

**NATIONAL CENTER FOR
HEALTH IN PUBLIC HOUSING'S
SMOKING CESSATION PROTOCOL:
A GUIDE TO CONDUCTING GROUPS**



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Introduction

Welcome to the National Center for Health in Public Housing's Group Smoking Cessation Protocol. This guide will provide you with all necessary information you need to conduct a comprehensive smoking cessation program at your clinic either in a group setting or with individual patients.

Smoking remains the leading cause of death and disability in the United States and disproportionately affects people of color, those with lower incomes, and individuals with either behavioral health or substance use issues, many of whom inhabit public housing.

From an individual perspective, smoking negatively impacts nearly all systems of the body causing or contributing to most types of cancers, respiratory issues, cardiovascular conditions and impacting such varied concerns as oral hygiene, reproductive health, and immune response.

Exposure to secondhand smoke is a leading cause of sudden infant death syndrome, respiratory problems in children, and cardiovascular problems as well as lung cancer in adults.

So, cessation will benefit all the patients--you work with no matter if they smoke or live with someone who does.

For additional information on the negative health effects of smoking as well as the consequences of exposure to secondhand smoke and the benefits of quitting, refer to the Clinical Practice Guideline for Treating Tobacco Use and Dependence, a meta-analysis of over 8,000 research projects that substantiates all the information in this guide.
<https://www.ncbi.nlm.nih.gov/books/NBK63952/>

Please note that all additional suggestions in this manual, as well as the counseling structure itself, are based on the author's thirty-two years' experience helping patients quit smoking in both a group and individual setting.

How To Use This Guide

This guide has been designed for use by anyone interested in helping clients quit be they a Ph.D psychologist or any interested clinician in a clinic. It will provide you with the necessary information and suggestions on topic to discuss in each session with your clients. However, it is just that, a guide.

The guide is divided into six sessions and includes suggestions on how to conduct a group as well as several auxiliary handouts.

The sessions are as follows:

Session One: Orientation	Page 7
Session Two: Preparation	Error! Bookmark not defined.
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Although this format has proven to be quite successful, there is no precise step-by-step protocol for conducting a quitting program as all cessation is individual. In a group setting, it is important to “know the room” and respond to what is actually happening between the group members at any given time. With individuals it is equally important to “meet them where they are” at each session. Sometimes, that will mean veering from the suggested topics for each session.

As such, this protocol is meant to be a general guide, not an exacting structure for every interaction. Therefore, use it as such. Know that your most important task is helping every patient- learn how to live their life without smoking by learning how to cope in situations where they used to smoke without having a cigarette

Given that, this protocol does cover all the necessary information and skills that have been shown through decades of experience to work in helping individuals stay quit permanently. Therefore, it is strongly suggested that you do cover each topic with every client, especially “learning how to cope”. As we just mentioned, coping is key! How you discuss that is best left to you and your patient.

Target Audience

This protocol is primarily intended for use by individuals who attended the Learning Collaborative Series on Smoking Cessation offered by the National Center for Health in Public Housing in 2020 and 2021 or for those who have had equivalent training in cessation counseling. It is appropriate for use by any clinician with this background.

If you were unable to attend these live sessions, you may access the 2020 learning collaborative sessions [here](#). If you want additional training, go to the Rx for Change website at <https://rxforchange.ucsf.edu/>, where you will find a comprehensive cessation curriculum along with supplemental handouts, role play scenarios, videos of sample counseling sessions and many other valuable educational tools.

Otherwise, if you have no background in cessation counseling or in cognitive/behavioral therapy we strongly encourage you to receive some type of counseling/therapeutic training before attempting to counsel someone to quit. While you can certainly support individuals during their quit and give them encouragement, a counseling background is recommended for those wanting to help individuals create an actual quitting plan.

Session Guide

Session One: Orientation



Note that if you are doing individual sessions, you can follow the same format.

Facilitator Instructions:

- **Introduce yourself.** Provide a brief background of your counseling/group/smoking cessation experience. Since the first question on everyone's mind is your smoking status, discuss this issue candidly. By all means, tell the truth.
 - If you have never smoked do not be afraid to say so. Some participants will come to the group with this attitude-- if the leader has never smoked, he or she could not "really" know what it is like to quit and therefore cannot be effective. The AA model has culturally reinforced this concept.
 - However, you do not have to be an ex-smoker to effectively run a smoking cessation group. Remind doubters that most health care professionals treat individuals for conditions that they have never had. Or, you may simply say, "I have been specifically trained as a smoking cessation counselor. I have the knowledge and information that you need to quit successfully." Besides, you have undoubtedly made some behavioral change in your life. That experience can help you connect with these individuals. Refer to that experience if someone is especially resistant. Also remember that this individual is probably looking for some reason not to quit! Do not let "never being a smoker" be a barrier to doing this group. Many successful smoking cessation counselors have never smoked.
 - If you are a former smoker, use the experience as a way to empathize with group members. However, do not fall into the trap of thinking that everyone will go through exactly what you did when you quit. Remember

that each quitting experience is unique and a successful counselor tailors his or her advice to each quitter's specific needs.

- **Facilitate group introductions.** Allow each group member to briefly introduce himself or herself. Ask each member to state when they started smoking, how many times they have tried to quit and what brings them to the group today. Reinforce all motivations to quit that are mentioned at this time. Also ask each person to state an accomplishment that they are proud of. After everyone has finished, remind the group that if they can accomplish all these things, they can certainly quit smoking. Note: Control the timing here. If allowed, individuals will ramble on forever telling their "story". Be understanding but firm.
- **Outline the schedule.** Ideally, sessions should be on the same day/time each week for six consecutive weeks. Have members commit to attending every session, no matter what! Emphasize that even though this is a group every attempt will be made to help each person devise an individualized quitting plan.
- **Discuss the group process.** Remind individuals that we are going to treat this as a "real" therapy group. That is, what is said in the room stays in the room. Everyone must feel comfortable enough to reveal whatever he or she needs to. They won't do this if they think information will be discussed with people outside the group. In addition, encourage participation and a creative flow of ideas. That is the real value of having a group.

Key Education Points:

- **Briefly review the three aspects of smoking** and how this program will deal with each:
 - Addiction to nicotine Use smoking cessation products
 - Habit Learn to cope
 - Psychological Dependency Change beliefs
- **Explain the importance of the quit day.** Emphasize that quitting on a specific day has been shown to be the best way to stop smoking. The idea of "gradually" or "eventually" quitting does not work. Quit Day for each group will be the third session. Note that all group members are expected to quit on this day.
- **Review Smoking Cessation medications.**
 - Help each member determine which medication they will use, if any. Refer any questions that you cannot answer to the participant's MD or to a pharmacist. Advise having a two-week supply on hand at all times. Each participant will begin using their chosen medication the morning of their

quit day, when they awaken. However, if the patient is using Bupropion or Varenicline, they should start it by the next session.

- Emphasize that these products simply reduce or eliminate withdrawal symptoms. Even though they are a very integral part of this process, they are not magic pills that “make” you quit smoking. Only the individual can do that by coping with the urges and desires to smoke.
- **Emphasize Coping.** Coping is the key concept you want to impart during this session. You will be focusing on this throughout the next six weeks. You want each group member to devise a personal coping plan with the group’s help. Successful coping is the key to maintaining long-term cessation.
 - You will begin to introduce specific coping techniques during next week’s session. For the time being, review the following concepts:
 - Coping is learning to deal with the thoughts, urges and desires for a cigarette without smoking.
 - There are two types of coping techniques, changing what you do and changing how you think.
 - You can make these changes before getting into a tempting situation to eliminate urges.
 - You can also make these changes right in a situation to deal with urges that do come through.
 - Coping must be actively worked on for at least six to eight weeks to break all the triggers and connections to smoking.
 - Over the next weeks we will be devising a personalized menu of these techniques for each member to use from the list of techniques found in the MY COPING PLAN, page 31 handouts.
- **Review** the “What’s in a Cigarette” Handout on page 29.

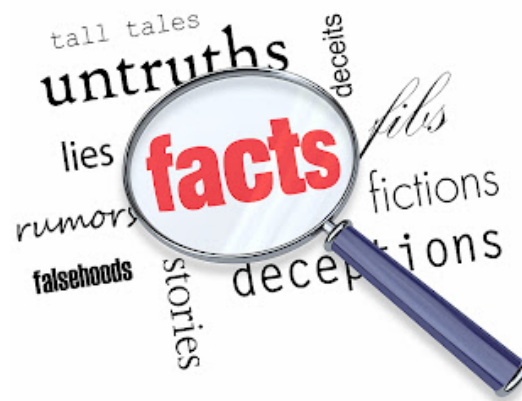
Next Steps:

- **Allow a few minutes for questions at the end of every session.**
- **Dismiss the group with the following assignment:** “During the next week pick one situation when you used to smoke and do not smoke in that situation. Record what happens when you do this. Pay attention to how you feel. We’ll discuss the experience next week.”

Counseling Tip

Only allow individuals who are genuinely interested in quitting to attend the group. If someone is “just thinking about it” their presence will disrupt the integrity of the group and take away from the needs of those ready to quit. Create a separate group for individuals who are not quite ready to quit.

Session Two: Preparation



Facilitator Instructions:

- **Begin the session with feedback** from the group members about last week's assignment. Also solicit feelings about quitting, reactions to the information from last week and deal with any pressing questions.
- **Normalize ambivalent feelings.** Even though someone may have a strong desire to quit they still may be unsure about proceeding. They may have tried before and failed, or this may be their first quit attempt and they are somewhat frightened of the unknown. In any case, let individuals know that these feelings are normal. Help them focus instead on their motivations for quitting and the fact that they have decided to participate in the group.
- **Explain that preparation is key. You will spend most of this session explaining the steps each participant needs to take to successfully quit smoking.** Review each step, in turn, making sure to address any questions as they arise.
- **Review medication usage.** Make sure each participant clearly understands how to use his or her cessation medication of choice.
 - **Refer patients to a pharmacist** if they have questions concerning the cessation medications that you cannot answer.

Key Education Points

- Proper preparation is half the battle in quitting successfully. Review these important steps to take in the next week.
 - **Clean house.** Get rid of all of their cigarettes by the quit date. There are no exceptions. If someone keeps a few cigarettes “just in case”, they will smoke them! Instruct everyone to get rid of all smoking related paraphernalia as well. Ashtrays should be washed and put away if they are valuable. Otherwise, throw them away also.
 - **Understand motivations.** Have each group member write his or her motivations on a 3x5 card for future reference. Be specific. “Health” has no impact. “Keeping myself from getting emphysema” does.
 - **Break through barriers.** Even if someone wants to quit smoking, there may be compelling reasons to continue. Identify these barriers for each group member. Use a round robin to strategize about possible solutions and alternatives. This will be the bulk of what you will deal with in the last few sessions so lay solid groundwork here.
 - **Lay this groundwork by teaching “Anticipate—Plan—Rehearse”.** In other words, know what situations or areas will be a problem ahead of time. Devise a plan to deal with that situation before it is encountered. Then practice that plan until comfortable. You can use the group to role-play these scenarios later.
- **Create a plan to deal with other smokers in the household.** If there are other smokers in the household suggest that the quitter:
 - Negotiate with the smoker about when and where he or she will smoke. Limit smoking to one room, section of the house, or outside.
 - Ask the smoker to keep their cigarettes out of sight.
 - Ask the smoker to use one ashtray that is kept clean and stored when not in use.
 - Finally, after three or four weeks, take the housemate out for a special dinner to thank them for cooperating.
- **Get more specific about coping techniques today.** Give an example of coping by showing what else someone could do after a meal instead of smoking. Then discuss how to change the morning routine. You can get very specific here. Make a list if you have a board or flip chart to write on. Solicit ideas from the group. Make sure to include cognitive and behavioral techniques in each example. We want to make it very clear that these techniques are practical, doable changes that can easily be incorporated into everyday life.

- Remind the group that we will begin to develop a personalized coping plan next week. In the meantime, encourage each group member to begin identifying specific areas he or she will need to work on.
- **Encourage each individual to find as much support as possible:**
 - By the next session, have each group member identify at least one individual who will act as his or her support person. This should be someone the quitter can call upon when needed not someone who will nag or police. Remind the group not to pick individuals who will give them cigarettes or otherwise sabotage their efforts.
 - Create the group support call list. Only individuals who sign the list will get a copy. This is not mandatory but should be encouraged. At least for the first few weeks, calls from other group members can be helpful.
- **Suggest a quitting ceremony.** In many cases, the quitting ceremony can have significant emotional impact for the quitter. It is a tangible moment to mark the transition from smoker to nonsmoker. Don't be specific. Suggest that the ceremony be an individualized, meaningful event. Each group member should do this the night before their quit day after they have had their last cigarette. (Some individuals may want to bring their last cigarettes to the next group meeting and dispose of them in front of the group. This is fine if someone makes this choice).

