

TIME TO BREAK THE HABIT

# 21 DAYS

TOBACCO CESSATION WORKBOOK  
ONLINE EDITION

## WHY I WANT TO BREAK THE HABIT

On these cards write 3 of the most important reasons that motivated you to make the decision to quit. Place these cards in various areas (your wallet, purse, car dashboard, mirror, computer monitor) so that you can review your reasons daily. Use them as a reminder any time the urge to use tobacco occurs.

**Examples:** *I want to be healthy enough to play with my children and grandchildren.*  
*I don't want to spend my senior years bedridden.*

1.	_____
2.	_____
3.	_____
1.	_____
2.	_____
3.	_____
1.	_____
2.	_____
3.	_____

***Review and study these reasons daily.***

## CHECKLIST OF ADDITIONAL TOBACCO URGES

Numerous tobacco users have educated us about urges that usually tempt them to smoke. Their input on what initiated their urges, listed below, may help you recognize personally important urges to include on your “What Sets Off My Tobacco Urges” worksheet.

Place a check next to the tobacco urges that usually bring on the urge to smoke for you.

### External Situation Urges

#### Social events where others are smoking

- Recreational events, such as playing cards or gambling, going to a ball game, or being at a party
- Friends or family members who invite you to smoke with them

#### Drinking alcohol or being around others who are drinking

- When drinking alcohol alone
- When in a bar or restaurant where other people are drinking

#### Drinking coffee

- When drinking coffee in the morning
- When taking a coffee break during the day

#### Routine daily activities

- Driving a car
- Reading a newspaper, magazine or book
- Watching television
- After a meal
- Talking on the telephone
- Right after waking up in the morning
- During a recreational activity, like fishing, hunting or camping
- While working on a project at the computer, your workshop or desk

## Emotional Urges

### When feeling down

- Sad, blue, depressed, or down in the dumps
- Distress when thinking about military experiences
- Boredom, like when waiting around without anything to do
- Loneliness
- Low in energy or tired and need a “pick-me-up”

### When feeling anxious or stressed out

- “Uptight” or on edge
- Worry or apprehension over some crisis, problem or unexpected bad news

### When feeling angry or frustrated

- Needing to calm down after getting angry
- After an argument or confrontation with someone
- When frustrated after things just don't go right at work or elsewhere

### When you want to relax or reward yourself

- Needing to “take a break” and relax after working on something

### When feeling upbeat or in a good mood

- Feeling happy, feeling positive and wanting to reward yourself
- Feeling like celebrating something

### When needing something to do with your hands

- When feeling like you need to handle something or keep your hands busy
- It feels good to go through the steps of lighting up and handling a cigarette

### When you need to think or concentrate better

- Wanting to concentrate or focus your attention better

## Nicotine Craving Urges

### Cravings and nicotine withdrawal

- \_\_\_\_\_ Cravings for a cigarette after having not smoked in awhile
- \_\_\_\_\_ Nicotine withdrawal symptoms, like restlessness, irritability, headache, or trouble concentrating

## METHOD OF REDUCING MY TOBACCO USAGE

### Why Should You Reduce Tobacco Prior to Your Quit Date?

Reducing tobacco use prior to Quit Date makes it easier for many people to discontinue the overpowering addiction on their Quit Date. Reduced tobacco use has the advantages of:

1. Minimizing your level of nicotine addiction and withdrawal symptoms that need to be managed after Quit Date
2. Giving you self-assurance in your ability to quit by learning how to defy urges to smoke prior to Quit Date
3. Allowing for an enthusiastic way of moving toward the goal of quitting, without having to wait for the Quit Date.

It is important to remember that the goal of treatment is to quit tobacco all together. Reduced tobacco use is only a strategy to help you quit.

### Making Your Plan for Reduced Tobacco

**Step 1:** Set a realistic tobacco usage goal that guides you to fewer cigarettes or dips of snuff you plan on taking per day. We advise reducing this amount by 10% every three days until Quit Day. It's best to not exceed a 15% per week rate of reduction. To do this, take the number of cigarettes or dips of snuff and multiply it by 0.10; this will tell you how many cigarettes or dips of snuff you need to reduce. (If you dip snuff, it will be helpful if you convert to pouches during this process for ease of tracking)

*Example: if you smoke 20 cigarettes per day,  $20 * 0.10 = 2$ , so take two cigarettes away from your total and smoke 18 for the next three days, the same for pouches.*

We provide a chart on the next page under step 2 to track and monitor this.

