

PERSONAL ORGANIZATION

Client _____

Session date _____ **KEY CONCEPT this session: PERSONAL ORGANIZATION**

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?

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

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) _____

Your **second Focus Goal** for last week was _____.

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

(Discussion) _____

Your **third Focus Goal** was _____.

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

(Discussion) _____

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

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

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

IV. WEEKLY GOAL PLAN (for the coming week)

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

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

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

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

*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?

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

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

*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?

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

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

*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 – “PERSONAL ORGANIZATION”

(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 **personal organization**.

Here's the definition we'll use for **personal organization** “**The choice to be in control of your time, your goals, and the space you live in.**”

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

1. How much control do you feel you have, overall, over your time, your goals, and the space you live in?

2. Would you like to be more organized and more in control in general, or do you feel you are too organized – (and why)?

3. If you could be more organized and have more control in one area of your life, what would it be? Why?

4. What usually determines how much control you have?

5. If you don't feel completely in control, what do you think is the one thing that is working against you?

6. If you wanted to have more control over your life, your time, or your space, beginning now, what would you do?

VI. THIS WEEK: To practice the concept of **personal organization** this week, I'd like you to make a list of absolutely everything about your personal organization that bothers you – and after each item on the list, write down a one line solution. Organization is a habit. And the solutions on this one are almost always simple ones. We'll talk about your list and the solutions you come up with next week.

VII. AFFIRMATION FRAME MP3's

This week I'd like you to listen to: _____

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?

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