

# EFT® QuickStart Manual

3<sup>rd</sup> Edition

February 2010

This manual is designed to get beginners started using Emotional Freedom Techniques® with the minimum of preamble and reading. The original comprehensive EFT manual by Gary Craig can be obtained free from [www.emofree.com](http://www.emofree.com).

You are free to copy this manual and give it or email it to any other persons you wish. If you do so, please keep the document whole and intact.

## Caution and Disclaimer

EFT is a safe procedure with no known negative side-effects – but the following caution is advised:

- The scientific basis for EFT is not yet fully known, although it has proved clinically effective countless times – EFT should therefore be viewed as an experimental technique.
- Although EFT can frequently eliminate both emotional and physical issues, do not discontinue or alter any existing medication without first consulting your physician.
- EFT should not be used by anyone with existing severe psychological disturbance, without the full knowledge of their therapist or physician to ensure full support available in the event of severe emotional reaction.
- EFT can have a relaxing or sedating effect on the overall system, especially when used repeatedly - the extent of this effect varies with the individual. While this effect is experienced as positive and calming, you should take care not to carry out EFT in situations where full mental alertness is required.
- If you have a physical condition which you know to be exacerbated by emotional stress (e.g. asthma) then there could be a chance of triggering this condition as a result of focusing on emotional issues. As a precaution, you would be advised to have to hand whatever you usually use to deal with your condition (e.g. inhaler).
- By reading this manual you agree to take complete responsibility for your own physical and emotional wellbeing. Do not use EFT for any problem your common sense would tell you is inappropriate. Do not "force" yourself physically or emotionally to try things that would cause undue physical or emotional discomfort. Only do or think about what feels OK to do or think about right now. Consequently, M.L.R.Jones, The Future Starts Now, or the developers of EFT will not be held legally or morally responsible in the highly unlikely event of a negative effect.

