

SELF-COACHING WORKBOOK



*A step-by-step
guide to observe
your life in a new
way and come up
with creative
solutions for
challenges in your
own time.*

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What is coaching?

The International Coaching Federation (ICF) defines coaching as "partnering with clients in a thought-provoking and creative process that inspires them to maximize their personal and professional potential. The process of coaching often unlocks previously untapped sources of imagination, productivity and leadership." Coaching is a beautiful opportunity to see one's life from a new perspective in a safe and insightful space. While I strongly believe in coaching with a competent coach, I also believe that learning to challenge your vantage point on your own can add exponential value to life, and is a necessary ingredient for personal growth. This self-coaching tool is intended to help you cultivate your own personal development by accessing inner wisdom and increasing your problem solving skills in a way that honors your most authentic self.

I invite you to exercise a no-judgment policy during this process. Things will be most productive if you walk through this from a place of neutrality. Do not filter your responses, let them be raw, and do your best not to label them as right, wrong, silly, immature, selfish, brilliant, etc. There are NO wrong answers here. This is a safe place and space. You are bringing awareness to the topic and brainstorming ways to move forward, there is no risk in getting things laid out and all thoughts and options are valuable (even the ones that seem outlandish or would normally be off limits). Allowing yourself to see this situation free from judgment, as your authentic self, accepting your organic responses will increase your creativity and allow a deeper understanding of why you feel stuck.

It is best to go through this exercise in one sitting if you can, so set aside about 30-60 minutes to work through it. The more you practice the process, the faster it will likely go. The order here is intentional and works with your brain in a specific way, so please let the system guide you. If at all possible, go through it in a place where you can be alone and uninterrupted. Turn your phone on "Do Not Disturb" mode and lock the door. If you can not get through it all at once, it will still be helpful, but it is most effective to work through it as one continuous experience.

important tip

If this is your first time using this tool, read all the way through the document so you can get a feel for what's coming and plan your time accordingly.



You could do this a few different ways...



One way is by writing the answers down in the spaces provided or in a journal. Don't feel obligated to fill the entire space available and I encourage you to get more paper to write beyond the available space if you need more room.

If you are someone who processes best out loud, like me, I encourage you to use your phone or computer to record your responses. You could use the camera or simply record a voice memo. This way you can speak and solve at the same time, as well as have a recording to review. I have watched recordings of myself being coached and it was a really eye opening experience. Sometimes while we are working through something, we don't recognize our own body language or the words we use to describe certain things, which could provide insight into how we see the situation. Seeing or hearing yourself can develop self-compassion and provide awareness around subconscious habits or thought patterns.

I recommend you have a writing utensil either way. Maybe a combo of both will be most effective. Try it both ways! As you come back to the tool you may find different issues require different means of processing.

Method Overview

1. Identify: Name the topic to be discussed.
2. Focus: Set the intention.
3. Explore: Understand the topic.
4. Brainstorm: Create options for moving forward.
5. Act: Commit to a plan and execute.
6. Reflect: Assess how things went.

Okay! Let's get started!



important tip

Before you begin, do something to settle into your body and focus your mind. Please refer to the **Mindfulness Practice Resource** and choose one exercise to calm your mind and release any distractions that may be trying to pull your thoughts in other directions.

Step 1. Identify

What do you want to work on for this self coaching session? Is there a specific problem you want to address? Is there an area of your life that you want to change? A work decision that needs to be made? An area of your life that needs healing? Once you've had a chance to Identify a problem you want to solve or the specific topic you want to address. List it here. It can be a single word/topic, situation, problem, or issue.

Step 2. Focus

Set a SMART Goal for the self-coaching session. What do you want to accomplish in this session? Use the **SMART Goal Worksheet** to set a clear and concise intention for your self-coaching session. Once you commit to an intention, your brain will immediately subconsciously set a search in motion for the best solution. After you get through the worksheet, write your SMART Goal for this coaching session here.

If you need to split this session up, here is a good time to step away. Steps 3 and 4 are most effective when done one right after the other.

Step 3. Explore

3a. Remember to be open and honest with yourself, and check your judgment at the door. Be sure to answer all the questions in this step. Let's dive into getting a clear picture of the issue we are tackling. What is the current reality around this issue/situation? You are going to answer this in a few different ways, so that we can gather information from both sides of the brain and create a full picture of the issue at hand. Stick to the pattern of the questions, they are in a specific order. If the question feels irrelevant, try to answer it anyways. Some of these questions may feel challenging or uncomfortable to think about, but do your best to work through them anyways.

First, describe the facts about the topic. Do not include any interpretations or feelings about the problem yet. Be as objective as possible in this description, and if there is a timeline that has led you to where you are, work through it in a linear and orderly way, from beginning to present. If there is not enough room here, feel free to continue on another page.

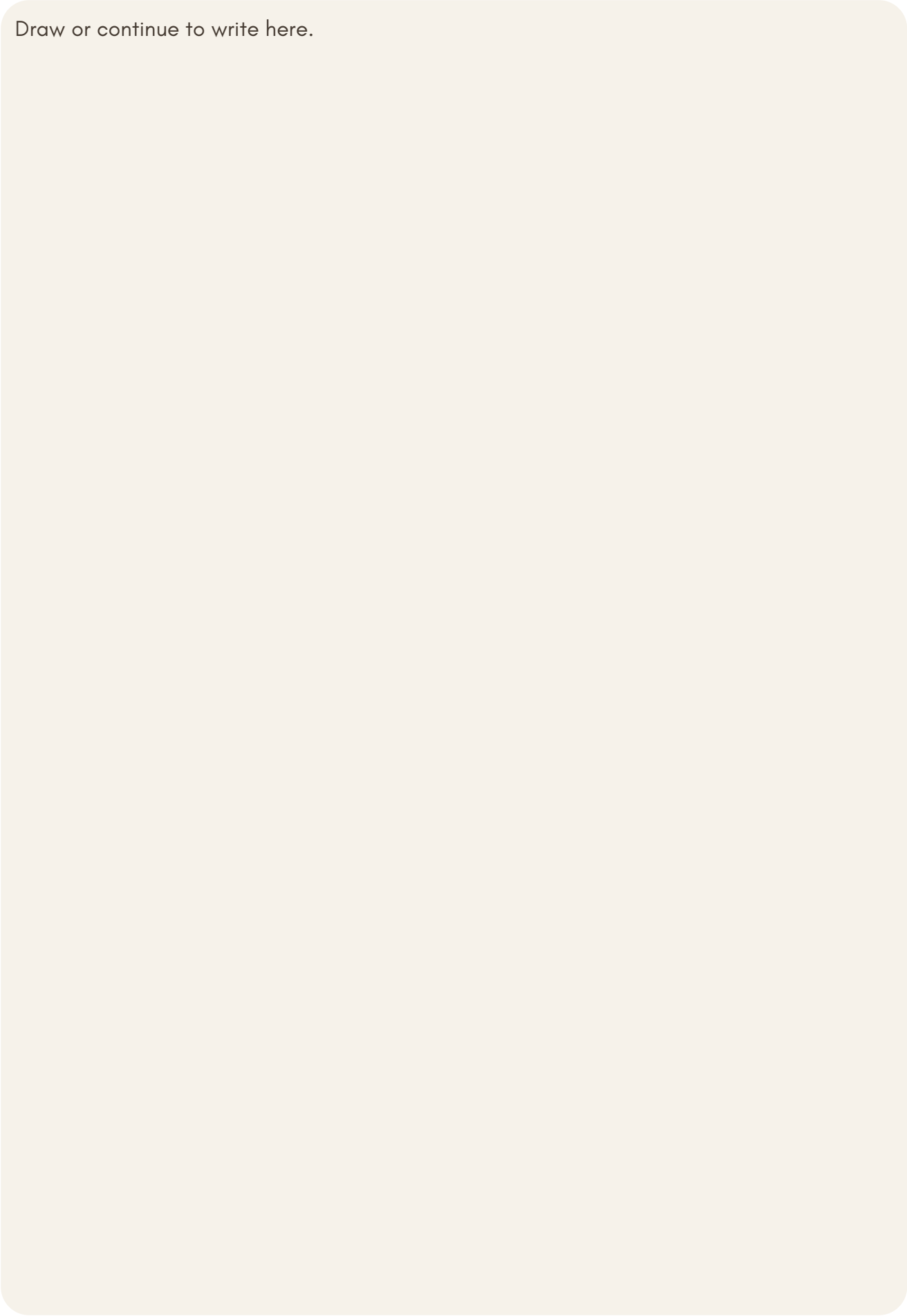
This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

3b. Are there other people involved or impacted by this challenge, what are their roles?

This image shows a full page of handwriting practice paper. It features multiple sets of three horizontal lines: a solid top line, a dashed middle line, and a solid bottom line. These lines are evenly spaced across the entire page to guide letter formation and size. The background is white, and there are no margins or additional markings.

Step 3. Explore–Continued

Draw or continue to write here.



Step 3. Explore–Continued

3c. Where are you struggling most with this situation? Describe, emotionally and physically, what is happening for you while this issue is in your focus. Name the emotions in your mind and sensations in your body.

[illegible]

3d. If this brings up some strong emotions for you, is there a time in your past where you have felt this way before? Can you draw ANY connection between the current issue and the one you described from your past? Take some time to reflect on whatever comes up for you here.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Step 3. Explore–Continued

3e. In the case that you had an emotional response worth noting, genuinely and compassionately ask yourself (out loud or internally), "What do I NEED out of this situation?" Do not filter the response. Genuinely receive however your spirit responds. Then sit with it. Don't analyze it or decide whether or not it's right or wrong. Do not interrupt this response with a "should", by trying to filter it through an ideal. Honor and accept it as is. Now, what do your heart and spirit NEED in order to peacefully move forward?

[illegible]

Other potentially important questions to ask here are:

- What does God want for me in this situation?
- How is this happening FOR me?
- What, if anything, can I be grateful for here?
- What lesson do I need to learn from this experience?
- Is this the right time/season in my life/career for me to tackle this issue? Why or why not?
- Is there a part of this situation I am refusing to accept? Why?

important tip

If nothing deep comes up for you, feel free to move on to the next step. Some self-coaching sessions will be simply to help you make a quick decision or solve a problem that does not have deep-rooted stuckness. In that case, emotional responses will likely be less intense. Either way, our emotions are messengers and they are valuable allies in this conversation, so honor them with your attention as you go through this process. They will help you move forward in a way that feels more fulfilling than if you ignore them.



Quick Check-In

Have you gathered enough information to achieve your SMART Goal? Do you have enough new insights to see the challenge in a new light? If so, you are ready to move forward to Step 4. If you haven't quite had the "aha moment" you need, it's possible you haven't quite touched the heart of the issue yet. Feel free to take another trip through Step 3 before you move on.

Step 4. Brainstorm

Now that you have been able to really explore the nuts and bolts of the situation, it's time to explore ways to move forward! Before you transition, it may help to cleanse your mental pallet by using one of the exercises from the **Mindfulness Practice Resource**.

Consider these questions and respond to the ones that most naturally evoke a response:

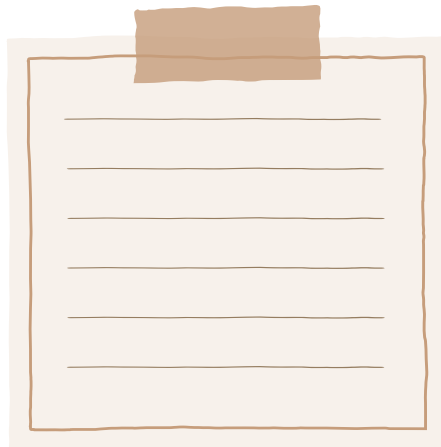
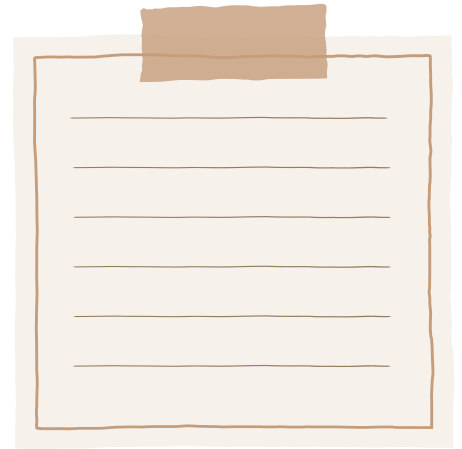
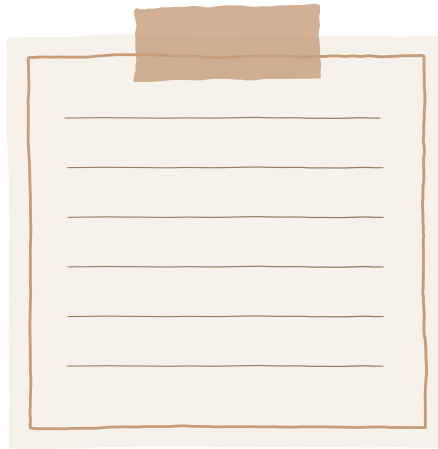
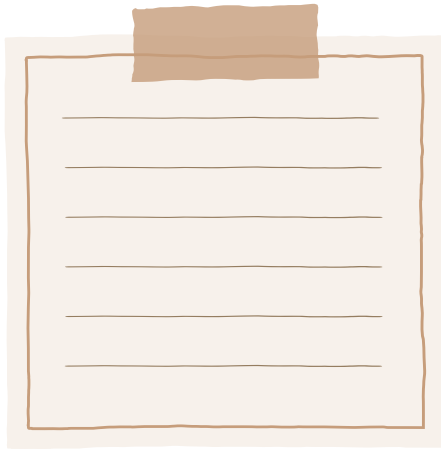
- How would you move forward if you knew your plan or decision would not fail?
- What would be the most honorable and life giving way to solve this problem?
- If the other person/people involved don't change at all, what is the best way for you to move forward?
- What research can I do to solve this problem?
- Who do you know that has solved a problem like this and how did they handle it?
- What solutions would allow this situation to be handled with the least amount of effort or time?
- Do I know anyone who may be able to help me with this?
- How can I apply compassion, grace, or forgiveness to this situation?
- What actions would provide the most healing in this situation?

Use this space to reflect on any of the questions from above:

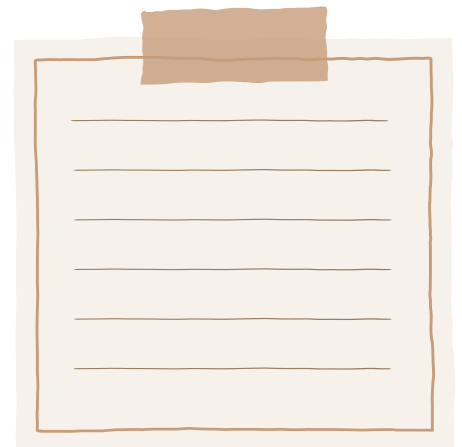
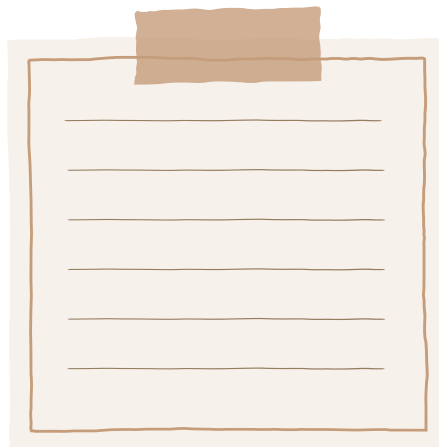
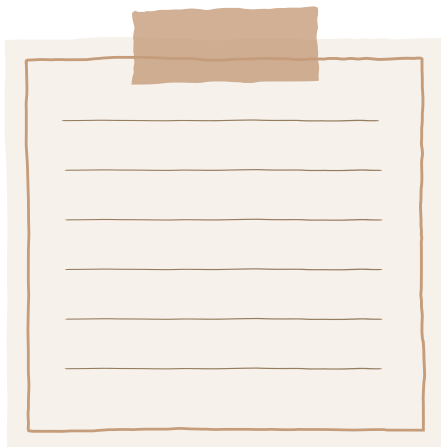
[illegible]

Step 5. Action

Now, let's generate some specific ways to move forward! What are 3-5 possible ways that you could address this issue? What would you like to do with your new-found wisdom? There are NO wrong answers here, they can be as outlandish, unrealistic, or logical as you want them to be. Write down even the things you KNOW you wouldn't do, but are a possible path forward.



Great job!! Let's REALLY stretch our thinking skills here! Even if you are already satisfied with the responses above, think outside the box and come up with at least 2-3 more. If you are struggling ask yourself, "What would <insert admired/respected friend's name> do?" or imagine what advice they would give you. You could even imagine what your favorite movie or book character would do. What would the most healed version of you do? What would your child-self tell you to do?



Finally, commit to at least one (or more) of the actions you listed. Which one(s) are you MOST likely to accomplish in the next week? Next two week? Next month?
Put a big circle around or star next to each action step that you intend to commit to.

Step 5. Action–Continued

Before you move on, reflection is a very important part of this process, so please take the time to think about how this time has increased clarity for you. Did you have any eye-opening moments through this process? What do you know now about the situation or yourself that you didn't realize before this session? Are you feeling relief? Or do you feel more confused than you did before? (That happens sometimes when it's a really complicated issue.) What was your greatest take-away from going through this process?

[illegible]

Congratulations!

You made it through your self-coaching session! Please celebrate! Do a dance, light a candle, reward yourself with your favorite iced coffee. Mark this time as special! And set an intention to celebrate again once you have followed through with your action steps.

Step 6. Reflect

Once you have put your plan into action, please come back and reflect on it. How did it go? Do you need to change your approach? Did it go as you imagined? What did you learn?

This image shows a full page of primary-ruled paper. It features multiple sets of horizontal dashed lines spaced evenly down the page, providing a guide for handwriting practice. The background is white, and there are no margins or other markings present.

You are amazing! If you have made it this far, then that means you have used the tool all the way through and you are that much better at tapping into your intuition and making decisions and progress with more confidence than ever before. I would love to celebrate with you! I want to hear about your experience with the workbook. Please send me an email (I will check it AND respond) telling all about how it has worked for you.

Mindfulness Practice Resource

We are able to do our best thought work when we are open to possibilities, calm, and solution-centered. These techniques will help you be fully present and increase the likelihood that you will see your situation from a fresh perspective and free up the mental and emotional space to come up with solutions you may not have thought of in the past. I am sharing this resource with the hope of helping you increase creativity, clarity, and freely flowing thoughts and emotions. Use as many of these exercises as you'd like before and during each session. Feel free to use these techniques as often as you'd like. For other mindfulness resources, visit my website or YouTube channel where you'll find more to help you on your journey to healing and wellness.

Prayer



You can use this specific prayer or you can use it as inspiration to create your own. I have found that a genuine communion with God is the most impactful way to create an open flow within my spirit and receive new insights on whatever I may be facing.

If you are new to praying, just know there is no right or wrong way. You can start by settling your body and setting an intentional calling within your mind/body/spirit toward God. Then just, say the words (out loud or internally).

"God, Creator of all things, I invite your Spirit to be here with me now. Thank you that you are good and that you are working all things together for my good. Thank you for all that you are doing in my life and the beauty that you create from ashes. Soften my heart. Open my eyes and ears to You. Please guide my thoughts, feelings, and commitments as I work through (name your struggle). Free me from shame, judgments, and regrets that hold me back. Create in me a spirit of forgiveness and reconciliation. Let me come to the conclusions that honor You and the path You would have me follow. Let me receive peace and clarity about this area of my life. I trust You and Your ways. Thank you, God. In Jesus name, Amen."

Tailor this prayer for yourself. Feel free to talk more about your situation however you want to, in as many or as little words as come naturally. Describe your hopes and dreams for the outcome. Fully express your anger or frustration. There is no condemnation from the Father, He knows our hearts whether we express them out loud or not. He receives us just as we are.

Mindfulness Practice Resource

Breath Practice

Paying attention to how we breathe can often be overlooked because it's normally completely automatic. However, becoming aware of and incorporating breathing exercises into our daily routine has many benefits, like promoting calmness, increasing focus, and performing your best. There are several different kinds of breathing techniques that can be used to calm nerves, release anxiety and tension, and increase the ability to be present. Feel free to do some research and find other breathing exercises that feel good for you. The next section is all about visualization, which is best done when married with breath practice.

Abdominal or Diaphragmatic Breathing The basis for all other breathing techniques.

1. While sitting, with one hand on the chest and the other on the belly, take a deep breath in through the nose, ensuring the diaphragm (not the chest) inflates with enough air to create a stretch in the lungs. There should be little if any movement in your shoulders.
2. Exhale slowly, emptying your lungs completely, through an open mouth. Breathe out until no more air will come out.
3. Start with 3 breaths and work up to 6-10 deep, slow breaths.

"Box Breathing" or "4-4-4-4 Breathing"

1. Sit up straight with your legs crossed (if you are on the floor) or with your feet comfortably on the floor and place your hands gently on your lap.
2. Completely exhale through your mouth.
3. Close your mouth and inhale through your nose to a mental count of four.
4. Hold your breath for a count of four.
5. Exhale completely through your mouth to a count of four. For some, it is helpful to make an audible exhaling sound or even release another kind of noise with your throat. Listen to your body and let it have its way here. Try it in different ways.
6. Hold the exhale to the count of four.
7. Repeat these steps 3-10 times.

Personalize Your Breath Practice

Try different "counts", the goal is just to be controlled and consistent. Keep in mind the longer and more controlled your exhale is, the more calm your body will be. You could try a pattern of "4-4-8-4" (4 in, hold 4, out 8, hold 4). Experiment with longer inhales and shorter exhales, which will likely wake you up and fill your body with fresh oxygen. A great way to tailor your breath practice is to try different patterns and journal about them. You could describe your physical and emotional feelings before and then record after. This can help you know what pattern to use in different situations based on how you feel at any given time. It doesn't cost anything, requires no equipment, has no harmful side effects, and a long list of positive benefits.

Mindfulness Practice Resource



Visualization

Visualization is a form of meditation or mental rehearsal and among its theorized benefits are self-control, objectivity, affect tolerance, enhanced flexibility, equanimity, improved concentration and mental clarity, emotional intelligence and the ability to relate to others and one's self with kindness, acceptance and compassion.

More information about this technique can be found at www.heartmath.com

This can be as short or long as you want it to be and can be used any time you are feeling stressed or need a moment to gather your thoughts and get focused. It increases positive thoughts, helps you feel energized, and increases focus and creativity.

1. Close your eyes, settle into your seat, and pay attention to your breath for a few breaths. Let each breath get a little bit deeper and a little bit more controlled. Encourage your body to relax. Let your inhales and exhales become equal in count: 4 seconds in and 4 out, or whatever amount of time feels most comfortable for you. Do this for a half a dozen breaths.
2. Bring your attention to your heart and the area of your chest around it. Imagine that your breath is flowing in and out from that area. Continue your even patterned breathing from your heart area for a half a dozen more breaths.
3. While breathing from your heart, allow yourself to feel an elevated emotion (gratitude, love, peace, joy, compassion, etc.). Visualize a person, animal, place, or time in your life that encourages the intensity of this emotion. From your heart space, imagine that you are sending that emotion the person, animal, place, or time. Visualize the emotion flowing there. Continue this for several breaths.
4. Next send that emotion to yourself, from your heart back to you.
5. When you feel ready, send that emotion to all in the room with you, the building with you, the block you are on, and continue to expand until you are sending that emotional to entire world.
6. When you are ready, bring your awareness to the present moment and open your eyes.
7. Take note of how you feel physically and emotionally. What thoughts come to your mind as you come back to present. What/who did you see during the exercise?

These exercises are intended to help you clear your mind, so you can feel confident and calm as you are making your way through the Self-Coaching Workbook. I strongly encourage you to practice them any time you feel your need to reset your mind, body or emotions to come back to center and ground yourself. The more you practice, the easier it will be to come back to calm when you are facing everyday triggering or frustrating situations. It can also be really helpful to journal around the practice of these exercises. You will find that insight will come to you in these quiet moments and it will benefit you to record your takeaways and experiences.

SAMPLE: SMART GOAL WORKSHEET

S SPECIFIC

What exactly do I want to achieve?

I want to be able to better handle the way I react to my daughter's struggles with potty training, because I get very frustrated when she has accidents.

M MEASURABLE

How will I know when I have accomplished it? Where am I now, what is ideal, and where would I like to be when I have accomplished this goal?

I will feel relief or have an "aha moment". I will have increased peace and compassion for both myself and my daughter around this issue. Right now I feel better able to control myself than I used to, so if having the urge to spank her or leave the situation is a "1" and having total peace with her accidents is a "10", I would say I am at a 5 or 6. I get frustrated and visibly overwhelmed, but I would like to be at a 7 or 8, which would still be annoyed but still be joyful with her and easy to rebound from the accident.

A ATTAINABLE

Is it realistic and achievable?

Yes.

R RELEVANT

What will I feel when I have accomplished this? Why does this matter to me?

This would allow more peace into my daily life and increase the connection between me and my daughter. It would also allow us to start healing any bonds that have been broken as a result of my triggered behavior in past incidents. I will feel more self-control and she will feel more safety around these situations. My motivation for accomplishing this goal is my love for my daughter and my desire to grow as a person and parent.

T TIMELY

When will I accomplish this?

I will accomplish this by the end of this self-coaching session.

GOAL STATEMENT:

By the end of this session, I will be able to name the reason(s) why I am so triggered by my daughter's potty training struggles.

SMART GOAL WORKSHEET

S SPECIFIC

What exactly do I want to achieve?

M MEASURABLE

How will I know when I have accomplished it? Where am I now, what is ideal, and where would I like to be when I have accomplished this goal?

A ATTAINABLE

Is it realistic and achievable?

R RELEVANT

What will I feel when I have accomplished this? Why does this matter to me?

T TIMELY

When will I accomplish this?

GOAL STATEMENT: