

Tips for setting my BA tasks on the diary

- ✦ An important thing when you decide which tasks to add to your BA plan is that they are balanced and realistic with your current mood level. For the first week, just plan two or three things across the week from your easier section.
- ✦ Remember to act Outside-In not Inside-Out, keep to the plan despite of any negative thoughts or physical symptoms that try and take you off course.
- ✦ Spread your tasks out so that they are balanced each week, breaking down any tasks that seem too difficult.
- ✦ Aim for a balance of routine, necessary and previously pleasurable tasks spread across the week. As you go forward you can move onto more difficult tasks
- ✦ You may not necessarily complete the task or do as much of it as when you did it before you felt this way. Act outside in and aim to stop when you still have enough energy left to do the same amount of what you have just done again; even if the task is not completed. A good way of remembering this is a fuel gauge. Stop when you still have half a tank of fuel left, but not because of off-putting thoughts or physical symptoms of your mood.
- ✦ As you go forward with your BA planning, being to build in a pattern of activities. If you do a necessary task, then add in a pleasurable one next. If you do a pleasurable, then do a routine for example. This helps to build back in a routine pattern of how we schedule our days.
- ✦ Each day, use your regulation plan to guide when you will get up and out of bed, go bed and meal times during the day.
- ✦ If you are awake before you get out of bed, what do you notice you do? how is your thinking? how does that compare to when you are doing a task? does it affect how you feel. As you build up you BA each week, adjust your routine patterns as necessary to helping you to feel better.
- ✦ Having regular meal times is helpful. What you eat may not need to change; or, may not change straight away based on other things on your plan. As you go on with BA you may want to change what you are eating. For example if you are not cooking as much as you did before. Have cooking on your BA plan and build up to this if this is the case for you. You don't need to feel under pressure to do it straight away if it is in your more difficult list, or you can break it down to feel more manageable in a planned way.
- ✦ If you were doing a sport or exercise before your low mood, remember you will need to build back up to the level of the activity you could manage before and get back to condition. Think about an athlete who had not practised for a while, they too would need to build back up slowly and wouldn't be at the peak they were before. That comes back through doing it.