## **Tactics Testing & Composure Checklist**

TACTIC	I've Done this before	I Like this one	Works for me	
RECOGNSING		•		
1a Recognising Signs of Tension and Composure Checklist				
1b Recognising Triggers				
1d Acknowledging (noting) Thoughts and Feelings				
REGULATING				
2a Breathing Deeper Slower				
2b Body-Scan to Relax				
2c Grounding Mindfulness				
2d Visualisation for Relaxation				
2e Progressive Muscle Relaxation (PMR)				
2f Pummel and Energize				
2g Centering Focus on Feet Breath Sounds				
2h Regulating Calming Down Tactics				
2j The Take 5 Grounding Exercise				
REFOCUSING				
3a Refocusing Next Priority Tactics Group				
3b Refocusing As-You-Go, Start or Steadier Group				
REFRAMING				
4a Positive Self Talk				
4b Reframing Automatic Thoughts				
REHEARSING				
5a Self Instructional Method (SIM)				
5b Composed Visualised Responses (C-VR)				
RECONNECTING				
6a Reconnecting to Sources of Composure				
6b Reconnecting to Sources of Strength				
6c Reconnecting to Sources of Positive Emotion				
?				
?				

TRIGGERS	SIGNS OF COMPOSURE
	Feeling A relaxed feeling in the body Heartrate at a comfortable level Breathing comfortably Feeling awake and alert A sense of calm A sense of patience Positive emotions
EXISTING TACTICS	Thinking  A sense of good concentration  A sense of positive, constructive thoughts  A sense of being centred and present  A sense of being well-paced  A sense of self-control over one's actions  Ability to zoom out and take perspective
	Flow on effects  Composed body language Composed facial expressions Ability to just observe without fixing Staying on task or returning to task Ability to sit with uncomfortable situations Ability to be still and NOT REACT to triggers
	GENERAL SIGNS OF RESILIENCE
	☐ Ability to think clearly and flexibly in
	changing and challenging situations  Ability to regulate one's emotions (including stress) and remain emotionally composed
	Ability to problem-solve, make sensible decisions and mobilise the right resources
	Ability to maintain positive connections and relationships with others who support you
Mindest Tipe	Ability to persist in the face of challenging circumstances (also called Grit; ability to face
<ul> <li>Mindset Tips:</li> <li>Be intentional, curious, open and patient.</li> <li>Practice versus perfection.</li> <li>A choice to exercise (or test out) this composure tactic, regardless of what's been happening and what's around.</li> </ul>	up and continue after a set-back)  Ability to maintain a state of wellbeing where you feel well, fit and energised enough to tackle life's demands (including the work day, home-life and balancing all of your chosen activities)

## **REACTING MODE**

## T A C T I C A L C O M P O S U R E

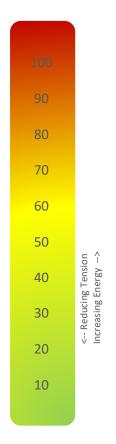
## **RESPONDING MODE**

Slow thinking, manual Conscious and Effortful

**FEELING** 

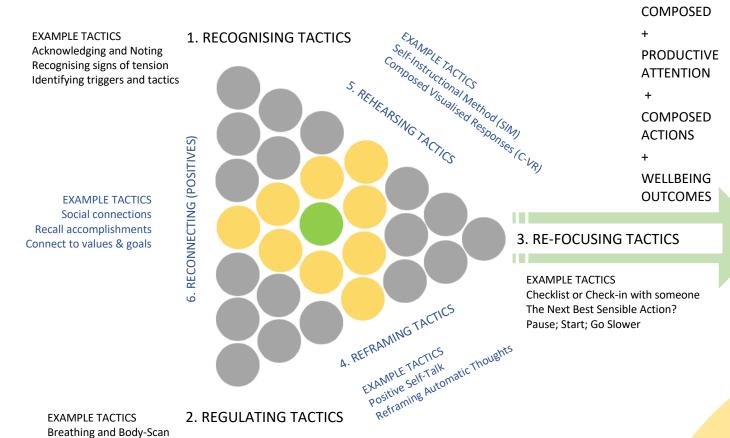
Fast thinking, auto
Subconscious Effortless

100 = HIGHEST EVER
TENSION LEVEL: stress,
frustration, anxiety



0 = LOWEST EVER TENSION LEVEL: calm, relaxed, almost asleep **Progressive Muscle Relation** 

Time-Out, Grounding & Centering



Improved ability to choose wise actions, usually one of these

- Just listen or observe
- Continue carefully
- Clarify the issue or need
- Accept and cope for now
- Give feedback or ask for change
- Tactical withdrawal
- Ask for help or advice

Deliberately applying composure tactics to manage identifiable triggers and boost everyday productivity, wellbeing and resilience.