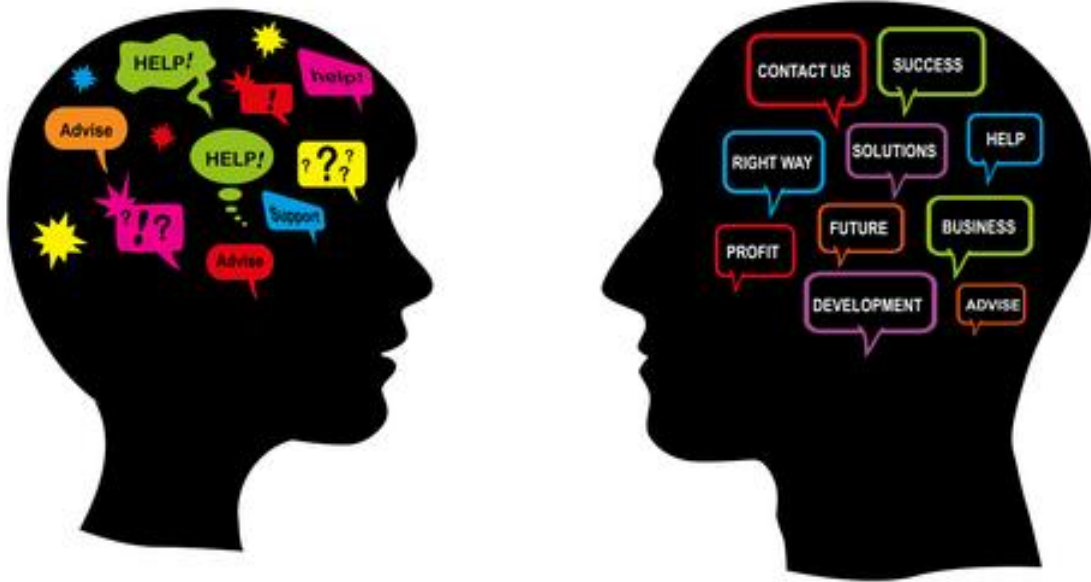


## 25 FREE Coaching Tools and Techniques



[WWW.EMPLOYMENTKING.CO.UK](http://WWW.EMPLOYMENTKING.CO.UK)

25 FREE COACHING TOOLS  
AND TECHNIQUES

Written By | Chris Delaney [www.christopher-delaney.com](http://www.christopher-delaney.com)

# Introduction

Dear Coach,

We are giving away 25 FREE coaching tools and techniques. Why? Because we are all in the 'supporting' business and we all like to help each other. As a life coach, I know how hard it is setting up your own business. You need to know what tools will support which client, as well as learning how to set up your business, how to market yourself online (the key to a successful coaching business) and how to be an expert coach, which is why we created The Coaching Business in a Box Package: <http://www.employmentking.co.uk/coaching/how-to-set-up-a-life-coaching-business/>

Today you have accessed 25 coaching tools and techniques which have been taken from the 101 Coaching Techniques E-book, from The Coaching Business in a Box. I have added some of the famous techniques such as The Wheel of Life, GROW and several NLP techniques. I have also added techniques that I find get the quickest results for my clients.

With each techniques and tool I have recorded what you need to explain to the client and a breakdown of the technique.

I hope you find these 25 tools and techniques useful, if you want to download the whole 101 techniques, so you have the whole range of life coaching techniques available, click this link now. <http://www.employmentking.co.uk/coaching/how-to-set-up-a-life-coaching-business/>

Chris Delaney

## Employment King

- [Coaching Business in a Box](#)
- [Career and Life Coaching](#)
- [Training for Professionals](#)

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# The Wheel of Life

## Explain to the Client

The wheel of life exercise is the most famous coaching tool used today and will help your clients look at all areas of their life and consider them each in turn, allowing them to see what is off balance? This exercise will also help you identify your goals, if you have not already done so.

This powerful tool will give you a visual representation of the way your life is now and ideally what it will be like in the future.

