

PROBLEM SOLVING

Client _____

Session date _____

KEY CONCEPT this session: PROBLEM SOLVING

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 – “DEALING WITH PROBLEMS”

(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 **dealing with problems**.

Here's the definition we'll use for **problems**: “**Anything, real or imagined, that creates a challenge to reaching your goal.**”

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

1. How would you rate how well you deal with problems, overall? a)Very good, b)Average, c)Not very well. _____ Why did you give yourself that rating?

2. Typically, when you are confronted with a problem, how do you react? (What do you do first? What do you do next?)

3. Typically, how much time do you spend studying the problem? (Why is that?)

4. Do you typically tend to see problems as problems – or as opportunities? (Why is that?)

5. Is there one particular area in which you have more difficulty dealing with problems, than in others? (Examples: At work; with family; procrastination; habits; time management, etc.)

6. Do you ever avoid dealing with a problem that should be dealt with? _____ Give me one or two examples.

7. What is one thing you could do, starting now, that would help you deal with problems in a better way? (Examples: Spend more time studying the problem more carefully; write out a list of solutions; see problems differently – not as problems, etc.)

VI. THIS WEEK: To practice the concept of **dealing with problems** this week, I'd like you to keep a list, in your Success Journal, of each problem you confront, how you view it, and what you do about it. At the end of each day, rate your Attitude about each problem and the Action you took in dealing with each problem, that 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.