

## Personal Groundwork for Coaching ASSESSMENT

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## *Step One: Assessing the Weight You Are Carrying*

Each statement on this assessment is representative of a potential weight you may be carrying if it is not 100% true. Ask yourself if each statement is TRUE. If it is 100% TRUE then circle the “0”. If it is not 100% TRUE then use the scoring system below:

- 0 = Doesn't weigh on my mind at all. Never give it a second thought.  
Is 100% true.
- 1 = Think of it very rarely.
- 2 = Think of it as a small challenge but something I could get a grip on or acquire easily if I put my mind to it.
- 3 = Causes a lot of those small annoyances frequently. It weighs on me when it is happening but is out of mind when there is no problem with it.
- 4 = Happens on a regular basis, causes frequent problems and is on my mind regularly.
- 5 = Is a problematic part of my daily life and the associated problems weigh heavily on my mind.

### *Note:*

*Some of the statements in the assessment may not apply to you and never will. You can skip over them if you like but we recommend that you use the blank spaces at the end of each category to write in something that does apply to you and does weigh on you within this category. You can also use the blank spaces to write in something we have overlooked and have not included in the assessment that is relative for you in addition to what is already there.*

# Your Physical Environments

## HOME

*WEIGHT: Low 0 to High 5*

- 0 1 2 3 4 5 My home is clean, orderly and tidy (95%+ of the time)
- 0 1 2 3 4 5 All of my furniture and appliances are in good condition and do not require repairs.
- 0 1 2 3 4 5 All the storage areas of my home are well organized.
- 0 1 2 3 4 5 My bed is comfortable and allows me to sleep well.
- 0 1 2 3 4 5 I don't have anything in my home that I don't or won't use ( no clutter )
- 0 1 2 3 4 5 My home and yard is in good condition and does not require repairs.
- 0 1 2 3 4 5 The décor of my home is just as I want it.
- 0 1 2 3 4 5 There is ample storage in my home.
- 0 1 2 3 4 5 I am living in the geographic area of my choice.
- 0 1 2 3 4 5 The lighting in my home is good and well placed.
- 0 1 2 3 4 5 I have good systems in place to keep from building clutter and piles.
- 0 1 2 3 4 5 Caring for my plants and animals is easy.
- 0 1 2 3 4 5 My home allows me to do and be surrounded by the things I love and/or are important to me.
- 0 1 2 3 4 5 My car(s) are in good, safe condition, and excellent repair.
- 0 1 2 3 4 5 .....
- 0 1 2 3 4 5 .....
- 0 1 2 3 4 5 .....

## WORK

*WEIGHT: Low 0 to High 5*

- 0 1 2 3 4 5 My workspace is clean, orderly and tidy (95%+ of the time).
- 0 1 2 3 4 5 My work area does not cause strain to my body or physical wellness.
- 0 1 2 3 4 5 I have the proper equipment and machines I need to do my job well.
- 0 1 2 3 4 5 My workspace is well organized.
- 0 1 2 3 4 5 I don't have anything in my workspace that I don't or won't use (no junk)
- 0 1 2 3 4 5 The building I work in is in good condition.
- 0 1 2 3 4 5 The décor and layout of my workspace is conducive to me doing my best possible work.
- 0 1 2 3 4 5 I am working in the geographic area of my choice.
- 0 1 2 3 4 5 The lighting in my workspace is ample and well placed.
- 0 1 2 3 4 5 I have good systems in place to keep from building clutter and piles.
- 0 1 2 3 4 5 The noise level and music are conducive to me doing my best work.
- 0 1 2 3 4 5 .....
- 0 1 2 3 4 5 .....

## OTHER

*WEIGHT: Low 0 to High 5*

- 0 1 2 3 4 5 .....

**TOTAL LOAD** .....

# Health & Wellness

*WEIGHT: Low (0) to High (5)*

- 0 | 1 | 2 | 3 | 4 | 5 | I only eat things I feel are healthy and good for me (95%+ of the time).
- 0 | 1 | 2 | 3 | 4 | 5 | I am well informed about nutrition and proper supplements.
- 0 | 1 | 2 | 3 | 4 | 5 | I am up to date on all my preventative care (mammogram, prostate, dental, pap-test, cholesterol, hearing, stress test, etc. )
- 0 | 1 | 2 | 3 | 4 | 5 | I am at my ideal weight.
- 0 | 1 | 2 | 3 | 4 | 5 | I get the proper amount of physical exercise.
- 0 | 1 | 2 | 3 | 4 | 5 | I do not have an excessive amount of stress.
- 0 | 1 | 2 | 3 | 4 | 5 | I get enough quality sleep time.
- 0 | 1 | 2 | 3 | 4 | 5 | I take enough time off work to feel rested and revitalized.
- 0 | 1 | 2 | 3 | 4 | 5 | I am rarely tired.
- 0 | 1 | 2 | 3 | 4 | 5 | I do not use any substances in such a way that they are harmful to me (smoking, drugs, alcohol, caffeine, sugar, etc. )
- 0 | 1 | 2 | 3 | 4 | 5 | I do not work excessive hours each week.
- 0 | 1 | 2 | 3 | 4 | 5 | I laugh every day (not a chuckle or a guffaw – a REAL laugh!)
- 0 | 1 | 2 | 3 | 4 | 5 | I am not harboring any physical conditions that I feel are abnormal that have not been fully checked out by a proper medical specialist.
- 0 | 1 | 2 | 3 | 4 | 5 | I do not have chronic pain or any chronic condition which is not being treated in the best possible way.
- 0 | 1 | 2 | 3 | 4 | 5 | The time I take off from work is spent in ways that nourish and re-energize me.
- 0 | 1 | 2 | 3 | 4 | 5 | I am usually optimistic and in a good mood (95%+ of the time).
- 0 | 1 | 2 | 3 | 4 | 5 | I take extremely good care of myself with the extras (massages, bubble baths, pedicures, facials, meditation, fresh air, sunshine, etc.)
- 0 | 1 | 2 | 3 | 4 | 5 | I rarely get sick.
- 0 | 1 | 2 | 3 | 4 | 5 | I dress comfortably each day.
- 0 | 1 | 2 | 3 | 4 | 5 | I smile a lot.
- 0 | 1 | 2 | 3 | 4 | 5 | I always have something to look forward to.
- 0 | 1 | 2 | 3 | 4 | 5 | I have plenty of interests outside of my work.
- 0 | 1 | 2 | 3 | 4 | 5 | I don't wait to the last minute or let things build to a pressure point before I take care of them.
- 0 | 1 | 2 | 3 | 4 | 5 | I don't have any habits that interfere with my well being.
- 0 | 1 | 2 | 3 | 4 | 5 | I have received adequate psychological counseling in the area(s) I have needed it.
- 0 | 1 | 2 | 3 | 4 | 5 | .....
- 0 | 1 | 2 | 3 | 4 | 5 | .....
- 0 | 1 | 2 | 3 | 4 | 5 | .....
- 0 | 1 | 2 | 3 | 4 | 5 | .....

**TOTAL LOAD** .....

# Money & Finances

*WEIGHT: Low 0 to High 5*

- 0 1 2 3 4 5 I do not worry about money.
- 0 1 2 3 4 5 I use credit cards wisely.
- 0 1 2 3 4 5 I know what I owe (outstanding bills, mortgage, car loan, student loans, etc.)
- 0 1 2 3 4 5 I have an adequate financial reserve.
- 0 1 2 3 4 5 Money does not control me.
- 0 1 2 3 4 5 Money is usually only one of the factors I consider when making a decision versus being the only factor.
- 0 1 2 3 4 5 I have no money skeletons in the closet.
- 0 1 2 3 4 5 I make good buying decisions and don't buy things impulsively.
- 0 1 2 3 4 5 My beliefs and attitudes about money are my own and not someone else's ( parents or other early role models or influences ).
- 0 1 2 3 4 5 I have a good savings plan in place and stick to it no matter what.
- 0 1 2 3 4 5 I have a good retirement plan in place and know how much I need to be saving now to have the lifestyle and safety I want when I retire.
- 0 1 2 3 4 5 I pay my bills on time.
- 0 1 2 3 4 5 My taxes are all paid and up to date and I have good tax records.
- 0 1 2 3 4 5 I have access to and am using the proper financial advisors.
- 0 1 2 3 4 5 I don't feel embarrassed or shameful about money.
- 0 1 2 3 4 5 I live well within my means.
- 0 1 2 3 4 5 All of my legal money matters are in place and up to date ( wills, pending legal issues, child support, etc. )
- 0 1 2 3 4 5 I am on a career track that will bring me the financial life I want without compromising what is most important to me (i.e. family, friends etc.).
- 0 1 2 3 4 5 I have the proper training, certifications, degrees, etc. to keep me in the highest earning caliber of my career choice.
- 0 1 2 3 4 5 I do not obsess or worry about my investments.
- 0 1 2 3 4 5 I am well protected (insured) in all areas of my life (medical, dental, home, car, business).
- 0 1 2 3 4 5 I am well aware of what is coming in and what is going out in my personal finances ( and business if applicable ).
- 0 1 2 3 4 5 .....
- 0 1 2 3 4 5 .....
- 0 1 2 3 4 5 .....

**TOTAL LOAD** .....

# Relationships and Communication

*WEIGHT: Low 0 to High 5*

- 0 | 1 | 2 | 3 | 4 | 5 The people I choose to have in my life are genuinely supportive.
- 0 | 1 | 2 | 3 | 4 | 5 The people in my life who are challenging and are in my life by circumstance (versus choice) I have found a non-stressful way of dealing with them when I have to.
- 0 | 1 | 2 | 3 | 4 | 5 Most of the company I am in is positive and upbeat (95% + of the time).
- 0 | 1 | 2 | 3 | 4 | 5 I don't "need" other people to make me feel happy or fulfilled.
- 0 | 1 | 2 | 3 | 4 | 5 I have released relationships that are no longer working for me.
- 0 | 1 | 2 | 3 | 4 | 5 I have no one in my life that I have unfinished business with and avoid seeing or running into.
- 0 | 1 | 2 | 3 | 4 | 5 I have told all the people I love that I love them and how much they mean to me.
- 0 | 1 | 2 | 3 | 4 | 5 I only practice good gossip (versus damaging, bad, or potentially harmful gossip).
- 0 | 1 | 2 | 3 | 4 | 5 I am caught up in corresponding with others ( letters, phone calls, emails).
- 0 | 1 | 2 | 3 | 4 | 5 I feel as if I am part of a team in my work.
- 0 | 1 | 2 | 3 | 4 | 5 I am teaching others the correct way to treat me and am comfortable in the ways I educate them.
- 0 | 1 | 2 | 3 | 4 | 5 I am not judgmental or critical.
- 0 | 1 | 2 | 3 | 4 | 5 I am a change agent, not a complainer.
- 0 | 1 | 2 | 3 | 4 | 5 The people in my life love, admire, and respect me for who I am not just what I do or can do for them.
- 0 | 1 | 2 | 3 | 4 | 5 I am a person of my word. I do what I say I am going to do.
- 0 | 1 | 2 | 3 | 4 | 5 I do not let others control what I think, do and say.
- 0 | 1 | 2 | 3 | 4 | 5 I am an effective, open communicator.
- 0 | 1 | 2 | 3 | 4 | 5 I have honest critics and confidants in my personal and work life.
- 0 | 1 | 2 | 3 | 4 | 5 I take responsibility for what I say to others and how they may hear it.
- 0 | 1 | 2 | 3 | 4 | 5 I have at least one person that I love and loves me above all else.
- 0 | 1 | 2 | 3 | 4 | 5 I don't allow others to make me feel inadequate, less than, or non-deserving.
- 0 | 1 | 2 | 3 | 4 | 5 I have a community that is broad enough and varied enough.
- 0 | 1 | 2 | 3 | 4 | 5 I feel comfortable saying "no" to others.
- 0 | 1 | 2 | 3 | 4 | 5 I make good boundaries with others and feel comfortable making them.
- 0 | 1 | 2 | 3 | 4 | 5 I say the truth – no matter what.
- 0 | 1 | 2 | 3 | 4 | 5 I do not try to control what others think, do, and say.
- 0 | 1 | 2 | 3 | 4 | 5 People come first – before results.
- 0 | 1 | 2 | 3 | 4 | 5 I feel good about the amount of quality time I spend with the people that are important to me.
- 0 | 1 | 2 | 3 | 4 | 5 .....
- 0 | 1 | 2 | 3 | 4 | 5 .....

**TOTAL LOAD** .....

# Time and Space

*When we refer to space we mean bandwidth or your capacity to download and process what is coming at you in the moment.*

*WEIGHT: Low 0 to High 5*

- 0 | 1 | 2 | 3 | 4 | 5 I have plenty of time to get the things done I need to do.
- 0 | 1 | 2 | 3 | 4 | 5 I rarely feel rushed or like I am cramming.
- 0 | 1 | 2 | 3 | 4 | 5 I have plenty of time to do the things that nourish and replenish me.
- 0 | 1 | 2 | 3 | 4 | 5 I use my time well.
- 0 | 1 | 2 | 3 | 4 | 5 I do not spend an excessive amount of time organizing and preparing.
- 0 | 1 | 2 | 3 | 4 | 5 I have a good idea of how and where I spend my time.
- 0 | 1 | 2 | 3 | 4 | 5 I have a good method for keeping appointments and organizing my schedule.
- 0 | 1 | 2 | 3 | 4 | 5 I am a good delegator.
- 0 | 1 | 2 | 3 | 4 | 5 At least 90% of my time is spent doing things that are easy, engaging, I look forward to, fulfilling, rewarding, creative, positive, aligned with something that is important to me, et cetera.
- 0 | 1 | 2 | 3 | 4 | 5 The day seems to go by quickly each day.
- 0 | 1 | 2 | 3 | 4 | 5 I feel that my time is truly mine.
- 0 | 1 | 2 | 3 | 4 | 5 My beliefs about time serve me well. (i.e., There is always enough time to do the things I need to do. Time is my friend. I use my time wisely.
- 0 | 1 | 2 | 3 | 4 | 5 I have enough “white space”. (White spaces are blocks of time that can be used as you wish for whatever you feel like in the moment.)
- 0 | 1 | 2 | 3 | 4 | 5 I give myself ample time to complete things and routinely under-promise and over-deliver.
- 0 | 1 | 2 | 3 | 4 | 5 .....
- 0 | 1 | 2 | 3 | 4 | 5 .....

TOTAL LOAD .....

# Space

*WEIGHT: Low 0 to High 5*

- 0 | 1 | 2 | 3 | 4 | 5 I feel I respond to situations versus react to them.
- 0 | 1 | 2 | 3 | 4 | 5 I am aware of what and how I feel about things.
- 0 | 1 | 2 | 3 | 4 | 5 I think about what is possible and ahead for me in a way that is pleasant, positive, and hopeful.
- 0 | 1 | 2 | 3 | 4 | 5 I am spiritually connected.
- 0 | 1 | 2 | 3 | 4 | 5 I can hear and often listen to my gut instincts.
- 0 | 1 | 2 | 3 | 4 | 5 I notice things of beauty around me several times a day.
- 0 | 1 | 2 | 3 | 4 | 5 I am often touched by things I see and hear.
- 0 | 1 | 2 | 3 | 4 | 5 I am inspired into action frequently.
- 0 | 1 | 2 | 3 | 4 | 5 .....
- 0 | 1 | 2 | 3 | 4 | 5 .....

TOTAL LOAD .....

# Career & Business

*WEIGHT: Low 0 to High 5*

- 0 | 1 | 2 | 3 | 4 | 5 | I get a sense of fulfillment from the work I do.
- 0 | 1 | 2 | 3 | 4 | 5 | I am challenged by the work I do.
- 0 | 1 | 2 | 3 | 4 | 5 | The work I do is in alignment with the skills / talents I have.
- 0 | 1 | 2 | 3 | 4 | 5 | My work inspires me to want to grow professionally and personally.
- 0 | 1 | 2 | 3 | 4 | 5 | My work day goes by quickly.
- 0 | 1 | 2 | 3 | 4 | 5 | I look forward to going to work.
- 0 | 1 | 2 | 3 | 4 | 5 | I have the adequate skills and training to get me where I want to go within my career / professional path.
- 0 | 1 | 2 | 3 | 4 | 5 | I get an adequate feeling of contribution in the work I do and the environment I work in.
- 0 | 1 | 2 | 3 | 4 | 5 | I feel like my opinion counts.
- 0 | 1 | 2 | 3 | 4 | 5 | I feel like I have freedom and choice about how I perform my responsibilities.
- 0 | 1 | 2 | 3 | 4 | 5 | My work environment is supportive of me.
- 0 | 1 | 2 | 3 | 4 | 5 | I work only the hours I want to work.
- 0 | 1 | 2 | 3 | 4 | 5 | I leave my work at the office when I walk out the door.
- 0 | 1 | 2 | 3 | 4 | 5 | I feel competent and confident in the work I do.
- 0 | 1 | 2 | 3 | 4 | 5 | I surround myself with a support staff / work peers / management team that are talented, dependable, and reliable.
- 0 | 1 | 2 | 3 | 4 | 5 | I don't let workplace politics get in the way, upset me, or take me off course.
- 0 | 1 | 2 | 3 | 4 | 5 | I feel like the work I do and the things I contribute are valued and appreciated.
- 0 | 1 | 2 | 3 | 4 | 5 | I only work with clients / customers / patients that I truly enjoy and like.
- 0 | 1 | 2 | 3 | 4 | 5 | I am clear about my professional / career path.
- 0 | 1 | 2 | 3 | 4 | 5 | I am well suited for the work I do.
- 0 | 1 | 2 | 3 | 4 | 5 | I feel OK about taking time off and not working sometimes.
- 0 | 1 | 2 | 3 | 4 | 5 | I believe in and am passionate about the work I do.
- 0 | 1 | 2 | 3 | 4 | 5 | I enjoy the travel involved in my work. (To and from work, or for work)
- 0 | 1 | 2 | 3 | 4 | 5 | I feel safe and confident about expressing what is on my mind or what I am feeling with regards to work matters to co-workers, employees, bosses, etc.
- 0 | 1 | 2 | 3 | 4 | 5 | .....
- 0 | 1 | 2 | 3 | 4 | 5 | .....
- 0 | 1 | 2 | 3 | 4 | 5 | .....

TOTAL LOAD .....



## *Step Two: Assessing the Loads*

Record your Total Load scores for each category in the middle column of the chart below.

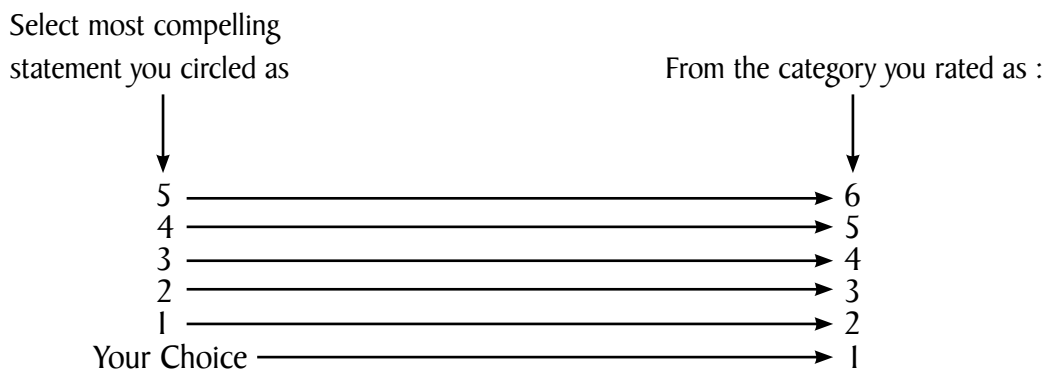
The **highest score is your Heaviest Load** and is most likely the area you are losing the most energy and vitality. Only you can be the judge of that though. The scores are just a guideline.

Take a minute to assess your loads, ranking them numerically from #1 (the heaviest) to #6 (the lightest).

Category	Total Load	Heaviest to Lightest
My Physical Environments		
Health & Wellness		
Money & Finances		
Relationships & Communication		
Time & Space		
Career & Business		

## Step Three: Selecting Your Focus Areas

It is important to eliminate or reduce the small things in addition to the large things so that you feel a sense of progress and accomplishment. A sense of progress can help restore a tremendous amount of vitality to you rather quickly. In order to get a nice flow going and a sense of progress and accomplishment we recommend that you use the following formula to begin choosing the things you would like to get started with, but it is entirely up to you. Some people are motivated by a big challenge, some like to start out slowly and some like to be somewhere in the middle. Use the following formula as a guideline. Decide for yourself how you want to set it up.



So for example if you selected Career and Business as your #6 Load ( the lightest load from all the categories ) and after looking at all the 5's in that category you identified "I work only the hours I want to work" as being the statement you would like to focus on above all the other 5's (in other words, the most compelling statement ), then this is where you start to focus for the first month.

Let us just say a word about what may be most compelling to you. This is different for everyone and is completely subjective. Just be certain it is what is most compelling to YOU and not someone else. In addition, instead of it being something you should do, let it be something that you can actually feel the energy come into your body when you think about what it would look and feel like if you were to have that statement be 100% true for you. Use your imagination and think of what would open up for you if it were to be completely true.

**YOUR CHOICES:**

From LOAD #6 (Lightest Load), record category title (e.g., Career & Business, or Time & Space, or ...):
I choose the following statement as my area to focus on for _____ of _____: MONTH YEAR

From LOAD #5, record category title (e.g., Career & Business, or Time & Space, or ...):
I choose the following statement as my area to focus on for _____ of _____: MONTH YEAR

From LOAD #4, record category title (e.g., Career & Business, or Time & Space, or ...):
I choose the following statement as my area to focus on for _____ of _____: MONTH YEAR

From LOAD #3, record category title (e.g., Career & Business, or Time & Space, or ...):
I choose the following statement as my area to focus on for _____ of _____: MONTH YEAR

From LOAD #2, record category title (e.g., Career & Business, or Time & Space, or ...):

I choose the following statement as my area to focus on for \_\_\_\_\_ of \_\_\_\_\_:  
MONTH YEAR

From LOAD #1 (Heaviest Load), record category title (e.g., Career & Business, or Time & Space, or ...):

I choose the following statement as my area to focus on for \_\_\_\_\_ of \_\_\_\_\_:  
MONTH YEAR

## Step Four: Lightening or Eliminating The Load

*It is recommended that you complete this exercise after or while you do the program.*

For each statement you selected use the following worksheet to get a better understanding of the situation and to lay out a thumbnail strategy around lightening the load. Not every part of the worksheet is going to be relevant for each statement.

Remember, less is more!

### Example:

<b>Statement I:</b> <i>I don't let workplace politics get in the way, upset me, or take me off course.</i>
<b>What are the facts?</b>  <i>I get involved in office politics quite often. I seem to be in the line of fire a lot and when this happens it interferes with everything! My goals, initiatives, my relationships - even my personal life!</i>  This is where you will state the truth of the situation. You have looked at the possibility of where you may be kidding yourself and are able to state the full truth here.
<b>What has kept me from improving this so far?</b>  <i>I get caught up in the negative rhetoric I hear especially when I am stressed out, aggravated, or come under fire.</i>  Identify all the obstacles that get in your way – available resources, lack of information, possible conflicts, competing priorities, etc. Look at how you think and feel about this. These are considered obstacles too. Also look at where you feel others may be keeping you from improving this situation or are perpetuating or fueling the situation.
<b>Why is this important to ME?</b>  <i>It causes me quite a bit of stress which is not good for my health and distracts me from the things that can make me feel good about my work and my accomplishments. It also robs me of my creativity and makes me hold back my ideas for fear of being caught in a political trap.</i>  Why have you chosen this to focus on? What is it getting in the way of or keeping you from what is important to you? What would it mean to you if the statement was 100% true.
<b>What has my belief been about this?</b>  <i>Workplace politics are just part of being in the workplace and there is really no way to escape them.</i>  What do you tell yourself in your head when you think of this challenge? Are there any self defeating statements that come to mind? Look deeply at what you truly believe to be true about this so far.

### What new belief would serve me better?

*Workplace politics are always going to be part of the workplace but I have a choice whether to participate or not.*

**Come up with something that inspires you and makes this feel “doable”. Something that says “this will happen!”.**

### Are there any boundaries that need to be put into place?

*I need to put a boundary in place with Linda and Ken about sharing negative rhetoric with me about the marketing department.*

**Boundaries are the behaviors we hold others to. They need to be extended far enough or made big enough to protect you completely from compromising your mission.**

### What standard(s) do I want to raise/lower/modify/create to keep me on track?

*I am a person who is concerned only with my own, personal best who continues striving to out perform my past performances.*

**Standards are the behaviors or the code of behavior we hold ourselves to in any given situation. They are a positive declaration of the person you choose to be within the situation you are creating a standard for.**

### Which of my core-essential values does this keep me from and how?

*Connection: I often do not connect with others I work with on a genuine level for fear that I will eventually be part of some sort of office politics drama.*

**Core-essential values are the things that put you at your very best self. The things that pull you forward, inspire, and fulfill you completely. They are the things that allow you to be your most authentic and best self.**

### Thumbnail Strategy

- 1. Turn up my receptors to gain more awareness of when others are coming at me with negative rhetoric.*
- 2. Find comfortable language I will need to stop people or redirect them when they are pulling me into workplace politics. Ask Jim to help me with this.*
- 3. Make boundary with Linda and Ken regarding badmouthing people in the marketing department.*

**Remember to keep this as simple as possible. Less is more! You can do a more detailed strategy for each part of your thumbnail strategy but this is the place where you get the big overview of how you intend to move through this.**

Statement from Load #6 (Lightest):

What are the facts?

What has kept me from improving this so far?

Why is this important to ME?

What has my belief been about this?

What new belief would serve me better?

Are there any boundaries that need to be put in place?

What standard(s) do I want to raise/lower/modify/create to keep me on track

Which of my core-essential values does this keep me from and how?

Thumbnail Strategy:



Statement from Load #5:

What are the facts?

What has kept me from improving this so far?

Why is this important to ME?

What has my belief been about this?

What new belief would serve me better?

Are there any boundaries that need to be put in place?

What standard(s) do I want to raise/lower/modify/create to keep me on track

Which of my core-essential values does this keep me from and how?

Thumbnail Strategy:

Statement from Load #4:

What are the facts?

What has kept me from improving this so far?

Why is this important to ME?

What has my belief been about this?

What new belief would serve me better?

Are there any boundaries that need to be put in place?

What standard(s) do I want to raise/lower/modify/create to keep me on track

Which of my core-essential values does this keep me from and how?

Thumbnail Strategy:

Statement from Load #3:

What are the facts?

What has kept me from improving this so far?

Why is this important to ME?

What has my belief been about this?

What new belief would serve me better?

Are there any boundaries that need to be put in place?

What standard(s) do I want to raise/lower/modify/create to keep me on track

Which of my core-essential values does this keep me from and how?

Thumbnail Strategy:

Statement from Load #2:

What are the facts?

What has kept me from improving this so far?

Why is this important to ME?

What has my belief been about this?

What new belief would serve me better?

Are there any boundaries that need to be put in place?

What standard(s) do I want to raise/lower/modify/create to keep me on track

Which of my core-essential values does this keep me from and how?

Thumbnail Strategy:



Statement from Load #1 (Heaviest):

What are the facts?

What has kept me from improving this so far?

Why is this important to ME?

What has my belief been about this?

What new belief would serve me better?

Are there any boundaries that need to be put in place?

What standard(s) do I want to raise/lower/modify/create to keep me on track

Which of my core-essential values does this keep me from and how?

Thumbnail Strategy:

## *Step Five: Keep On! Keep On!*

*The Personal Groundwork for Coaching Program*® is designed to be a continuing, personal, organic body of work. Its most powerful aspects are:

- 👉 Bringing awareness and attention to the areas that are taking your vital energy from you
- 👉 Seeing the underbelly, or the source of the situation
- 👉 Creating intentions based on your ideal vision

To do this most effectively you need to keep the three aspects we mentioned above in your awareness. This requires that you give this program daily, monthly, and biannual attention.

### Daily

At the beginning (preferably) of each day read over what you have written for each statement on the worksheets. That's it!

### Daily / Optional

If you feel more ambitious you can begin journaling every day on what has occurred for you that day around each statement or add it to the daily journaling you may already do.

Other things we suggest to help this along on a daily basis is to create an affirmation or a theme associated with each statement. So for example if you chose the statement "I am a good delegator" from the Time and Space category your affirmation could be "Delegation is the road to elation". Or, your theme could be "Do it, delegate it, or dump it!". Affirmations hold part of the ideal vision in them and pull you forward. Themes call you to action. These affirmations and themes should be hung up or posted where you will see them frequently throughout the day.

We may also suggest sharing what you are focusing on with someone who you feel to be supportive, trustworthy, and an honest critic. A small daily dialog with them or even a quick email on your progress each day can make quite a difference.

Partnering with someone else who is participating in *The Personal Groundwork for Coaching Program*® and checking in with one another each day or every other day is another great way to stay with this program.

### Monthly

Repeat Steps Three and Four each month. By continuing to choose new areas of focus each month you continue to recoup more and more energy. It is not necessary to have each statement 100% true from the previous month before you can begin focusing on more areas. They will be “a work in progress”.

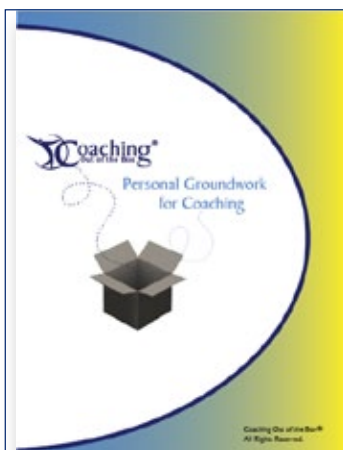
At any time you feel like you have too much “work in progress” or are feeling overwhelmed take a break. Take a month off from selecting new things to focus on and stay focused on what you already have.

Remember, there is no finish line. This is an organic process that will take on a life of its own if you keep it in your awareness each day and each month.

To greatly enhance this work and work at a much faster pace you may want to consider hiring a personal coach. Coaches are specifically trained to assist you in just this sort of work. Most coaches work by telephone and hold weekly meetings with their clients on the phone.

### Biannually

We highly suggest you re-do *The Personal Groundwork for Coaching Program*® Assessment every six months without comparing the weights and loads from your previous assessment until after you have re-done the assessment. What weighs on us shifts and changes, and this is especially true when we are in the process of reclaiming our vitality and changing the filters through which we see life.



To move forward with your action plan, the *Personal Groundwork for Coaching*® Workbook will provide you with tools to break through the areas that weigh you down. Order a copy today at [www.CoachingOutOftheBox.com](http://www.CoachingOutOftheBox.com)



For a complete line of coaching tools and programs visit [www.CoachingOutOftheBox.com](http://www.CoachingOutOftheBox.com)