Next Steps:

- **Remind each group member** to have his or her supply of smoking cessation medication ready for next week. If someone is using Bupropion or Varenicline they should begin today, at the latest.
- **Allow for questions.** Congratulate the group and remind members to be on time next week.

Counseling Tip

Preparation is key. If someone is motivated to quit, feels they have the tools to be successful, and is confident that they can quit, the actual process will generally proceed rather smoothly. Focus on making sure all your group members are ready for their quit day next week.

Session Three: Quit Day



Facilitator Instructions:

- **Congratulate the group** for taking this big step. Be upbeat and positive. At all times, emphasize that quitting is doable.
- **Give each person a few minutes to describe how he or she prepared for today.** If they had a quitting ceremony, now would be the time to share that experience. Encourage each group member to express any feelings of ambiguity or anxiety he or she may still be feeling. Work through those feelings as appropriate.
- **Facilitate quitting ceremonies.** If someone wants to do their quitting ceremony with the group have them throw away their last cigarettes in a trashcan and allow them a few moments to express their feelings. Ask if anyone else has any remaining cigarettes and dispose of them also.
- **Solicit questions about the cessation medications.** Answer any remaining questions about using the cessation medications and make sure that each group member clearly knows how to use their medication of choice successfully.
- **This session will focus on teaching coping. Your key tool is the “Coping Menu” page 30. Emphasize that the quitter can refer to this to determine coping techniques for their particular trigger situations even if you do not cover those specific situations during this session.**
 - **Remind** individuals to take notes during this next section as the information here is key to their success.

Key Education Points:

- **Review** the concept of coping and the importance of using these techniques for the next few months.
- **Briefly describe cognitive coping** and give some basic examples.
 - Accepting the thought
 - Distraction
 - Visualization
- **Briefly describe behavioral coping** and give basic examples.
 - Deep breathing
 - Avoidance
 - Escape
 - Changing patterns/routines
- **Then review some specific trigger situations.** To expedite matters review techniques for these five common trigger situations. Make sure to describe both cognitive and behavioral techniques. To stimulate group input, ask “What else could you do instead of smoking?” for each of these situations prior to providing specific suggestions:
 - Morning routine
 - After meals/coffee
 - Alcohol/socializing
 - In the car
 - Thoughts about smoking

Next Steps:

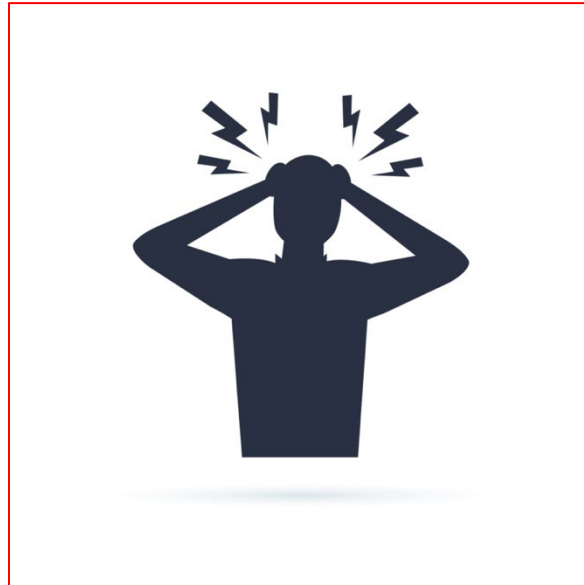
- **After completing the general review ask the group to identify other specific problems or situations that have not been covered.** Solicit ideas from group members throughout this process.
 - Have each group member identify one specific barrier they anticipate will give them a problem in the weeks to come. Strategize possible solutions and formulate specific plans to deal with each barrier. Use the Anticipate-Plan-Rehearse model.
- **Provide general stress management information.** Note that many individuals will mention stress as their barrier. Although we will spend a good deal of the next session discussing stress management, give these general suggestions to deal with stressful situations during the coming week:

- Be sure to eat right, get plenty of sleep and begin a walking program. Walk for at least twenty minutes at a brisk pace every evening this week.
- Practice deep breathing throughout the day. Use a cinnamon stick or a straw to help draw in the air if you need to.
- When you encounter a stressful situation, take a step back and say to yourself, “I am in control” or “I can handle this”.
- Talk to someone about the situation before you act.
- **Distribute group call list.** Only those individuals signing the list will get a copy. Encourage individuals to call each other when needed. Also, encourage use of support person.
- **At the end of this and all subsequent sessions remind participants to:**
 - Actively practice their coping techniques
 - Use their cessation medication of choice as directed
 - Access their support network as needed
- **Finally, congratulate group and end session on an upbeat note!**

Counseling Tip

Focus on creating a practical coping plan for each participant during this session. Make sure they have both cognitive and behavioral techniques to employ during the next week.

Session Four: Stress Management



Facilitator Instructions:

- **Begin the session by soliciting comments about the prior week’s experience.** Ask each group member to describe his or her “wins”. In other words, focus on success, what worked for each member. Reinforce successful coping.
- **Then review challenges.** Use a round robin format to strategize about ways to deal with these challenges.
- **If someone slipped, deal with it as follows:**
 - Address negative emotions. Redirect the group member to focus on the success of the quit rather than "failure" of the slip.
 - However, be very careful not to make the slip itself seem like a positive event. If you do so, they will only slip again.
 - Once you have successfully dealt with the negative emotion, strategize about specific coping techniques for that slip situation. Get a brief description of the slip scenario to help the strategy session.
 - Give this individual the “Slip” handout, Help I’ve Had a Cigarette, p. 38.
- **Review medication use** with each group member and deal with any specific problems.

- Address any lingering withdrawal symptoms.
- **Discuss individual coping plans.** Refine the plans where necessary.

