

# YOUR CALM TOOLBOX

TOOLS FOR YOUR CALMER  
CANCER JOURNEY!



**CAROL L RICKARD, LCSW**

STAGE III CANCER SURVIVOR

AMERICA'S ULTIMATE STRESS EXPERT



# YOUR C.A.L.M. TOOLBOX

*Tools for Your  
CALMER Cancer Journey!*

Carol L Rickard, LCSW

Stage III Cancer Survivor  
America's Ultimate Stress Expert

# Your C.A.L.M. Toolbox

by Carol L Rickard, LCSW

© 2022 Carol L Rickard All Rights Reserved

All rights reserved. No part of this book may be reproduced for resale, redistribution, or any other purposes (including but not limited to eBooks, pamphlets, articles, video or audiotapes, & handouts or slides for lectures or workshops). Permission to reproduce these materials for those and any other purposes must be obtained in writing from the author.

The author & publisher of this book do not dispense medical advice nor prescribe the use of this material as a form of treatment. The author & publisher are not engaged in rendering psychological, medical, or other professional services. The purpose of this material is educational only.

ISBN: 978-1-947745-32-2 (paperback)

ISBN: 978-1-947745-33-9 (ebook)

## **Published by:**

Well YOUiversity Publications

A Division of Well YOUiversity, LLC

5 Zion Rd.

Hopewell, NJ 08525

888 LIFE TOOLS (543-3866)

[www.CarolRickard.com](http://www.CarolRickard.com)

[Support@CarolRickard.com](mailto:Support@CarolRickard.com)

## **A Note from Carol:**

Thank you for being a reader of *I Am NOT Cancer!* I hope it has begun to help you navigate your cancer journey in a new way. Be sure to send me an email & let me know if it has changed things for you.

I've put together this "toolbox" to make it easier for you to take action and begin to use the tools on a daily basis. I have added some bonus tools!

Please be sure to tell others about I Am NOT Cancer to help us accomplish our mission of changing how people navigate the stress of their cancer journeys.

If you are reading this book because someone shared it with you. Be sure to pick up your copy of "*I Am NOT Cancer*" today! You can get it at:

[amazon.com/author/carolrickard](https://amazon.com/author/carolrickard)

For more tips and training

Follow Us On FB: [facebook.com/IAmNotCancer](https://facebook.com/IAmNotCancer)

# How To Use This Book

On the following pages you will find all the tools you learned about in *I Am NOT Cancer*. And a few bonus tools as well!

There are a couple ways you can use this book:

## *#1 – Review it on a weekly basis.*

This will help reinforce the new information you have learned and is anchoring it in your brain!

## *#2 – Print out a specific page.*

This works great to put a specific tool in front of your eyes every single day! *Hint: Be sure it is someplace you frequently are in.*

\*\* If you happen to be an ‘old school’ reader and prefer a physical book to read... there’s good news! Because of this, there is now a printed version of this eBook as well.

Go to: [Amazon.com/author/carolrickard](https://www.amazon.com/author/carolrickard)

# CALM Tool #1

**A**  
**C**ritical  
**T**ask  
**I**mplmented  
**O**nly  
**N**ow!

© 2021 & Licensed by Well YOUniversity, LLC  
Taken from the *WordTools™ Series*

## CALM Tool #2

**D**irect

**O**ppportunity

© 2021 & Licensed by Well YOUiversity, LLC  
Taken from the *WordTools™ Series*



## CALM Tool #3

**D**enied

**O**ppportunity

**N**ot

,

**T**rying

© 2021 & Licensed by Well YOUiversity, LLC  
Taken from the *WordTools™ Series*

# CALM Tool #4

**L**iving

**I**ntentionally &

**F**ully

**E**ngaged

© 2021 & Licensed by Well YOUniversity, LLC  
Taken from the *WordTools™ Series*

# CALM Tool #5



## NOW Anchor

**N**otice

**O**nly

**W**hat-is!

© 2021 & Licensed by Well YOUiversity, LLC  
Taken from the *WordTools™ Series*

## CALM Tool #6

IT'S NOT  
***WHAT HAPPENS***  
TO YOU,  
BUT  
***HOW YOU REACT***  
TO IT  
**THAT MATTERS**

EPICLETUS

## CALM Tool #7

**C**ontrolling

**H**ow

**O**ur

**I**ntentions

**C**reate

**E**xperiences

© 2021 & Licensed by Well YOUiversity, LLC  
Taken from the *WordTools™ Series*

## CALM Tool #8

WHEN WE FACE A SITUATION  
THAT ***CANNOT*** BE CHANGE

WE ARE **CHALLENGED**  
TO  
***CHANGE OURSELVES***

VICTOR FRANKL

## CALM Tool #9

THE CHOICES  
*YOU MAKE*  
MAKE YOU!