**Step 2:** Record on the chart below the number of cigarettes or tobacco pouches you plan on using each day for each 4-day period that you reduce your tobacco consumption before Quit Date.

	<i>Usual Cigarettes or Pouches Per Day Smoked</i>	<i>Four days between Sessions 1 &amp; 2</i>	<i>Four days between Sessions 2 &amp; 3</i>	<i>Four days between Sessions 3 &amp; 4</i>	<i>Five days between Session 4 &amp; Quit Date</i>
<i>Example of a 10% reduction plan</i>	30	27	24	21	18
<b>Your Plan:</b> Record _____ % weekly reduction					

### Implementing Your Plan for Reducing Smoking

- Here are some important things to DO in implementing your plan:
  - Only have access to the number of cigarettes or pouches of tobacco you plan to use each day and keep them in one place.
  - Focus on eliminating cigarettes or tobacco pouches that are the “easiest” or least satisfying in the day for you to give up. These may be cigarettes that you just smoke automatically without really wanting them.
- Here are some important things to NOT DO in your reduced smoking plan:
  - Do not compensate for smoking fewer cigarettes by smoking more of each cigarette, puffing more often, or inhaling deeper or taking a longer drag.
  - Do not reduce below 10 cigarettes per day, as this may increase the “reward value” or enjoyment of these remaining cigarettes and make quitting harder.
  - Pouch users do not compensate by leaving the pouch in for more than 1 hour.

### Additional Tips for Reducing Smoking That You May Want to Try

- Smoke less of each cigarette (*for example, smoke only half*).
- Wait longer and longer before you smoke your first cigarette or take your first pouch of the day. That means you’ll use less and less tobacco as the days go by.
- Smoke or use the pouches only at specific times on the clock (*for example, only smoke on odd or even hours*).

## UNDERSTANDING MY TOBACCO URGES

Tobacco urges are “high-risk” conditions that bring on the drive to use tobacco. This takes place because these conditions have been linked with smoking hundreds or thousands of times, over many years. Smoking is a “conditioned” or learned response to the presence of three kinds of urges:

- a. **External Situation Urges** like being around others who smoke, watching TV, or drinking alcohol or coffee. You may smoke “automatically” in these situations, even though you don't even really feel like having a cigarette.
- b. **Internal Emotional Urges** like feeling depressed, stressed out or bored. You may smoke as a way of calming down when you're stressed out or picking yourself up when you're down.
- c. **Internal Nicotine Craving Urges**, such as craving the taste of a cigarette or having withdrawal symptoms like restlessness, after not having smoked in a while. Sometimes you may smoke because your body craves nicotine and you respond by telling yourself that you really “need” a cigarette.

By first becoming aware of your tobacco urges, you are in a better position to learn methods to cope with these urges without smoking.

<b>Instructions:</b> Write down five situations that most tempt you to smoke.	<b>Type of urge</b>
1.	
2.	
3.	
4.	
5.	

## CONTROLLED BREATHING FOR COPING WITH TOBACCO TRIGGERS

Quitting tobacco requires learning substitute techniques for managing stress. Using controlled breathing is an excellent stress management method for people who are quitting tobacco for the reason that:

- a) It reduces overall life stress.
- b) It is easy to use and works in almost all tobacco urge situations.
- c) It will increase your ability to breathe more effectively after quitting tobacco.

Using controlled breathing really works to help people discontinue tobacco use by minimizing stress, but it only works if you practice it so that it becomes an “automatic” reaction to tobacco urges.

**Instructions.** Practice controlled breathing after the urge to smoke hits you but before lighting the cigarette. Do this four separate times each day for at least four minutes each time.

### **Step 1:**

It's best to stop what you're doing and sit down in a place where you can relax. If this is not possible, it's OK to use controlled breathing while you do some activities, like driving or sitting at your desk working.

### **Step 2:**

Breathe in through your nose slowly and deeply while counting to five. Send air down into your lungs as far as you can, so that your stomach expands and feels like it's filling up with air.

