



TEN STEPS FOR FEELING MANAGEMENT: “PEEEPPPER!” for recallⁱ

1. **PAUSE for TIME OUT**, i.e. when an event happens, pause while you do the following steps, # 2-5. This seems simple but many problems come from impulsive responses that do not allow for any thinking or reflection about consequences.
2. ***ANALYZE** what happened i.e. recount what happened, include the *whole* story, and arrange the sequence in **chronological order**. Recount it like a movie. This will help you understand clearly what happened, and help **distinguish cause and effect**. It often helps to write it out, double-spaced with wide margins. If you word-process it, you will find the reorganization of the facts much quicker. Include your **feelings**, adding ones that occurred to you after the event in the right margin. Remove any information not directly related to the story to an addendum/footnote.
3. ***NAME ALL YOUR FEELINGS** as precisely as you can, and use Part VI to help you include all the feelings you experienced throughout the event. If you censor or omit feelings, your subsequent plans and action are more likely to be flawed.
4. ***SORT YOUR FEELINGS** into **relevant, anachronistic and irrelevant**. Relevant feelings are directly related to the event. Anachronistic feelings are past and future feelings evoked by the event because it is similar to a previous experience, often years old now, or, it evokes future possibilities, e.g. frightening ones. Irrelevant feelings are associated with other events that have nothing to do with this specific event being managed, but may be similar.
5. **FACE ALL YOUR FEELINGS**, means process them by exploring and examining them. It is not necessary to wallow in them, or to whip them up into more than they are, nor blame somebody else for them. They are yours. Treat them carefully, like a carbonated beverage. Allow yourself to experience all the feelings, and tolerate or endure them *without acting on them*. They will often gradually dissipate or convert while you “watch” yourself go through this process. Processing feelings in this way is often facilitated by crying, journaling and talking. Psychotherapy can address steps 3, 4 and 5 for difficult/overwhelming feelings.



6. ***CHOOSE THE BEST RESULT for NOW and LATER.** Use good judgment and careful consideration of your desires and likely consequences. If there's time, discuss these ideas with others.
7. ***PLAN HOW** to make that "best result" happen. Think carefully and be realistic. Talk it over with others if you can. Break it into steps if necessary. Identify any help needed: quality, timing, quantity, source and method of obtaining. Set timelines.
8. **FOLLOW YOUR PLAN** and *nothing but* your plan, but do *follow* your plan. *Act*.
9. ***EVALUATE YOUR RESULTS:** examine what worked, what didn't, and why.
10. ***ACCEPT THE RESULTS and MOVE ON.** This is easiest when you are at least partially successful, but is always necessary at some point. Poor outcomes may require you to go back to the beginning to either manage your feelings about disappointment, or try again to increase your success.

** These are all mental steps; no overt action is taken on these steps*

Recall Aid

"PEEEPPPER!"

P	Steps 1 & 2	= PA use for PA use & AN alyze
EEE	Steps 3, 4 & 5	= three E motion steps
PPP	Steps 6, 7 & 8	= three P lanning steps
ER	Step 9 & 10	= E valuate & accept R esults