

FORM I

Cues for Tension and Anxiety Survey Schedule

Name _____ Date _____

Individuals have different ways that indicate to them that they are tense or anxious. Check below the ways that apply to you:

1. You feel tense in:

forehead

back of your neck

chest

shoulders

stomach

face

other parts _____

2. You sweat

3. Your heart beats fast

4. You can feel your heart pounding

5. You can hear your heart pounding

6. Your face feels flush or warm

7. Your skin feels cool and damp

8. Your tremble or shake in your:

hands

legs

other parts _____

9. Your stomach feels like you are just stopping in an elevator

10. Your stomach feels nauseous

11. You feel yourself holding something tight (like a steering wheel or the arm of a chair)

12. You scratch a certain part of your body Part you scratch _____

13. When your legs are crossed, you move the top one up and down

14. You bite your nails

15. You grind your teeth

16. You have trouble with your speech

FORM 2

Self-Instruction Relaxation Procedures Checklist

Name _____ Week of _____

Instructions: Immediately after finishing the session, in the spaces provided, rate your performance using the following code:

0 = Met criteria, mastered skill

1 = Need to practice this skill

2 = N/A (not including body part in sequence or haven't started working on skill)

Date:												Date:					
T = Tighten; R = Relax	T	R	T	R	T	R	T	R	T	R		Relax only (no tensing)	R	R	R	R	R
Sit in relaxed position												Sit in relaxed position					
Tighten your forehead; relax												Relax your forehead					
Tighten your eyes; relax												Relax your eyes					
Tighten your nose; relax												Relax your nose					
Tighten your mouth; relax												Relax your mouth					
Tighten your tongue; relax												Relax your tongue					
Tighten your jaw; relax												Relax your jaw					
Tighten your lips; relax												Relax your lips					
Tighten your neck; relax												Relax your neck					
Tighten your shoulders; relax												Relax your shoulders					
Tighten your arms; relax												Relax your arms					
Tighten your hands; relax												Relax your hands					
Tighten your back; relax												Relax your back					
Tighten your chest; relax												Relax your chest					
Tighten your stomach; relax												Relax your stomach					
Tighten below your waist; relax												Relax below waist					
Tighten your legs; relax												Relax your legs					
Take deep breath, relax (3X)	1.	1.	1.	1.	1.	1.	1.	1.	1.	1.	1.	Take deep breath, relax (3X)	1.	1.	1.	1.	1.
	2.	2.	2.	2.	2.	2.	2.	2.	2.	2.	2.		2.	2.	2.	2.	2.
	3.	3.	3.	3.	3.	3.	3.	3.	3.	3.	3.		3.	3.	3.	3.	3.
RATE YOUR SESSION: After completing the relaxation procedures of tightening and relaxing and then just relaxing, circle the code that represents your performance during the session. Rating Code: AA = Above Average Session, AV = Average Session, BA = Below Average Session												AA	AA	AA	AA	AA	
												AV	AV	AV	AV	AV	
												BA	BA	BA	BA	BA	

FORM 3

Relaxation Placement Test

Name _____ Date(s) _____

Person Administering Test _____

Directions: Assess the learner’s abilities on each of the eight items below. Record the learner’s responses using the code provided. If possible, go through all eight items in one session. To ensure accuracy, it is recommended that you repeat administration of items 1–8 in a separate session.

Record responses using the following code: ✓ = Correct; X = Incorrect; NR = No Response

SITTING STILL—THE RELAXING POSITION	Trial 1	Trial 2
1. Ask the learner to sit quietly in a chair for 5 seconds with feet still, back straight, head up, without moving or vocalizing. Criteria: Individual sits quietly for 5 seconds with minimal or no movement.		
MAKING EYE CONTACT	Trial 1	Trial 2
2. Say “Look at me” and ask the learner to maintain eye contact for 1 to 3 seconds. Criteria: The individual makes eye contact for 1 to 3 seconds within 5 seconds of being given the direction.		
IMITATING ACTIONS	Trial 1	Trial 2
3. Say “Look at me,” and when the individual makes eye contact, say “Do this” as you raise your hand above your head. Criteria: The person imitates the response correctly within 5 seconds.		
4. Say “Look at me,” and when the individual makes eye contact, say “Do this” as you tap the table. Criteria: The person imitates the response correctly within 5 seconds.		
5. Say “Look at me,” and when the individual makes eye contact, say “Do this” as you clap your hands. Criteria: The learner imitates the response correctly within 5 seconds.		
FOLLOWING SIMPLE INSTRUCTIONS	Trial 1	Trial 2
6. While the learner is seated in a chair and paying attention, say “Stand up.” Do not model the correct response. Criteria: The individual stands up in front of the chair within 5 seconds.		
7. While the learner is seated, move a few feet away, face the learner, and say “Come here.” Criteria: The person stands up and walks toward you without inappropriate movements or vocalizations within 5 seconds.		
8. With learner standing in front of a chair, say “Sit down.” Criteria: The person sits down in the chair within 5 seconds of being given the direction.		

