



# EFT Tapping Manual

## A Practical, Safe & Usable Guide Based on the Original EFT Protocol

**Version: Your Personal Edition**

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## Important Disclaimer & Safety First

EFT (Emotional Freedom Techniques) is a self-help tool that can support emotional regulation and has produced meaningful results for many people. This manual is for you to explore as a starter only and does not replace working with a qualified EFT practitioner. Our unconscious minds have safety valves in place to protect us, or what they perceive as protection, but these protections sometimes no longer serve us. These can show up as avoidance, overwhelm, or shutdown. EFT gently helps release what is ready to shift, but it must be used responsibly.

Please read and agree to this before using the manual:

- EFT is not a substitute for professional medical, psychological, or psychiatric care.
- If you are experiencing overwhelming trauma responses, dissociating, in crisis, dealing with complex PTSD, severe mental health conditions, chronic pain, or are on medication, do not use this manual alone. Work only with a qualified EFT practitioner or licensed professional.
- EFT can bring up emotions, body sensations, or memories as the unconscious safety valves begin to soften. There is a difference between activation and overwhelm. This manual stays on the side of activation. If intensity feels overwhelming, stop tapping, pause the words, and allow your system to settle before continuing.
- You take complete responsibility for your emotional, mental, and physical wellbeing. Neither the author of this manual, EFT International, nor any trainers or practitioners can be held liable for how you apply these techniques.
- This manual is for educational purposes only. It is not intended to diagnose, treat, or cure any condition.
- Special caution for children, pregnant women, anyone with serious health issues, or anyone who feels reluctant or unsure. Use EFT only under the guidance of a trained professional in these cases.
- If you are in crisis or have thoughts of harming yourself or others, stop and contact emergency services immediately.

Your safety and wellbeing are the highest priority. If anything feels too much, please pause and reach out for professional help. EFT is powerful when used with care and respect for your unconscious safety mechanisms.

### A Note Before You Begin

EFT is simple.

That does not mean it is basic.

What makes it work is not only the tapping on meridian points  
It is what you focus on while you tap.

If you get that right, the process works.  
If you stay vague, it won't.

### What EFT Is Actually Doing

You are not “tapping emotions away.”

You are:

- activating a specific emotional or sensory response
- bringing it into awareness
- applying rhythmic input through acupoints
- allowing the nervous system to reduce its protective response



That is why specificity matters.

## How EFT Helps

EFT has helped people with a wide range of concerns, including:

- Relieving stress and promoting deep relaxation
- Releasing painful emotions such as anxiety, sadness, anger, guilt, or fear
- Reducing physical discomfort, tension, headaches, or pain
- Supporting the emotional impact of past experiences when approached appropriately
- Diminishing cravings for food, substances, or unhelpful habits
- Resolving blocks around money, relationships, performance, or self-worth
- Easing symptoms linked to phobias and trauma responses when used within scope
- Improving sleep, self-esteem, mental clarity, and energy levels
- EFT is often used with individuals, families, and in adapted forms with children
- Opening the door to greater confidence, creativity, and new possibilities

Results are individual, but consistent, gentle practice often brings noticeable and lasting shifts.

## How EFT Works (Simple & Safe Explanation)

EFT works with the body's subtle energy system, the network of meridians long recognised in Traditional Chinese Medicine. When we feel upset or stuck, this energy can become disrupted.

Tapping on the points while focusing on the issue sends calming input to the brain's threat response system (including the amygdala). This helps reduce the fight-or-flight response, lowers stress hormones, and allows the emotional charge to settle.

You do not need to believe in energy meridians for EFT to work. The important thing is to follow the steps gently, stay specific, and honour your body's pace. Our unconscious mind often holds protective "safety valves," patterns that once helped but may no longer serve us. EFT helps release them safely when you are ready.

## Why We Start with the "Negative"

In EFT we begin with what is already happening, not what we would prefer to be happening.

