

SETTING GOALS

Client _____

Session date _____

KEY CONCEPT this session: GOALS

I. OPENING AND GREETING

Hello _____. This is _____, your Life Coach.

(short exchange) _____

II. WEEKLY REVIEW

Last week I asked you to write out three “focus goals,” and then list the obstacles and the action stops for dealing with each of them (and send your goal list to me by email). How did you do?

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.

(If the client sent you an e-mail of the three focus goals, obstacles and action steps, refer to the e-mail information to review each of the goals.)

Your **first Focus Goal** you identified was _____.

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

(Discussion) _____

The **second Focus Goal** you identified 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 – “GOALS”

(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 **goals**.

Here's the definition we'll use for **goals**: **“Specific, written and dated objectives, which include specific obstacles and specific, dated action steps for their achievement.”**

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

1. How frequently do you set goals, and what kind of goals do you usually set?

_____.

2. Are your goals usually long term (more than a year away) or short term goals (daily, weekly, and monthly goals)? _____ Give me two or three examples of goals you have set up until now.

_____.

3. How do you determine which goals you set?

_____.

4. How do you typically track and monitor your progress on the goals you set?

_____.

5. What do you do, typically, when you have set a goal, and do not reach it?

_____.

6. Do you believe you are willing to make the choice to faithfully set, track, and monitor goals in the key areas of your life? _____ Why?

_____.

VI. THIS WEEK: To practice the concept of **setting goals** this week, I'd like you to make a "dream list" of literally everything you'd like to be, have, or change in your life. (Plan to take some time for yourself to do this.) Take the limits off. Wave your wand. Write down anything and everything. Write the longest list you can – both short term and long term goals.

(**Note:** Your client should now begin to set and track his or her personal and professional goals on Goals-On-Line.com. Discuss the web site with your client at this time, and give your input on how to use the site. Walk your client through the goal-setting process.)

The second assignment this week is to begin setting your goals on Goals-On-Line.com. Begin by setting at least one primary goal in as many of the ten goal-setting areas online as you can. This is just to get started. Don't try to set all of your goals at once.

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 coming 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.