

COURTESY

Client _____

Session date _____ **KEY CONCEPT this session: THE NECESSITY OF COURTESY**

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 – “THE NECESSITY OF COURTESY”

(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 **courtesy**.

Here’s the definition we’ll use for **courtesy**: “**The caring skill of treating other people as you would most like to be treated.**”

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

1. How important a role does your “personal style of courtesy” play in your life, overall, and in the achievement of your goals?

2. How courteous do you see yourself as being, in general? a)Very courteous, b)Usually courteous, or c)Not as courteous in all situations as you’d like to be. _____ (Why?)

3. Do you unconsciously “choose” who you will be most courteous to – or do you feel you are equally courteous to everyone around you?

4. Give me three or four things that you do (or should do) to show courtesy to others.

5. Does your personal style of courtesy change when you are tired, busy, distracted, or upset?

6. If there were one thing you could do to improve your personal style of courtesy, what would it be?

VI. THIS WEEK: To practice the concept of **courtesy** this week, I'd like you to be ultra courteous – to everyone – for the entire week. Open doors for people – even people you don't know. Refuse to interrupt someone else while they're talking – even on the phone. Offer to help or lend a hand, even when you're not asked to. Show your best side in every situation. In every case, practice showing the other person that you actually care about that person.

I'd also like you to write down in your Success Journal, every night, how you feel about yourself, and how other people react to your courtesy. Then, in one summary statement, or on a short list, write out anything you could do to make your personal style of courtesy work better for you.

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.