If there is fear, tension, anger, pressure in the body, that response is already active. It is already running through the system.

Trying to replace it with something positive too quickly does not resolve it. In many cases, it creates a second layer of resistance because the system is still holding the original response underneath.

So when you say,  
"Even though I have this..."

you are not being negative.  
You are being accurate.

You are allowing the system to register what is already there without needing to push it away or override it.





That is what allows the nervous system to begin reducing its protective response.

### **Why the Setup Uses Three Parts**

The Setup phrase has three parts, and each one is doing something specific.

“Even though...”

This creates space. It allows two things to exist at the same time without conflict.

“...I have this [issue]...”

This brings the system into contact with what is actually present. Not vaguely, not generally, but specifically.

“...I deeply and completely accept myself.”

This reduces internal resistance. It signals that the experience does not need to be fought in order to be processed.

If you remove one of these parts, the process becomes less stable.

Without acknowledging the issue, there is nothing specific to work on.

Without the acceptance component, the system often stays in opposition.

Together, they allow engagement without overwhelm.

### **Why We Repeat It Three Times**

The repetition is not about getting the words right. It is about giving the system time to engage.

The first time, it is often just language.

The second time, the connection usually becomes clearer. You may feel the emotion more distinctly or notice the body responding.

By the third time, the system is usually fully engaged with the issue.

This is the point where EFT begins to work properly, because you are no longer working with something abstract. You are working with something that is active and accessible.

That's the full recipe:

- we name the “negative” because it is already there
- we use the triad to allow engagement without resistance
- we repeat it to bring the system online

## **The Core Process (Standard EFT Protocol)**

This is the structure used in the original manual.

### ***Step 1 — Be Specific About the Problem***

This is where everything either works or falls apart.

Do not start with “my anxiety,” “my stress,” or “everything going on.”

Start with one moment, one feeling, one body sensation.

Examples:

- “this tight knot in my stomach when I think about tomorrow”
- “the image of her face when she said that”
- “this pressure in my chest right now”

If it feels big, make it smaller.

Stay with what is happening now. If you jump ahead, the system will not follow.

### ***Step 2 — Measure the Intensity***

Rate it from 0–10. This is not about being exact. It is about tracking change.

### ***Step 3 — The Setup***

Tap on the side of your hand (the fleshy edge between the base of the little finger and wrist).

Say three times:

“Even though I have this [specific issue], I deeply and completely accept myself.”

If that wording feels false, change it:

- “I accept this is how I feel right now”
- “I’m open to this shifting”
- “I’m willing to stay with this”

You do not need perfect words. You need honesty.

### ***Step 4 — The Tapping Sequence***

Tap through each point while repeating a Reminder Phrase.

*Full Tapping Points:*

Top of Head – crown of the head

Eyebrow – inner edge of the eyebrow

Side of Eye – outer edge of the eye socket

Under Eye – on the cheekbone directly under the pupil

Under Nose – between nose and upper lip

Chin – in the crease under the lower lip

Collarbone – just below the collarbone, slightly to the side

Under Arm – about 4 inches down from the armpit (side of body)

Under Breast – on the side of the body, under the breast/rib area (tap gently)

Inner Wrist – inside of each wrist, about 1 inch below the palm crease

Finger Points – side of each finger at the base of the nail (thumb, index, middle, baby finger – skip the ring finger)



Reminder Phrase examples: “this tight knot”, “this fear about tomorrow”, “this pressure in my chest”. Stay with the same phrase through the round.

### **Step 5 — Pause and Check**

Stop and notice:

What is the number now?  
Has anything shifted?  
Has the feeling changed location, quality, or intensity?

### **Step 6 — Stay With It and Repeat**

Adjust wording:  
“Even though I still have some of this [issue]...”

Reminder:  
“this remaining...”

Repeat until it shifts as far as it will.

