at any time. For example, this might be crowds, unexpected changes, or forgetting things.

Here are some examples:

Unplanned event	Problems	Solutions
Feeling anxious	<p>Feeling anxious in a crowd</p> <p>Anxious about my workload</p>	<p>Do my breathing exercises Put headphones in Find somewhere quiet to sit</p> <p>Prioritise tasks Take a 5 minute break</p>
Losing and forgetting things	<p>I've lost my wallet</p> <p>I forgot my keys</p>	<p>Don't worry, check my bag Where did I last have it? Check my pockets</p> <p>Call my housemates Check for the spare key Ask my mum for advice</p>



2 - Planning

Unplanned events

Think about some of the problems that worry you that could happen at any time. Use the table below if you would like to add problems to your unplanned event:

Unplanned event	Problem	Solution

3 - Reviewing my progress

Reflecting on your strengths and difficulties

Once you have been using Brain in Hand for a while, you will be able to review the things you find difficult. Reviewing helps you to see how you are progressing. You may find that some things are less tricky than they used to be.

Area of life	I find this very difficult 1	I find this difficult 2	I find this easy 3	I find this very easy 4
Using public transport	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Making and attending appointments			<input type="radio"/>	<input type="radio"/>
Daily routines				
Self-care				
Shopping and errands				
Managing finances				
Meeting new people				
Social situations and communication				
Motivation and organisation				
Remembering things				
Managing stress and anxiety				<input type="radio"/>
				<input type="radio"/>

3 - Reviewing my progress

Reflecting on your strengths and difficulties

Use these talking points to reflect on your goals with your personal coach.

- Q **Have you made any progress towards the goals you set with Brain in Hand?**
- Q **What tools in Brain in Hand have you found useful or been using?**
 - q Solutions to problems in my Brain in Hand
 - q Checklists
 - q Reminders in my diary
 - q Breaking events into step-by-step activities
 - q Using traffic lights
 - q Using my timeline
- Q **What goals or difficult situations would you like to focus on next?**
- Q **What tools can you use in Brain in Hand to help you do this?**