
2. Do you make a determined effort to move forward and let past negatives go? _____ What do you do about any negatives that could still be holding you back?

3. What do you think when you meet or know someone who allows their past to hurt their present?

4. Do you ever see past problems or failures as adequate reasons why you should not succeed now?

5. What one negative from your past, if any, would you most like to get past, and move beyond it? (Note: Offer no personal “therapy” or “psychological counseling” on your part when you discuss this.)

6. If you were to write a goal, to get past any problems from the past, what would you say?

VI. THIS WEEK: To practice the concept of **letting go of the past** this week, I’d like you to find three creative, positive ways for you to reward yourself – for making the choice to live in the present, and build an incredible future.

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.

Client _____

Session date _____

KEY CONCEPT this session: LISTENING

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 – “LISTENING”

(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 **listening**.

Here's the definition we'll use for **listening**: “The choice to actually hear, what someone has to say.”

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

1. How would you rate your listening skills: a) Very high, b) Average, c) Low _____. Why did you give yourself that rating?

2. How often do you consciously think about listening actively? _____ In what situations?

3. Do you ever interrupt when you should not? _____ In what situations do you do that? (Do you have a habit of interrupting or a habit of listening?)

4. In general, what is your opinion of people who you notice to be active listeners? (Also, why do you feel that way about them?)

5. When you listen, do you lean forward, look directly at the person talking, or show in your face that you're actively interested in what they have to say? (What is your typical body language saying when someone else is talking?)

6. If you wanted to improve your listening skills, what is one thing you could do, starting now, that would help you?

VI. THIS WEEK: To practice the concept of **listening** this week, I'd like you to listen –really listen – to everyone who's talking to you, regardless who they are, every day this week. Listen for what they're saying, listen for what they're not saying, listen to what they're thinking while they're talking. And let your body language show that you're listening. (Do that even on the phone.) Then, in your Success Journal, make a note at the top of every few pages, for the next month, to be an active listener and practice your listening skills – every day.

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.