Stay with the same issue for several rounds before moving on. Most of the benefit comes in the second, third, and fourth rounds when you stay with the same issue and the nervous system begins to settle.

Gently think about the situation again and notice if your response is different.

### **Working with Aspects (Without Overcomplicating It)**

One issue is rarely one thing. It has layers.

You do not TAP on all of that at once. You follow what is strongest right now.

### **Vignette — Public Speaking Anxiety**

A woman started with “Fear of speaking” at 9. Too broad.

We narrowed it to “my voice shaking when I stand up.”

After a few rounds it dropped. Then “they will think I’m stupid” appeared, followed by a memory of being laughed at in school.

We stayed with “that moment of laughter.” As each part reduced, the overall fear reduced. Not because we forced it. Because we followed it.

She later delivered a presentation with calm confidence.

### **Vignette — Chronic Worry About Money**

A man felt “constant money anxiety” at an 8.

We kept tapping until we found a specific memory and a core belief that he did not deserve money. That started when a gift was taken away from him as a child and given to the next-door neighbours. This is not about logic.



We tapped that exact childhood scene thoroughly. The worry and the “I don’t deserve money” belief reduced significantly.

He reported feeling lighter and making clearer financial decisions within days.

### **Vignette — Relationship Anger**

A client kept snapping at his partner over small things. We tapped the current anger until it dropped from 8 to 3, then asked the core question. He remembered his father suddenly leaving when he was 9.

We tapped that exact memory thoroughly (the slammed door, the confusion, the fear of abandonment).

The anger at his partner reduced significantly and did not return in the same way.

### **If the Intensity Goes Up / If a Memory Appears**

This can happen. It does not mean something is wrong. It means you have contacted something deeper.

If it remains manageable, continue. If it feels too much, stop and stabilise.

Stay with one image, one sentence, one feeling. Do not try to resolve the entire memory.

### **Optional Powerful Extras from Original EFT: The 9 Gamut Procedure**

The 9 Gamut is an optional part of the original EFT method that can be added when an issue feels stubborn or seems not to be moving.

#### **How to do the 9 Gamut:**

After the Setup and one full Sequence:

Tap continuously on the Gamut Spot (back of the hand, between the knuckles of the ring and baby fingers).

While tapping, perform these 9 steps:

- Close your eyes
- Open your eyes
- Eyes down right
- Eyes down left
- Roll eyes one way
- Roll eyes the other way
- Hum
- Count 1–5
- Hum again

Return to the full Sequence and tap again.





### **Troubleshooting: Common Obstacles & Extra Safety**

- Intensity increases → Continue tapping on your somatic sensations
- No change → Get more specific
- Overwhelm → Stop, tap gently, orient yourself
- Issue returns → Another aspect is present

### **Common Mistakes**

- Staying too general
- Changing issues too quickly
- Stopping after one round
- Ignoring body sensations
- Forcing an outcome
- Not staying on one issue

### **Tapping Exercise: The Personal Peace Procedure**

At the end of the day, note 2–3 small things that bothered you. Tap on each one briefly.

Start small.

Do not begin with your biggest issues.

This builds capacity safely.

Many people notice improvements in mood, sleep, and daily calm within a few weeks when they start this way.

### **Final Encouragement**

You now have enough to use EFT properly.

Keep it specific. Stay with it. That's where the change happens.

This is for you to explore as a starter. For deeper work, work with a qualified practitioner.

With warmth and care,  
Penny





## Questions & Answers

*What if the Setup phrase feels false?*

Use wording that feels true. This is about you

*Can I tap for others?*

Better they tap themselves or work with a practitioner.

*What if nothing changes?*

Get more specific or work with support.

*Is it normal for intensity to increase?*

Yes, if manageable. If not, tap gently on the increase then seek professional guidance

*How often should I tap?*

Daily, starting small.

*Do I need to believe in this?*

No.

*When should I see a practitioner?*

When it feels too big, persistent, or overwhelming.