## 1. Introduction to EFT®

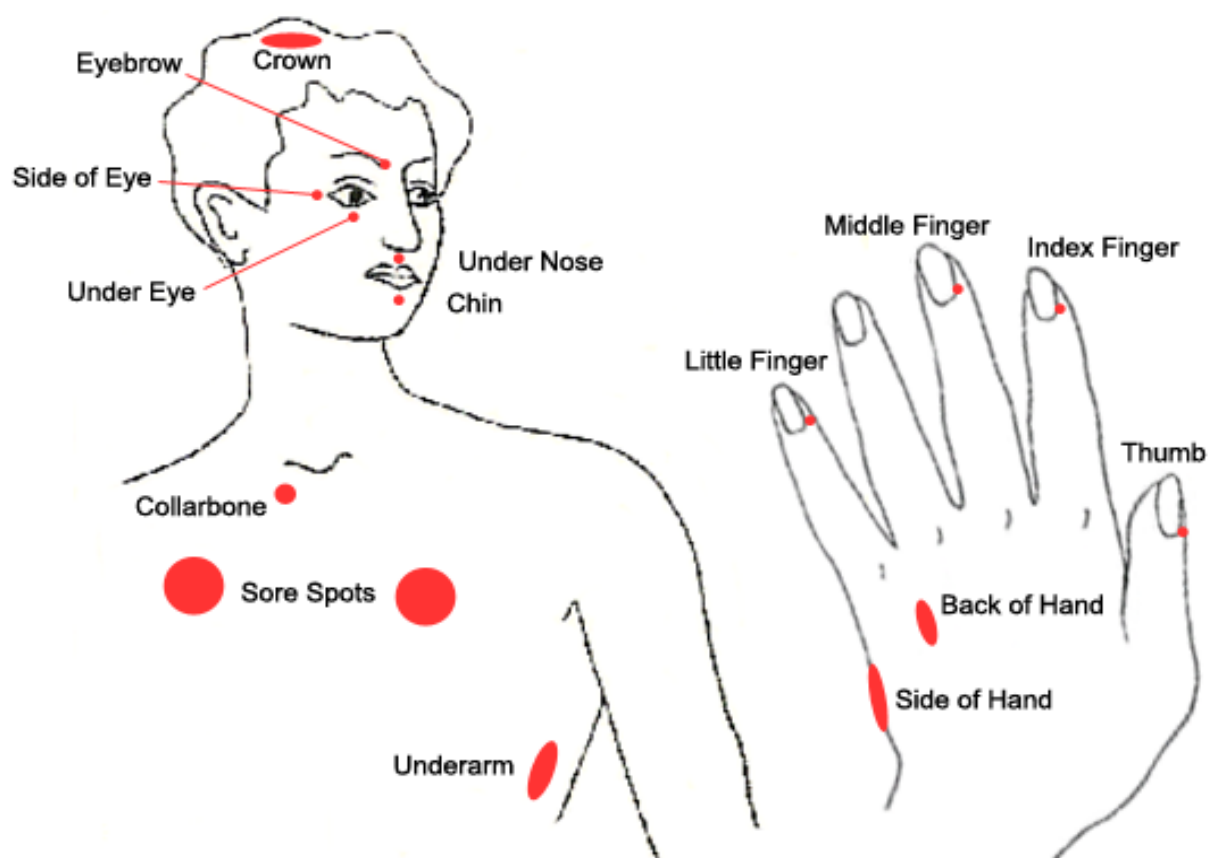
- EFT® (Emotional Freedom Techniques) is a simple procedure that eliminates or reduces all types of negative emotions including fear, anger, grief, traumatic memories, anxiety and stress, among others.
- It can also often work on many physical issues that may have an emotional component – it has been successfully used to treat headaches, muscle stiffness, food cravings, smoking, itching, stress-related conditions such as twitches, asthma and many more.
- It is based on the Discovery Statement that "All negative emotion is caused by a disruption to the body's energy system". EFT works by correcting this disruption.
- The basic procedure involves focussing on the problem and simultaneously tapping on a set of points on the face, body and hands.
- These points are part of the meridian system - energy pathways in the body discovered by the Chinese over 4000 years ago. This is the same system used in acupuncture.
- Success rates with EFT vary according to the skill of the practitioner and the issue being worked on. Beginners can achieve 50-80% success. Trained practitioners can achieve closer to 95% success. No-one has claimed 100% success with EFT for all people and all conditions.

## 2. How to Learn EFT

The easiest way to get started with EFT is to follow these steps:

1. Familiarise yourself with the location of the points and how to tap (section 3 and 4).
2. Learn how to "tune in" to the problem with Setup Statements and Reminder Phrases (section 5).
3. Learn how to measure progress using the rating scale (section 6).
4. Do a few practice rounds, using the guide in section 7, until you feel used to doing the basic sequence.
5. Read the "What to do if..." section which covers issues like how to tackle complex issues, what to do if the problem "changes" part way through treatment, and more (section 8).

### 3. The Points



<b>Sore Spot(s)</b>	Left or right hand side of chest, midway between armpit crease and centre of chest – see Note 1 below
<b>Crown</b>	The very top of the head – see Note 2 below
<b>Eyebrow</b>	Beginning of the eyebrow, above and slightly to the side of the nose
<b>Side of Eye</b>	Outer corner of the eye on the bony ridge
<b>Under Eye</b>	Directly beneath the eye on bony ridge
<b>Under Nose</b>	Centrally between nose and upper lip
<b>Chin</b>	Centrally in indentation below bottom lip
<b>Collarbone</b>	One inch to the side of central indent below Adam's apple
<b>Underarm</b>	Four inches below armpit on side of body
<b>Thumb</b>	Side of thumb at base of nail
<b>Index Finger</b>	Side of index finger at base of nail
<b>Middle Finger</b>	Side of middle finger at base of nail
<b>Little Finger</b>	Side of little finger at base of nail
<b>Side of Hand</b>	Halfway down side of hand (also known as Karate Chop point)
<b>Back of Hand</b>	One inch behind 3 <sup>rd</sup> and 4 <sup>th</sup> knuckles, in dip between bones

**Note 1 – The Sore Spot(s)** The Sore Spot is used during the setup stage and is massaged, not tapped. This area is part of the lymphatic system which is usually 75% on the left side and 25% on the right. Therefore, it's possible to find a Sore Spot on the right hand side of the chest also – and some people like to rub both areas at once! But for most people, especially right-handed people, the best option is to go looking for it on the left side of the chest. Although it is called the Sore Spot, you should not rub so hard that you hurt or bruise yourself – it should just feel a bit tender. If it does feel uncomfortable, use less pressure. Because massaging can cause lymphatic congestion to be reduced, you may find that the exact point that feels tender can “shift around” or can even disappear. If this happens, don't worry – just rub in the general area of the Sore Spot.

**Note 2 – The Crown Point** The Crown point is not part of the original Standard EFT protocol that you may have learned from Gary Craig's EFT Manual or elsewhere. It is a point that was brought in later and is used a great deal on Gary's later training videos. You can either use the flat of the hand to tap the top of the head, or tap the general area in a circle using all the tips of the fingers on one hand.

## 4. How to Tap

- Use either index or middle finger or both – whichever feels most natural. Tap with the end of the finger(s) or, if you have long finger nails, the finger pad(s).
- You can use either hand and tap on either side of the body.
- For the Collarbone, Underarm and Side of Hand points, using several fingers helps ensure the right point is covered.
- Tap about 7 times on each point. It does not have to be exactly 7 times. You may tap longer on one or more points if they "feel good".
- Speed of tapping is approximately 2-4 taps per second.
- Tap firmly enough to feel the vibration in the surrounding skin, but not hard enough to hurt or bruise.

## 5. What to Say

### The Setup Statement

While you rub the Sore Spot (or tap the Side of Hand point instead, if you prefer) you say a "Setup Statement" which tunes you into the problem. The basic form of a Setup Statement is:

**"Even though < X >, I deeply and completely accept myself"**

where <X> describes the feeling or problem you are working on (see table for examples).

- If you find the Sore Spot hard to find or too painful, tap the Side of Hand point instead – using the Sore Spot is considered to be slightly better but both are effective.
- There is no right or wrong about Setup Statements. Think about the problem and how you would describe it to someone else, and use those words.
- Use the words that you really use with yourself everyday – not the "official" or "clean" words you think you should use. e.g. Don't say "gastrointestinal pain" if what you would usually say is "gut ache".

- The Setup doesn't have to be grammatical, logical or even have proper words for how you feel. If you have an "eugh feeling" you can say "Even though I have this eugh feeling,..."
- You don't have to say "I deeply and completely accept myself" if that feels uncomfortable or false. Pick equivalent words that indicate in some way that you accept yourself e.g. "I accept myself", or "I'm an OK person", or, "I'm an OK bloke", or "I'm OK".

### The Reminder Phrase

Each time you tap on a point you say a Reminder Phrase – a word or short phrase which keeps you tuned into the issue. The phrase is typically taken from the Setup Statement.

The following table gives examples of Setup Statements and corresponding Reminder Phrases.

Setup Statement	Reminder phrase
Even though I have this problem, I deeply and completely accept myself	This problem
Even though I'm angry about what happened, I deeply and completely accept myself	Angry
Even though I'm embarrassed, I deeply and completely accept myself	Embarrassed
Even though I feel all this guilt, I deeply and completely accept myself	This guilt
Even though she said I was ugly, I deeply and completely accept myself	Said I was ugly
Even though my shoulder hurts like hell, I deeply and completely accept myself	Shoulder
Even though I really want a fag, I deeply and completely accept myself	Really want a fag
Even though I feel like I've got the world on my shoulders, I deeply and completely accept myself	World on my shoulders

## 6. Rating the Problem and Measuring Progress

To see how you are doing you need to take "before and after" measures of the problem you are working on. This is done using a 0-10 rating scale as follows.

**For issues involving emotional intensity** (e.g. Fear of heights) or physical pain (e.g. Headache):

- Ask yourself "On a scale of 0 to 10, how bad/intense is it right now?".
- Zero indicates no intensity or discomfort at all; 10 indicates the worst it has ever been or could be.

**For issues involving negative beliefs** (e.g. "I'm no good at maths"):

- Ask yourself "On a scale of 0 to 10, how much do I believe this?".
- Zero indicates you don't believe it at all; 10 indicates you believe it completely.

Don't think too hard about it - what number pops into your head?

## 7. Full Sequence Easy Guide

A full sequence of EFT is achieved by carrying out the following actions using the following points and saying the following phrases in the order given below.

Remember to get a 0-10 rating of the problem before you start and again at the end.

Action	Point	Say
Rub (OR Tap)	Sore spot Side of Hand	"Even though I have <this problem> I deeply and completely accept myself"
Rub (OR Tap)	Sore spot Side of Hand	"Even though I have <this problem> I deeply and completely accept myself"
Rub (OR Tap)	Sore spot Side of Hand	"Even though I have <this problem> I deeply and completely accept myself"
Tap	Eyebrow	"This problem"
Tap	Side of eye	"This problem"
Tap	Under eye	"This problem"
Tap	Under nose	"This problem"
Tap	Chin	"This problem"
Tap	Collarbone	"This problem"
Tap	Underarm	"This problem"
Tap	Thumbnail	"This problem"
Tap	Index fingernail	"This problem"
Tap	Middle fingernail	"This problem"
Tap	Little fingernail	"This problem"
Tap	Side of hand	"This problem"
Tap	Back of hand	"This problem"
Keep tapping while you: - Close eyes - Open eyes - Point eyes hard down left - Point eyes hard down right - Roll eyes in an arc over your head from one side to the other - Then roll eyes back the other way - Hum a few notes (e.g. "Happy Birthday to you") - Count to five - Hum a few notes	Back of hand	NB - This part is known as the Gamut sequence and can be omitted if the rest of the sequence is working. If you omit it and the main sequence does not work, reintroduce it.

## 8. What To Do If...

Read this section after you have done a few practice rounds of EFT and are fully familiar with the mechanics of the EFT sequence.

If this happens.....	Try this...
<p>The rating doesn't drop to 0 immediately.</p> <p>Example – it drops from an 8 to a 5.</p>	<p>This is normal. Do more rounds of EFT, changing the setup to:</p> <p>"Even though I <b>still</b> have this problem..."</p> <p>and the reminder phrase to: "This <b>remaining</b> problem"</p>
<p>The rating drops and the feeling changes.</p> <p>Example – it goes from feeling Angry to feeling Annoyed; or it changes from feeling Painful to feeling Stiff.</p>	<p>This is also common, and a sign that EFT is working.</p> <p>Do more rounds of EFT, changing the setup and reminder to fit how you <b>currently</b> feel:</p> <p>"Even though I feel Annoyed..."</p>
<p>The rating drops but it's hard to work out what the new rating is or to think about the problem.</p>	<p>This is often a sign that the EFT has worked. Inability to tune in to the problem indicates that the emotional charge around the problem has been successfully neutralised. Check with yourself whether the rating is really zero and if necessary do more EFT to be thorough.</p>
<p>The rating drops to a low level (a 2 or below) but won't go to zero.</p>	<ol style="list-style-type: none"> <li>1. Alter your words to reflect how you really feel at this intensity and try again. e.g. "Even though I have a tiny bit of this left..."</li> <li>2. Alter the words to: "Even though I still have this, <b>I'm ready to let go of it completely now</b>, and I deeply and completely accept myself".</li> <li>3. Include forgiveness for yourself: "Even though I still have this, <b>I forgive myself for feeling this way</b>", or "...<b>I forgive myself for anything I might have done to contribute to this problem</b>". (If it's hard to say "I forgive myself" say "I'm <b>open to the possibility</b> of forgiving myself".)</li> <li>4. Include forgiveness for anyone else connected to the problem. If it's a specific person say: "Even though I have this, <b>I forgive X for contributing to this problem</b>". If it involves more than one person or unknown people, say "Even though I have this, <b>I forgive anyone else</b> who has contributed to this problem". (If it's hard to forgive the person(s) right now, say "Even though... I'm <b>open to the possibility</b> of forgiving X/anyone else for contributing to the problem".)</li> <li>5. Wait a few minutes and take a fresh rating. Sometimes, especially for physical issues, there can be a time lag between doing EFT and the problem being released.</li> </ol>

<p>The rating doesn't go down at all or only very slightly (less than a full point).</p>	<ol style="list-style-type: none"> <li>1. Get more specific about the problem. Problems like "My childhood memories" or "My work stress" can be too general. Pick a specific childhood/work memory/issue (e.g. "When my boss said X") and do EFT on that; then pick another memory and do EFT on that.</li> <li>2. Say the Setup Statement more emphatically: "...I DEEPLY and COMPLETELY accept myself."</li> </ol>
<p>The physical issue I'm working on did not respond to EFT.</p>	<p>Find out what emotional factors are connected to this issue by asking yourself the following questions and doing EFT on whatever answers come up:</p> <ol style="list-style-type: none"> <li>1. "If there was an emotional reason for this physical issue, what might it be?" Listen carefully to whatever thoughts or emotions come up right then.</li> <li>2. "How do I feel about HAVING this issue?"</li> <li>3. "What was happening when I first got this condition and what was my emotional response at that time?". Do EFT on how you feel now, thinking about that time.</li> </ol>
<p>I just don't believe this can work.</p>	<p>Do it anyway. The EFT technique doesn't depend on you believing it.</p> <p>You can also do EFT on "Even though I don't believe this will work for me,...."</p>
<p>The problem seems so big or complicated I don't know where to start.</p> <p>Example – The issue has lots of different aspects or components each of which are problems in themselves.</p>	<p>This is quite common and does not mean there is something wrong with you or that you are a difficult case or that EFT won't work.</p> <p>Issues can be complicated in different ways - the following sections give the most common ways and how to deal with them. For all complex issues do the following:</p> <ul style="list-style-type: none"> <li>- Even though you are aware of multiple aspects going on, take a rating of the OVERALL problem and keep referring back to it to measure your overall progress.</li> <li>- Thoughts, memories or emotions which arise while doing EFT are important and connected to the overall problem - they are your subconscious' way of letting you know what is important and needs to be worked on next.</li> <li>- For complex problems it may be advisable to work with a trained practitioner.</li> </ul>
<p>Complex issues (1):</p> <p>The issue has multiple aspects to it and there is anxiety about all of them.</p>	<p>List all the aspects you can think of, take a rating for each one, do EFT on each aspect, starting with the biggest and work through them all.</p> <p>e.g. test anxiety may involve fear of what will happen if I fail, fear of looking stupid, fear of forgetting what I know, fear of being in the exam room, guilt about not studying, pressure from my parents...</p> <p>If you remember other aspects while you are working, add them to your list and work on them separately.</p>

