

TYPE C TOOLBOX CHEAT SHEET

- **Notice “should” statements.** A “should” statement is a rule we have formulated in our minds at some point. For example, “I should be really easy to work with so I can please the boss and be rewarded.” When we feel guilty, it’s usually from a rule in our minds. Becoming aware of these rules is important so we can work to lessen their grip on us.
- **Sit with uncomfortable emotions.** Instead of pushing away guilt, anger, jealousy, fear - allowing ourselves to feel them, understand them, and talk or write through them. Keep in mind the cost of not acting on “should” statements is having to sit with these uncomfortable feelings; however, with practice, stamina builds and this gets much easier over time.
- **Self compassion.** When we make mistakes, we must remember this makes us human. If we did do something wrong - does beating ourselves up help us or move us forward? How would we talk to a friend in this situation? We could talk to ourselves with the same compassion.
- **Ask for help.** Type C people feel guilty about asking for help because we are burdening someone else. But we can challenge the rules in our minds like “I need to do it all” and “I don’t want to upset anyone” and simply ask for help in a clear and direct way, without hostility.
- **Form daily self care habits.** Prioritizing our health by making self care (exercise, nutrition, restorative activities) non-negotiable elements of our daily routine. Working on letting go of responsibility for things or asking for help more. Becoming more aware of what we are doing with our time.
- **Say no thoughtfully.** Defaulting to “yes” when asked to do something is classic Type C. When asked on the spot, use the delay tactic (see below) if needed. A gracious way to say no is “I have a lot on my plate right now and I won’t be able to give that project the time and attention it needs.”
- **Healthy distraction.** If we find ourselves worrying excessively or ruminating, we can use active rest to break this cycle cycle - examples are exercise, calling a friend, puzzles, cooking - something that challenges our minds and/or bodies.
- **Be brave.** Being vulnerable and telling the truth can often help improve connections with people. This also builds resilience when we have to face fears of disappointing people, and standing up for ourselves.

- **Use the broken record technique.** When pushy people ask too much of us, use as few words as possible to shut them down politely, and repeat this language as often as needed.
- **Use “I” statements instead of “you” statements.** With an “I” statement, politely and directly state your need; this is more effective than a “you” statement which can be perceived as aggressive and put someone on the defensive. For example, if you need more help around the house, you would say “I am feeling super overwhelmed. I could really use some help with the laundry. Would you be able to handle the sheets and towels?” instead of “You never help me with this laundry!”
- **Be a little selfish.** Be aware of your needs and attend to them. When doing something for others, consider if they can do this for themselves (and think of this as a growth opportunity for them). Or, consider if this can be delegated?
- **Delay tactic.** When asked to do something on the spot, buy yourself some time with a short and sweet statement like “let me think about that and get back to you.” This will buy you some time to weigh costs and benefits.
- **Gray rock.** When dealing with a high-drama or manipulative narcissist, disengage and keep your communications boring and unemotional. Keep your facial expressions neutral, your responses vague and uninteresting. The goal is to give them nothing so they will move on.