

# ***Introduction to EFT Manual***

## **Be Great**

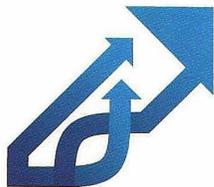
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## **Disclaimer**

I understand that Tapping/Emotional Freedom Technique (EFT) is not intended to diagnose, prescribe or treat any disease, physical or mental. It is not intended as a substitute for regular medical or psychiatric care. This manual does not advocate the discontinued use of any prescribed medication or psychological care. It is meant only as an introduction to tapping. By reading and using this manual you are choosing to take full responsibility for your wellbeing.

## **What is it?**

Emotional Freedom Technique (EFT) is a mind-body technique. Tapping and Emotional Freedom Technique (EFT) are interchangeable they refer to the same thing. This tool is used in coaching to uncover and clear beliefs and many other limitations. There is a saying in the tapping world that you should “Try it On Everything.” This quick manual will give you the basics to begin that journey. In the early 1990 Gary Craig introduced Emotional Freedom Technique (EFT) to the world. He “Discovered that the cause of all negative emotions is a disruption in the body’s energy system.” This disruption is then corrected by tapping on the meridian points. Gary’s discovery has helped many people to overcome limitations and make profound changes in their lives.

## **How does it work?**

Tapping is a mind/body technique that combines physical stimulation while talking about a specific bothersome issue. EFT is often referred to as acupuncture without needles because you gently stimulate different meridian endings with your fingertips. Your meridians are meant to flow freely but due to emotional or physical upsets they become disrupted. This disruption affects you at a deep level often stopping you from achieving things you really desire. The tapping sends a gentle vibration through the blocked meridian, which opens them up to flow more freely. When they flow more freely your life becomes more abundant.

### **When to use Tapping**

Tapping has been found to be effective in many different issues including but not limited to:

- Enhancing Peak Performance
- Attracting Abundance
- Enhancing Self-Image
- Fear of Public Speaking
- Addictive Cravings (food, cigarettes, etc.)
- Achieving Goals
- Confidence builder
- Performance Anxiety
- Stress Management

### **The process:**

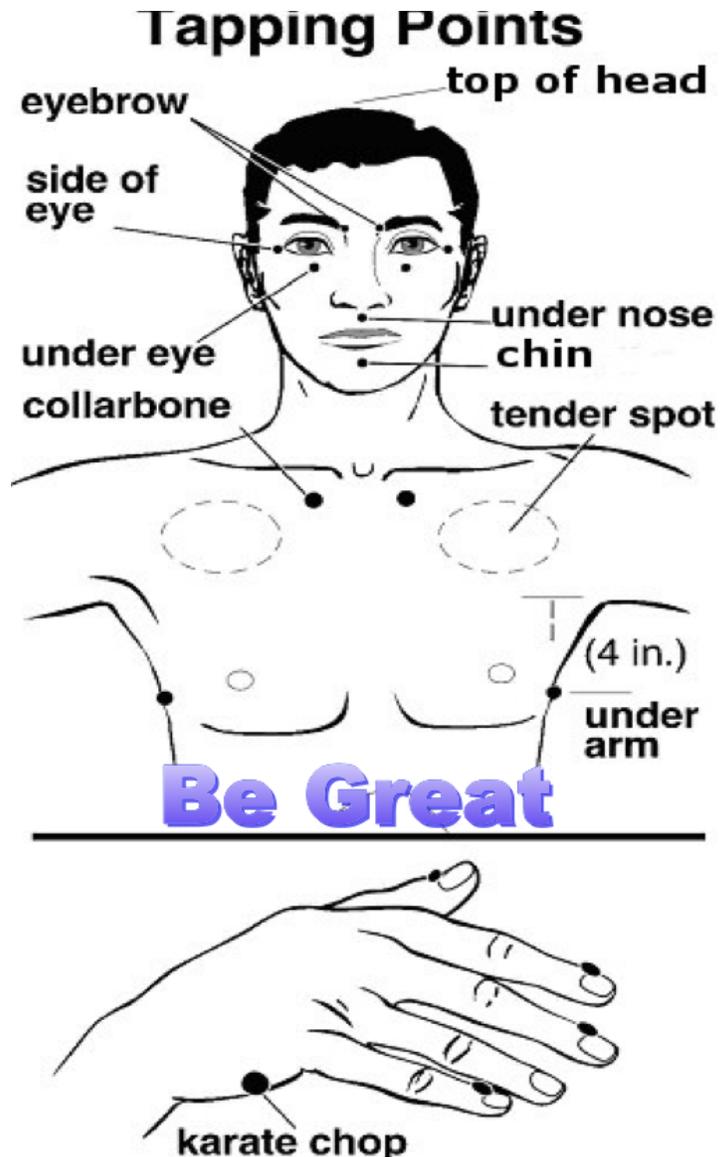
The basic process is used to uncover and clear the disturbances that are limiting you from achieving the things you want. There are 7 easy steps for you to follow.

The process:

1. The tapping points
2. The problem
3. The Intensity (SUDS)
4. Setup Statement
5. Reminder phrase
6. Re-measure Intensity
7. Tapping on Remaining

### 1. Tapping Points:

The best thing about tapping is that you do not need to worry about doing it wrong because it is impossible to. A great way to remember the points is to start at the side of your hand and then move to the top of your head and work your way down to under your arm. When you are tapping on the points use your fingertips and gently tap 7-8 times on each spot while talking about a specific problem.



**Karate Chop (KC):** The Karate Chop is located on the fleshy part of the side of your hand. Take your dominant hand and using all your fingertips begin to gently tap. Tap continuously while saying your setup statement 3 times.

**Top of Head (TH):** The Top of Head sits at the crown of your head. Take all your fingers and gently tap on the top of your head. You can include your thumb with your fingertips together, by cupping your hand.

**Eyebrow (EB):** The Eyebrow point is at the beginning of your eyebrow just above and to the one side of your nose. You can tap using your three or four fingers between your eyebrows so you can get both meridian sides or you can use two fingers on one side at a time.

**Side of Eye (SE):** The Side of Eye is located on the bone bordering the outside corner of the eye. You take two fingers and gently tap.

**Under Eye (UE):** The Under eye is located on the bone 1 inch below your pupil.

**Under Nose (UN):** The Under Nose is located directly below your nose and just above your upper lip.

**Chin (CH):** The chin point is located right below your bottom lip and your chin. You will feel an indent and that is the correct spot to tap.

**Collarbone (CB):** To locate it, first place your forefinger on the U-shaped notch at the top of the breastbone. From the bottom of the U, move your forefinger down toward the navel 1 inch and then go left or right 1 inch. You can simplify this even more by using your entire hand and gently slapping across the U-shape in your collarbone.

**Under Arm (UA):** The underarm area is located about 4 inches below your armpit. For the woman, it is on your bra strap and for men; it is directly across from your nipple on the side of your ribcage.

## 2. The Problem

A great thing to do is to take a couple of minutes and write down on a piece of paper all the things that are bothering you. Then pick the one that is bothering you the most and begin to clear it away. When that one is cleared you can begin to work on another and so on.

The first step is to tune into one problem that is bothering you. For example, you have been asked to give a presentation in front of your coworkers and you are afraid of public speaking. Measure how afraid you are of giving that presentation.

Or maybe you are craving a chocolate....tune into that craving. Then measure how much you want that piece of chocolate.

As you proceed through different bothersome areas of your life you will find more peace and more freedom.

**The problem is whatever is bothering you right now.**

### 3. SUDS or Intensity

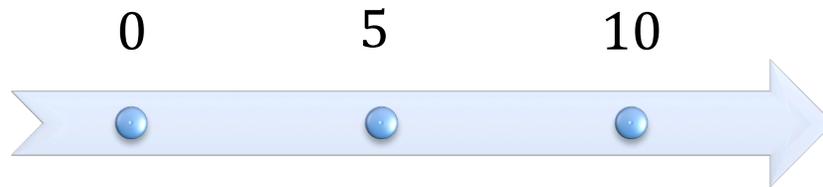
What is SUDS? It refers to Subjective Units of Distress Scale

A simple way to think of it is how much is this problem bothering you or how intense is the problem that you are having right now?

It is important to measure on a scale of 0-10. 0 would be that it is not bothering you at all and 10 means that it is very bothersome.

Sometimes you may have to guess how bothersome it is and that is okay.

Make sure to write down your number so you can witness it changing.



### 4. Setup

Now that you have your problem and have a measurement for it, you need to create a set up statement. This is important because it helps you to stay focused on the problem you are clearing.

The first part of the setup statement includes the problem that you are focusing on now. (For best results be as specific as possible when describing your problem)

The second part of the statement includes an affirmation. The reason for the affirmation is because it reminds you that you are okay even if you have this problem.

This combination helps calm your mind so that you can clear this problem.

### Setup Statement Examples

Even though I have {this problem} I love and accept myself.

Even though I am {feeling fearful because I have to give a speech to my coworkers} I love and accept myself.

Even though I am craving this {cigarette/chocolate} I love and accept myself.

Even though I am {feeling anxious about meeting this new goal} I love and accept myself.

You can replace the words in the bracket with whatever your problem is that you are working on. I highly recommend that you write your setup down at first so that it is easier to remember.

You will state your setup statement 3 times while gently tapping on the karate chop.

## 5.Reminder Phrase

Now that you have created your setup statement you will need to create a reminder phrase. This once again helps your mind to stay focused on the problem you are working on. This reminder phrase will be used on each of the tapping points except for the side of the hand, which you use only for your setup statement.

The reminder phrase is simply the problem you are clearing at this time. Here are the examples that you could use from the previous setup statement.

- *This problem*
- *Fear of the speech I have to give*
- *Craving my cigarette or craving that piece of chocolate*
- *Feeling anxious because I have set this new goal*

## Putting it all Together

- a. Think of a problem or emotion you are feeling
- b. Measure how much is it bothering you (SUDS).
- c. Reminder phrases

To make this easier for yourself write your information down because as you tap it will change. Writing it down will allow you to observe your progress.

