



Getting started

Many people who cut down or stop smoking are surprised by how good they feel for doing it. They often report feelings of being more in charge, feeling more relaxed, having less worries about their health and being surprised about how much more money they have. People also report feeling fitter and healthier; and looking and feeling better. But it can be hard work breaking the habit and overcoming the fear of the unknown.

Use this personal training plan as a 'work book' to help guide you through the steps you need to take to successfully cut down and, if you want to, eventually stop smoking. You're not going to stop straight away; instead you're going to gradually cut down and in the process get yourself into the right frame of mind to stop, when and if you want to.

The personal training plan will take you through the following steps:

- Step 1 – thinking about cutting down
- Step 2 – preparing to change
- Step 3 – preparing to stop
- Step 4 – stopping, when and if you want to

At each step it is important to first read the fact sheet that you are directed to before starting the actions for that step.

Don't worry if things don't work out during any of the steps – if this happens just start the step again. Everyone progresses at different rates, so it's important that you find the right pace of change for you.

The aim is to look at cutting down initially and this in itself will provide you with significant health benefits. Whether you stop altogether or just cut down your

habit, you will find that you'll feel a lot better, more alert and more focused. You will have improved concentration levels, feel more energised and have a renewed zest for life. You will also feel quite good about yourself!

Before we even get started have a think about why you want to cut down or stop smoking.

Consider all the support offered through the NHS smokefree services see www.nhs.uk/smokefree

Then go to 'Step 1' on the next page.



Step 1 - thinking about cutting down

Complete the following exercises: Assess your current smoking habits

How motivated are you to stop smoking?	Answers
Some people are more ready to stop smoking than others. Assess your motivation by circling the number (from 1 to 5) that best indicates where you are now.	1 - not going to quit yet 2 - will consider quitting someday 3 - think I should quit within the next month 4 - just starting to quit 5 - have stopped smoking and am trying to keep it up

How addicted are you?	Mon	
Q1. How soon after you wake up do you have your first cigarette?	<ul style="list-style-type: none"> • Within 5 mins (3 points) • 6- 30 mins (3 points) • 31-60 mins (3 points) • More than 60 mins (3 points) 	
Q2. Do you find it difficult to refrain from smoking in places where it is forbidden?	<ul style="list-style-type: none"> • Yes (1 points) • No (0 points) 	
Q3. How many do you smoke each day?	<ul style="list-style-type: none"> • Less than 10 (0 points) • 11-20 (1 points) • 21-30 (2 points) • More than 30 (3 points) 	
Q4. Do you smoke more frequently during the first hours after waken-ing than during the rest of the day?	<ul style="list-style-type: none"> • More in morning (1 points) • Other times (0 points) 	
Q5. If you are so ill that you have to stay in bed most of the day would you still smoke?	<ul style="list-style-type: none"> • Yes (1 points) • No (0 points) 	
ADD UP YOUR TOTAL POINTS If you score more than 6 you have higher levels of addiction.		Total

Why do you want to stop smoking?

There is no magic formula for stopping. You must have the desire and will to do it. Think very carefully about the following questions and answer them honestly.

Do you really want to stop? YES NO NOT SURE

If yes, why? Think carefully and list all your reasons on a piece of paper, then write down the most important reason(s) for you.

1 _____

2 _____

3 _____

Now you've had an initial think about cutting down you're ready to start week 1 of your plan. You are still going to carry on smoking as usual but for this week just keep a diary of what you smoke and when; and at the end of each day highlight those smokes that were 'crucial' i.e. those you think you really needed rather than those you smoked out of habit.

Complete a smoking diary, noting how many you smoke and when.

Review your daily diaries

From day to day are there certain smokes which are always 'crucial'? List them below:

1	8
2	9
3	10
4	11
5	12
6	13
7	14

Thinking about cutting out the 'non-crucial' smokes

If you were told you could only smoke these "crucial smokes", in what situations would you have difficulty refraining from smoking? List these under the heading 'Situation' and then write down a strategy you could use to cope with this situation.

Situation	Strategy
Example: After a meal	Get up from the table straight away and go for a short walk

Step 2 - preparing to change

Your objective in this step

This step will provide you with a structure for cutting down and will help to get your mind used to coping without smoking. Look at your smoking diary you kept last week. Plan those smokes you are not going to smoke and stick to it! Work up to limiting yourself to just the “crucial smokes”. Take as long as you like – 1 week or 4 weeks, it’s up to you.

It might not be easy at first but as your body adapts to receiving less nicotine so the desire to smoke will reduce.

Your action plan for this step

At the end of each day tick off those action points that you feel that you’ve accomplished. If things don’t go according to plan straight away don’t worry about it, just stick at it. Only move on to Step 3 when you are ready.