Key Education Points:

- **Present stress management material.** Again, as you discuss general ideas about stress management encourage each group member to develop a personal stress management strategy. This will be the same process we used in developing the individual coping strategies. See page 40.
- **Review these five main stress management strategies:**
 - **Exercise.** Refer interested parties to appropriate local programs. (Aerobics, personal training, weight training, etc.)
 - **Visualization.** Ask each group member to visualize a stressful situation. Have them successfully deal with the situation without a cigarette.
 - **Separate the cigarette from the situation.** Solicit specific stressful situations from group members. Challenge the group to prove that smoking would have helped them deal with that situation. Ask “How would smoking make this situation better.” Remind the group that every problem has a solution that does not involve smoking.
 - **Bust the myth.** Challenge the belief that there is some ingredient in a cigarette that calms or relaxes. Remind each group member that he or she has always dealt with their own stress.
 - **Allow some “down” time every day.** Listen to a meditation or relaxation tape. Get a massage once a week. Refer interested parties to local stress management programs.

Next Steps:

- **Instruct the group to continue to:**
 - Actively practice their coping techniques
 - Use their cessation medication of choice as directed
 - Access their support network as needed
 - Complete the Stress Management Plan handout.

- Practice the Relaxation Technique on a daily basis
- **Finally, congratulate group on staying with the program and end session on an upbeat note!**

Counseling Tip

The inability to deal with stress is the number one reason individuals' relapse, so teaching group members how to deal with stress in a healthy manner will be a primary focus of the remainder of your group sessions. If you can, refer individuals to a formal stress management program.

Session Five: Benefits of Quitting



Facilitator Instructions:

- **Begin the session by soliciting comments about the prior week's experience.** Ask each group member to describe his or her "wins". In other words, focus on success, what worked for each member. Reinforce successful coping.
- **Then review challenges.** Use a round robin format to strategies about way to deal with these challenges. Note that you will be primarily dealing with individual challenges in this and the next session as group members become accustomed to no longer smoking and begin to refine their coping plans.
- **If someone slipped deal with it as follows:**
 - Address negative emotions. Redirect the group member to focus on the success of the quit rather than "failure" of the slip. However, be very careful not to make the slip itself seem like a positive event. If you do so they will only slip again.
 - Once you have successfully dealt with the negative emotion, strategize about specific coping techniques for that slip situation. Get a brief description of the slip scenario to help the strategy session.
 - Give the "Slip" handout, Help I've Had a Cigarette page 38 to anyone who has slipped.
- **If someone has relapsed deal with it as follows:**
 - Get a brief description of the sequence of events that precipitated the relapse.
 - Strategize about targeted coping. "What else could you have done in this situation other than smoke?"

- Frame the relapse as a learning experience. “What do you now know about yourself that you did not know before?”
- Frame quitting as a process where this new information can be used to make the next quit attempt successful.
- Distribute the “Relapse” handout, Help, I’m Smoking Again, page 37.
- Encourage participant to set another quit day.
 - If he or she is willing to set another quit day do so, as soon as possible even now during the session. Collect any cigarettes and other smoking related paraphernalia at this time.
 - If no, ask the person to commit to coming to the remaining sessions.
 - Ask “What else do you need now from the group to help you get back on track?”
 - Deal with “What’s keeping you from trying again?”
- If the person is smoking on a regular daily basis, stop medication use until such time as the individual is willing to quit again.
- **For those who have maintained their quit:**
 - Review medication use and answer questions.
 - Review coping plans and refine if necessary.

Key Education Point:

- **Emphasize the positive aspects of quitting.** Ask group members to compile a list of reasons that show why they are happy they quit. Help each group member to shift from “what I have lost” to “what I have gotten” by quitting.

Next Steps:

- **Instruct the group to continue to:**
 - Actively practice their coping techniques
 - Use their cessation medication of choice as directed
 - Access their support network as needed
- **Finally, congratulate group on staying with the program and end session on an upbeat note!**

Counseling Tip

At this point in the quitting process many individuals tend to focus on what they have lost or given up (i.e., the cigarette) so it is very important to redirect those individuals to focus on the benefits they will get from not smoking.

Session Six: Relapse Prevention/Maintaining the Quit



Facilitator Instructions:

- **Begin the session by soliciting comments about the prior week’s experience.** Ask each group member to describe his or her “wins”. In other words, focus on success, what worked for each member. Reinforce successful coping.
- **Then review challenges.** Use a round robin format to strategies about way to deal with these challenges.
- **If someone slipped, deal with it as follows:**
 - Address negative emotions. Redirect the group member to focus on the success of the quit rather than "failure" of the slip.
 - However, be very careful not to make the slip itself seem like a positive event. If you do so they will only slip again.
 - Once you have successfully dealt with the negative emotion, strategize about specific coping techniques for that slip situation. Get a brief description of the slip scenario to help the strategy session.
 - Distribute “Slip” handout, Help I’ve Had a Cigarette, page 38.
- **If someone has relapsed, deal with it as follows:**
 - Get a brief description of the sequence of events that precipitated the relapse.
 - Strategize about targeted coping. “What else could you have done in this situation other than smoke?”

- Frame the relapse as a learning experience. “What do you now know about yourself that you did not know before?”
- Frame quitting as a process where this new information can be used to make the next quit attempt successful.
- Distribute “Relapse” handout, Help I’m Smoking Again, page 37.
- Ask “What else do you need now from the group to help you get back on track?”
- **Encourage participant to set another quit day.**
 - If yes, set the day as soon as possible even now during the session. Collect any cigarettes, etc. at this time.
 - If no, ask “What’s keeping you from trying again?”
- **Stop medication use** until such time as the individual is willing to quit again.
- **For those who have maintained their quit:**
 - Congratulate them on their success
 - Ask them to share successful coping strategies

Key Education Points:

- **Review relapse prevention strategies:**
 - Solicit specific potential problem situations from group members (Use real situations when possible. For example, someone may be going to a wedding in a few weeks or has a loved one going into the hospital.)
 - Have each member role play possible coping scenarios.
 - Create individual prevention strategies for as many situations as time allows.
- **Examine various maintenance strategies:**
 - **Address weight gain concerns.** Refer to dietician if appropriate.

- **Discuss becoming more active.** Encourage an exercise program if the participant has not already started one. Refer to local programs if interested.
- **Other maintenance strategies.** What lifestyle changes have been made that will reinforce the quit?
- **Reinforce benefits of quitting.** Assess change in attitude. Do the benefits of quitting outweigh the loss of cigarettes?
- **Investigate** plans for long-term support.
- **Review medication use.** Since most individuals will start tapering in the next few weeks (gum, lozenge, and patch users) briefly discuss the concept and what each member should expect.

Additional Considerations:

- **Celebrate.** Since this is the last session, you may want to have a cake, cookies, soft drinks etc., to celebrate. Although not necessary, some groups may ask to have a celebration at this final session.
- **Discuss follow up procedures** (Anniversary get-togethers, follow up phone calls, drop-in visits to the pharmacy, etc., depending on what you have decided to do).
 - If you have decided to do long term follow up, you can reconvene the group at three, six and twelve months after the conclusion of the group. This is not necessary, but many groups opt to do so especially if the members have bonded. The group leader does not have to be present for these sessions as they are mainly for members to provide ongoing support for each other.
- **Conclude the session** by thanking the group for their participation and for their hard work.

Counseling Tip

Realize that many individuals may need extra support after the group is completed. If you are not able to follow up with these individuals yourself, refer them to other community resources or your State's Quitline at 1-800-QUIT NOW.

APPENDIX ONE

Suggestions for conducting a group: The Process



The following suggestions are recommendations for **how** to conduct a group session based on years of practical experience by myriad clinicians. While you may have some specific constraints or modifications based on circumstances at your clinic, attempt to adhere to these suggestions as they have been shown to produce the best results.

- **Constituting a Group:**
 - Group should be limited to ten/twelve individuals
 - Support persons, spouses, etc., cannot attend the group
 - Once the group starts, no new members can join. They should be put into the next group.
 - Sessions should be around one hour in length except the first one. Since there is so much information to impart, allow an hour and a half for that introductory meeting.
 - If possible, put the chairs in a circle so that everyone can see the other group members. This also prevents anyone from “hiding” in the back of the room.
 - Children are not permitted. Please advise members to plan ahead for childcare.
 - While drinking water, coffee, etc., is fine during the session, food and alcoholic beverages should be avoided.
- **Always keep a positive attitude.** Although we rationally know that everyone in the group will not quit, approach each session as if you are absolutely sure you will have a 100% quit rate. This confident attitude will surely be transmitted to each group member.

- **Stay away from negative, emotionally loaded words.** Avoid using words like agony, torture, and the like when talking about withdrawal or quitting in general. Many quitters tend to frame the process with these concepts on their own. If we use these words, it only reinforces an already skewed perspective, which is not helpful to quitting. While withdrawal may be uncomfortable and quitting somewhat challenging, stopping smoking never killed anyone.
- **Do not focus on how hard it is to quit.** We all already know that. Repeatedly pointing this out does not give the potential quitter much confidence. Instead, always emphasize that quitting is doable. It takes work to be sure, but it can be done!
- **Listen.** Conducting a group does not mean that you have to talk all the time. Sometime the best learning can occur when you sit back and let the group process something itself. Do not be afraid to be quiet when needed.
- **Be aware of time constraints.** Keep a firm handle on the “talkers” in the group. If it appears that you need extra time for a specific session, get approval from the group as early on in the session as possible.
- **Watch for the “sleepers”,** those individuals who tend to just sit and say nothing. Bring them into the conversation by asking specific questions. Do not let someone just sit and do nothing.
- **Although this is serious work, have fun.** Keep the mood light and upbeat but don’t forget that for many individuals quitting is one the most important accomplishments of their life.
- **But remember: Conducting a group is not about being nice.** Many times, you may have to confront someone about behavior in the group or about some excuse they are using to continue to smoke. Do not be afraid to do so. Challenge in a friendly but firm way. Be factual. Do not accuse. Use sentences that begin with “I”. “I feel like you...”, “I see you doing...” Or even, “It seems to me that...” Do not scold. Rather, point out behavior and offer practical solutions.
- **Above all remember that this group is not about you.** As much as possible, leave your problems and concerns at the door before you enter the room. As the group leader, your attitudes and mood will definitely rub off on the group.

APPENDIX TWO

Auxiliary Handouts

What's In a Cigarette!

There are over 5,000 chemicals in a cigarette. Many of these occur naturally in tobacco. Others are added as insecticides and fertilizers, to enhance flavor, and to make the paper burn evenly and longer. Still others are a result of the burning process itself. Here's a sample of the substances you put in your body every time you puff on a cigarette!

Acetone:	Paint Thinner
Ammonia:	Household cleaner
Arsenic:	Rat Poison
Benzene:	Used in making dye
Butane:	The gas in lighter fluid
Carbon Monoxide:	This comes out of your car's tail pipe
Cadmium:	Used in batteries
Cyanide:	A deadly poison
DDT:	An insecticide
Formaldehyde:	Used in embalming
Hydrogen Cyanide:	The poison used in gas chambers
Lead:	An ingredient banned from paint
Naphthalene:	Used to make mothballs
Polonium:	A cancer causing radioactive element
Tar:	The same material used to fill potholes
Urea:	The substance that makes up your urine
....and 36 other known carcinogens	

Nicotine: Nicotine is the addictive substance in cigarettes. It's what keeps you hooked. However, it's not what causes the medical problems associated with smoking. All the chemicals listed above cause or contribute to the cancers, heart conditions, breathing problems and the hundreds of other problems that result from smoking!

Ask yourself:

Is the risk of putting all this junk in your body worth whatever pleasure you think you get from smoking? Think about it!

My Coping Plan

What is Coping?

When you quit smoking, the urges, desires and triggers for a cigarette don't just magically disappear. Instead, you have to learn to deal with all the situations where you used to smoke without having a cigarette.

But, dealing does not mean that you have to completely stop living your life or go into hiding.! It does mean that you must work at changing how you do many of the routines that prompt you to smoke. It also means changing how you think in those tempting situations. That's coping!

Coping is the key to successfully living a life without cigarettes.

Think about this: you have unconsciously connected smoking with many behaviors and feelings that you experience every day of your life. Just doing that behavior or experiencing that feeling automatically triggers a desire for a cigarette. Unless you do something to prevent those urges from occurring and learn to deal with the urges that do occur, you may be tempted back to smoking.

Coping breaks all those connections and allows you to live a life free of cigarettes.

These following techniques are all simple but powerful and doable. Research and practical experience have consistently proven that these techniques help to eliminate urges as well as give you the tools to deal with urges that manage to slip through.

How to use the Coping Menu.

Throughout the next few pages, you will find literally hundreds of suggestions on how to deal with situations that trigger most smokers to smoke.

Think about the situations where you have been especially tempted to smoke in the past. Then refer to the coping suggestions for that situation. Decide on the best coping choice for you. This technique will be your "weapon of choice" the next time you encounter that situation.

Even though there are plenty of excellent coping suggestions here, these are by no means all the techniques that exist. So, if you have an idea that's not listed here don't be afraid to use it. Be creative!

Finally remember that no matter how many excellent ideas you come up with you must actually **put them into practice**. Work at this for at least four to five weeks and you'll quickly learn to deal with any tempting situation that may come along!

Coping Menu

General Suggestions

Preventing Urges

You can do many things before you get into a tempting situation to eliminate the urge to smoke.

- ***Plan ahead.*** Know what you will do in any given situation before you encounter it. Practice that plan often.
- Visualize yourself comfortably dealing with the situation without a cigarette.
- Avoid the situation until you feel you can deal with it.
- Change the routines you associate with smoking as much as possible.
- Rethink your belief that smoking somehow makes your life better or helps you deal with all your problems.
- Begin an exercise program. If you can't do anything else just walk as briskly as you can every day for half an hour.
- Keep yourself busy. Avoid boring situations where you may begin to think about smoking.
- Remind yourself often that you are happy being a nonsmoker and that life is much better without cigarettes.

Coping in the Moment

However, sometimes the urge manages to come through. You must be ready to cope with that urge *as it is happening*. The following suggestions will help you deal with that urge, so you are not tempted back to cigarettes.

- Deep Breathing. Every time an urge hits take in a slow deep breath, hold it for three to five seconds and then exhale.
- Drink a glass of water.
- Talk about the urge. Call your support person or let people around you know you need to talk for a few minutes.
- Escape the situation. Leave until you feel comfortable going back.
- Picture a stop sign in your head or say the word loudly to yourself.
- Count to twenty!
- Say to yourself, "I am in control" or "I can get through this."
- Just accept the thought. It's natural that you will have thoughts about cigarettes once you quit. Don't make a big deal out of them. Say to yourself "So what" and let the thought go.

Specific Situations

After Meals

- Get up from the table as soon as you are done eating
- Brush your teeth after every meal
- Always sit in the nonsmoking section of a restaurant
- At home have dessert and coffee in a different place from where you ate dinner
- Take a short walk after each meal

Alcohol

- Explore alternative ways to socialize with friends
 - Go to a movie
 - Work out together
 - Have a party without alcohol
- If you choose to drink
 - Change what you usually drink
 - Limit yourself to one or two drinks
 - Talk about the urges when they occur
 - Leave the bar periodically for fresh air (Do some deep breathing while outside).
- Decide not to go to a bar for at least the first few weeks of your quit
- Remind yourself that you can have fun without drinking. Millions of people do it all the time!

Boredom

- Always carry a book/newspaper/crossword puzzle with you
- Plan ahead so that you will not have long periods of inactivity
- Learn to enjoy doing nothing from time to time. You do not always have to be doing something important
- Use idle time to make the grocery list, plan your schedule or write letters
- Start a new hobby or begin an exercise program to fill the time

Breaks

- Take your break at a different time
- Change the place where you take your break
- Take a short walk instead of staying indoors
- Do a crossword puzzle or read a novel

- Realize that you don't need an excuse to take a break. You deserve it!

Car

- Choose a slightly different route for routine trips
- Remove the ashtray from the car
- Listen to a talk radio station or books on tape to keep your mind occupied
- Use public transportation for the first few weeks after you quit
- Change the environment in the car. Clean the entire interior, get new seat covers, put up a no smoking sign, etc.

Coffee/Tea

- Drink a flavored coffee or a different brand of tea
- Drink coffee/tea out of a glass, paper cup, or the good China you never use
- Change where you have your coffee breaks at work
- If you always have your morning coffee at home, have it at a café or at work
- Drink tea instead of coffee or vice-versa

Evenings

- Find projects to do while at home, for example clean out the basement, refinish furniture, etc.
- Keep yourself occupied while watching TV. Do puzzles, make out the grocery list, read a magazine
- Visit family or friends instead of staying at home
- Begin a new hobby or volunteer at a worthwhile organization
- Start an exercise program. If you can't do anything else, take a brisk half hour walk each night

Hand/Mouth

- Use cinnamon sticks (the kind used for cider)
- Suck on sugar free candy
- Use straws/swizzle sticks/toothpicks
- Chew strong, tangy, sugar free gum
- Eat carrots or celery sticks

How to Say NO

- If someone offers you a cigarette, politely tell this person that you are quitting smoking. "Thank you but I am no longer a smoker."
- Practice in front of a mirror saying, "No thank you, I do not smoke."

- If you are going to be socializing with friends or relatives who smoke, let them know ahead of time that you have quit smoking and that you would be grateful if they did not offer you any cigarettes.
- Think of yourself as a non-smoker. That way, if someone offers you a cigarette, you will be less likely to automatically accept it.

Living with Another Smoker

- Negotiate with the other smoker about where and when he/she will smoke. Do not make demands
- Have the other smoker keep his/her cigarettes where you will not be able to find them
- Give the smoker one ashtray. They will keep this ashtray clean and out of your sight when not in use
- Determine a reasonable length of time for these changes
- Surprise the smoker with a special dinner or gift at the end of your first month of quitting as a thank you for their cooperation

Morning Routine

- Change the order of your routine
- Jump into the shower as soon as you get up
- Eat something for breakfast if you normally do not
- If you listen to the radio turn on the TV or vice versa
- Look in the mirror first thing each morning and say, "I'm proud to be a nonsmoker!"

Negative Moods

- Rethink your belief that cigarettes will calm or relax you
- Ask yourself how a cigarette will make the situation any better
- Do deep breathing throughout the day
- As you do the deep breathing, think calming thoughts. Say to yourself, "I can get through this" or simply "I am calm."
- Realize that smoking does not hurt anyone but yourself. Smoking is not a good way to "get back" at anyone or to punish someone you are angry with.

Other Smokers

- Avoid places where you know people are smoking for a few weeks
- Leave the scene from time to time if you have to be in a smoking environment

- Politely explain to the person that you are trying to quit and ask them not to smoke around you
- Ask yourself what is still appealing about seeing other people smoke
- Realize that the smoker is not happier or having more fun than you are just because they are smoking

Parties/Socializing

- Before you go develop and practice a plan to deal with the situation
- Rehearse going to the function. Close your eyes and see yourself having a good time, meeting people, and enjoying the music all without a cigarette.
- Practice saying “No thank you, I don’t smoke” just in case someone offers you a cigarette
- Don’t drink alcohol or limit yourself to one or two drinks
- Have a support person with you at the party

Stress Management

- Separate cigarettes from the situation. Realize that smoking never made a situation any better or helped you deal with it.
- Step back, take a deep breath, and say to yourself, “I can handle this.” Then deal with the problem.
- Strategize about how to handle stressful situations with friends, relatives or trusted clergy *before* encountering those situations.
- Realize that every problem has a solution *that does not involve smoking*.
- Begin an exercise program, take a formal stress management class or learn to meditate.

Telephone

- Stand instead of sit
- Move the location of the phone if you still have a landline
- Hold the phone in the hand opposite of the one you usually use
- Limit your time on the phone (use email or texting instead)!

Thoughts About Smoking

- Just because you think about something does not mean you have to do it. Remember, if you did everything you ever thought about you would be in jail right now! Or dead!
- Don’t focus on the thought. Distract yourself:
 - Say to yourself “I am in control” and let the thought go
 - Remind yourself of the benefits of quitting
 - Think of the reason you quit. Focus on that

- Say the word stop or picture a stop sign
- Accept the thoughts. You naturally will be thinking about cigarettes for a while after you quit. Say to yourself, “so what” and move on
- See yourself in your mind’s eye as a successful nonsmoker. Practice seeing yourself in all kinds of situations dealing effectively without smoking.

Weight Gain

- **Do not diet.** Attempting two major behavior changes at the same time usually leads to failure at both. Wait at least two or three months after quitting before tackling any weight loss program.
- Remember, the average weight gain, as a direct result of quitting, is only five to seven pounds. Any weight gain over and above that is due to behavioral changes on the part of the quitter.
- Drink six to eight glasses of water a day.
- Begin a modest exercise program. If you can do nothing else, take a brisk half hour walk every day.
- Remember, **smoking does not turn your body into a fat burning machine.** If it did, every smoker would weigh about 100 lbs.!!

Work

- Rearrange your office or workspace if you can
- Put a “No Smoking” sign or motivation poster in your work area
- Change your work routine as much as possible
- Listen to music, talk radio, or tapes
- Have a support person at work

Help, I'm Smoking Again!

Back to smoking again?

What can you do to get back on track?

First, don't beat yourself up. Avoid telling yourself that you are a failure. Negative thinking like that is not going to help you quit for good.

Instead, think of quitting as a learning process. You have probably learned some valuable information about yourself during this quit. So, take a minute to review your latest quit:

What Worked?

Which trigger situations were the easiest to deal with?

When did you feel the most comfortable not smoking?

What coping techniques worked best for you?

What was the problem?

What situation provided you with the biggest challenge?

How did that challenge lead you back to smoking?

Now that you are no longer in that situation, how could you have handled it differently?

Now, use this information to set the stage for your next quit.

My new quit day is _____.

REMEMBER: NEVER QUIT QUITTING!

If you are using a smoking cessation medication, review the usage instructions with a healthcare professional. You may need to change your dose when you quit again.

Help, I've Had a Cigarette!

Are you feeling guilty right now?

Watch yourself.

Guilty feelings just produce more and more negative feelings. These negative feelings whirl around in your head until you begin to doubt your ability to quit. Worse yet, you convince yourself that you are weak and unable to go on. You actually talk yourself into smoking again.

Don't think that it's o.k. that you had that cigarette but don't beat yourself up either!

Instead, think about quitting as a learning process. Remember back to when you learned to ride a bicycle. If you feel off, you figured out what the problem was, corrected it, and got back on. You didn't just storm away and say, "I can't do this!"

Don't storm away from this quit and talk yourself into smoking again. Instead, learn from the experience:

Most people slip because they do not cope in a specific situation. Take a few moments to review what that situation was for you:

What was I doing when I had that cigarette?

Where was I?

What was I thinking?

What was I feeling?

What else could I have done in that situation instead of smoking?

Create a coping plan for this situation in the space below. Be prepared to use this plan next time you get in this situation.

If you are still smoking, ***stop now!***

If you bought a pack of cigarettes, ***throw them away.***

If someone gave you the cigarette, ***make a commitment to yourself not to accept cigarettes or ask anyone for them again.***

These are a few other tips:

Never accept a cigarette just because someone unknowingly offers you one. Don't play the game, "Well, someone offered it to me. I have to smoke it!"

Focus on how long you have been smoke-free. In the space below, mark how many days you were quit before the slip.

I've been quit ___ days and I am proud of myself!

Discuss the slip with a friend. Talking about what happened can help you figure out how to cope in the future.

Stay positive. Be careful of negative thoughts. Negative thoughts just create more negative thoughts. They lead to dark, icky feelings that will overwhelm you like a cloud of smoke.

Refocus your efforts. Make the commitment to stay on track!

Remember: If you are on a diet and happen to eat a piece of cake, that does not mean you have to eat the *whole* cake! The same thing applies to smoking. One cigarette does not mean you have to smoke another. And it certainly does not mean you have to smoke a whole pack!!

Final Hint: If you are using nicotine gum or the lozenge, use a piece when you encounter situations similar to the one that lead to your slip. The medication will help you deal with the situation while you are learning to cope.

How to Manage the Stress in Your Life

Smoking and Stress Management

Many smokers believe that smoking somehow gets rid of all the stress in their life or helps them deal more effectively with the problems that do occur. You may be surprised to learn that smoking actually *increases* stress on the body. Several recent studies have confirmed this fact.

Understand that there is no chemical in a cigarette that calms you. They do the exact opposite. The chemicals in cigarettes stimulate your heart to beat faster and increase your blood pressure.

However, many smokers do report that they feel calmer and more relaxed when they smoke. Why is that? Three things are happening.

First, when you smoke you practice deep breathing. This is the same kind of breathing that is taught in meditation classes, for martial arts and during natural childbirth. That way of breathing actually does relax you. That's why it's used in all these situations.

Secondly, when you smoke while tense you are shifting focus from whatever is bothering you. Whether or not you actually take a break or simply stop to smoke for a minute or two, you are no longer focusing on the issue at hand. Your mind is on the act of smoking. This shift of focus reduces anxiety and tension.

