

## Life Coaching check list

You can use these sheets to plan your review. It's recommended that you read **How to survive life and come out smiling by Ankhra alongside this**. This is available to download from Amazon Kindle or in a hard copy from Ankhra. Just email [ankhra\\_laana-ra@talk21.com](mailto:ankhra_laana-ra@talk21.com)

Look at this checklist and determine how you feel about each section. Which ones do you want to decrease and which increase your time with? Taking 100% as the total of all 12 sections, how much of this would you allocate to each section? Is this what you want? If not how do you want the future to look?

Wider community (Local people, neighbours, environment)	Family and relationships within it.	Self image (your views)	Fitness/health
Study/learning new things	Me time (nurturing activities)	Time alone (peace and relaxation)	Career/work (incl home (childcare) and voluntary work)
Personal development (spiritual, mental, emotional)	Hobbies and interests	Leisure activities	Friends and groups.

Take time out to write in your journal after completing this exercise. Reflect on where you want to be with your life in 12 months time and in 3 years time. Go on to make a plan of action and just do it!

## Life Review

If you prefer you can use the sheet below instead of the first checklist above.

Questions: -

1. Am I happy with the balance of each part of my life?
2. What do I want to change or not change?
3. What serves me/doesn't serve me well?
4. How am I going to action the changes I want to make?

1.Active work (incl voluntary work)	2.Social & recreation	3.Fitness and nutrition	4.Wellness- mental, physical and emotional
5.Friendships, partner & family.	6.Support networks (people, places, hobbies)	7.Study & learning	8.Community involvement & voluntary work
9.Finances, income & stability	10.Home base and life	11.Travel & adventures	12.Self-image (Your views)
13.Spiritual development (Not necessarily religion)	14.Future focus- your plans	15.Alone time	16.Fulfilment in life

- Draw this chart on a large piece of paper and complete the sections. Take each section and list what you have in it now. Answer the questions above for each section.
- On a scale of 1 to 10, with 1 being low and 10 being high, what is your fulfilment quota for each section?
- What is your overall fulfilment quota for your life at the moment?
- Make an action plan to implement the changes you want to make if any.
- Keep a copy of this review and see how you're progressing over the year, maybe quarterly.
- At the end of the year, do another review.

## **Assess your skills**

1. What are your strongest areas?
2. What areas would you like to improve?
3. What are your weakest areas?
4. What skills do you need for your future? What can you offer the world?

## **Action Plan for Change**

**Week number-----**

Three tasks I will undertake from my life review this week are: -

- 1.
- 2.
- 3.

What support do I need to do this?

What skills do I need to complete this?

At the end of the week assess how you have done. Ask yourself did I accomplish what I wanted to do? What did I feel when I did this? Were my expectations of myself and other people reasonable? If not how could I change this?

## Life Coaching

1. What motivates you?

2. What are your main ambitions?

3. What goals develop from your ambitions?

## Life Coaching Action Plan.

### WEEK 1

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### WEEK 2

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### WEEK 3

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### WEEK 4

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**LIFE COACHING – ASSERTIVENESS**

1). What the situation was: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2). What I felt at the time was: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3). What I did at the time was: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4). What I was feeling was: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5). What I did with these feelings was: \_\_\_\_\_

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6). What was mine to deal with: \_\_\_\_\_

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7). What wasn't mine to deal with: \_\_\_\_\_

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8). ACTION PLAN: (How I could handle the situation next time)

A.

B.

C.

C.

E.

F.

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9). SELF CARE:

A.

B.

C.

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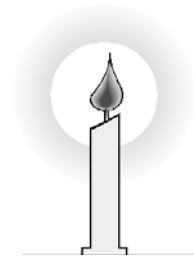






# LIFE COACHING

What is your mission statement?



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# 10 Things to remember in difficult situations

The following gives a guideline into dealing with difficult situations whether with individuals or groups.

