

## IMPROVING YOUR SKILLS

Client \_\_\_\_\_

Session date \_\_\_\_\_ **KEY CONCEPT this session: IMPROVING YOUR SKILLS**

### I. OPENING AND GREETING

Hello \_\_\_\_\_. This is \_\_\_\_\_, your Life Coach.

(short exchange) \_\_\_\_\_

\_\_\_\_\_

### II. WEEKLY REVIEW

Last week we talked about the **Key Concept** of \_\_\_\_\_, and your assignment was to \_\_\_\_\_.

How did you do? (Tell me about that.)

\_\_\_\_\_

\_\_\_\_\_

Overall last week, did you discover anything you'd like to improve, or anything you'd like to do better?

\_\_\_\_\_

Is there anything you'd like me to make a note of on that – anything you'd like to work on later?

\_\_\_\_\_

\_\_\_\_\_

Did you learn anything (this past week) that can help you reach any of your goals?

\_\_\_\_\_

What went best for you this past week – what stands out?

\_\_\_\_\_

What made you happiest?

\_\_\_\_\_

Did anything during the week make you unhappy?

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What didn't go as well for you as you hoped it would?

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How would you rate the week overall (1 – 10)? \_\_\_\_\_

### III. GOAL REVIEW

Now let's talk about your focus goals.

Your **first Focus Goal** for last week was \_\_\_\_\_.

You identified and wrote out \_\_\_ **Action Steps**. How did you do on each of the Action Steps?

**(Discussion)** \_\_\_\_\_

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Your **second Focus Goal** for last week was \_\_\_\_\_.

For that goal you identified \_\_\_ **Action Steps**. How did you do on each of those?

**(Discussion)** \_\_\_\_\_

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Your **third Focus Goal** was \_\_\_\_\_.

To help you reach that goal you identified \_\_\_ **Action Steps**. How did you do?

**(Discussion)** \_\_\_\_\_

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Overall, during the week, did you have any **problems or challenges** that could affect your goals in any way?

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What would you say were your main **achievements** that you accomplished during the past week?

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Do you have any **insights** that you gained this past week?

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#### **IV. WEEKLY GOAL PLAN (for the coming week)**

What is your **first Focus Goal** for this week?

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(When appropriate, give suggestions for each of the focus goals.)

What are the **obstacles** to reaching that goal?

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What **Action Steps** will you take to help you get past the obstacle(s), or move forward?

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\*On a scale of 1-10. Ten being the highest likelihood that you will complete this goal and 1 being the least likely you will complete this goal, how would you rate your response: \_\_\_\_\_

What is your **second Focus Goal** for this week?

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What are the **obstacles** to reaching that goal?

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What **Action Steps** will you take to help you get past the obstacle(s), or move forward?

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\*On a scale of 1-10. Ten being the highest likelihood that you will complete this goal and 1 being the least likely you will complete this goal, how would you rate your response: \_\_\_\_\_

What is your **third Focus Goal** for this week?

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What are the **obstacles** to reaching that goal?

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What **Action Steps** will you take to help you get past the obstacle(s), or move forward?

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\*On a scale of 1-10. Ten being the highest likelihood that you will complete this goal and 1 being the least likely you will complete this goal, how would you rate your response: \_\_\_\_\_

**V. KEY CONCEPT for the Week – “IMPROVING YOUR SKILLS.”**

(In life coaching, **Key Concepts** are the basic building blocks for personal growth and overall success. Some people use only a few key concepts; some people learn and practice all of them.)

The **Key Concept** I’d like you to practice this week is the concept of **improving your skills**.

Here’s the definition we’ll use for **skills**: **“The mental tools you obtain through knowledge, experience, and practice.”**

First, we will review the perceptions of **skills** that you have right now. All you have to do is answer each of these questions:

1. List three or four skills you have right now, that you feel are most important to you. (Why are they important?)

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2. Do you feel you have the skills you need to achieve your goals?

3. Are you doing anything, at the present time, to learn any new skills? \_\_\_\_\_ If so, what are they, and what are you doing to acquire them?

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4. How important do you feel it is, to learn more skills at this point in your life?

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5. Name one skill that you do not have now, that you would like to have?

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6. If having that skill is important to you, what would you like to do, to give yourself that skill?

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**VI. THIS WEEK:** To practice the concept of **skill** this week, I'd like you to make a complete list, in your Success Journal, of all of your skills. Even the smallest ones – and don't leave anything out. Then make a list of any skills you would like to have, that you don't have now. Rate those skills in terms of their importance to you.

#### **VII. AFFIRMATION FRAME MP3's**

This week I'd like you to listen to: \_\_\_\_\_

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#### **VIII. CLOSING**

On the same scale of 1 - 10, how do you choose to make this week work for you? \_\_\_\_\_

What will you do to make that happen?

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You can do it! I believe in you, \_\_\_\_\_. I'll talk to you next week.