<p>Complex issues (2): The memory has lots of elements within it that are upsetting.</p>	<p>e.g. "We started to skid, then I saw a truck coming towards us, then I heard screaming, then I felt an impact..."</p> <p>Work through the memory as though it was a story and do EFT anytime you feel intensity. Carry on with the next bit of the story only when you have cleared the current intensity.</p>
<p>Complex issues (3): There are multiple memories associated with the same thing.</p>	<p>e.g. multiple war memories, or multiple times I was bullied at school.</p> <p>Work on each memory separately. (Doing EFT on "these memories" will probably not be specific enough).</p> <p>Start with the most vivid memory and clear that one completely.</p> <p>Then pick another memory and clear that.</p> <p>Keep going until you have no more memories OR until the whole issue has collapsed.</p>
<p>Complex issues (4): The issue involves both physical and emotional aspects. e.g. migraines triggered by stress.</p>	<p>You can start on either the physical or emotional aspects.</p> <p>Ask "What is the biggest problem?" and work on that, whether it is physical or emotional. As you work, if other feelings or connections come up, work on those as they arise.</p>
<p>The rating goes to zero but the problem reoccurs later on.</p> <p>Examples:</p> <p>An ache or stiffness which responds to EFT but comes back.</p> <p>A food or cigarette craving which disappears with EFT but which comes back later.</p> <p>Work stress which you can manage to keep low with EFT but which rises when back in the work situation.</p>	<ol style="list-style-type: none"> <li>1. There may be some underlying issue which has not been addressed. Ask yourself "If there was an underlying cause for this, what would it be?" If you get an answer, do EFT on that. An example might be: "Anxiety about work makes me crave this food". So would do EFT on "Even though I'm anxious about work...". If you still don't know the underlying issue, do EFT on "Even though I don't know what's causing this..."</li> <li>2. The problem recurs because it is being triggered by ongoing life circumstances e.g. work stress will likely reoccur if you are continuing in the same job; smoking cravings will return when the anxiety or triggers that make you feel like smoking reoccur. EFT may only help you manage and minimise these kinds of stresses.</li> </ol> <p>For these cases, do normal EFT until the issue is reduced as much as possible - then replace the "accept myself" part of the Setup Statement with a positive choice you prefer to make in the situation e.g.</p> <p>"Even though I keep wanting a fag, <b>I choose to be smoke free</b>", or</p> <p>"Even though I find work stressful, <b>I choose to stay calm and composed</b>"</p> <p>and tap as normal, using the choice as the Reminder Phrase. (Choices method developed by Dr Patricia Carrington - <a href="#">click for more</a>)</p>

<p>I get anxious at the thought of doing EFT on the issue.</p>	<ol style="list-style-type: none"> <li>1. Do EFT on the anxiety of treating the issue. "Even though I feel anxious just thinking about doing EFT on this,..." until the anxiety has gone or is low enough that you feel OK to continue.</li> <li>2. This indicates some kind of fear or resistance to no longer having this emotion or condition. Ask yourself: "What do I fear will happen if I let go of this emotion/condition?" and do EFT on that.</li> </ol> <p>Examples could be:</p> <ul style="list-style-type: none"> <li>- "Even though it doesn't feel safe to let go of this....";</li> <li>- "Even though I don't know who I'd be if I didn't have this...";</li> <li>- "Even though I'm scared of how my family will react if I no longer have this...".</li> </ul> <p>Working through these kinds of issues can be difficult to do alone - working with a practitioner may be helpful.</p> <p>If the anxiety about working with the issue is extreme (i.e. too uncomfortable for you to deal with) then either simply don't, or seek out a practitioner to work with. As noted in the disclaimer, you should take responsibility for your wellbeing at all times.</p>
<p>The rating drops but I start thinking about some other problem instead.</p> <p>Example - My memory of the car accident was a 10 and has now reduced but I suddenly feel very angry with myself.</p>	<p>This is common – as one problem goes away another problem seems to be the most important thing instead. This is a good sign that EFT is working, but there is a risk that the first problem is reduced but not completely gone.</p> <p>Check whether the first problem has dropped to zero – if not, keep going with it as far as you can.</p> <p>Then take a rating for the new problem and do EFT on that separately.</p> <p>Sometimes it is necessary to clear the 2<sup>nd</sup> problem before the 1<sup>st</sup> problem will completely clear – for instance if you blame yourself for the car accident you may need to deal with your feelings of anger towards yourself before the overall trauma will clear.</p> <p>Sometimes multiple issues will need to be cleared this way before the overall problem can be cleared.</p>