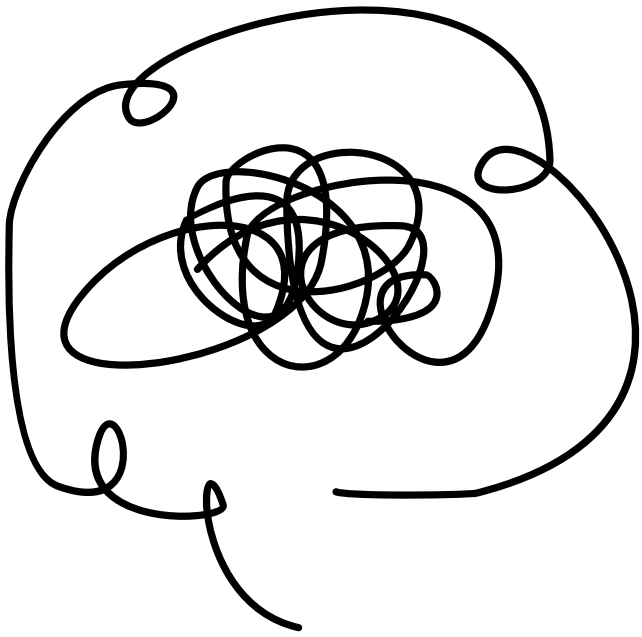
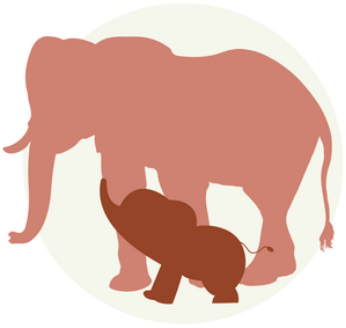


Overthinking

WORKSHEET

by Amanda Thomas Coaching



WORKSHEET #1

Thought Awareness and Categorization Worksheet

Objective:

To identify your overthinking patterns and develop metacognition skills.

Part 1 Thought Log

Instructions: Over the next day, jot down moments when you catch yourself overthinking. Use the table below to record your thoughts.

TIME	SITUATION	THOUGHTS	INTENSITY (1-10)									

Part 2 Categorizing Your Thoughts

Now, review your thought log and categorize each thought into one of these common overthinking patterns:

- **Catastrophizing:** Imagining the worst possible outcome
- **Overgeneralizing:** Applying one negative experience to all situations
- **Mind reading:** Assuming you know what others are thinking
- **Should statements:** Criticizing yourself or others with "should" or "must"
- **Emotional reasoning:** Believing something is true because it feels true
- **Black and white thinking:** Seeing things as all good or all bad
- **Rumination:** Replaying past events or conversations repeatedly

Write the number of the category next to each thought in your log.

Part 3 Reflection Questions

1. Which overthinking pattern do you use most frequently?

2. In what situations do you tend to overthink the most?

3. How does overthinking affect your emotions and behavior?

4. What triggers your overthinking?

Part 4 Metacognition Exercise

Choose one thought from your log. Answer these questions about it:

1. What evidence supports this thought?

2. What evidence contradicts this thought?

3. How might someone else view this situation?

4. What advice would you give a friend having this thought?

5. How helpful is this thought in solving the problem or making you feel better?

Part 5 Setting an Intention

Based on what you've learned about your overthinking patterns, set one specific, achievable goal to improve your thought awareness this week. For example: "I will pause and label my thoughts when I notice myself catastrophizing."

My intention: _____

_____

_____

_____

_____

_____

Remember:

- Becoming aware of your thoughts is the first step in managing overthinking. Practice observing your thoughts without judgment, and over time, you'll find it easier to redirect your mind when it starts to spiral.

WORKSHEET #2

Cognitive Restructuring Worksheet



Objective:

To challenge and reframe negative thoughts, developing rational thinking skills.

Part 1 Identifying Negative Thoughts

List three negative thoughts you've had recently:

_____

_____

_____

Part 2 Thought Analysis

Choose one thought from above to analyze:

Thought: _____

1. What evidence supports this thought?

_____

2. What evidence contradicts this thought?

_____

3. Is this thought a fact or an interpretation?

_____

4. What cognitive distortions might be present in this thought? (e.g., all-or-nothing thinking, overgeneralization, mental filter, jumping to conclusions, etc.)

Part 3 Challenging Questions

Answer these questions about your chosen thought:

1. Am I confusing a thought with a fact?

2. Am I basing my thought on feelings rather than facts?

3. Am I thinking in all-or-nothing terms?

4. Am I using words like "always," "never," "should," or "must"?

5. Am I taking things personally that aren't connected to me?

Part 4 Reframing

Now, try to reframe your negative thought into a more balanced, rational one:

Original thought:

Reframed thought:

Part 5 Alternative Perspectives

List three alternative ways to view the situation that led to your negative thought:

Part 6 Action Plan

Based on your reframed thought and alternative perspectives, what actions can you take to address the situation constructively?

Part 7 Reflection

How do you feel after reframing your thought? Has your perspective changed? If so, how?

Remember:

- Cognitive restructuring is a skill that improves with practice. The goal isn't to always think positively, but to think more rationally and realistically.

WORKSHEET #3

Mindfulness and Present-Moment Focus Worksheet

Objective:

To develop grounding techniques that stop rumination and improve attention control.

Part 1 Mindfulness Check-In

Before we begin, take a moment to assess your current state:

1. On a scale of 1-10, how present do you feel right now?	
2. What physical sensations are you aware of?	
3. What emotions are you experiencing?	
4. What thoughts are running through your mind?	