Week 1	1	2	3	4	5	6	7
Before each smoke remind yourself of your reason(s) for wanting to stop smoking							
Only smoke when you really need to, never out of habit (smoking a brand you never particularly liked will help)							
For the difficult situations you identified earlier, start practising the coping strategies you thought of							
For those smokes you identified as crucial, start postponing smoking them by 5-10 minutes							

Week 2	1	2	3	4	5	6	7
Before each smoke remind yourself of your reason(s) for wanting to stop smoking							
Only smoke when you really need to, never out of habit (smoking a brand you never particularly liked will help)							
For the difficult situations you identified earlier, start practising the coping strategies you thought of							
For those smokes you identified as crucial, start postponing smoking them by 5-10 minutes							

Week 3	1	2	3	4	5	6	7
Before each smoke remind yourself of your reason(s) for wanting to stop smoking							
Only smoke when you really need to, never out of habit (smoking a brand you never particularly liked will help)							
For the difficult situations you identified earlier, start practising the coping strategies you thought of							
For those smokes you identified as crucial, start postponing smoking them by 5-10 minutes							

Week 4	1	2	3	4	5	6	7
Before each smoke remind yourself of your reason(s) for wanting to stop smoking							
Only smoke when you really need to, never out of habit (smoking a brand you never particularly liked will help)							
For the difficult situations you identified earlier, start practising the coping strategies you thought of							
For those smokes you identified as crucial, start postponing smoking them by 5-10 minutes							

Step 3 - preparing to stop

You should have cut back on your smoking by now. If you haven't, then it's time to think again about why you want to stop and if you really do want to. Don't worry, just start Step 2 again. If you have cut back and don't want to stop, be careful not to let your smoking creep back up to your original level. The plan now is to stop in, or at the end of, the next two weeks.

Action points

- Pick your day to stop smoking. Choose any time in the next two weeks and pick the day carefully, one that you expect to be relatively free from extra pressures.
- Write your date in your diary using the following phrase: "On [your chosen date] stop smoking and from that date choose to be a non-smoker". Underneath write the reason(s) why you are choosing to stop.
- Decide what kind of support you will find most useful by considering the following questions:
 - Are you going to go public or not, about stopping smoking?
 - If not, are you going to tell anyone at all? If so, who?
 - Do you want to team up with others for support?
 - Do you want to use Nicotine Replacement Therapy or other treatments?
- Call NHS smokferee - 0800 1690169- if you need support or want to join one of your local smoking cessation classes

Up until that date...

At the end of each day tick off any or all of the following action points that you feel that you've accomplished:

Week 1	1	2	3	4	5	6	7
Continue with the action points from Step-2							
Make a rule that you can't smoke where you normally do							
Delay every smoke by 15 minutes							
Last thing at night, remind yourself why you're choosing to stop and visualise yourself as a non-smoker, coping with any rough times and sticking it out							

Week 2	1	2	3	4	5	6	7
Continue with the action points from Step-2							
Make a rule that you can't smoke where you normally do							
Delay every smoke by 15 minutes							
Last thing at night, remind yourself why you're choosing to stop and visualise yourself as a non-smoker, coping with any rough times and sticking it out							

When you get to your 'Stop date'; choose to stop.

Step 4 - staying a non-smoker

The first month

Remaining a non-smoker is the hardest part of the process. Take one day at a time.

Don't think you can smoke on special occasions – you're kidding yourself.

Each day use the following action points to keep you focused. The last action point is particularly important – accept now that there will be discomforts and tension from time to time – it's normal – just fight it; they will decline as time progresses and then they will disappear altogether. At the end of each day tick off those action points you completed.

Week 1 action points	1	2	3	4	5	6	7
Think of yourself as a non-smoker and remind yourself each day of the benefits of choosing not to smoke.							
Use the 3-stage process when you feel the desire to smoke.							
Keep congratulating yourself when you resist the desire to smoke.							
Delay every smoke by 15 minutes							
Divert any desire to smoke into another activity.							
Keep busy at work and in your recreation time.							
Plan what you are going to spend the savings on. Put the money you save in a special account each week.							
Accept withdrawal discomforts and cravings as normal feelings that will decline in time.							

Week 2,3 & 4 action points	1	2	3	4	5	6	7
Think of yourself as a non-smoker and remind yourself each day of the benefits of choosing not to smoke.							
Use the 3-stage process when you feel the desire to smoke.							
Keep congratulating yourself when you resist the desire to smoke.							
Delay every smoke by 15 minutes							
Divert any desire to smoke into another activity.							
Keep busy at work and in your recreation time.							
Plan what you are going to spend the savings on. Put the money you save in a special account each week.							
Accept withdrawal discomforts and cravings as normal feelings that will decline in time.							

Follow these top tips:

- Try to avoid coffee and alcohol if you generally used to smoke whilst drinking these
- If you need to put something in your mouth, chew a carrot or celery stick or sugar-free gum
- If you need to occupy your hands, fiddle with a pencil or stress ball
- Keep busy and active – try new hobbies

It might not be easy at first but as your body

Finally, if you do smoke, think about why you did and what you didn't like about it.

Don't let it be an excuse to have another one and go back to stopping tomorrow. Plan how you will avoid doing so again. Re-mind yourself you are choosing to be a non-smoker and keep to it.

At the end of month 1

Read this after one month:

Well done if you have managed one month choosing to be a non-smoker. Ex-smokers generally agree that not smoking for one month is a milestone. Remind yourself of the following health gains you have achieved:

- Your breathing has become easier as the damaged airways start healing;
- Your senses of taste and smell have improved; and
- Your circulation has improved, and you can walk and run more easily. Generally, from now on, the longer you refrain from smoking, the easier it gets.



Evaluate your progress

The best thing about this month has been:

My biggest problems have been:

My reward for choosing not to smoke for one month is:

What will I do to overcome these problems if they happen again?

Slipped up?

If you haven't actually managed to stop smoking, don't worry and, above all, don't feel guilty and don't give up on yourself. Remember that stopping smoking is a process and that most smokers attempt stopping several times before actually succeeding.

Each time this happens, learn from it so that you are better prepared to overcome problems the next time you choose not to smoke. Although nicotine in tobacco is addictive, it is not an addiction that can't be overcome.