- (1) It's ok to make mistakes - we all do!
- (2) No is a very powerful word. It draws boundaries for you and others. Don't be afraid to use it when necessary!
- (3) Use "difficult people" as learning opportunities to build your skills and experience. Get them involved rather than sidelined and focus on the positive things they bring to you and to groups.
- (4) Always be aware of and acknowledge:-
  - (a) How am I feeling?
  - (b) What does this person want and need right now?
  - (c) How can I best resolve the situation?
- (5) Stand back from individuals and groups to see the dynamics (I.E. detach) You can then see who are the informal leaders of the group and how you can use them to motivate the others.
- (6) Defuse an angry situation by defusing yourself first. Take a break and stand back from the situation.
- (7) Listen to what's being said before jumping in. This improves communication.
- (8) Detach from the competition that can happen in some groups. Use it to motivate the group to achieve the tasks through your leadership.
- (9) Boundaries are important. Draw these at the beginning of the individual or group session by getting the members themselves to agree on them through a "brainstorming" exercise. Revisit these "group rules" during the session if you need to.
- (10) You don't have to put up with abuse - if reasonable boundary setting doesn't work - leave and get support!

## Assertiveness

### What is assertiveness?

For some people the word assertiveness can have negative connotations. It suggests to some aggressiveness and being selfish.

Basically, assertiveness is neither of these things. It involves acting from a position of respect for yourself and the other person or people. Learning to be more assertive can be a valuable communication tool and help reduce stress.

There are four main types of approach when dealing with other people and situations:-

- The aggressive approach
- The passive approach
- The indirect approach
- The assertive approach.

#### The aggressive approach

- Disregarding other people's rights and needs
- Expressing views in a way that undermines the other person.
- Being threatening or displaying aggression.
- Being determined to win whatever the cost.

#### The submissive approach

- Disrespecting your needs and rights
- Putting yourself last or putting yourself down.
- Allowing others to make your decisions
- Seeing yourself as a victim

#### The indirect approach (passive aggression)

- Attempting to get what you want by manipulation, flattery or inducing guilt.
- Gossiping.

#### The assertive approach

- Recognising and respecting your rights and needs and those of others.
- Taking responsibility for your choices and actions
- Stating what you want clearly and honestly
- Saying no without lengthy explanations.
- Giving and receiving positive feedback and comments
- Taking the initiative on suggestions
- Standing your ground when needed.

**Exercise:** Can you recognise any themes in your life? Take a pen and paper and list two under each heading and discuss.

### **Self Esteem.**

Often we lack assertiveness due to low self-esteem. This can happen when we take on others rules and beliefs instead of our own. This may have happened over many years at school, at home and in the community as well as at work. When we lack self-esteem we are apt to put ourselves last on the list and deny our needs and rights.

### **Revising unspoken rules**

Here are some “rules” which you may have taken on from society or others:-

- I must please everyone
- I must never think of my own needs, only those of others.
- I must never get angry or show my anger
- I must never make a mistake
- I must never look foolish
- I must work very hard all the time
- 

**Exercise:** -Which of those are yours and where did they come from ? Can you think of any more? Take a pen and paper and discuss.

### **Listening skills**

Part of being successfully assertive is listening to the other person. We are often in such a hurry that we rarely make eye contact and sometimes try to get our point across to other people before they have had time to end their sentence. This can come over as competitive and creates an environment where win: lose can flourish rather than win: win.

**Exercise:** Take 2 minutes to sit opposite someone you know and talk about yourself whilst the other person says and does nothing but listens. When they have finished talking feedback the main points of what they said to them. They swap over.

## Assertiveness skills

Now let's look at the skills you already have. Below is a checklist. Tick yes or no to the questions and add your score.

	YES	NO
I am able to give compliments to others		
I am able to receive compliments		
I am able to say no without feeling guilty		
I am able to ask for help		
I am able to ask for information		
I am able to disagree with others without getting upset or angry		
I can give constructive criticism		
I can accept valid criticism		
I can speak up in meetings		
I can speak up at home		
I can speak in front of a group		
I can express anger without aggression		
I can accept a rejection without taking it personally		
I can make eye contact when speaking to others		
I can enter a room full of strangers		
I can refuse to allow myself to be manipulated		
I can tell people how I feel		
I can state my point of view clearly without aggression		
I am able to accept a different opinion.		
<b>SCORE</b>		

**Exercise:** Which did you find difficult? Which did you find easy? Write these down and discuss.

## Making Changes

Saying yes and no can be difficult the closer we are to people. Below are situations when your “buttons” may be pressed and, against your better judgement, you give in:-

1. You buy a vase for your home. It’s got a slight chip in it which you notice when you get home. How easy would it be for you to take it back and get a replacement?

Hard 1-2-3-4-5-6-7-8-9-10 Easy (circle one)

2. You order a coffee in a café and it’s luke warm. How easy would it be for you to take it back and get another cup?

Hard 1-2-3-4-5-6-7-8-9-10 Easy (circle one)

3. You lent a book to a friend and they haven’t returned it. You want it back. How easy would this be for you to ask them?

Hard 1-2-3-4-5-6-7-8-9-10 Easy (circle one)

4. You are on a train and someone wants to sit next to you but ends up nearly sitting on top of you. How easy would it be for you to ask them to move?

Hard 1-2-3-4-5-6-7-8-9-10 Easy (circle one)

5. Your friend borrowed £100 from you some time ago and you want this back. How easy would it be to ask them?

Hard 1-2-3-4-5-6-7-8-9-10 Easy (circle one)

6. Your mother in law or another relative wants to visit you on Sunday. This is your day off. How easy would it be to say no?

Hard 1-2-3-4-5-6-7-8-9-10 Easy (circle one)

7. A neighbour or colleague keeps asking you intrusive questions. How easy would it be for you to tell them to stop?

Hard 1-2-3-4-5-6-7-8-9-10 Easy (circle one)

8. Your partner or other close individual wants to bring his colleagues home for dinner at short notice, You have other plans. How easy would it be for you to say no?

Hard 1-2-3-4-5-6-7-8-9-10 Easy (circle one)

**Exercise:** - Which of these did you find the most difficult and why? Discuss.



## **Saying No**

1. Make a clear statement.
2. If appropriate offer an alternative.
3. Check out the other persons feelings
4. Do not hang around (no cement feet!)
5. Use self-disclosure if appropriate.
6. Understand you are saying no to the request not rejecting the person.

## **New Habits**

When a request is made notice your reactions – physical and emotional. Become an observer and look at what's going on for you and the other person in a detached way. If you are sure, say yes. If you are unsure, instead of falling into old behaviour patterns say: -

- I'm not sure; I need to think about it.
- I need more information before deciding.
- I need time to decide.

## **Remember**

You have the right to change your mind but you also need to take responsibility for your actions. You are refusing a request not rejecting the person.

The best way to get your wants and needs known is to ask clearly. Denying your wants and needs is denying your own importance. Hints are often ignored or not heard!

## **Assertiveness Skills**

- Be specific
- Repetition (broken record)
- Fogging (dealing with manipulation)
- Workable compromise (alternative)
- Self-disclosure
- Negative assertion (agreeing with the criticism)
- Negative inquiry (asking for more information on a criticism)

**Exercise:** - we will use some of these techniques in class. At home make a list of at least 3 situations when you could have used these techniques.

## Dealing with Criticism

Criticism can be: -

- Valid
- Non-Valid
- Putdowns
- Crumple buttons (Things that make you cringe about yourself)

A lot of our reactions to criticism stem from our childhood experiences. We can slip into approval seeking behaviour, for example, if the situation is similar to one we experienced as a child or as a young adult. Our adult experience of criticism can make us feel like a child again and we can react by:-

- Wanting to get even (passive aggression)
- Aggression (direct)
- Being a victim.(passive)

Criticism can be a gift and we can feel strengthened by it if handled properly.

Therefore, listen and decide if the criticism is: -

1. Valid or non –valid

If valid, agree with self-disclosure or agree with a qualification or agree with negative enquiry.

If non-valid, disagree or disagree with negative enquiry.

2. Putdowns are never assertive neither are crumplebuttons!

**Exercise:** Think of a criticism you experienced (one you could have handled more assertively.). How did you feel at the time? What would you have liked to do? Working in pairs we will role-play this scene and discuss.

## Self-care

Finally, assertiveness is about looking after yourself. List 7 treats you are going to give yourself over the next month. These need not cost a lot but will make you feel good. If you look after yourself, you can then look after others better than ever!

## Suggested reading

Here are a few books to try. There are many more on the subjects of assertiveness and self-esteem in Waterstones and online at [www.amazon.co.uk](http://www.amazon.co.uk).

- The assertive woman - Stanlee Phelps and Nany Austin
- A woman in your own right\* - Ann Dickson
- Assert yourself - Gael Lindenfield
- Self esteem for women - Lynda Field
- Creating self esteem \*- Lynda Field
- Resolving conflicts, how to turn conflicts into co-operation -Wendy Grant
- Power Games -Kay Douglas and Kim McGregor.
- You can heal your life\* – Louise Hay.
- Overcoming low self esteem – Melanie Fennell
- The duty trap- Vera Peiffer
- The nice factor book – Robin Chandler and Jo Ellen Grzyb
- Healing the shame that binds us – John Bradshaw.
- My mother, myself\*- Nancy Friday.
- Managing anger- Gael Lindenfield.
- Women and Guilt- Ursula Markham
- The 10-minute life coach – Fiona Harrold.\*
- Ask and it is given by Esther and Jerry Hicks\* ([www.abraham-hicks.com](http://www.abraham-hicks.com))
- The highly sensitive person by Elaine Aron\*

\* Recommended books.



## **What's your attitude?**

The way we see things, ourselves and other people is formed from a combination of inherited and learnt beliefs. The inherited beliefs can be from this life or past lives. Your parents, school, friends and environment all shape what you become in this lifetime as they did in past lives.

However, the essential you, your spirit, essence or soul, is eternal and perfect. This is what we want to get in touch with as we walk our earthly path as it helps us to realise our purpose and mission.

If what we are in the physical world differs greatly from who we are, then there is conflict and stress.

### **Exercise one**

Lets examine how you formed your perceptions of yourself and your world. Take some paper and a pen or your journal and answer the following questions:-

1. What did you learn from your father about who you are?
2. What did you learn from your mother about who you are?
3. What did your parents teach you about life and your role in it?
4. Looking at what you have written, what holds you back in life?
5. What would be a better feeling attitude for your life?
6. How could you change and live that new attitude?

### **Exercise two**

Meditation -the crossroads

First, state what question you want answered. Then, in meditation, picture yourself at a crossroads and walk down the left then the right path in turn. Note what you see and feel.

From this meditation write down your options and your feelings about each of them.

1. What will happen if you stay on your current path?
2. What will happen if you change this?

Imagine yourself 5 years on. Ask the same questions and write down your feelings about each.

Given the information you gathered from the exercise, what would make you truly happy? Write this down in a journal or use artwork to express those feelings. We can only change the way we see things and ourselves not other people.

## **Problem solving grid**

Every problem has a solution. There are always options to change but you can really only change yourself and how you see things not other people.

Take a problem you want to solve and think of three solutions to your situation as below.

**Solution one-** Stay in the situation. What will need to happen for you to accept this? How can you change the way you see the problem? Is it viable for you to stay or is it going to effect your health and well-being adversely?

**Solution two-** Leave. Again what do you need to do to make this a reality? How can you “leave well” without acting out anger and revenge? How can you learn to forgive those involved if you need to including yourself?

**Solution three-**Compromise. This is usually the least popular option but often the most viable. It also provides a great deal of learning opportunities in most instances. Ask yourself how can you compromise? How do you want the other people involved to compromise?

There may be several options within these three solutions. However, for the time being focus on the three.


Take time to work these out in your journal or notebook. Leave it for 24 hours afterwards before taking any action (sleep on it!).

Once you’ve decided what you want to do, make a plan of how you will go about this. Don’t become disheartened if people won’t compromise, as initially it’s often the case. Try not to get in to the “blame game.” People in general dislike change especially when it’s enforced from outside them. Make it plain you are serious about the changes you want to happen and many will consider them seriously if you allow them time to express themselves. Making idle threats about leaving usually puts up barriers and doesn’t work!

## How high is your self-esteem?



NAME \_\_\_\_\_  
DATE \_\_\_\_\_

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| 1. Do you have only a few friends?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are you happy most of the time?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Can you do most things as well as other people?                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you like everyone you know?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do you spend most of your free time alone?                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Do you like being female / male?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Do most people you know like you?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are you usually successful when you attempt important or difficult tasks?        | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Do you consider yourself as intelligent as most people?                          | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Do you feel as important as most people?  | <input type="checkbox"/> | <input type="checkbox"/> |
|  |                          |                          |
| 11. Do you easily get down or depressed?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Would you change many things about yourself if you could?                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Do you mostly tell the truth?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Do you consider yourself as nice looking as most people?                        | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Do you think that people dislike you more than most?                            | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Are you usually tense or anxious?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Are you lacking in self-confidence?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Do you gossip at times?   | <input type="checkbox"/> | <input type="checkbox"/> |

19. Do you often think you are no good at all?

20. Are you as strong and healthy as most people?



21. Are your feelings easily hurt?

22. Is it difficult for you to express your views or feelings?

23. Do you often get angry?

24. Do you often feel ashamed of yourself?

25. Are other people generally more successful than you are?

26. Do you feel uneasy much of the time without knowing why?

27. Would you like to be as happy as others appear to be?

28. Are you ever shy?

29. Do you think you are a failure?



30. Do people like your ideas?

31. Is it hard for you to meet new people?

32. Do you lie often?

33. Are you often upset about something?

34. Do most people respect your views?

35. Do you think you are more sensitive than most people?

36. Are you as happy as most others?

37. Are you sad a lot of the time?

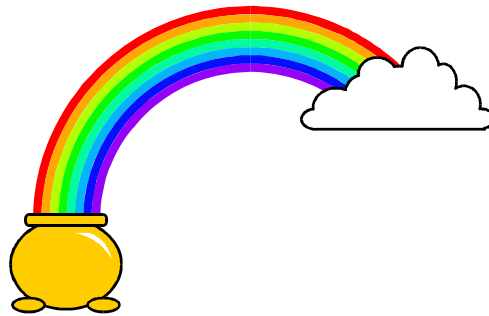
38. Do you think you lack initiative?

39. Do you worry a lot?

40. Are you positive about the future?

Look over your answers and highlight the areas that need working on. Ask yourself if you're happy with the results and if not why you have difficulty with those areas of your life. Make a plan to change. Focus on the easiest ones first and work up to the more difficult.



## **Affirmations**

Any affirmations need to be self-affirming and in the present moment. Some examples are given below but it is more powerful if you make your own. Books by Louise Hay are helpful in constructing affirmations for everyday use.

With any new practise, it will feel strange at first and you won't believe the affirmations. If you persist your mood will lift and you're likely to attract more positive experiences in to your life. Energy goes where attention flows!

### Physical

I am healthy and fit  
My body moves with ease.  
I am at my ideal weight.  
I am happy with my life.  
My life is full of joy.  
I am abundant.  
I have the perfect home.  
I sleep well.

### Emotional

I am at peace.  
I have supportive people around me.  
I have positive friends who support my life goals.  
I live in harmony with my family and friends.  
I am free to express myself.  
I express my feelings with ease.  
I am calm.

### Mental

I learn new things easily.  
I enjoy learning.  
Change helps me to grow.  
I welcome new experiences and appreciate the old ones.  
I focus on positive experiences.

### Spiritual

I am connected to spirit.  
The universe supports me.  
Meditation comes easily to me.  
I am loved for who I am.