AUTHOR UNKNOWN

## CALM Tool #10

WORDS  
CAN BE POWERFUL,  
PUT IN TO *ACTION*  
THEY BECOME  
**LIFE CHANGING!**

CAROL L RICKARD



## CALM Tool #11

If you always do  
what you've always done,

You'll always get  
what you've always gotten,

Because if nothing changes...

**NOTHING CHANGES!**

Author Unknown

# CALM Tool #12

## YESTERDAY, TODAY, and TOMORROW

There are two days in every week that we need not worry about, two days that must be kept free from fear and apprehension.

One is YESTERDAY, with it's mistakes & cares, it's faults & blunders, it's aches & pains. Yesterday has passed, forever beyond our control. All the money in the world cannot bring back yesterday. We cannot undo a single act we performed. Nor can we erase a single word we've said – Yesterday is gone!

The other day we must not worry about is TOMORROW, with it's impossible adversaries, it's burden, it's hopeful promise and poor performance. Tomorrow is beyond our control!

Tomorrow's sun will rise either in splendor or behind a mask of clouds – but it will rise. And until it does, we have no stake in tomorrow, for it is yet unborn.

This leaves only one day - **TODAY**. Any person can fight the battles of just one day. It is only when we add the burdens of yesterday & tomorrow that we break down.

It is not the experience of today that drives people mad—it is the remorse of bitterness for something which happened yesterday, and the dread of what tomorrow may bring.

**LET US LIVE ONE DAY AT A TIME!!!!**

(Author Unknown)

# CALM Tool #13

**A**ctively

**W**ork

**A**t

**R**ecognizing

**E**xistences

© 2021 & Licensed by Well YOUiversity, LLC  
Taken from the *WordTools™ Series*

## CALM Tool #14

**C**reating

**H**ealthy

**A**nd

**N**ew

**G**rowth

**E**xperiences

© 2021 & Licensed by Well YOUiversity, LLC  
Taken from the *WordTools™ Series*

# CALM Tools #15 - 43

## DO60 System<sup>TM</sup>

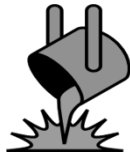
Step 1 -



*NO*  
Muscles

the level from **RISING!**

Step 2 -



*NEEDS*  
Muscles

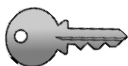
**RELEASE** so the level drops!

**Each step** must be done *in order...*

Step 1 **→** Step 2

**Each step** must be done *for 60 Secs*

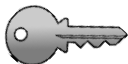
**#1**



**Try out each one.**

(*even if* you don't think  
it will work for you!)

**#2**



**Do 60 Seconds.**

(if you can go longer – *do it!*  
30 secs. *is better than* none!)

**#3**



**Keep a list.**

(write down tools that end  
up working *best for you*)

**#4**



**Have more than 1!**

(don't set yourself up to fail  
the *more tools* the better!)

You **must** do **Step 1** *before* Step 2

Step 1  Step 2



**Tool #1**

# read

grab one of your favorite books

**Real or Kindle**



Either way..... you're reading!



**Tool #2**

# Music

Listen to one of your favorites!

**Song or Artist**







## Tool #3

# Breathe

## ✓ Count your breathes

There are a couple ways to do this:

#1

**Track the # you do  
in 60 secs.**



or

#2

**Set a specific # to do  
10, 12, 15, 20**

**Belly Breathing** is best!

This gets lots of oxygen into our brain...

Oxygen is **kryptonite** to STRESS!

