



Your guide to achieving
your full life potential



11 steps to success



IF YOU KEEP DOING WHAT YOU'RE DOING -
YOU'LL JUST KEEP GETTING
WHAT YOU'RE GETTING NOW

Having read thus far, there is a part of you that is very curious or there is a part of your life you want to change. If the change were easy, you would have done it by now. Provided you are prepared to stay the course, these notes will start you on the road to overcome the difficulties and create a better life for yourself.

You need to consider changing your current habits and look at creating new ones. After all, if you keep doing what you are doing - you will just keep getting what you are getting now! Just committing to making one small improvement each day, can make all the difference. It can be as easy as that.

Do not fall into the trap of just looking at what is wrong or what you feel you do not do well. Start noticing and take time to reflect on what you do well - go one step further and make a list to keep near you as a reminder. This can provide a great boost to your confidence and self-esteem, which can really help you push through barriers and move forward, towards what you want.

Eliminate the word 'failure' from your vocabulary - it can be quite a liberating experience! Start to think of failure as just a different outcome or result to what you had expected. Some of your greatest learnings will come from these different outcomes so do not deny or ignore them. Rather, celebrate the experience and the learning you have gained.

Also, make a note of what is good in your life right now. We can sometimes be so focused on what is not good that not only can we miss valuable opportunities but also we miss the good stuff that is actually happening around us!

Step 1

What I do well

What is good in my life now?





Step 2

Preparation

To get motivated before you start each exercise in this workbook get into an energised and positive frame of mind. Think about what makes you feel good and do it for a few minutes, e.g.:

- ✓ take a brisk walk
- ✓ play some music loudly that you can't help but sing along to
- ✓ stand up and have a big stretch
- ✓ jump up and down ten times
- ✓ stand outside and take some deep breaths of fresh air
- ✓ breathe deeply whilst thinking of something you enjoy
- ✓ think about the best your life could be - where are you, what are you doing, who are you with? etc

You are now ready to move forward and look at an exercise, which will help give you some clarity.

Step 3

Clarity and focus

This Wheel of Life exercise will help you to put some priorities in order and to look closely at your life now.

In the outside boxes of the wheel below write the eight areas of your life that are most important to you. For example career/work, money, health and vitality, physical environment, family, friends, love life/romance, partner/significant other, fun and recreation, personal development/growth, emotional well being, social life, spiritual life etc. If you need to you can add more segments.

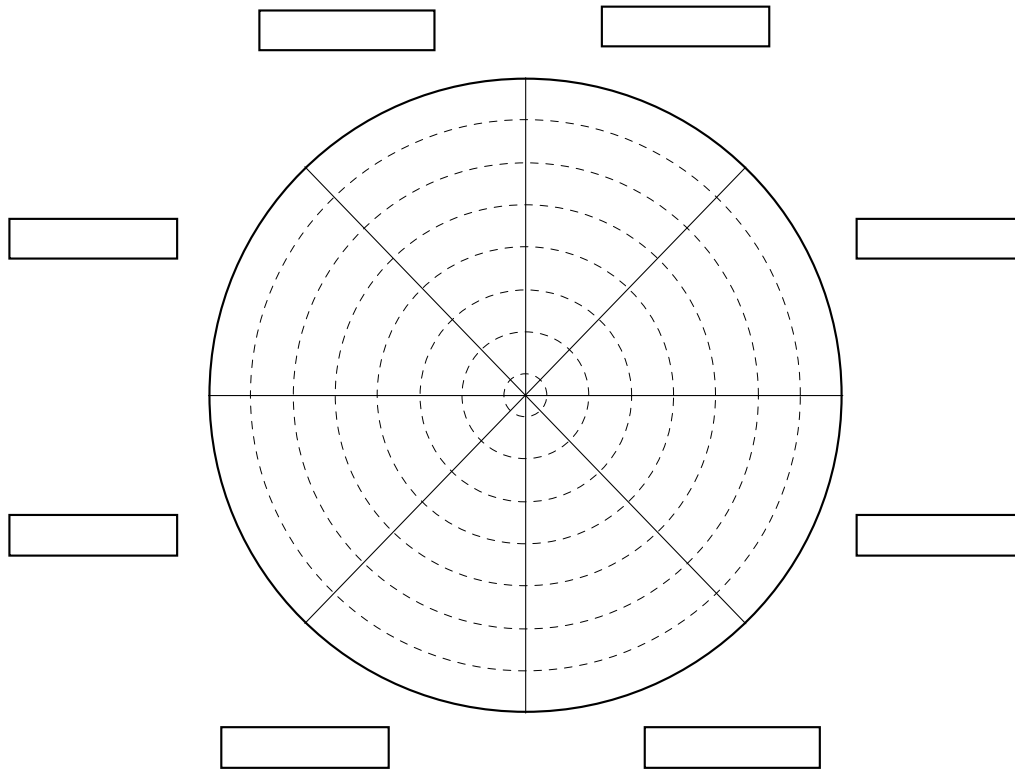
Give each section a score of between 1-10 as to how you feel about that part of your life right now.

For instance 1 is the lowest and might be rated 'catastrophic' and 10 is the highest and might be rated 'fantastic'.

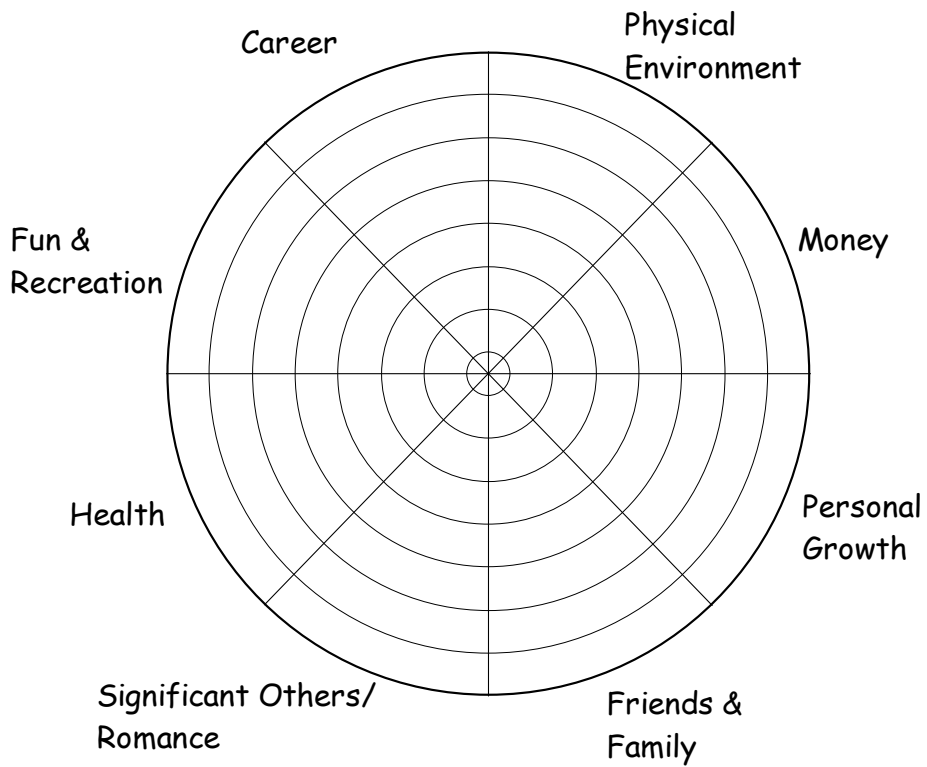
Outside of the wheel, and next to the tag, write one thing that would greatly enhance this particular area. Think about what would make it a 10 or if you have a score of 10 already, what would make it even better!

Next to that, write one thing that you could do right now that would improve this area of your life.





Example





Step 5

What's important

Pick the six things you want most from the three lists and write them below (do not worry about the order or priority).

Under each 'want', briefly write how, if you had it now it would improve your life.

Take the first point from your list above and referring back to your *Wheel of Life*, ask yourself if you had this would it improve the individual sections of your life? For **EACH** section that you consider it will improve your life, give it a point in the score box. Repeat this exercise for nos. 2-6. Finally, count the scores for each of the chosen six above.

You may find that 2 or even 3 score are the same, or there may be one thing that is way above everything else. Focusing your attention and effort on the highest scoring topic(s) will have the greatest positive impact on your life as a whole and is a great place to start making some changes! Choose one area to work on initially. Now you need to create a SMART goal.

No	What I want most and how will it improve my life	Score
1		
2		
3		
4		
5		
6		





Step 6

SMART Goals

S M A R T is an acronym for Specific, Measurable, Achievable, Realistic, and Tangible. Your goals need to contain all of these elements to make them valuable and enable you to make progress and achieve. So let us go through each of them in turn.

Specific - A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal you must answer the six "W" questions:

- ✓ Who: Who is involved?
- ✓ What: What do I want to accomplish?
- ✓ Where: Where will I be?
- ✓ When: When do I want it by?
- ✓ Which: Which things will help me and which will hold me back?
- ✓ Why: Why do I want this? (Be specific!)

Example: A general goal would be, "Get in shape". However, a specific goal would be, "Lose 10lbs within 30 days, and be able to run for 10 minutes at the gym".

Measurable - When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to the continued effort required to reach your goal. Ask yourself "How will I know when I've achieved it?" and write it down.

Achievable - When you identify the goals that are most important to you, you start to find ways to make them come true. You also begin to develop the attitudes, abilities, skills, and financial capacity to reach them.

In addition, you will start to notice previously overlooked opportunities, which can bring you, closer to achieving your goals.

Plan your steps wisely and establish a time frame that stretches you but is not out of reach. Goals that you may once have thought would never happen move closer and become attainable. This is not because your goals shrink, but because you grow and expand to match them - when you list your goals you build your self-image.

Realistic - To be realistic, a goal must be something which you are both willing and able to work towards. A goal can be both high and realistic; you are the only one who can decide just how high your goal should be. However, be sure that every goal represents substantial progress.

Tangible - A goal is tangible when you can experience it with one of the senses. In your mind, can you see a picture of it, hear someone congratulating you on achieving it, taste the success, or smell something new?

If you can, you have a better chance of making it specific, measurable, and thus attainable.

Goals lead to success!

You may be interested in some research carried out by Yale University, which proved that 3% of graduates were worth more after a period of 20 years than the other 97% put together! These 3% also had better health and enjoyed better relationships. So, what did they have that the other 97% didn't? Parental wealth, better degrees, better careers, different gender, or ethnic origin? No. The 3% had written goals.





Step 7

Select the goal

Your Wheel of Life exercise will have identified the first goal to work on and the SMART process will have created the details you can work with. In the case of a large or extended time frame goal, ensure you are happy with the necessary steps to be taken. Do not be too hard on yourself at this stage and refresh your awareness with the points in Step 1.

Step 8

Challenge your goal

Any goal that is worthwhile has to be a challenge. Could you review your goal and increase it by a value of about 10%?

Step 9

Rate your goal

By now, you should be eager to get going with your new goal(s). But before you do, stop, and ask yourself if this is what you really want and give it a score of between 1-10 (1 being that you're not bothered either way and 10 being a must have). If you're not scoring at least a 9 then you need to go back a few steps and find a goal that you really do want or negotiate with yourself how you can retain the basis of the goal but increase the chances of achieving it until you score it 10.

Sometimes it helps to review your time commitments to make way for this goal. However, remember, it is no good cheating yourself, because that is probably what has stopped you achieving what you want in the past.

Step 10

Celebrate your achievement

This is the best part, be good to yourself, enjoy the success, and celebrate in a special way. During your celebration take some time to think back on what you have achieved. Write it down and keep it near you to remind yourself of your achievement.

A note of caution, if you have not quite made the goal you have set yourself, don't beat yourself up, still celebrate what you have achieved and learn from the experience. Ask yourself:

- ✓ What is holding me back from achieving my goal?
- ✓ How important is the goal right now?
- ✓ What needs to happen so that I can achieve my goal?
- ✓ How does it affect me by not achieving my goal?

Go for it, start today in taking control of your life and achieving your full life potential.

Step 11

You are on a roll

Make the most of this euphoric period by going back to Step 2 and looking at the second highest topic. Before creating the next SMART goal you will need to review the scoring process to ensure that it is still the same as it was now you are in your new situation.

Having been successful in one large improvement in your life, you are now ready to go on and achieve your full life potential. It will help you if you write down your goals every day and revise accordingly. Good luck.





Breaking Through The Barrier

Life Coaching

Life Coaching provides you with personal support that is committed to your success and development, encouraging your personal and professional growth. We work with you to enhance your quality of life and to show ways in which you can achieve their goals. We help you identify where you are now, where you want to be, and how to get there; and then keep you on track until you achieve their goals.

Our role is to help you find your own way and keep you moving along that way. Whatever your goals and aspirations, coaching helps you achieve them at a faster rate than you would do alone.

Our purpose is the continual process of helping you discover who you are, and to provide opportunities for you to grow in an environment that is aligned to your actions, values and beliefs: to achieve what you want. Your capabilities and potential are unlimited.

What is it you want from life? Explore what you would really love to do and plan a way to get there.

Performance Coaching

Performance Coaching explores the mental blocks to achieving excellence and realising potential. It is effective for a wide variety of people from the world of sport and business to academia.

Not a day goes by when a manager, supervisor, or entrepreneur does not need to delegate an assignment, follow up on a deadline, or show others how a job needs to be done. How this is done has a great impact on the organization.

An inappropriate approach to dealing with daily tasks causes undue frustration, broken relationships, missed performance, poor quality, and recurrent errors. When a manager knows when and how to act as a coach, performance improves, people grow, and trust increases in the organization.

Performance Coaching makes the difference between average and superior results. An effective coach knows when and how to engage others by giving effective feedback, enabling action, encouraging development, and tracking results.

Performance Coaching provides a proven approach and practical tools for turning performance feedback into improved results. It is an ongoing process to help employers and employees to gain better competence and overcome barriers to improving performance. It is appropriate when a person has the ability and knowledge but performance is not maximised; it is work focussed.

Executive Coaching

Our **Executive Coaching** Solutions provide coaching on a one-on-one basis, providing an invaluable source of support and development for executives and senior managers.

Our main goals are to help reduce staff attrition, increase sales and profits, take your development to the next level and to assist you in formulating solutions to your challenges and difficulties.

Executive coaching is an individualized approach to your professional development that focuses on results and outcomes.

The demands placed upon today's executives, senior managers are ever increasing, and they have to possess the skill sets and competencies to deliver the goods. Being a good all-rounder is what is essential for success, but how many of us have the complete package.

You will have your own strengths and weaknesses. It is our goal to help you to play to your strengths and to work on your weaknesses.

What can you expect

The role of a coach is based on the principle that individuals are ultimately responsible for their lives and the results they are getting. If we acknowledge that we are responsible for





something, it follows that we have power and influence over it.

If you are not getting the results that you want, our coaching processes will encourage you to:

- ✓ Understand situations more clearly
- ✓ Develop new ideas or approaches for those situations
- ✓ Take constructive action that gets you the results you want

Coaching is about achieving change linked to personal, business, or organisational goals—it is about getting the best for you.

The Multiple Benefits of Coaching:

- ✓ Improved Performance and Productivity
- ✓ Improved Learning
- ✓ Improved Relations with Staff and Staff Development
- ✓ Improved Relationships
- ✓ Improved Quality of Life
- ✓ More Time
- ✓ More Creative Ideas
- ✓ Better Use of People, Skills and Resources
- ✓ Faster and More Effective Response
- ✓ Greater Flexibility and Adaptability to Change.

We want you to WIN?



<http://www.coachingunlimited.co.uk/>

Orchard Holding
The Croft
East Hagbourne
Nr. Didcot
Oxon. OX11 9LS
Phone **01235 813370**

