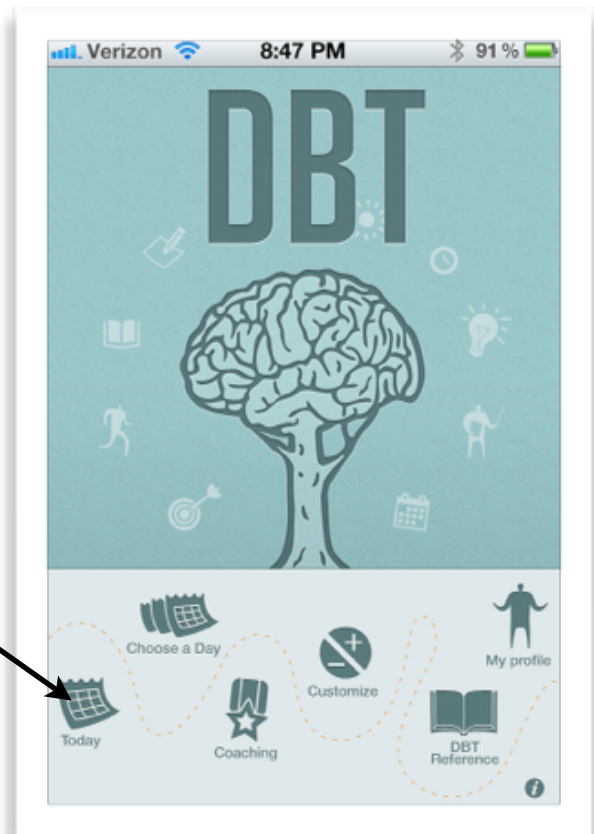


# DBT Diary Card and Skills Coach User Manual for Version 3.5



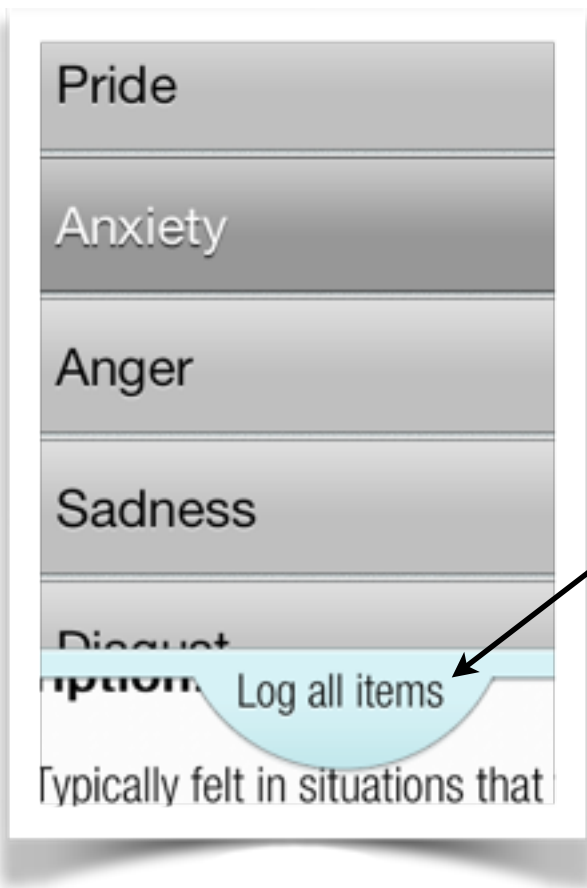
Since diary cards are best filled out on a daily basis, start with the “Today” section.



To indicate that you have used a particular skill, tap the toggle button to move from “no” to “yes”.

Notice that the other items are still gray. These will show up on your diary card as “-”.





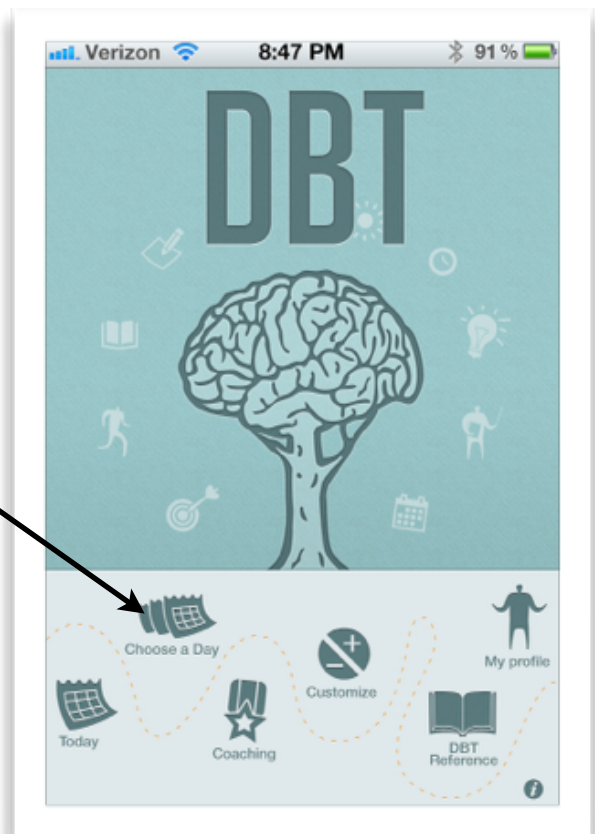
Notice again here that all the items are in gray. When you tap “Log all items”, the values will be recorded as is in your diary card.

Once you tap “Log all items”, you will get an orange check mark and all the items will switch to green.

In this example, these items will be logged all as “0” in your diary card.

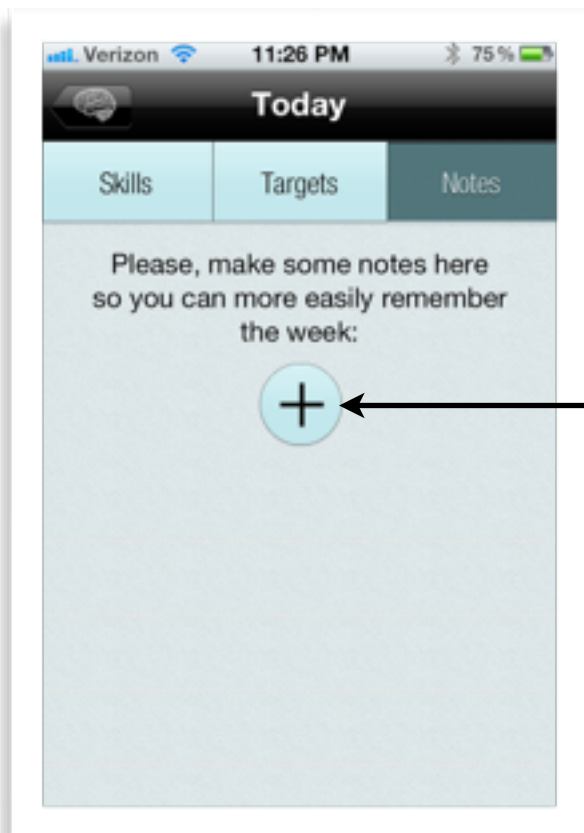


If you have not filled out your diary card for previous days, you can select the day you'd like to complete by tapping the "Choose a Day" icon.



Tap the day you'd like to select. Days that have been completely filled out will have an orange checkmark beside them.

In this example, August 8th is completely filled out.



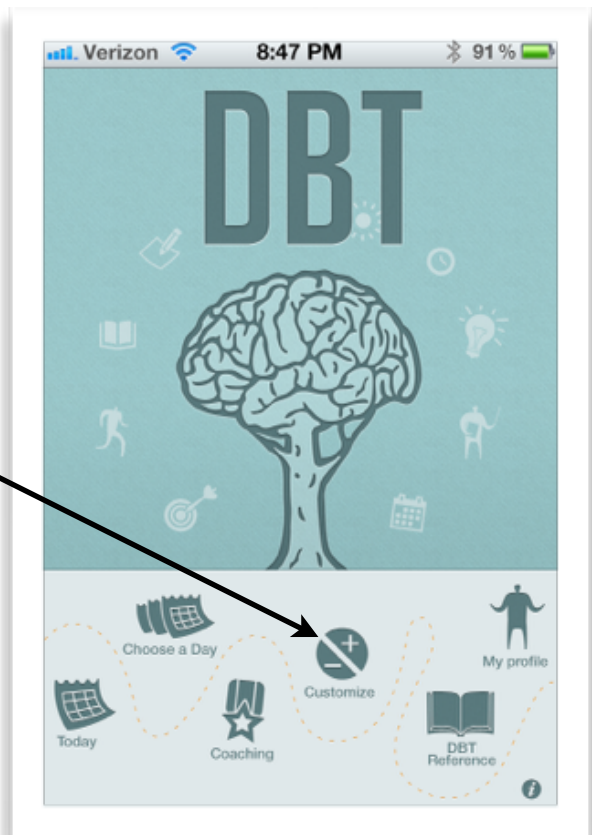
To enter free notes for the day, go to the “Notes” section. Tap the large + icon to add a note. You can add as many notes as you’d like.

You can change the timestamp on any note you create. If you change the date on the note, it will be filed under the correct date.

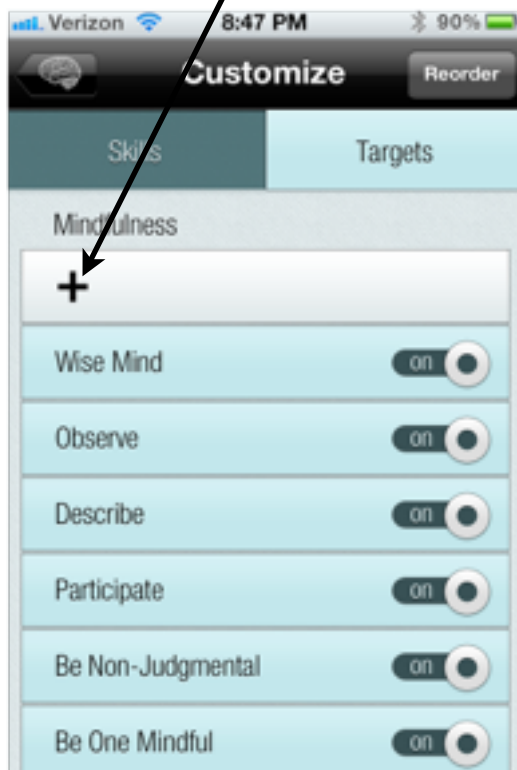
For example, this note will be filled under August 13th and will be located there after you save.



To add/change/remove items, tap the "Customize" icon.

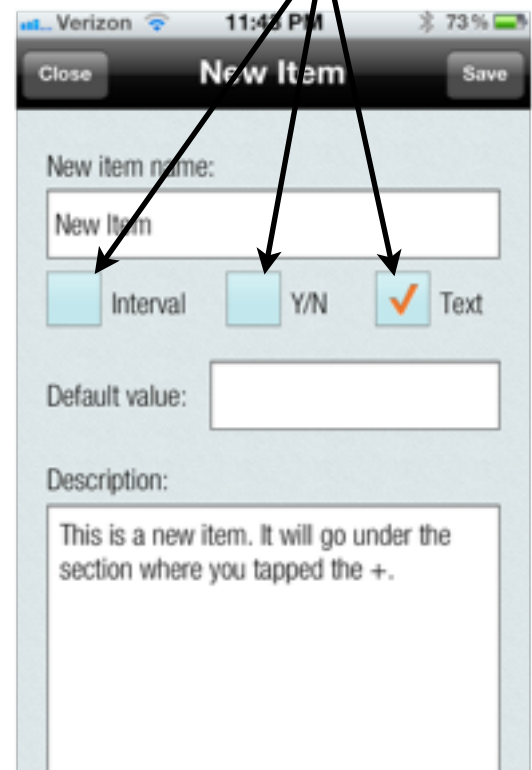


Tap the + to add a new item.  
Tapping an existing item will allow you to edit it.

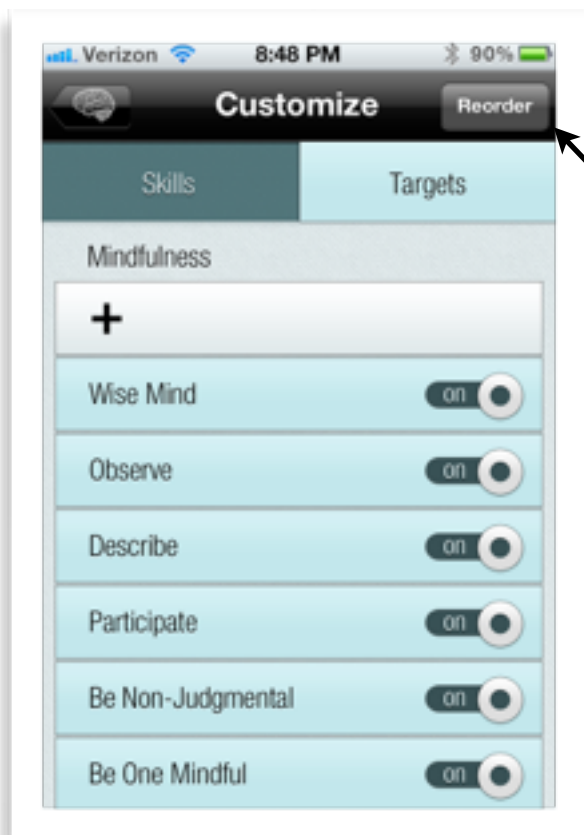


This will create a new item under the section you tapped the +.

Each new item can be one of 3 types.







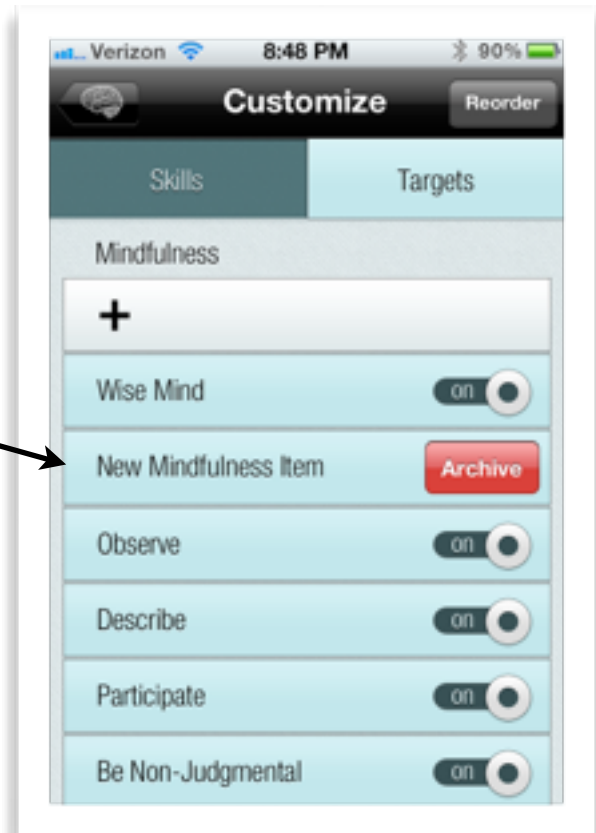
You can reorder the items by tapping the “Reorder” button in the Customize section.



Move the item up or down in the list by tapping and holding on the thumb button. This order will be reflected in your diary card.