Scoring: If the learner successfully completes all sections of the placement test, begin training the Basic Relaxation Procedures. If the individual has not met criteria in one or more of the sections, begin training those skills as detailed in the Fundamental Procedures section.

FORM 4

Fundamental Procedures Checklist

Name _____ Week of _____

Instructions: In the spaces next to each step in the Fundamental Procedures, indicate the type of prompt the learner needed to perform the skill. Use the following prompt hierarchy code:

- 0 = Trainer stated the direction once (with or without modeling) and learner followed the direction independently.
- 1 = The learner needed additional verbal prompting.
- 2 = The learner needed physical prompting to tighten and relax. (Use PP for partial physical prompt, FP for full physical prompt.)

	Session 1	Session 2	Session 3	Session 4	Session 5
Sit in the relaxing position.					
Eye contact: "Look at me."					
Imitation 1: Obtain eye contact, say "Do this," and model raising hand.					
Imitation 2: Obtain eye contact, say "Do this," and model tapping table.					
Imitation 3: Obtain eye contact, say "Do this," and model clapping hands.					
Following Instructions 1: Obtain eye contact and say "Stand up." Do not model response.					
Following Instructions 2: Obtain eye contact and say "Come here."					
Following Instructions 3: Obtain eye contact and say "Sit down." Do not model response.					
Sit in the relaxing position.					
Rate the Session AA = Above average session AV = Average session BA = Below average session					

FORM 5

Basic Relaxation Procedures Checklist

Name _____ Week of _____

Instructions: In the spaces next to each step in the relaxation procedure, indicate the type of prompt the learner needed to complete tensing (T) and relaxing (R) the body part. Use the following prompt hierarchy code:

- 0 = Trainer stated the direction once (with or without modeling) and learner followed the direction independently.
- 1 = The learner needed additional verbal prompting.
- 2 = The learner needed physical prompting to tighten and relax. (Use PP for partial physical prompt, FP for full physical prompt.)

Basic Relaxation Procedures Steps										
Tightening and Relaxing	Session 1		Session 2		Session 3		Session 4		Session 5	
	T	R	T	R	T	R	T	R	T	R
Sit in appropriate, relaxed position										
Tighten your arm, relax arm										
Tighten your other arm, relax other arm										
Tighten your hands, relax hands										
Tighten your leg, relax leg										
Tighten your other leg, relax other leg										
Take a deep breath and relax										
	T	R								
Stand up. Tighten your whole body. Relax your whole body.										
Walk. Stop. Tighten your whole body. Relax your whole body.										
Relaxing only										
Relax your arm										
Relax your other arm										
Relax your leg										
Relax your other leg										
Take a deep breath and relax										
(Repeat three times with 2 seconds between each breath.)	1.		1.		1.		1.		1.	
	2.		2.		2.		2.		2.	
	3.		3.		3.		3.		3.	
Rate the Session										
AA = Above average session										
AV = Average session										
BA = Below average session										

FORM 6

Advanced Relaxation Procedures Checklist

Name _____ Week of _____

Instructions: Immediately after finishing the session, in the spaces provided, indicate the prompt level necessary for the learner to complete each step in the procedure. Use the following prompt hierarchy code.

0 = Trainer stated the direction only once (with or without modeling), the learner then follows the direction independently.

1 = The learner needs additional verbal prompting.

2 = The learner needs physical prompting to tighten and relax (indicate PP for partial physical prompt or FP for full physical prompt).

Date:												Date:						
T=Tighten; R=Relax	T	R	T	R	T	R	T	R	T	R	T	R	Relax only (no tensing)	R	R	R	R	R
Sit in relaxed position													Sit in relaxed position					
Tighten forehead; relax													Relax forehead					
Tighten eyes; relax													Relax eyes					
Tighten nose; relax													Relax nose					
Tighten mouth; relax													Relax mouth					
Tighten tongue; relax													Relax tongue					
Tighten jaw; relax													Relax jaw					
Tighten lips; relax													Relax lips					
Tighten neck; relax													Relax neck					
Tighten shoulders; relax													Relax shoulders					
Tighten arms; relax													Relax arms					
Tighten hands; relax													Relax hands					
Tighten back; relax													Relax back					
Tighten stomach; relax													Relax stomach					
Tighten below waist; relax													Relax below waist					
Tighten legs; relax													Relax legs					
Take a deep breath; relax													Take deep breath, relax (3X)	1.	1.	1.	1.	1.
														2.	2.	2.	2.	2.
														3.	3.	3.	3.	3.
Stand up, tighten; relax													Rate Session: AA = Above Average AV = Average BA = Below Average					
Walk, stop, tighten; relax																		
Take deep breath, relax (3X)	1.		1.		1.		1.		1.									
	2.		2.		2.		2.		2.									
	3.		3.		3.		3.		3.									

NOTES/COMMENTS: