



BEGINNERS GUIDE TO EFFECTIVE TAPPING

PART 1
Getting Specific

By Ann Adams, LCSW FromtheDeskofAnnAdams.com

THE LEGAL STUFF:

While there is ongoing research EFT is still considered experimental. Its risks, effectiveness and benefits are not fully known. EFT is not a substitute for medical or psychological care, consult with your health care provider. This manual is considered educational in nature and is not to be relied upon as any type of professional advice. You are expected to assume and accept full responsibility for your use of these techniques.

ABOUT ANN



Ann Adams, a social worker with over 35 years experience, teaches EFT, sees clients and mentors practitioners internationally. She created EFT4PowerPoint, a comprehensive training program used by EFT trainers all over the world, coauthored *EFT Comprehensive Training Resource Level 1 (& 2)*, and codirected the EFT Master Program with Gary Craig, organized the EFT Master Showcases and developing multiple DVDs of these informative sessions giving tips on best ways to use EFT. Go to EFT4PowerPoint.com/store for a list of products. Click for more information about Ann. To schedule a class in your area or an individual session email Ann ann@eftmastertraining.com.

Ann has contributed articles, spoken at many conferences and written manuals and books on EFT for over 10 years. You can learn much more about EFT from the two books *EFT Level 1* (& 2) *Comprehensive Training Resources* available from <u>EFT4PowerPoint.com/store</u>

ADDITIONAL NOTES

Any case histories used in this manual either have permission or are a composite with details changed to make them unrecognizable.

Thanks to Karin Davidson, who helped produce this manual. Pictures contained herein are copyrighted and cannot be used for any other purpose.

Where it all came from



While there are a variety of techniques that utilize acupressure points to help decrease or resolve negative emotions and emotionally-based physical issues this manual will concentrate on EFT or Emotional Freedom Techniques, probably the most widely used of the "tapping" methods and is the method used in the majority of the research studies conducted or in process.

EFT uses 14 of the identified acupuncture points or acupoints. Acupuncture points were identified by ancient civilizations. One example of its use in antiquity is the example of the Tyrolian Iceman, a 5500 year old mummified man found in the Swiss Alps in 1991.

This mummy had tattoos in locations thought to be "treatment points" for his identified physical ailments. While we will never know for sure it is thought by most acupuncturists studying the locations of these tattoos that "The locations of the tattoos are similar to points used for specific disease states in the traditional Chinese and modern acupuncture treatment" (Lancet 9/99)

Acupuncture points effect the energy that moves throughout our bodies in pathways called meridians. These "acupoints" have an electrical resistance which demonstrate that meridians are electrical in nature (Robert Becker 1970).

Our body energy system has electromagnetic qualities, including light, sound, and subtle electrical current. Indeed, some accepted medical tests such as EKGs and EEGs measure the electrical output of our bodies.

Tapping methods address this energy system by tapping or touching various meridian points. Acupressure points are generally located where the meridian pathways are closest to the skin's surface. Hundreds of acupressure points are utilized by acupuncturists to treat various pain and physical conditions. Acupuncture has gained acceptance as a medical method in the Western world beginning with *New York Times* columnist James Reston's emergency appendectomy in China in 1971. Reston's article about his experience is given credit for initiating a growing interest in acupuncture.

Around this same period a chiropractor named George Goodheart discovered that he could test the strength or weakness of one muscle of the body to locate the part of the body needing manipulation. He began to teach others to use this method - called Applied Kinesiology (AK).

Roger Callahan, a psychologist, taking an AK class while also studying Chinese Meridian system began experimenting with what emotions could be affected by which organs. He felt that if muscle testing could show what area of the body needed chiropractic adjustment that

perhaps muscle testing could "diagnosis" which meridian was out of balance and needed balancing as it related to emotionally issues.

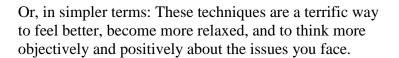
One well known story is about his client Mary who had a severe phobia of water and stated one day that she could feel the fear in her stomach. Callahan told her to tap under her eye, one of the points on the stomach meridian. Mary reported that her long term fear was gone. Unfortunately for Callahan – and the rest of us as well – resolution of phobias and other psychological factors is rarely that easy. However it began his interest in developing Thought Field Therapy (TFT). This awareness that stimulating acupoints could affect emotional and psychological factors heralded the birth of meridian tapping.

Callahan began to teach others TFT. One of his students was Gary Craig. In the early 90s. Craig experimented and believed that using muscle testing to "diagnosis" which point needed tapping in what order was not necessary. In the early 90's experimented and believed that using muscle testing and the order of tapping the points was not important. He found that simply tapping all of the points with every problem got the same results – and EFT was born.

It is important for the energy to flow smoothly in our bodies. Any cause that blocks this flow will negatively affect the energy in our bodies like water in a kinked garden hose. Tapping can rebalance your body's energy, remove any stuck energy flow, and help maintain a smooth energy flow.

These techniques constitute a relatively new relaxation and calming method that:

- increases mind-body awareness
- reduces anxiety, and
- enables faster positive cognitive shifts



TRAUMA OFF SWITCH?

Did you ever wonder why people can become traumatized in the wink of an eye, like flipping a switch, but then it takes years – or never – to be able to get over it?



Using EFT allows you to release the negative emotions surrounding an event.

Tapping does not remove normal, natural, healthy emotions. It does not remove emotions that realistically protect you. It does not remove appropriate caution. It does not remove the memory of the event although frequently you do change your perceptions of yourself, and often others, around the event.

Also, you don't have to believe tapping techniques are effective for tapping to be effective for you. *You simply need to be willing to try the process*.

Tapping is a simple process:

- Focus on what bothers you
- Tap with focus and intention
- Continue until calm

Perhaps tapping acupressure points acts like an off switch for the effects of traumatic events. Tapping uses a series of touches or taps to "turn off" negative emotions - on purpose. Tapping is quick, free, and effective. The ultimate self-help tool! Let's learn more about EFT, the most widely used tapping method.

Does EFT *always* work? No. I haven't found anything that works 100% of the time for everyone and EFT is no exception. However, in my experience it works most of the time for most people for most of the issues addressed.

Research into these methods is ongoing. A comprehensive list of information concerning both completed and in process research can be found on the Association for Comprehensive Energy Psychology (ACEP) web site: www.energypsych.org





A Quick Review

Let's do a review what you learned from the web site (http://FromtheDeskofAnnAdams.com/IntroEFT)

1. Clarify what you wish to work on.

Picking something specific to focus on is a key concept of EFT. Identifying where in your body you feel upset or uncomfortable is one of the easiest ways to get specific with EFT.

Identify and label: Where is it in your body that lets you know you are upset or uncomfortable? What does it feel like? What are the best words, or metaphor, to describe it? We are used to telling others where we hurt. Emotions also show up in the body. When we are emotional or upset we have a corresponding physical response. It is generally how we actually know we are upset.

2. Describe this physical feeling or sensation.

To help identify the sensation, close your eyes for a few seconds and clarify just exactly how and where are you feeling either emotional or physical discomfort. Remember that whatever description you use that fits for you is just fine.

3. Give a number to the intensity.



Using a 0 to 10 scale, with 10 being the absolute worse it's ever been, give a number to the current level of upset. Remember that it is how you feel about it **right now** *at this moment in time.* Write down the number and description so you can track your progress. Can't figure out what intensity? Just guess – make up a number that it might be.

4. Create a positive statement about yourself.

Any level of acceptance statement will work. EFT has a default acceptance statement that works well if you cannot think of anything. "I deeply and completely accept myself." If that seems hard to say just qualify it with sometimes or maybe or in spite of it all. The positive statement can be as simple as, "I'm OK." Or you can simply say, "I accept that this is how I feel."

Can't seem to say *anything* positive about yourself? Just admit it and add in a *yet* or a *now*. "I do not accept myself, YET, but, maybe later I'll think about accepting something about myself." "I don't accept myself, NOW, but maybe someday." Or, try for a percentage, "I am able to accept 20% of myself for NOW."

5. Join your "description" and the "positive" statement

EFT joins the problem description together with the positive statement about your self. In EFT this two part combination is called a Setup.

- Use even though: "Even though I feel [description], I deeply and completely accept myself anyway."
- Use them conversationally in a sentence separated by AND: "I feel shaky all over AND I accept myself anyway."

6. Tap the fatty side of your hand as you say your two part statement (the Setup)



This is the part of the hand used in a Karate Chop move to break a board. The goal of the Setup is to "set up" your energy system to be open to the effects of tapping and to work to remove any potential "blocks to success" you may have.

This is where we begin the process of accepting that this is indeed how I feel right now. You may have heard the expression, "What we resist persists." All too often we try to block what we are feeling especially if it is unpleasant.

Acceptance of a problem is the first step of resolving it. You are not reinforcing the problem, you are accepting the fact that this is what you are feeling right now. A realization that, "What is, is."

Begin your tapping sequence by tapping on your "karate chop" point and repeat your 2 part Setup one to three times. "Even though I have [this feeling], I am an OK person." Or "I have [this feeling] BUT I accept how I feel."

7. Pick out a key word(s) or phrase in your sentence – You want to help yourself stay focused on the specific issue you have chosen. So, use a word or words from your description.



8. Tap the EFT acupressure points.

While there are additional points generally this "short cut" of 8 meridian points is effective in a high % of cases. Learn more points in *The EFT Level 1 Comprehensive Training Resource* State your key word or phrase at every point:

- Top of **head** between your ears use all finger tips
- Nose side of your **eyebrow** Easy way is to use 4 fingers and tap at the bridge of the nose *between* the eyebrows.
- **Side of your eye** use two fingers on the boney part right next to your eye
- **Under your eye** two fingers on the edge of the bone under the eye
- Under your **nose** tap between the bottom of your nose and your upper lip
- Chin actually not on the chin but in the indentation below your bottom lip
- Collarbone trace the "V" as it comes to the chest then go an inch over & inch down (either side). Easy way is to tap with all fingers below the V.
- **Under your arm** about where the bra strap comes on women, on men, level with nipple.

Most people tap each point about 7 times before moving to another point. It may take several rounds to notice a change.

9. Measure intensity again

After one or more rounds stop to close your eyes and notice if the "feeling" you described earlier has changed either in intensity or shifted to another feeling. Write down any change and assess the current level of intensity. Revise your Setup and reminder phrases as appropriate.

10. Ideally tap until the intensity is 0

And if it is not down to 0, revisit the issue until it is 0. Some issues can be quite complex and take a great deal of persistence. There may be many, many layers to deal with. Persistence is important.

But, don't worry. You won't have to tap on absolutely every feeling and experience in your life thanks to the "generalization effect" in which you, generally unconsciously, recognize similar issues which are then resolved simultaneously with the issue you are addressing. Sometimes your individual problem "puzzle" has many seemingly isolated pieces that don't seem to want to fit together. Then you find just the "right" one and it all seems to fall together quickly.

Complex issues, however, can take a lot of perseverance and may need more information about other EFT techniques to be maximally effective. It may also be helpful to schedule a session with an EFT practitioner to help you learn and use the method in the most effective way for you.

Start your EFT experience with the Constricted Breathing Exercise below. Then move to some of your everyday annoyances. Save the more upsetting things until you have some experience with EFT. Even then it may be best to have help with your more seriously upsetting issues.

The Exercises in the Manual

The manual will give you simple easy to learn methods that help you get specific.

The manual is broken into three separate parts which you will receive a few days apart and will cover:

*PART ONE – Getting Specific and Keeping it Simple

- Constricted Breathing Exercise,
- Noticing and Using the Emotional Response in Your Body,

PART TWO - Addressing Cravings and Pain

- Conquering Cravings,
- Addressing Physical Discomfort,

PART THREE – Going Deeper

- Expanding into Specific Events (and Phobias)
- Using Investigative Questions

Constricted Breathing

Let's begin the journey with a very simple way to show the effectiveness and impact of EFT. Constricted Breathing uses EFT to assess and improve how well you are currently breathing. When we are fully relaxed we naturally breathe slowly and deeply. When we are upset or in pain we breathe in a shallow often faster manner.

Let's try EFT on your level of breathing right now. Take three slow deep breaths. Naturally stretch your lungs before tapping so that any increase in breath can be attributed to EFT not normal lung stretching.

On the last breath, assess what percentage of a full breath you took. What percentage of your potential for a full deep breath were you able to take?

The Setup, is the two part statement that joins the problem with an acceptance statement. In this example we will use our level of breathing as the problem statement. For the acceptance part let's use the EFT default acceptance statement, Even though I am not breathing up to my potential, I deeply and completely accept myself. Remember the first part of the Setup, the problem statement, is a description of what is *currently true* for how you see the problem *at this moment in time*. Since, in this instance, you are accessing your breath, simply use the percentage of your current breath as your *currently true statement of the problem*, "Even though I am only breathing at 65% of my capacity, I deeply and completely accept myself."

The second part of the Setup, a statement of something positive and/or accepting of yourself. The easiest statement while you are beginning is to simply use the EFT default acceptance statement, "I deeply and completely accept myself."

Since our issue in this example is our breath, we are generally grateful that we *are* breathing, so whatever level of breath you have *is* acceptable. Don't worry about the exactness of your percentage or number; it is only a baseline to measure progress.

- Even though I am not quite taking full breaths, only 85%, I accept how I am breathing right now.
- Even though my chest is tight and my lungs won't allow me to breathe but 70% right now, I deeply and completely accept my level of breathing for now.
- I am only breathing at 70% of my capacity and I appreciate my breath fully anyway.

Then, as you focus on your less than full breath, tap through all the points, at least twice, **simply saying your percentage at each point** (e.g., 65%). Now stop and take another slow deep breath. If it's not up to 100%, continue with the same process until it is or it stops increasing further.

I teach this exercise to all my clients as a quick method for self-calming. As you tap for your breathing, you are also addressing whatever is creating the shallow breathing.

Using nothing more than this constricted breathing exercise is extremely powerful. Your day, and your life, will be significantly calmer if, several times a day, you check your breathing and tap for whatever percentage it may be below 100%.

Common Questions about Tapping

Here are the answers to questions that most beginners ask about the process of tapping.

Most people tap using their dominant hand on the dominant side of the body and tap each point about seven times on each point before moving on.

However, this is not essential. There are many effective variations.



Pick the tapping method that resonates best with you. Play with the variations. If the method you chose is not working, try another one.

- You can tap with either hand.
- You can tap on either side.
- You can tap using both hands.
- You can cross your arms and tap on the opposite side of the body (i.e., tap on right side with left hand and on left side with right hand).
- You can do alternate tapping (i.e. first tap on the right side and then next tap on the left).
- You can have someone else tap on you.
- You can tap while looking in a mirror.
- You can tap looking at a picture of the person, persons, or location involved.
- You can even simply imagine tapping the points on yourself.
- You can put one hand where you feel the sensation in your body as you tap with your other hand.
- You can draw a picture as a symbol of your problem and tap for the description of what you drew.
- You should even try tapping on a stuffed animal as a surrogate for your problem. It's a great way for kids and for times when you may need to separate, or disassociate, a bit more from your problem.

Noticing the Emotional Response in Your Body

Another great way to help you focus is to notice where you are feeling any emotion, upset, or physical discomfort in your body. This is the method we taught on the web page FromtheDeskofAnnAdams.com/IntroEFT and reviewed just above. Part One of the manual will go a bit deeper. It is certainly easier to identify where you *feel* the unhappiness in your body than to figure out which, of probably many, emotions you feel and events you've experienced that are behind your current unhappiness.

It's all just energy.



It is helpful to think of all emotions simply as energy. Energy wants to move. In fact, it is moving all the time. Here's a few numbers to show that we are always in motion: The atoms in our body move at a rate of >1300 miles/hr, the earth rotates around 1000miles/hourr and orbits the sun at 67,000 miles/hour, all the while moving with the rest of the solar system along the Milky Way at 514,000 miles/hour. The Chemical and Electrical Synapses transfer information in our body measured in mille seconds.

Our body is never really "still." As you focus on the physical sensation you can see it "move" and shift.

Now, take that slow breath again, close your eyes, and pay attention to where in your body, at this exact moment, you *feel* the strongest physical sensation of emotion or discomfort. Most everyone can do this. If you cannot, go back up to using the constricted breathing exercise.

The physical feeling *is* the emotion. After all, if you didn't have any feeling or response physically, how would you know you were having an emotion?

Be as descriptive as possible in pinpointing the feeling, for example, "the tightness in my throat," "the suffocating feeling in my chest," "my upset stomach," "this ache behind my eyes," "my lower back throbs" or "my knees shake." You want to focus on the one feeling that is strongest in the moment. Now assess how intense that feeling is on the 0-to-10 scale. Create your Setup from that feeling. Remember that your "problem statement," in this case the physical sensation, is always followed by a positive acceptance statement. Any positive statement that is accepting of yourself is fine. Examples:

- Even though I feel like I am going to throw up, I deeply and completely accept myself anyway.
- Even though my throat is tight and feels restricted, I am alright.

- Even though my shoulders feel they are carrying the weight of the world, I fully accept that is how I feel right now.
- I am so tense and tight; my stomach is in a knot; but I am OK.

Tap the points as you focus on your specific physical response to the emotion. Use your definition(s) of the physical feeling as the Reminder Phrase as you tap the points, for example, "throat constriction."

Especially when you are just starting with EFT, simply use the same word, or words, at each point. Actually, using the same words is still a good idea even if you have years of experience – repetition can be very effective.

You can choose to use a different word from your complete physical description at the various points. For instance, depending on the description and the "story," you could be saying, at different points, phrases such as "my stomach," "all sour," "want to throw up," "it aches," and "rumbling feeling," "this rolling in my stomach." Keep it simple. Don't worry about getting it *right* or being overly repetitive. Repetition is helpful. Stop repeating a feeling or phrase when you stop feeling it!

Having Trouble being Descriptive about Your Feeling?

Then don't. Really, don't even try to describe it. Focus on whatever it is and just tap – no words – for a few minutes.

Don't think you have to be creative and come up with different words for each point or develop very creative Setups. Keep it *simple and focused on the physical manifestation of the current upset*. The repetition is helpful *and* you don't get sidetracked by the challenge of "What words should I use?"

It is simply not true that you have to "know what to say." Keeping it simple and the words repetitive accomplishes the job – especially when you are using it for yourself. We are unable to be objective about ourselves. On top of that, most people feel a bit foolish talking out loud as they tap on themselves. Saying things out loud can feel intimidating, *Even though I am scared to death that I will make the wrong decision about this and end up homeless, I deeply and completely accept myself anyway*.

Are Words actually necessary?

Do you always have to come up with a Setup and words to use as reminder phrases as you tap? Is it OK to sometimes to *not* say anything? Yes it is. As long as you are totally focused and tuned in to the feeling, you can simply tap without words.

When you are so upset about something and/or just plain do not feel like saying *anything* - then don't. Simply tap the points over and over until you calm down.

Words can be very helpful but they are only a small part of EFT's effectiveness. You can get significant results just focusing on your upset. Focus on the feeling, measure, tap, check the intensity and whether the feeling has changed, and repeat until the feeling is at 0—with or without words. You'll find too that as you calm while tapping without words, what to address next or what you could say seems to pop into your mind.

So simply tune in, focus on the internal physical sensations, even if it is just the quality of your breath and tap over and over without words.

Using EFT on Body Sensations

Using EFT successfully involves identifying a specific issue to address. In this manual we will focus on the use of the physical representation of a specific feeling, emotion, experience, etc. to tap for. This approach helps decrease the decision as to "what do I say" as you tap. Simply define what your body is feeling at the time and tap using those words.

Using the physical representation of your upset or discomfort can avoid the What-do-I-Say dilemma that seems to plague so many.

Does that mean that you *never* tap generally? Oh no, it's fine to start out general. It calms you so you can identify and have the energy to deal with your problem.

In fact, there are a couple of situations where tapping in a general way may be useful, indeed, important to start in a general way. If the intensity on any one issue is very severe then it is better *not* to focus in to specifically to a memory of the intense event. Tap using a global or general Setup. Continue to tap in a general way until your feelings doesn't seem so intense. One suggestion is to imagine putting the issue in a "box" and tap for the "box."

- I am afraid to look closely at this and I accept myself anyway.
- This is so painful I don't even want to go there and I appreciate how I feel.
- Even though I am afraid of what is in my box, I fully accept my reluctance.
- I put my issue in a big box in a locked cedar chest in a large safe inside a bank like vault in another town and I still accept myself fully right now.

Don't start with your most upsetting issues. Start with smaller annoyances. If your issue is very upsetting it may be better to seek out a therapist or EFT practitioner. I am fond of saying that while EFT can be simple, people can be very complex and significant traumas can be challenging to deal with on your own. The goal of EFT is to be a self-help skill and to be as painless as possible but some situations may be overwhelming for someone to deal with on their own and may require expert help.

The second situation in which it may be helpful to tap generally would be when you are having trouble identifying what to tap for. Or, you know you get upset in a particular situation and you would like to break that pattern but don't seem to be able to pull up related events, thoughts or emotions right then. Or, you are having a problem identifying an internal physical feeling. Sometimes, too, a global statement helps you bring up issues you need to address. Try it and see what bubbles up.

- Even though I can't even begin to understand why I am upset, I accept myself anyway.
- Even though I don't understand why my stomach gets so very upset when my boss calls me in her office, I deeply and completely accept how I feel.
- Even though my body feels paralyzed with fear just thinking about addressing this, I accept my body's willingness to protect me and I can choose to address it very slowly.
- Even though I am unable to define what I am feeling right now, I accept what is happening.
- Even though I don't have a clue on how to begin this tapping stuff, I'm OK.

But if you are feeling overwhelmed, back up and simply tap while focusing on your internal sensations, don't be concerned about the words right now.

Many times we describe what is bothering us in a very general way: I'm unhappy, I'm lonely, I hate my job. It's OK to start with such a general issue to calm yourself and to see what comes up. When you address issues in a general way it can appear to be effective for two reasons: 1) simply tapping on the body is relaxing and you can "feel better" and, 2) sometimes as you tap in a general way you it's possible that, consciously or unconsciously, you could be tuned in to *the key event/emotion/physical issue* as you tap for the general issue. All too often, however, the general approach does not offer a complete and permanent resolution – you simply didn't get all the parts and pieces.

EFT works best when you address specific experiences and/or feelings that are behind your general problem. Getting to a specific experience or feeling is important because specificity is a key factor in the effective use of EFT. Sometimes, however, getting to a specific feeling or experience can be a challenge. We will discuss more ways for discovering those specifics in part 2.

For results that are terrific, it helps to be specific.

WATCH FOR PART TWO

In the next several days you will receive an email link to

Part Two of the Beginners Guide to Using EFT Effectively – Addressing Cravings and Pain

If you would like even more in depth information about EFT please check out the books:

EFT Level 1 Comprehensive Training Resource EFT Level 2 Comprehensive Training Resource Available at: http://eft4powerpoint.com/store

There are also several excellent DVDs for beginners. 30 presentations were professionally filmed and edited from an EFT Masters Showcase where the EFT Masters shared some of their best tips on using EFT.

Presentations of interest to newbies: Foundations of EFT – Nancy Gnecco Self Sabotage – Jaqui Crooks The Power of EFT – Peter Graham The Color of Pain – Paul Lynch

Check them out http://eft4powerpoint.com/store click on EFT Masters Sessions

If you would like to schedule an appointment for consultation or to have an EFT session information about scheduling an appointment with me can be found at: http://FromtheDeskofAnnAdams.com/Appointments

I do like to travel and teach EFT. I am willing to come to your area to teach a class if you are able to bring 10 paying attendees to the class. While it is possible to teach a class with less than 10, that is a good number to assure sufficient interaction and variety to enable the best learning experience.

Contact me ann @EFTMasterTraining.com

There are a variety of helpful EFT topics on single DVDs that can be useful to you in your EFT Journey. These were professionally videoed and skillfully edited. DVDs on many topics can be found at http://EFTMasterTraining.com

If you are working with people with addiction, dealing personally with an addiction or have a loved one with an addiction you can find help from *Healing the Cycle of Addiction*. This 9 DVD set can help you understand the problems surrounding addictions. This set is truly a mini course in addiction.

http://EFTforAddiction.com

Want help marketing your EFT business? An ebook and 2 videoed sessions of EFT Masters discussing their best marketing tips is available from : http://MarketingYourEFTPractice.com

[Type text]

To learn even more about using EFT, I invite you to click below to order the two course books written to reinforce EFT training: *EFT Level 1 (and 2) Comprehensive Training Resources*. No shipping when you order both.

http://eft4powerpoint.com/store/index.php?main_page=product_info&cPath=15&products_id=51

Want to be the best EFT practitioner possible? The DVD *In Pursuit of* Excellence can be found:

Check out all of my products available in the store at: http://EFT4PowerPoint.com/store