Another way to *BREATHE*:

✓ **Square Breathing**

1) **Breathe in** & count to 4 in your head (1,2,3,4)

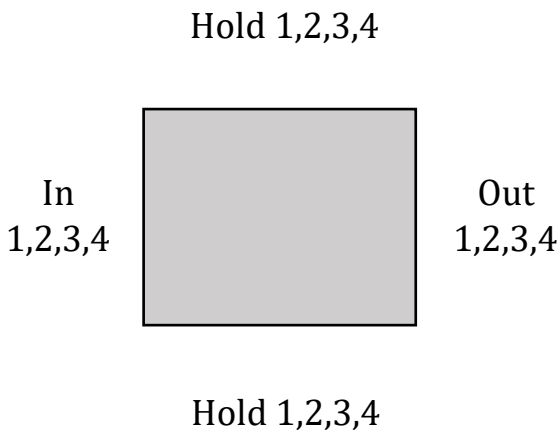
2) **Hold it** & count to 4 in your head (1,2,3,4)

3) **Breathe out** & count to 4 in your head (1,2,3,4)

4) **Hold it** & count to 4 in your head (1,2,3,4)

5) **Repeat!**

***Here's what it looks like!***





## Tool #4

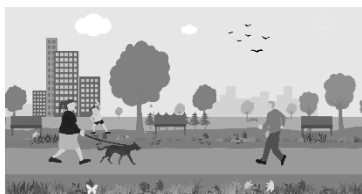
# Take A Time Out

Remove yourself from the situation.

Create **space** between

**YOU** & the situation or person

**Go outside!**



**Go to  
another room**





## Tool #5

# Mind Push Ups!

Here's how:

1. Find a quiet spot to lie down.



2. Set a timer for 60 secs. (*or more!*)



3. Put a book on your belly.



4. As you breathe in, make  
your belly & the book rise up!

5. Breathe out like your blowing candles.



6. Repeat breathes until timer goes off!



## Tool #6

# + SELF-TALK

Saying positive statements to yourself!

## The 2 P's of Self-Talk!

### 1) Present

I AM....  
THIS IS....  
I HAVE....

### FUTURE

~~I will....  
I hope...  
I'm going to...~~

### 2) Positive

**Don't touch = TOUCH!**

~~Not...  
Won't...  
Can't...~~

Our brain filters out the negative  
& all we hear is what's after it: **TOUCH!**

\*\* See a list of self-talk ideas on page 28\*\*



## Tool #7

# The Serenity Prayer

God,

Grant me the **serenity** to **accept**  
the things *I cannot change*.

The **courage** to **change** the things *I can*.

And the **wisdom** to **know** *the difference*.


Carol's  
'In the Moment Serenity Prayer'

Ask yourself the following ?


"Can I do anything about IT  
***RIGHT NOW?***"

If yes, ***DO it!***      If NO – ***Let it go!***


*Here's a few more*  *tools -*

- Guided Imagery on 

- Count to 10 **s l o w l y** !

- Watch a favorite show or movie 

- Blow bubbles 

- Lie down & look at the sky 

- Picture a  sign in your mind

- Make a “Calm Jar”  
Google It!



## ***Positive Self-Talk Ideas***

I no longer give power to the PAST

Today I feel peace & calm.

I am free of negative feelings.

I am learning to love myself.

Today, I choose a positive attitude.

I am terrific just the way I am!

I have all the time I need.

I am living a healthy life today

Today, I forgive all others and myself.

I am getting better one step at a time!

I am having a great day!

I am a good friend to have!





**Tool #1**

# Talk

Grab one of your favorite friends

**In-person**



**Zoom**



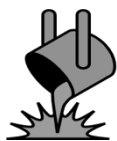
**Phone**



Either way..... You're ***talking!***

**IMPORTANT:**

Talk about your *feelings*, ***not*** the situation!



Tool #2

## Do A Dump & Destroy



This is one of my secret weapons!

Here's what you need:



- ✓ A piece of paper
- ✓ Something to write with

**1) Start writing**

**2) *DO NOT READ IT***

**3) *Destroy IT!***

***\*\*It WON'T work with a computer\*\****

***It requires you to use paper!***

This is different from “Journaling” ....

## **with Dumping –**

The goal = Just get it out!

**Reading IT = *reloads it!***

It also works *really well* when\*\* ...

1) You can't **fall asleep**  
because your *mind racing*

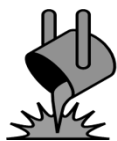
2) You **wake up** at night &  
your mind is racing!

### **\*\*IMPORTANT:**

You must go write in ***another*** room for it to work.



**TIP:** Use a sharpie & toilet paper, flush when done. No one will ever read that!



**Tool #3**

## **Empty Chair Method**

When you don't have anyone  
or you can't get a hold of someone

*Use* this tool!



You start talking to the

**“Empty Chair”**

*As if the person was there!*

It is a great way to **VENT** without getting  
in trouble for what you say!

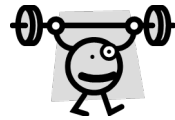


**Tool #4**

# Get ACTIVE!

There are many ways to do this!

**Walk**



**Any Kind of  
Exercise**

**Climb the  
Stairs**

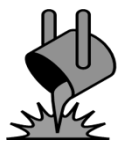


**Bike**

**Push Ups**



**Sports**



## Tool #5

# Music

For this tool to work, you **MUST**:  
you **DO more** than just listen!

**Dance** = Any time you are  
*moving* to music!

*ging* = Doesn't mean you *can*  
or  
**KNOW** the words!

**Perform** = Play a real  
or  
*instrument*  
**AIR** guitar / drums





Tool #6

## Punch n Dump!

There are **2** ways to do this:

1)

Use a real punching bag.

*Don't have one?*

You can make one using a pillow!

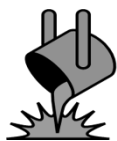


+



## 2) AIR BOXING!

You must ***be sure*** to do this in a  
place where it is SAFE.



## Tool #7

# Let It Out!

When stress builds up...

Sometimes a good cry or a good laugh  
is needed to ***let it out!***

# Cry

It's perfectly okay to  
let the tears flow.

*(Even for guys)*



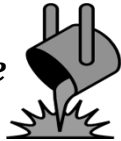
# Laugh

Watch a funny show  
Try Laughter Yoga





*Here's a few more* **tools -**



- Tear up an old phone book or a bunch of paper



- Wash the car



- Do some coloring!

- Rake leaves



- Do some jumping jacks!

- Scream in a car or another safe place



- Constructive Destruction – break something on PURPOSE!



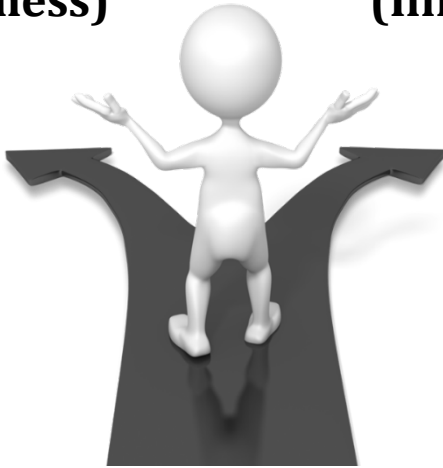
# CALM Tool #48

**CAN**

**(Wellness)**

**CAN'T**

**(Illness)**



## CALM Tool #49

**F**ocus

**I**n

**N**ow

**I**nstead

**S**topping

**H**alfway

© 2021 & Licensed by Well YOUniversity, LLC  
Taken from the *WordTools™ Series*

## CALM Tool #50

“Whether you  
**think you can**  
or think you can’t  
**you’re right**”

Henry Ford

## CALM Tool #51

*'WHY'S'*

GET US LOST IN THE PAST

*'WHAT-IF'S'*

GET US LOST IN THE  
FUTURE

CAROL L RICKARD

## **CALM Tool #52**

YOU CAN'T REWRITE THE PAST

HOWEVER,

**YOU HOLD THE PEN  
TODAY!**

CAROL L RICKARD

## CALM Tool #53

**T**he  
**O**nly  
**D**ay  
**A**fforded  
**Y**ou!

© 2021 & Licensed by Well YOUiversity, LLC  
Taken from the *WordTools™ Series*

# CALM Tool #54

## The Serenity Prayer Stress Tool!

Grant me the **serenity** to accept the things  
I cannot change:

---

---

---

---



The **courage** to change the things I can:

---

---

---

---

And the **wisdom** to know the difference!



## **CALM Tool #55**

Can I do anything about it  
right now?

## CALM Tool #56

**L**eave  
**E**verything  
**T**o  
  
**G**ods  
**O**wnership

© 2021 & Licensed by Well YOUniversity, LLC Taken  
from the *WordTools™ Series*

# CALM Tool #57

Write down what it is you are trying to  
'let go' of on a small slip of paper.

Then do one of the following with the slip:

★ **Put it in a special box you have decorated**

(Many people refer to these as a God Box  
or a Worry Box. You can find all types of  
boxes at your local craft store)

★ **Put it in a special book**

(This could be a book of worship or  
another special book of yours)

★ **Throw it in a fireplace**

(If you don't have one, it could be any other  
safe way to destroy it by burning!)

★ **Shred it up**

(This could be as simple as throwing  
it in the shredder or tearing it by hand  
in to a bunch of little itty, bitty pieces!

## CALM Tool #58

**G**iving

**R**espect

**A**nd

**T**hanks

**I**nto

**T**he

**U**sual

**D**aily

**E**xperiences

© 2021 & Licensed by Well YOUiversity, LLC  
Taken from the *WordTools™ Series*

## CALM Tool #59

**G**iving

**R**espect

**A**nd

**T**hanks

**E**veryday

**F**or

**U**nbelievable

**L**ife

© 2021 & Licensed by Well YOUiversity, LLC  
Taken from the *WordTools™ Series*

## CALM Tool #60

**M**agnificent

**I**nstrument

**N**eeding

**D**irection

© 2021 & licensed by Well YOUiversity, LLC  
Taken from the *WordTools™ Series*

# CALM Tool #61

**P**urposely

**R**epeat

**A**ctivities

**C**ritical

**T**o

**I**mproving

**C**ore

**E**xistence

© 2021 & Licensed by Well YOUiversity, LLC  
Taken from the *WordTools™ Series*

## CALM Tool #62

**F**ind

**A**n

**I**mportant

**L**esson

**U**sing

**R**eal

**E**xperiences

© 2021 & Licensed by Well YOUiversity, LLC  
Taken from the *WordTools™ Series*



# CALM Tool #63

## Carol's 5 Minutes to CALM Every Day!



Exercise

Day 1 Day 2 Day 3 Day 4 Day 5 Day 6 Day 7

--	--	--	--	--	--	--	--



Punch  
n  
Dump

Day 1 Day 2 Day 3 Day 4 Day 5 Day 6 Day 7

--	--	--	--	--	--	--	--



Mind Pushups

Day 1 Day 2 Day 3 Day 4 Day 5 Day 6 Day 7

--	--	--	--	--	--	--	--



Dump & Destroy

Day 1 Day 2 Day 3 Day 4 Day 5 Day 6 Day 7

--	--	--	--	--	--	--	--



Laughter Minute

Day 1 Day 2 Day 3 Day 4 Day 5 Day 6 Day 7

--	--	--	--	--	--	--	--

**REMEMBER:** Before doing anything ACTIVE, you must take 5 deep breaths 1<sup>st</sup>!

## Carol's Other Tools

The Nationally Syndicated TV Series:



I am NOT Cancer

Watch at: [www.PrincetonTV.org](http://www.PrincetonTV.org)

## Want More Tools?!

Carol has written other “tool” books!

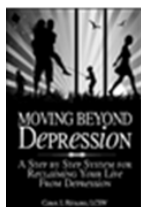
If you need help:

- ✓ Losing weight
- ✓ Dealing with anger
- ✓ Managing health issues

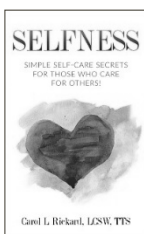
Take a look at the next few pages...



Chronic illness doesn't exclude you from having wellness. Get a blueprint to follow for taking back control of your health!



Are you sick & tired of feeling sick & tired? This is a step by step system for reclaiming your life from depression.

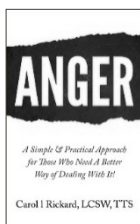


Self-care is often forgotten in this busy world. Carol offers simple and practical strategies to fit in to your busy life!

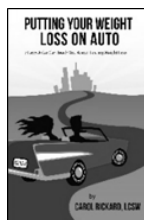


No – this is not promoting smoking! Instead, it provides the knowledge & the 'tools' to finally "Kick Cigarettes Butts"!

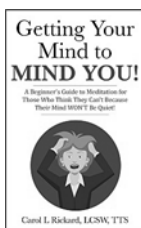
Available: [amazon.com/author/carolrickard](https://www.amazon.com/author/carolrickard)



ANGER - one of the most powerful emotions there is. Learn how to manage it instead of it managing you!



Losing weight doesn't have to be complicated! Learn the 7 *Laws of Lasting Weight Loss* a car can teach us. Guaranteed to work!



Your mind *is not* supposed to be quiet! Learn how meditation really works & change your life forever!



Do you find yourself struggling with what to say or how to help someone you care about? Learn how to say it & what to do!

Available: [amazon.com/author/carolrickard](https://www.amazon.com/author/carolrickard)



## **WordTools™**

What are words tools?

They are acronyms with purpose & meaning!

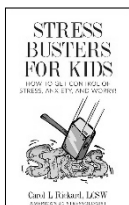
They are officially called *Artinymys™*, which is Sanskrit for “describe”.

On the back of each word tool is a question for you to answer should you choose to!

We have **4 different versions:**

***Wellness*** Vol. 1 & 2, ***Self-Esteem*** Vol. 1 & 2  
***Business*** Vol. 1 & 2, ***Athletes*** Vol. 1

<b>T</b> he	<b>Examples:</b>	<b>D</b> aringly
<b>O</b> nly		<b>R</b> ecognize
<b>D</b> ay	<b>A</b>	<b>E</b> xperiences
<b>A</b> fforded	<b>D</b> eliberate	<b>A</b> s
<b>Y</b> ou!	<b>A</b> ddjustment	<b>M</b> ine
	<b>P</b> roviding	
	<b>T</b> ransformation	



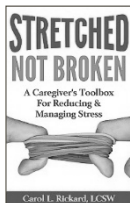
## NEW RELEASE!!!!

Kid these days have to deal with so much stress. This makes sure they have the tools to succeed!!

We have three different versions of adult stress books because life circumstances can be different for each.

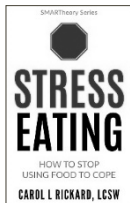
Choose the one that **best fits** your situation!

### Caregiver



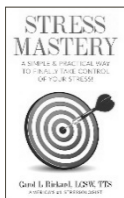
Research has shown caregivers are the MOST vulnerable. Learn quick, simple, practical tools for reducing and managing it.

### Stress Eater



Do you find yourself eating when under stress? Get the tools & knowledge needed to break away from any old habits.

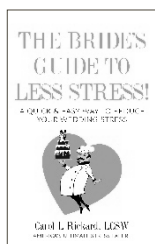
### General



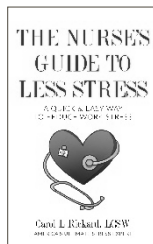
STRESS... It's all around us and NOT getting any less! Get the system Carol has taught to 1,000's & finally take control!

This series of books introduces Carol's proprietary **DO 60 System™** that you learned about in this book! Each version has added chapters geared towards that **specific audience**.

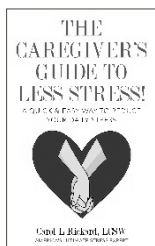
### Brides



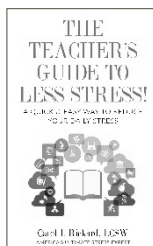
### Nurses



### Caregiver



### Teachers



Available: [amazon.com/author/carolrickard](https://amazon.com/author/carolrickard)

## *About The Author*



Carol Rickard is a sought-after international speaker and trainer. Her award-winning books and TV show

have transformed thousands of lives for the better by teaching real-world solutions for taking control of stress and wellness.

Recognized as one of America's Ultimate Stress Experts, Carol has been teaching stress management in hospitals for nearly 30 years. In addition to the 25+ books published, she has been a featured expert in other publications including Readers Digest, Dr. Oz's The Good Life, and Woman's World Magazine. She wrote a weekly column for Esperanza Magazine's HopeToCope.com.



As a Stage III cancer survivor, Carol knows firsthand the enormous amount of stress that can show up unexpectedly in life and how important it is having the right tools and strategies to help manage stress, so it does not negatively impact your health, your relationships, and living your best life.

She has conducted trainings for numerous organizations including the NJ State Police, Princeton University, Catholic Charities USA, and US Department of Energy. She is the creator and co-host of a nationally syndicated wellness series called The WELL YOU Show, which is based out of Princeton Community Television.

## **To Contact Carol:**

Please feel free to reach out if you have any questions or comments. She'd love to hear how this book has helped you!

Email:

[Help@CarolRickard.com](mailto:Help@CarolRickard.com)

Phone:

US: 888 LifeTools

888 (543-3866)

Outside US: 001 609 462 7643

*Want to Speed Up Your Progress?*



**StressMastery**  
Learn To Take Control Of Stress

You know the **CALM Principle™**

Now it's time to learn the 5 keys to  
being an unstoppable Stress Master!

Join Carol for this simple  
and powerful online course  
which usually sells for \$297.00.

**Because You're An IANC Reader...**

**It's Just \$47**

Sign Up Now!

**[StressYOUiversity.com/IAmNotCancer](http://StressYOUiversity.com/IAmNotCancer)**