Appendix

Worksheet 1 – Understanding and describing your fatigue

Gingerbread-man exercise

Use the picture to write or draw how your fatigue impacts on you. This could be physical symptoms, your thinking or your emotions – try to think as broadly as possible.

Use the space below to write down your own definition of fatigue
Appendix

Worksheet 2 – What causes my fatigue

**Primary fatigue – muscle tiredness and weakness**

Write down a list of tasks where you have noticed that your muscles tire quickly:

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**Secondary fatigue**

Circle each factor which you think contributes to your fatigue – you may want to focus on these sections in the document.
Worksheet 3 – Fatigue Diary

**Activity and fatigue diary:**
- Record what activities you carry out each day
- Score how fatigued you are at the end of the day and
- Score how fatigued you are at different points in the day
- Maintain diary for 2 weeks

**Reflection:**
At the end of 2 weeks reflect back on the diary to identify patterns like:
- Which activities make you most fatigued,
- When do you have long periods of inactivity,
- Where might you be able to split activities to manage fatigue,
- Where might you be able to introduce activities to break periods of inactivity

**Planning:**
With this information, plan your activities:
- Spread out activities through-out the week
- Plan activities to avoid “boom bust” activity cycle.
- Introduce activities to break up periods of inactivity.
- Introduce gradual exercise
# Appendix

## Worksheet 3 – Fatigue Diary

Please keep a record of your daily activities and their effects on you in terms of your fatigue levels. Use the following ratings to record how you feel.

1 = no fatigue  
5 = moderate fatigue  
10 = severe fatigue

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<td>Fatigue Rating</td>
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</table>
## Appendix

### Worksheet 4 – Thought diary

<table>
<thead>
<tr>
<th>SITUATION</th>
<th>UNHELPFUL AUTOMATIC THOUGHTS 0-100</th>
<th>EMOTIONS 0-100</th>
<th>ALTERNATIVE THOUGHTS 0-100</th>
<th>NEW RATINGS FOR ORIGINAL AUTOMATIC THOUGHTS AND EMOTIONS 0-100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Think about:</td>
<td>What is going through your mind?</td>
<td>Are you feeling:</td>
<td>Weigh up the evidence for and against the automatic thought, are there any alternatives?</td>
<td></td>
</tr>
<tr>
<td>• Where are you?</td>
<td>• If more than one thought occurs, <strong>underline</strong> the most powerful one</td>
<td>• Low or sad?</td>
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<td></td>
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<tr>
<td>• What are you doing?</td>
<td></td>
<td>• Guilty?</td>
<td></td>
<td></td>
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<tr>
<td>• What time of day is it?</td>
<td></td>
<td>• Worried, tense, anxious?</td>
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<td></td>
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<tr>
<td>• Are you alone or with others?</td>
<td></td>
<td>• Angry?</td>
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<td></td>
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<tr>
<td>• What has happened?</td>
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<td>• Irritable?</td>
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<td></td>
<td></td>
<td>• Ashamed? etc.</td>
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</tr>
<tr>
<td></td>
<td></td>
<td><strong>Underline</strong> the most powerful emotion that you are feeling</td>
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</tr>
</tbody>
</table>

Think about: • Where are you? • What are you doing? • What time of day is it? • Are you alone or with others? • What has happened?

Think about:

- Where are you?
- What are you doing?
- What time of day is it?
- Are you alone or with others?
- What has happened?

What is going through your mind?

- If more than one thought occurs, underline the most powerful one

Are you feeling:

- Low or sad?
- Guilty?
- Worried, tense, anxious?
- Angry?
- Irritable?
- Ashamed? etc.

**Underline** the most powerful emotion that you are feeling

Weigh up the evidence for and against the automatic thought, are there any alternatives?
Worksheet 5 – Soft stomach breathing

(also known as abdominal breathing, deep breathing or diaphragmatic breathing). From Ray Mulry (1995) In the zone: making winning moments your way of life. Great Ocean Publishers, US

Sit with a straight, vertical back (as opposed to a slumped position). Take a deep breath as you inhale through your nose. Hold it.

Did you pull your stomach in, or did you push it out? Now exhale.

A common response is, “I pulled my stomach in.” This is not what you want to do. When you pull your stomach in, you restrict space needed by your lungs for full expansion.