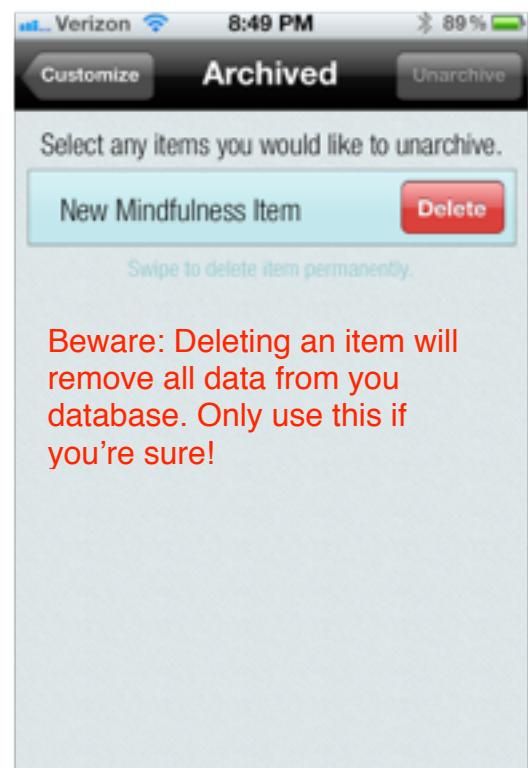
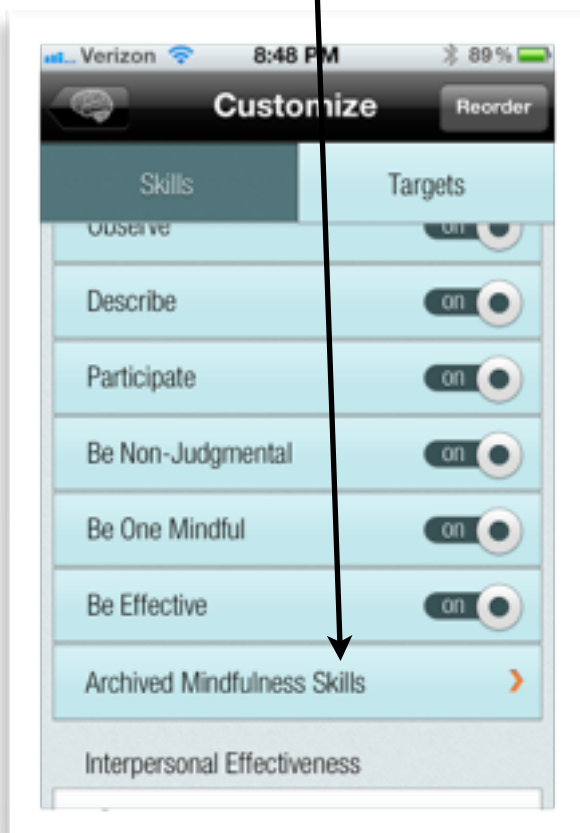
*Pro tip: If you want to make a note about a particular item’s use, create a new text item and move it below the item you want to make a note about.*

To archive an item you're no longer using, you can swipe from right to left. Tap archive to move it out of your list. This will not delete any data associated with that item.

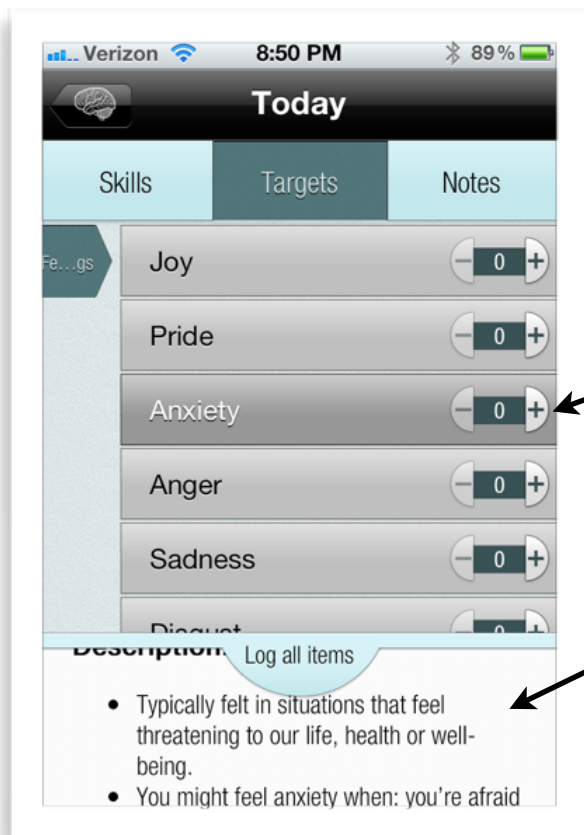


Any item you've archived will show up under the appropriate section in the "Archived" section.

Under the Archived section, you can choose to unarchive the item or delete it permanently.

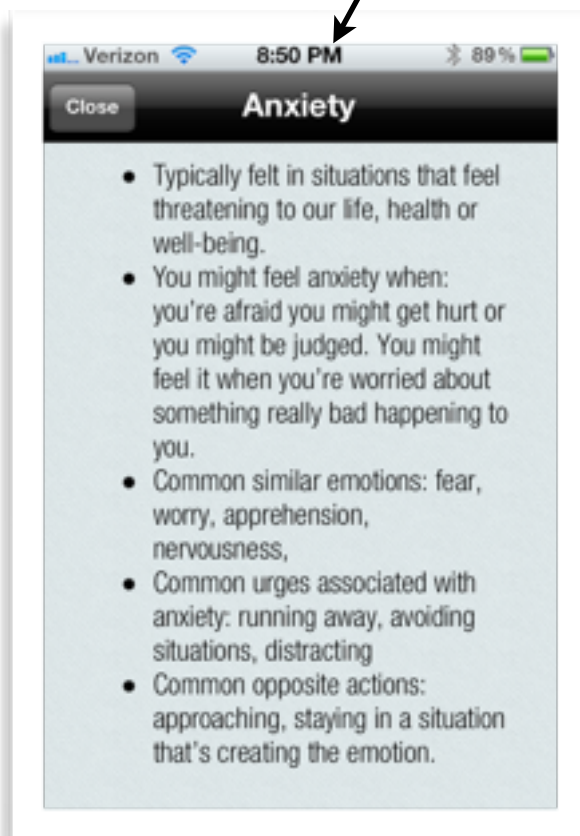


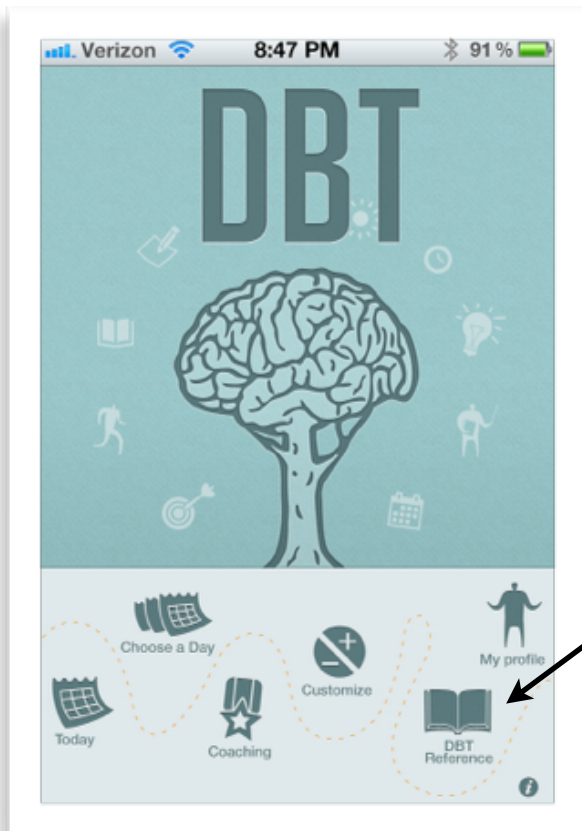




The currently selected item will be in a darker shade. Here, Anxiety is selected.

You can see a description of Anxiety below. To get a larger view, tap on the description window.