### **Step 3:**

Pause and hold your breath to the count of five.

### **Step 4:**

Exhale slowly to a count of five or more. (When you exhale, exhale all the way out and get out as much air as you comfortably can.)

### **Step 5:**

When you've exhaled completely, take five breaths in your normal rhythm, and then repeat steps 2 through 4 above.

## MY ACTION PLAN FOR MANAGING TOBACCO URGES

**Instructions:** Use this worksheet to record your “high-risk” tobacco urges and your specific plan for coping with each of these urges. **Managing strategies are things that you do or tell yourself to get your mind off of tobacco.** Keep it uncomplicated by using one or two managing strategies at first and then add more if you need them. Use the EASE method below to facilitate this.

During session 3, write down three of your most challenging tobacco urges. Then, write down managing strategies for these three urges and begin practicing them during the next four days. The “**Checklist of Additional Tobacco Urges**” lists good managing strategies that you should consider recording on your “**My Action Plan for Managing Tobacco Urges.**”

For now and the immediate future, you will want to update your *Action Plan* by writing new tobacco urges and ways to manage them in the extra spaces given. This will help you **foresee** and **prepare** for “high-risk” urge situations following your Quit Date, so that you can stay tobacco-free for good.

### E.A.S.E. Strategy for Coping with Tobacco Urges

#### **EVADE** External Urge Circumstances

*Examples:*

1. *Staying away from places where other people smoke, such as nightclubs, casinos and places where other smokers gather for “smoke breaks”*
2. *Make smoking inconvenient. Stop smoking in your home; by only smoking outside, you will smoke less.*

#### **AMEND** or change urge circumstances that you can’t steer clear of altogether

*Example: many tobacco users are urged when they drink coffee while reading the morning paper at home. Instead of lighting up, try spicing up your morning coffee with flavored creamer, cinnamon or peppermint.*

## **SUBSTITUTE** tobacco use with a substitute behavior

### Examples:

1. Chewing gum, eating sugarless candy or sucking on a cinnamon stick
2. Activities that keep your hands busy, like squeezing a handball, doing beadwork or needlework, or handling a silver dollar or “worry stone” that you keep in your pocket
3. Going for a walk to distract you from smoking and engaging in a healthy alternative such as a membership at GiGi’s

## **EMOTIONALLY** manage with internal techniques

### Examples:

1. Using the breathing relaxation exercise taught in session 2
2. Listening to calming music
3. Focusing on thoughts that are incompatible with smoking, like thinking of your reasons for not smoking, imagining yourself as a non-smoker one year from now and telling yourself “this urge to smoke will pass in a few minutes...I can beat it!”

<b>My Tobacco Urges</b>	<b>Managing Strategy I Will Implement Using EASE</b> <u><b>EVADE</b></u> urges <u><b>AMEND</b></u> urges <u><b>SUBSTITUTE</b></u> tobacco with another activity <u><b>EMOTIONALLY</b></u> manage urges with internal techniques
<b>Example:</b> Getting stressed out when driving in heavy traffic	<b>Examples:</b> <u><i>Evade:</i></u> I won't take tobacco with me in the car. <u><i>Amend:</i></u> Take back roads to work to enjoy the scenery and minimize stress. <u><i>Substitute:</i></u> Take a stress ball to squeeze...that'll help work off tension and keep my hands busy. <u><i>Emotionally Manage:</i></u> Spending as much quality time with my children and/or grandchildren as life will allow is more important than allowing a chemical to rob me of this.
1	
2	
3	
4	
5	

<b>My Tobacco Urges</b>	<i>Managing Strategy I Will Implement Using EASE</i> <b><u>EVADE</u></b> urges <b><u>AMEND</u></b> urges <b><u>SUBSTITUTE</u></b> tobacco with another activity <b><u>EMOTIONALLY</u></b> manage urges with internal techniques
6	
7	
8	
9	
10	
11	
12	
13	
14	

## CHECKLIST OF ADDITIONAL SKILLS FOR MANAGING TOBACCO URGES

### Evading Tobacco Urges

- \_\_\_ Avoid places where other people are smoking (ball games, casinos, bars, etc.).
- \_\_\_ Quickly leave whatever circumstances you're in when the urge to smoke comes over you.
- \_\_\_ Instead of using tobacco after meals, get up from the table and brush your teeth.
- \_\_\_ Get rid of tobacco reminders, like ashtrays, lighters, spittoons and cigarettes in the house.

### Amend Tobacco Urges

- \_\_\_ Eliminate all tobacco use from inside your home and car.
- \_\_\_ Go to a non-smoking section of a restaurant for your morning coffee and newspaper.

### Substitute Tobacco with Substitute Behaviors

- \_\_\_ Keep your mouth busy by using sugarless gum or candy or by chewing on toothpicks or cinnamon sticks.
- \_\_\_ Keep your hands busy by doing bead work, assembling a model or squeezing a rubber ball.
- \_\_\_ Carry a "worry stone," precious coin or other object that you enjoy handling.
- \_\_\_ Use the "5-Minute Time Out" Rule. *(Each time you feel a craving, wait at least five minutes before reaching for a tobacco product and notice that the urge often passes.)*
- \_\_\_ Use methods other than tobacco to relax in situations where you usually use tobacco *(examples: listening to soothing music, taking a hot bath or shower, reading)*.
- \_\_\_ Distract yourself from tobacco urges by engaging in a hobby, pleasurable activity or going for a walk.
- \_\_\_ Wear a rubber band around your wrist and gently snap it when you have strong urges to smoke.
- \_\_\_ Ask for help in getting through tough smoking urges by calling a friend or talking to an ex-smoker.

## Emotionally Managing with Tobacco Urges

- \_\_\_\_\_ Think of quitting tobacco one urge at a time.
- \_\_\_\_\_ Remind yourself that tobacco urges generally pass in 3-5 minutes if you hang on and don't use it (tobacco use will only make the urges come back later).
- \_\_\_\_\_ Read your list of reasons for wanting to stop smoking and the benefits of quitting.
- \_\_\_\_\_ Concentrate on what you most dislike about tobacco (examples: the smell in your clothes, the cost, having smokers cough, bad breath).
- \_\_\_\_\_ Think of how you got through this situation in the past without using tobacco.
- \_\_\_\_\_ Imagine your future if you continue to use tobacco. Then imagine how your life will change if you stop (examples: being alive for your grandchildren, being able to do physical activities you enjoy, being able to proudly tell your family that you quit smoking).
- \_\_\_\_\_ Say things to yourself that will give you strength to resist smoking urges (examples: "I'm sick of having my life controlled by tobacco!" "I can beat this urge, as I've certainly done harder things in my life than that!" "I may want a cigarette or a dip of snuff, but I really don't need it.")
- \_\_\_\_\_ Think about what you'll be able to buy with the money saved from not using tobacco, like your dream vacation.
- \_\_\_\_\_ Think about the fact that quitting tobacco greatly increases the chances that children in your family will also not use tobacco; you can save their lives by following through with your commitment.

## CHECKLIST OF NECESSARY PREPARATIONS FOR QUIT DATE

This checklist contains strategies for helping you take control of your tobacco use behavior **before** your Quit Date so that it's easier to stop tobacco use and stay tobacco-free. Using these strategies will help you “unlearn” the habit of tobacco use and build your confidence in resisting tobacco use during many routine activities of daily life.

**Instructions:** Place a checkmark next to each strategy that you think will help you and that you are willing to try this week before your Quit Date. Record the strategies you like most on your “Get Ready to Quit” worksheet.

### Ways to increase time in non-tobacco use places and non-tobacco use activities

- Increase your participation in a routine physical exercise program, like walking, swimming, or cycling.
- Increase participation in recreational activities that involve physical activity, like hiking, tennis, or other sports.
- Take on work projects around the house or elsewhere that require increased physical activity, like gardening, remodeling a room or landscaping.
- Engage in hobbies that require you to use your hands, like restoring furniture or an old car, doing needlework or assembling an intricate model.
- Spend less time in the house and more time in places where tobacco use is not allowed, like libraries, museums, churches, or the mall.
- Go to the non-tobacco use section of a restaurant for meals.
- Increase the time you spend socializing with relatives, friends, acquaintances, and co-workers who do not smoke.

## Ways to limit places where you use tobacco prior to your Quit Date

- Smoke all your cigarettes outside.
- Separate tobacco use from your usual daily activities by doing NOTHING else while you use tobacco. (For example, if you normally smoke while talking on the phone, wait until the call is completed and then go to a designated tobacco use area to smoke.)

## Ways to make tobacco use inconvenient and unpleasant

- Do not possess more cigarettes or pouches than what you've decided to use at the beginning of each day. (For example, purchase a new pack each day and throw out those you do not plan to smoke that day.)
- Do not carry cigarettes or pouches with you.
- Store cigarettes or snuff in a place where you usually don't keep your tobacco products and which is difficult to get to (examples: your garage, tool box, trunk of your car).
- Purchase tobacco by the individual pack or can each day, not by the carton or roll.
- Don't empty your ashtrays. This will remind you of how many cigarettes you've smoked each day and will make tobacco use more unappealing.
- Use tobacco only under circumstances that aren't especially pleasurable for you. (Example: smoke facing a wall and think only about the cigarette or tobacco you are about to use and its many negative effects.)
- Collect all your cigarette butts or used pouches in one large glass container full of water as a visual reminder of the filth made by smoking.
- Smoke all your cigarettes and use all of your pouches outside.
- Switch to a brand of cigarette or pouch that you find distasteful.
- Hold your cigarette with the hand opposite the hand you usually use to smoke.
- Put your cigarettes or can of pouches in an unfamiliar location or a different pocket than what you are accustomed to.

## Ways to replace tobacco use with behaviors that are rewarding

- Make a ritual of doing an activity that brings you pleasure each day. This activity should be something additional to what you are currently doing. It is vital to start finding ways to reward yourself, relax, and feel good without cigarettes, which have fulfilled this purpose for you for years.

## SUPPORTIVE PEOPLE WHO WILL HELP ME STOP TOBACCO USE

Getting important people in your life to support your efforts to stop tobacco use is critical for your success. Securing support of your non-tobacco use lifestyle involves the following steps:

1. Identify people who are available and interested in encouraging and supporting your efforts to stop tobacco use. (Examples: family members and other people with whom you spend most of your day, like people at work or house mates.)
2. Tell these people that you will stop tobacco use on your designated Quit Date.
3. Ask others to start taking (or increase) specific actions that will help you stop smoking.
4. Be assertive in asking others to stop actions that interfere with your efforts of stopping tobacco use.

**Instructions:** List the names and relationships of supportive people and the specific actions that you will request of them to help you stop smoking. Record actions that you'd like these other people to stop doing that hinder you and actions that others should start doing (or increase) that will help you.

<i>Name of supportive person and relationship to you</i>	<i>I will request others to support me by stopping or by starting (increasing) the following actions:</i>
<b>Example 1:</b> June, my wife	Go for a walk with me after dinner instead of hanging around the table where I'm tempted to smoke.
<b>Example 2:</b> Rick, my friend	Don't smoke around me when we're playing cards.
<b>Example 3:</b> Paula, my sister who quit smoking	Let me call on her cell phone when I'm having strong urges to smoke. She quit and knows how to talk me out of smoking.
<b>Example 4:</b> The guys at work	Don't offer me cigarettes during break time.
<b>Example 5:</b> Vets who I eat lunch with after group is over	I'll ask them if we can sit in a non-tobacco use section of the restaurant for a while until I'm confident I won't return to smoking.
1.	
2.	
3.	
4.	
5.	

## PREPARING FOR MY TOBACCO USE QUIT DATE

Successful ex-tobacco users have taught us the importance of preparing for Quit Date by changing the pattern of tobacco use before Quit Date arrives. Preparing for your Quit Date in this way will help you to “unlearn” the habit of tobacco use by:

- A. making tobacco use less “automatic” in trigger situations
- B. building confidence to quit tobacco by “disconnecting” tobacco use from routine daily activities and situations.

**Instructions:** You can prepare for your Quit Date by listing specific actions that you will take in response to the questions below. Your Respiratory therapist will help you identify actions during today’s session that the two of you think will work well. After the session, we recommend that you read the “Checklist of Additional Preparations for Quit Date.” You should check the actions that you think will work for you and then enter them on this worksheet.

### What will you do to start increasing time spent in non-tobacco use places or time spent doing non-tobacco use activities?

**Example:** Spend more time at my son’s house, helping him remodel his kitchen and babysitting my granddaughter...I know I won’t smoke around her.

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1.

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2.

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3.

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4.

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## What situations are you willing to limit your tobacco use to, between now and your Quit Date?

*Example:* I'll only smoke in my garage, with the lights out so I won't have anything else to do.

---

1.

---

2.

---

3.

## What actions are you willing to take to make tobacco use inconvenient or unpleasant, between now and Quit Date?

*Example:* Buy a new pack each day and put the cigarettes I plan to smoke in my tool chest outside, after tossing out the extras I agreed to not smoke.

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1.

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2.

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3.

## What will you start doing more of to reward yourself and make yourself feel good, in place of smoking?

*Example:* I'm going to finally learn how to play the guitar for relaxation, by taking lessons and promising myself to devote an hour each day to practice.

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1.

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2.

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3.

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## SUGGESTIONS FOR ADDITIONAL ACTIONS TO TAKE AFTER QUIT DATE

### Avoid common tobacco urge triggers

- The first few days after you quit, spend as much free time as possible in places where tobacco isn't allowed, such as libraries, museums, theaters, department stores, and churches.
- For the first four weeks after you quit, avoid situations you strongly associate with the pleasurable aspects of tobacco use, such as watching your favorite TV program, sitting in your favorite chair or having a cocktail before dinner.
- Try to avoid alcohol, coffee and other beverages that you associate with tobacco use.
- Tell your friends and associates who use tobacco that you need to stay away from them for a few weeks until you're confident you can resist the temptation to join them.
- Where you are and what is going on around you can make you crave a cigarette. If you have cravings, a change of scene can help (*for example: go outside, change rooms or change what you're doing*).
- Mix up your daily routine to break the connection with tobacco. (*Examples: start your day with a walk right after getting up, take your work break in a different place, sit in a different place to watch TV or read the paper*).

### Replace tobacco with substitute behaviors

- Keep busy. Become involved in a hobby where you use your hands, like woodworking, gardening, painting, or writing. Or, get the tobacco smells out of your house by washing all the curtains, rugs, and bedding.
- After a meal, brush your teeth and wash the dishes right away.

## Mental strategies to use for coping

- Tell yourself that tobacco “just one time” can hurt you by undoing all your hard work and leading you back to regular usage.
- If you’re tempted to use tobacco when stressed by a problem, remind yourself that tobacco won’t solve the problem...it will only create new ones.
- Tell yourself that tobacco now will only make quitting more difficult later (*it will make nicotine cravings come back in full force after you become re-addicted to nicotine*).
- Focus only on getting past one tobacco urge at a time and then one day at a time without tobacco (*don’t think about “never” having a cigarette or dip again in your life*).
- Tell yourself the urge to use tobacco will pass whether you use tobacco or not...only tobacco will keep the urges coming back!
- Think of someone you love that makes quitting worthwhile and who will be proud of you for quitting.
- Try not to take on big projects, push yourself or otherwise stress yourself out for two to four weeks.
- Lower your stress by finding balance in your life. For you, this may mean:
  - Managing your time better to reduce the number of pressures and responsibilities in your life
  - Getting more rest and sleep
  - Increasing your involvement in enjoyable activities, like hobbies or recreation
  - Having more “quiet time” where you can be alone to relax or listen to music
  - Having more contact with people you care about
  - Becoming more physically active
  - Taking time to prepare nutritious meals

## Reward yourself for not using tobacco

- Buy yourself something special or go someplace special to celebrate not using tobacco. You should do this at least once each week, choosing items or trips that you can afford.
- Reward yourself by putting money saved from not using tobacco into a big jar each day in order to buy something special for yourself or someone you care about.

**KEEP YOUR PARTICIPANT WORKBOOK HANDY.  
READ THE SECTIONS YOU FIND MOST HELPFUL FIRST THING  
IN THE MORNING AND MORE OFTEN AS NEEDED.**

## ACKNOWLEDGMENTS

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