## Example Tapping

Take your dominant hand and tap on your karate chop using your fingertips from your other hand while saying:

“Even though I have *{this problem}* I love and accept myself

Repeat this 3X

## Example Continued

Then start tapping at the top of your head with your fingertips and say *{this problem}*

Then move to your eyebrow point *{this problem}*

Side of eye *{this problem}*

Under eye *{this problem}*

Under nose *{this problem}*

Chin *{this problem}*

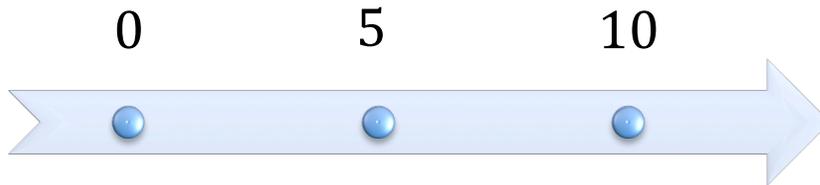
Collar Bone *{this problem}*

Under Arm *{this problem}*

## 6. Re-measure SUDS or Intensity

Now take a deep breath and think about the problem that you were just working on. Measure how intense it is now on a scale of 0-10 and write that down. Using the scale 0 meaning no problem and 10 is a big problem.

If your number is higher than a 2 you will need to repeat the tapping process again with a couple of changes to your setup.



### My number went up

What happens if your number goes up? That simply means that you have tuned into the problem a deep level. You will need to continue to tap so that it decreases. Through persistence you will be able to clear the problem. You may need to tap a few times a day on one issue and that's okay. It may feel uncomfortable but keep tapping, as that will allow the problem to change.

## 7. Remaining

If the emotional reaction that you are having is more than 2 you will need to keep tapping on the same problem. There is a small change to the wording that happens.

To the reminder phrase that you have created you will need to add the words remaining or still. By adding these words remaining and still to the problem you are directing your mind to stay focused on the same problem

### Example of Remaining

Here is an example of the process when something has not yet been cleared. KC or Side of hand: Even though I am still afraid of giving this presentation to my coworkers} I love and accept myself. 3x

Well tapping through the points the reminder phrase would be

This remaining fear

Re-measure how much this problem is bothering you. Repeat as necessary.

## Issues are like Puzzles

Remember to be as specific as you can with your set-up statement. Example- Even though I have this stabbing pain in my left big toe.

Problems and issues have many different parts to them. These different parts are called aspects. Aspects are the numerous parts that create the memory. For example with a car accident some of the things that may come up are images before the accident, the accident itself, emotions, physical symptoms, smells and many other parts... It is often referred to as peeling back the layers of an onion because our issues have so many layers.

It is most beneficial to work with an EFT practitioner to help you through this process. Often the layers bring us to core issues, which can be difficult to resolve on your own.

## It Doesn't seem to be Working

- Be more specific
- Say exactly what you are thinking and feeling about the issue
- Be persistent...tap on the issue every day, different times of the day and in different locations.
- Check for secondary gains—what would happen if you did not have this problem or what is the benefit to this problem.
- Drink water, tapping is like a physical workout and hydration is important

## FAQ about EFT

Can I do it wrong? *No*

Does it matter which hand I use? *No*

Can I switch hand and sides while tapping? *Yes*

Can I use both hands? *Yes*

How many taps on each spot? *6-8 is the most common, error on the side of more.*

How many fingers? *Two fingers for most points but the side of your hand and head use four.*

What if I miss a point? *If you miss a point it does not matter just keep tapping and doing your best.*

I don't know what to say? *The best thing is to say exactly what you are feeling and thinking. The more precise you are the faster it clears.*

Do I have to use the same process each time? *Yes*

If it does not seem like anything is changing? *If this happens try to be more specific about the problem you are having. You can also tap on the problem everyday and multiple times a day.*

Will tapping hurt me? *No it will not hurt you as long as you are gently tapping on the points.*

Can EFT help me with performance issues? *Yes, the best way to do this to remember the times that you did not achieve the success you wanted and then clear that first.*

Can I use EFT to attract abundance? *Yes, it works best when you have been able to uncover and clear the negative things that are interfering with you, and then you can tap on the positive things you desire.*

EFT seems so negative why? *It sounds negative because it reflects the way that you talk to yourself so often. By tapping and talking negatively you will free yourself to be positive.*

### Helpful Tips

- Memorize the setup statement so you can adapt it to your needs
- **Be specific**, the more specific you are the more efficient you clear your issues
- Some issues are more stubborn because of different aspects and secondary gains, so break it down and tap daily.
- Try it on Everything...experiment and be curious about what it can do for you.

### EFT Expert and Success Coach

If you would like support in achieving new results please email LaDonn Goodkey EFT Expert & Success Coach at [programs@begreat.ca](mailto:programs@begreat.ca) and receive a free 30 min Clarity, Action, Strategy session.

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