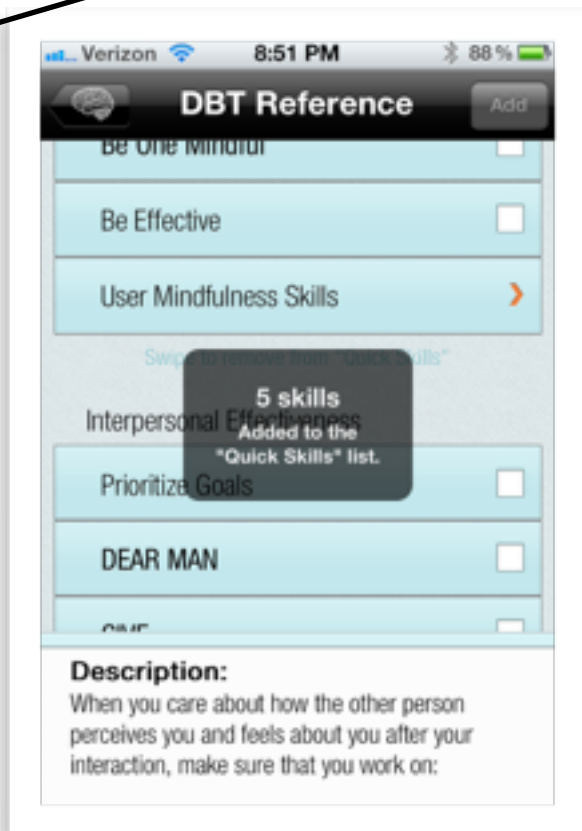
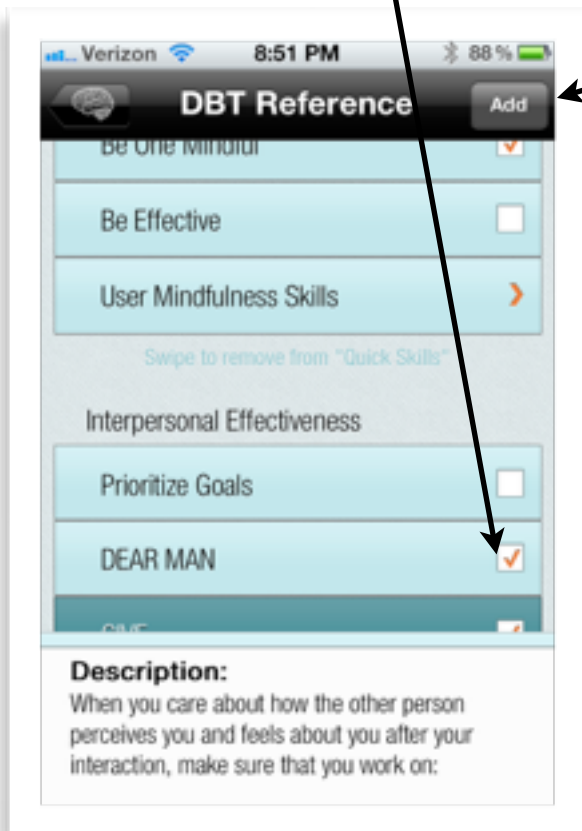




The DBT Reference section is where you can quickly access all your skills, both the ones pre-installed and the ones you added.

Tapping on the checkboxes allows you to add skills to your "Quick Skills" list.

Tap "Add" to add them. These can then be accessed under the Coaching section.



**Description:**

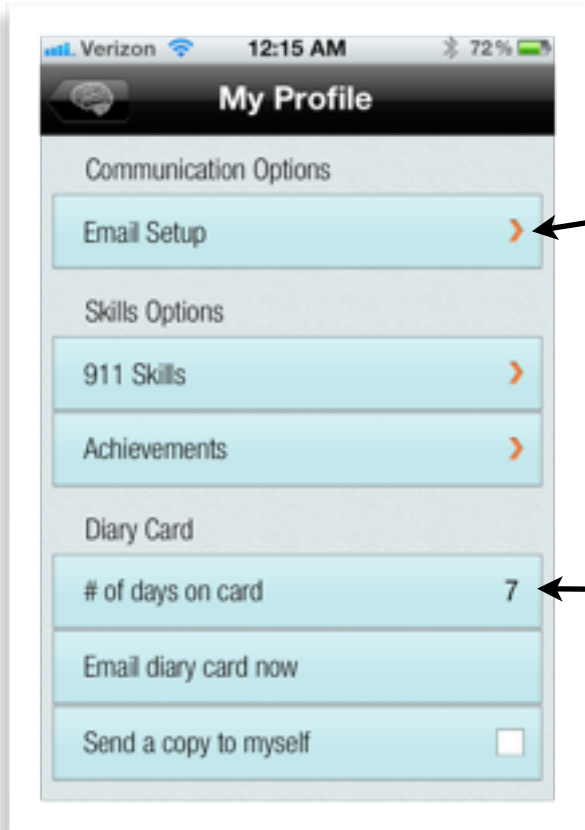
When you care about how the other person perceives you and feels about you after your interaction, make sure that you work on:

**Description:**

When you care about how the other person perceives you and feels about you after your interaction, make sure that you work on:



My Profile is the area you can use to add your therapist, select your emailing preferences and email your completed diary card.



Email Setup will enable you to enter your therapist's information as well as your own email address if you'd like to receive a copy of your diary card.

# of days on card will be the default number of days you'll be including on your card. You can include as many as you'd like but this is the default range.

Verizon 12:15 AM 72%

My Profile **Email Setup** +

Therapist Email

Your therapist's Email Address  
Tap here or on + button to add more

My Email

Please enter your email address

How do you want your diary card sent?

Automatically  
Weekly on Tuesday ☐

Manually  
See "Email diary card now" ☒

Remind Me  
Set to Monday, 08:50 PM ☐

To add a therapist, tap the field or use the +.

You can manually fill in the information for your therapist or you can add one directly from your address book.

To add additional therapists, use the + in the top right corner. You can add as many therapists as you'd like. To remove one, swipe right to left.

Verizon 8:52 PM 87%

Cancel **Edit Therapist** Save

First Name: My

Last Name: Therapist

\*Email: therapist@diarycard.net

Work Phone: 5555551212

Add From Address Book

Verizon 8:52 PM 87%

My Profile **Email Setup** +

Therapist Email

My Therapist  
therapist@diarycard.net

My Email

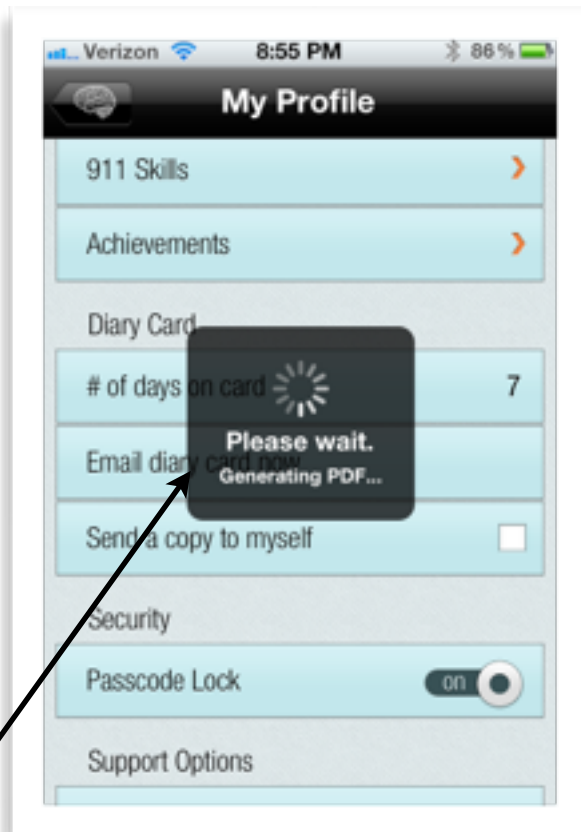
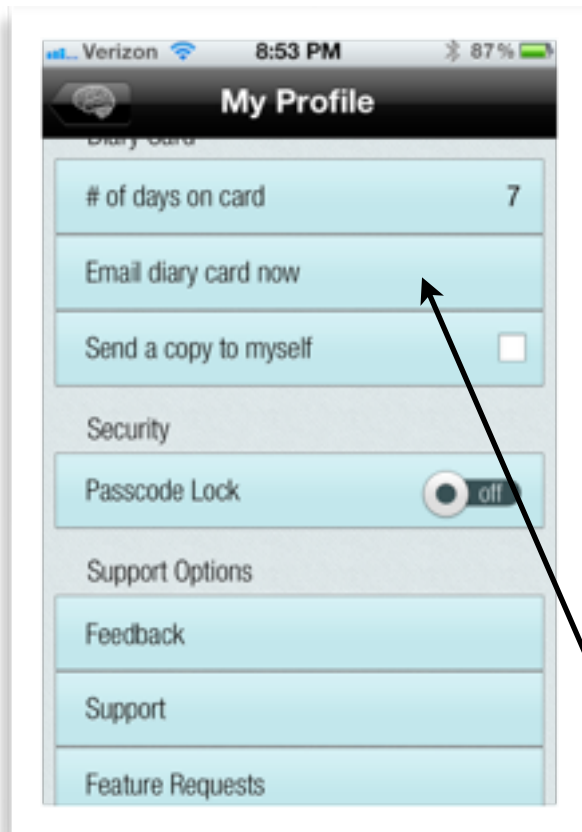
Please enter your email address

How do you want your diary card sent?

Automatically  
Weekly on Saturday ☐

Manually  
See "Email diary card now" ☐

Remind Me  
Set to Monday, 08:50 PM ☒



To email your diary card, under My Profile, tap "Email diary card now". Wait while the PDF is generated. Nothing is sent until you tap send.