Part 2 5-4-3-2-1 Grounding Exercise

Practice this exercise when you notice your mind wandering or overthinking:

Name 5 things you can see	Write down your observations:
Name 4 things you can feel	Write down your observations:
Name 3 things you can hear	Write down your observations:
Name 2 things you can smell	Write down your observations:
Name 1 thing you can taste	Write down your observations:

Part 3 Mindful Breathing

Set a timer for 2 minutes. Focus on your breath, noticing the sensation of air moving in and out of your body. If your mind wanders, gently bring it back to your breath.

After the exercise, answer:

1. How many times did your mind wander? _____
2. What did you notice about your breath? _____
3. How do you feel now compared to before the exercise? _____

Part 4 Body Scan

Spend 5 minutes doing a body scan, focusing on each part of your body from your toes to your head. Note any areas of tension or relaxation:

_____

_____

_____

_____

Part 5 Mindful Activity

Choose a simple activity (e.g., washing dishes, walking, eating) and perform it mindfully for 5 minutes. Engage all your senses and focus entirely on the present moment.

Describe your experience:

_____

_____

_____

_____

_____

Part 6 Thought Observation

For 3 minutes, observe your thoughts without engaging with them. Imagine them as clouds passing in the sky or leaves floating down a stream.

What did you notice about your thoughts?

Part 7 Everyday Mindfulness Plan

List 3 daily activities where you can practice mindfulness:

Part 8 Reflection

1. How did these exercises affect your state of mind?

2. Which technique did you find most helpful for bringing you to the present moment?

3. How might you use these techniques when you notice yourself overthinking?

Remember:

- The goal of mindfulness is not to clear your mind of thoughts, but to observe them without judgment and gently return your focus to the present moment. Regular practice can significantly reduce overthinking.

WORKSHEET #4

Action Planning and Problem-Solving Worksheet

Objective:

To convert worry into productive action, developing strategic thinking skills.

Part 1 Identifying the Problem

Describe a situation you're currently overthinking or worrying about:

_____

_____

_____

Part 2 Problem Analysis

1. What specific aspects of this situation are causing you concern?

a. _____

b. _____

c. _____

2. On a scale of 1-10, how much control do you have over this situation?_____

3. What are the potential consequences you're worried about?

_____

_____

Part 3 Fact vs. Assumption

List three facts about the situation:

_____

_____

_____

List three assumptions you might be making:

_____

_____

_____

Part 4 Solution Brainstorming

Generate at least five possible solutions or actions you could take:

a. _____

b. _____

c. _____

d. _____

e. _____

Part 5 Evaluating Solutions

For each solution, answer these questions:

1. How likely is this to solve the problem? (1-10)	
2. What are the potential positive outcomes?	

3. What are the potential negative outcomes?	
4. What resources (time, money, skills) would this require?	

Part 6 Action Plan

Based on your evaluation, choose the most promising solution and create an action plan.

Chosen solution: _____

Steps to implement:

a. _____

b. _____

c. _____

d. _____

Potential obstacles and how to overcome them:

_____

_____

Timeline for implementation: _____

Part 7 Contingency Planning

If your chosen solution doesn't work, what's your backup plan?

_____

_____

_____

_____

_____

Part 8 Worry Time Management

Set aside a specific "worry time" each day to address concerns.

Designated worry time: _____

Duration: _____

Outside of this time, practice redirecting worry thoughts to your action plan.

Part 9 Progress Tracking

How will you measure the success of your action plan?

_____

_____

When will you review and adjust your plan if needed? _____

Part 10 Reflection

1. How has creating an action plan affected your feelings about the situation?

_____

_____

2. What have you learned about yourself through this process?

_____

_____

Remember:

- **Action planning turns vague worries into concrete steps. Even if you can't completely solve a problem, taking action often reduces anxiety and increases your sense of control.**

WORKSHEET #5:

Emotional Regulation and Self-Compassion Worksheet



Objective:

To manage anxiety and self-criticism, developing emotional intelligence skills.

Part 1 Emotional Awareness

List three emotions you've experienced during recent overthinking episodes:

For each emotion, rate its intensity (1-10) and describe how it felt in your body:

Part 2 Emotional Triggers

Identify three common triggers for your overthinking:

Part 3 Self-Talk Analysis

Write down three self-critical thoughts you often have when overthinking:

Now, rewrite each thought with self-compassion:

Part 4 Comfort Inventory

List five activities or things that help you feel calm and grounded:

a.

b.

c.

d.

d.

Part 5 Self-Soothing Techniques

Practice and rate the effectiveness (1-10) of these techniques:

1. Deep breathing:	
2. Progressive muscle relaxation:	
3. Visualization of a calm place:	

4. Positive affirmations:	
5. Physical self-care (e.g., warm bath, soft blanket):	

Part 6 Emotion Regulation Strategies

For each emotion from Part 1, identify a healthy coping strategy.

1. Emotion:	Strategy:
2. Emotion:	Strategy:
3. Emotion:	Strategy:

Part 7 Self-Compassion Letter

Write a brief, compassionate letter to yourself as if you were writing to a dear friend struggling with overthinking.

Part 8 Gratitude Practice

List three things you're grateful for right now:

Part 9 Values Alignment

Identify three personal values that are important to you:

How can you align your actions with these values when you're overthinking?

Part 10 Support Network

List three people you can reach out to when you need support:

Part 11 Personal Mantra

Create a short, positive mantra to repeat when you catch yourself overthinking:

Part 12 Reflection

1. How has focusing on emotional regulation and self-compassion affected your overthinking?

2. What's one new insight you've gained about managing your emotions?

3. How can you incorporate more self-compassion into your daily life?

Remember:

- Emotional regulation and self-compassion are skills that improve with practice. Be patient with yourself as you learn to manage your emotions and treat yourself with kindness.