Finally, as you know by now back when you smoked your body was used to a certain amount of nicotine. When your blood nicotine level dropped below that amount, you began to feel irritable, anxious, and impatient, all the same feeling that most people experience when under stress. So, you smoked a cigarette to relieve the withdrawal and you felt better. Putting more nicotine into your body simply relieved the withdrawal but since you felt better, you mistakenly equated that with reducing stress. Doing this unconsciously during many stressful times over the years reinforced that notion. It is important to clearly understand now that **relieving withdrawal is not the same as relaxing or becoming calm.**

Furthermore, a cigarette never did help you figure out how to deal with your angry boss, give you advice on how to stretch your budget, or show you how to fix the flat tire. Did, it? Of course not. You figured all that out by yourself!

You just happened to be smoking during most of these times, so you inadvertently gave the cigarette credit for making the situation better. You began to believe that the cigarette somehow helped you and that you couldn't cope without it. But think back to some stressful time. Did the situation resolve itself simply because you had a cigarette? Was your life totally stress-free just because you smoked? Of course not.

A cigarette is not a magic wand that you can wave to make all your stress disappear. It is nothing more than a tube of paper filled with dried leaves.

Now is the time to take back the power you have given cigarettes. Give yourself credit for something that you have been doing on your own all along.

It's a fact. You have always been the one to relieve your own stress. **You** have always figured out how to deal with the problems in your life. Any calm or relaxation you have experienced is a direct result of what **you** have done or chosen not to do in any given situation.

Recognize your own ability to successfully deal with life's ups and downs.

What else can I do?

Because the association between smoking and stress management is so powerful for most smokers, it is extremely important for you to learn new ways to deal with the stress in your life. That way you will not be tempted to reach for a cigarette the next time you encounter a problem. Here are some helpful suggestions to help you construct a new stress management strategy:

- Take long slow deep breaths as often as you can throughout the day but especially during times of stress.
- When you encounter a problem, step back, take a few minutes to think things over, and then proceed.
- Separate the cigarette from the situation. Think back to situations that you find stressful. Ask yourself what a cigarette could do to make those situations better.
- If you become angry with someone, tell yourself, "If I smoke, I will only hurt myself, not that person." Smoking is simply not a good way to get back at anyone!
- Close your eyes and practice seeing yourself handling a stressful situation without a cigarette. See someone offering you a cigarette but you are turning it down. Practice saying, "I can deal with this without smoking."
- Stop tolerating. Every day we put up with all kinds of situations that sap your energy and cause unnecessary irritation. They can be little things like the leaky faucet and the broken door hinge, or much bigger situations like the neighbor's dog that barks all night or the brother-in-law who's always asking for money.

On one hand, we view the smaller things as "just little irritations", so we ignore them. However, when you add them all together, these "little irritations" can really drag you down.

On the other hand, we put up with the bigger situations out of some misguided belief that we should be "nice" and not complain. We think we need to accept these situations as just a natural part of life. But if the

barking dog or begging brother-in-law is a constant source of irritation, why should you put up with them?

Whatever the case, putting up all these situations, little and big, can add up to a tremendous amount of stress in your life. It is time to start examining what you are tolerating and fix as many of these situations as you can.

- Slow down. Part of the stress in our lives can be traced to our increasingly fast-paced lifestyle. We just rush from one thing to another without a minute to ourselves. No wonder we are so frazzled. Here are few tips to help you reduce the pace of your life and “stop and smell the roses”:
 - Create a place at home and at work where you can be quiet and peaceful. “Hide” there every so often.
 - Don’t live by such a rigid schedule that you must be someplace every moment of every day. Do something spontaneous every day.
 - Eat slowly. Set aside plenty of time for meals. Don’t eat in your car, at your desk, or on the run.
 - Turn off the computer, cell phone, TV, and radio. Just try being quiet for a few minutes every day.
 - Stop yourself when you are rushing around like crazy. Ask yourself “Why am I doing this?” The answer may give you some important insight.
 - Really, do stop and smell the roses. The experience can be wonderful.
- Meditate or pray. Set aside at least half an hour every day to do so.
- Allow some time each week to play. This does not mean that you need to participate in some type of organized sport (although that’s great if you want to do so). Rather, give yourself ample time to just have fun, whatever that means for you.
- Set aside fifteen or twenty minutes every day to practice the Relaxation Technique on the accompanying page. This powerful technique has been used successfully by thousands of individuals for many years.

Now that you have some excellent stress management suggestions, take a few minutes to devise your *Personalized Stress Management Plan*. Add your own suggestions to your plan if they don’t happen to appear on the above list.

Relaxation Technique

Find

A place where you can be alone.

Sit

In a comfortable chair or lie on the floor

Think

Of a short word or a sound you can say repeatedly

Close

Your eyes

Release

Any tension in your body by tightening that muscle and then letting go

Begin

To breathe deeply and slowly, breathing the air in through your nose and letting it out through your mouth. Say your special word over and over to yourself as you breath out.

Do

This for fifteen to twenty minutes a day

Practice

Don't worry if you have trouble letting go and clearing your mind at first. Just like everything else, it will become easier with practice.

My Personalized Stress Management Plan

Poor management of stress leads more ex-smokers back to smoking than any other cause. Therefore, it is essential that you have a powerful plan to deal with the stress in your life. This plan should include ways of eliminating stress before it happens as well as techniques to deal with stressful times that do occur.

In the space below, detail how you plan to cope with the stress in your life. Be as specific as possible and don't be afraid to try something new!

I plan to eliminate as much stress as possible by:

- 1.
- 2.
- 3.

I will deal with the stress that does occur by:

- 1.
- 2.
- 3.

I plan to use the following relaxation techniques often:

- 1.
- 2.
- 3.

I realize that I put up with too many negative situations in my life. This week I will no longer tolerate _____.

Then, next week I will begin to work at eliminating these other "little irritations":

- 1.
- 2.
- 3.

Finally, I will use one of these phrases as my "stress buster". Instead of telling myself how bad things are or giving myself negative messages, I will use one (or more) of these phrases to help me through stressful times:

"Every problem has a solution *that does not involve smoking.*"

"I am in control."

"I am strong. I can handle this."

"I am proud of myself."

"I am calm."