So, try another breath, only this time, “push your stomach out” as you gradually inhale:

- Slowly inhale through your nose to the count of four, pushing your stomach out. Hold it briefly.
- Slowly exhale through your mouth to the count of eight, and relax.

This is actually the way you breathe as you sleep. It is natural for your stomach to slowly expand and then relax into a flat stomach position.

Do three more deep soft stomach breaths. Notice the feeling of relaxation gradually settling over you. Your heart rate is slowing down and becoming more rhythmic. Your blood pressure is decreasing. You feel less pressured. You are reducing physical tension.

Soft stomach breathing is easy to do and can be done almost anywhere, at any time during your day. Try soft stomach breathing to start the day and then repeat it several times throughout the day. Soft stomach breathing can also help you relax just before an event that might be stressful.

With relaxed breathing air flows smoothly in and out of the lungs rather than being drawn in forcefully and blown out with equal force. With soft stomach breathing the stomach rises with each breath in and lowers with each breath out. You can check this by putting one hand on your chest and the other on your stomach as you breathe in and breathe out. If only the hand on your stomach is moving up and down, you are probably breathing correctly. If the hand on your chest is also moving up and down, you may want to practise a little more until your breathing becomes more relaxed.
## Appendix

### Worksheet 6 – Constructive worry exercise

**Putting the Day to Bed with constructive worry**

<table>
<thead>
<tr>
<th>Bad Stuff</th>
<th>Good Stuff</th>
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<th>To Do</th>
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</table>
Worksheet 6 – Constructive worry exercise

**The Bad Stuff:** This is a place to write down anything negative that is on your mind and that you think may interfere with your sleep. Try to be as specific as possible. You can, if you wish, develop this further by describing why you feel anxious, upset, angry etc.

**The Good Stuff:** This is a place to write down anything that went well or that you enjoyed today, anything that you are looking forward to, anything that you feel grateful for or that makes you happy etc.

**To Do List:**

1. Write down the tasks you know you need or want to do the next day.
2. Constructive Worry: Go back to the Bad Stuff column and for as many of the items there as possible write down one, single, realistically achievable action you can take the next day to start addressing it. Don’t try and solve everything in a day; only write down tasks you know you could realistically tick off the next night. For example don’t write down, “Find a new job,” – that will never happen in a day! Rather, you may write “Find my cv on the computer;” the next night you may write, “Update my cv”; the next night, “Look up three recruitment agencies”; the next night, “Email my cv to those agencies” etc.
3. Do the exact same thing with the Good Stuff column i.e. write down any actions you can take tomorrow to reinforce and amplify the positive things.
4. Prioritise: Next to each task write one of three letters: E, D or O for Essential, Desirable and Optional. Remember that an item only gets an E if there is a realistic chance of something bad happening if you don’t do it.
5. Always, always, always check your to do list in the morning!!
Appendix

Worksheet 7 – The wheel of life

Finding a balance between the different areas of our lives is often difficult. At times, one area may take up more of our time and energy and this is to be expected, however, if the imbalance continues for a sustained period of time then other areas can miss out. The wheel of life helps you look at the balance between your areas of life, and help you prioritise activities which you would like to participate in again. This is a dynamic process, and will be ever changing so you can repeat this exercise at different times.

Score each segment of the circle out of 10 for how satisfied you are with that area 0 = least satisfied, 10 = most satisfied.

Look at the segments that scored the lower and ask:
• What would 10 out of 10 feel, look and sound like to you?
• Is that unrealistic?
• How would your life be different if you scored 10 out of 10 in that area?
• What can you do to move your score up just ONE point?
• Use the space below to write some notes in answer to these questions.

Notes:
Worksheet 7 – The wheel of life

Learning to deal with setbacks
Most people with fatigue will experience setbacks, setbacks meaning - times when symptoms worsen for a period of time. It can be difficult to maintain your levels of activity during these times. Different things will provoke setbacks, and they may last for differing lengths of time. Each person will have different ways of dealing with a setback. The purpose of this handout is to encourage you to become aware of those things that provoke a setback for you, and to develop a plan for coping with a setback when it happens.

What can cause setbacks:
- Stress
- Low mood
- Period of illness
- Over doing it

It is worth recognising as many signs and characteristics from your own experience of setbacks to help you next time. Use the space below to list those warning signs which you have noticed before, and add any new ones as you become aware of them.

Warning signs eg:

How to react to warning signs to prevent a setback: