

SETTING PRIORITIES

Client _____

Session date _____

KEY CONCEPT this session: SETTING PRIORITIES

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 – “SETTING PRIORITIES”

(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 **setting priorities**.

Here’s the definition we’ll use for **priorities**: **“The skill of deciding what’s most important, and putting things in order – so you can put you life in order.”**

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

1. How would you rate yourself right now, with regard to setting priorities overall? a)Very good, b)Average, c)Needs work. _____ (Why did you give yourself that rating?)

2. How much time, on an average day, do you take to set specific priorities for that day? (Why?)

3. Who, or what, do you feel is most responsible for determining your priorities? (Why?)

4. Do you feel, in general, that you spend the majority of your time doing what *you* would choose to do, if you could? _____ (Why?)

5. Do you believe, every day, and in the longer-term picture, you have a clear picture of what your real priorities are? (Tell me why you know that.)

6. Do you feel there is anything you would like to do, to manage your priorities in a better way? (What would you like to do?)

VI. THIS WEEK: To practice the concept of **priorities** this week, I'd like you to list all of them. In your Success Journal, make a list of everything you see as a priority in your life right now – short term and long term. Take some time with this – it's worth it. You can't know what you really want – or don't want, until you write the list.

Whether the things on your list are, "Get the kids to soccer on time," "Exercise 20 minutes every day," "Call Mom more often," or "Plan the future home," – whatever it is, if you think it's a priority, write it down.

Then, next to each item on your list, draw: no star, one star, two stars, or three stars – the most important things will get three stars. Next week we'll talk about what to do next. (If you write the list, by next week you'll already be an expert.)

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.