## Client Exercise

Ask the client to draw a circle (as seen below) and to add several spokes to the wheel that represents all the important elements of their life (this techniques can be used on just one aspect of their life IE Career, Relationships, Health, etc) these can be both positive and negative.

Tell your client:

1. On each spoke of the wheel, label it with an area of your life; **career, family, relationships, etc**
2. You can record anything on your spokes, we have added an example, but it is for you to record what you feel is important in your life. Often people record what they consider are their roles; **mother/father, team member, friend, leader or areas they would like to improve; education, job prospects, relationships**
3. If needed add extra spokes to the wheel, many people have between 6-12 spokes
4. Draw a line on each spoke and label this between 1 and 10 – this will be your scale
5. Take each spoke in turn and take a few seconds to think about this area of your life and on a scale between 1 and 10, with 1 being the lowest (worst) and 10 being the highest (best) **“how happy are you with this area of your life?” “what number would you scale this area of your life between 1 and 10?”**

6. Add your score to the spoke and ask yourself the questions below for each individual spoke; many people find it useful to record their answers on the wheel
7. "Have you ever been higher than the number you have recorded?"
8. "What was different when you were higher up the scale?"
9. "What was actually happening when you were higher up the scale?"
10. "Have you ever been lower than the number you have recorded?"
11. "What did you do to move up the scale?"
12. "What have you learnt from previously being lower on the scale?"
13. "What number on the scale do you want to be?"
14. "What actions can you take to start moving up the scale?"
15. "If you moved up the scale, what will be happening to tell you that you have arrived at that number?"
16. "What would need to happen for you to move up one point on the scale by this time next week?"
17. "What might affect you moving up the scale?"
18. "What can you do to overcome this obstacle – how can you prepare?"

After you have discussed the results with your client ask them what their future goals are.

**Record your goals now:**

**My Goals:**

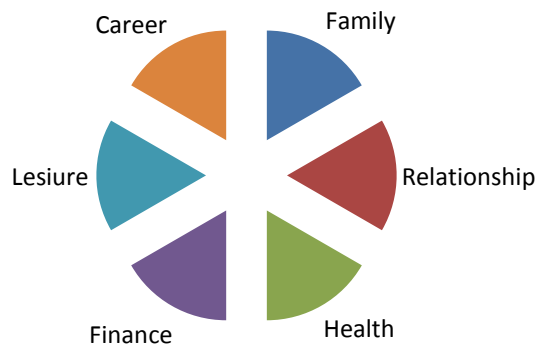
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## Wheel of Life



## Example



# GROW

## **GROW – Goal, Reality, Options and Will**

The GROW model is a set of coaching questions to help your client achieve their goals, by asking a set of questions to move their thinking into a positive direction. This is one of the most famous goal setting techniques.

## Explain to the Client

First, you need to agree a Goal and Outcome. What is your goal? Make the goal specific, measurable and realistic. You have to believe in your goal, also be consistent don't have a goal that conflicts with another goal or you will lose motivation in an instant.

## Client Exercise

### **Goal Questions:**

The Goal – what do you want to achieve? Keep this as simple as possible! The goal questions will support you to understand the goal and when it will be achieved.

- **What is the aim of this discussion?**
- **What is the long term goal?**
- **What is the short term goal?**
- **Who is it for? Who are your end customers?**
- **What do they really want? What is the benefit for your customers and you? What would make your customers/managers happy?**
- **What do you need to deliver so your customer/line managers get what they want?**
- **How long might it take to deliver? Is this feasible?**
- **What would you consider as a milestone?**
- **If everything went as well as possible, what would be the best possible outcome?**
- **What does success look like to you?**
- **How will you know that you have achieved your goal?**
- **What is your budget? Is this feasible?**
- **What will you look for when you deliver it? What would make the team unhappy? What would motivate them?**
- **How will you measure your goal?**

- How can your passed experience help you achieve this goal?
- What can you personally do to achieve your goal?
- How much control does each of the team members have over the goal?

#### Reality Questions:

To achieve your goal you need to understand the Reality of your current situation, skills, time constraints, attitudes, process and how far or near you are to achieving your goal.

- What is happening now? – Who, what, where, how and when?
- What is the effect or result of that?
- How busy are you?
- When things aren't going well, who else can be brought in?
- What is the current situation like?
- Who is involved? What are they like? What can they add?
- What's working and not working?
- Do you have enough time to achieve your goal?
- What is missing?
- What is holding you back?
- What can get you started?
- What keeps you awake at night?
- How easy is it to get things done?
- How often have you tried?
- Who is involved?
- What is your part in the team?
- What has already been started?

#### Option Questions:

First look at the overall big picture and then break this down into smaller details. Remember that your different experiences and knowledge, this experience and knowledge will open new possibilities and options.

- What are the two main options?
- What else could you do?
- What other options do you have?  
What if all constraints were removed?
- What are the benefits and negatives of each option?
- What factors will you use to weigh up the options?
- If you had more time, what would you do?
- If money was not an issue, what resources would you have?



- If you had complete power what would you try?
- How could you go about doing this?
- How else could you go about doing it?
- What could go wrong with that approach?
- What would work well?
- How long would it take to achieve each option?
- What resource and expenditure would be needed?
- What are the risks in each option?
- What criteria will you use to select the main option?
- What should you do first, next, last?
- What are the cost and benefits of each of these ideas?
- If you had more confidence, what would you try?
- What could you sue as a back up plan?

#### **Will Questions:**

Once you understand and believe in the goal and can see that this goal is achievable and realistic, you will be ready to start moving towards that goal. The Will questions are designed to get you thinking about starting your task.

- So what will you do now?
- What options will you choice?
- To what extent does this meet all of your objectives?
- What will you start first?
- When will start (each step)?
- What could stop you moving forward?
- And how will you overcome it?
- Will this address your goal?
- How likely is this option to succeed?
- What else will you do?
- When will you know you are ready for this? How does it light your fire?
- What will light your fire?
- Is there anything stopping you from committing whole-heartedly to this?
- Who else needs to buy in to it?
- Who needs to know about the goal or action plan?
- What needs to happen to make people enthusiastic?
- What rewards for completion would help?
- What additional help do you need?
- What could I do to support you?
- What can get you real excited about starting this project?

- **Is there anything thing else you need to before we start?**

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# Understandings Emotions

## Explain to the Client

People represent emotions differently, if you think about a time you felt good compared to a time when you felt and you think about your emotions you will notice that the feel different. Some people say the anger is hot, while happiness feels light, how do your different emotions feel to you?

## Client Exercise

Draw two human bodies on two pieces of paper. On top of one right a positive emotion and on the second piece of paper write a negative emotion. For each emotion (do one emotion at a time) I want you to remember a time when you felt it.

- **Where is this emotion in your body? Draw it on the body**
- **What does it look like**
- **What colour is the emotion**
- **What direction does the emotion travel in your body? Draw the direction on the paper**
- **Is it fast or slow?**
- **What temperature is the emotion**

As you can see your emotions are very different, but most people don't really think about it like this. With the different emotions change the speed and temperature and any other of the \*sub modalities you recorded and see how you feel.

You will notice that sometimes the emotion is stronger or weaker, which means you now have the power to control how you want to feel.

\*sub modalities – the sound, image, temperature, speed, focus, distance of the image. IE if you move a close picture in your mind away you will feel different.

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# Animals

## Explain to the Client

I'm going to ask you weird question, but just go with it and rather than consciously think about the question and answer, let your unconscious mind think it and just answer with the first answer that pops into your head.

## Client Exercise



**Question:** what animal best represents you and your life?

---

Why did you choose this particular animal?

---

How does this animal represent you?

---

What strengths does this animal have?

---

If this animal had a motto or mission what would it be?

---

How can you improve this animals weaknesses what would it have to do or learn?

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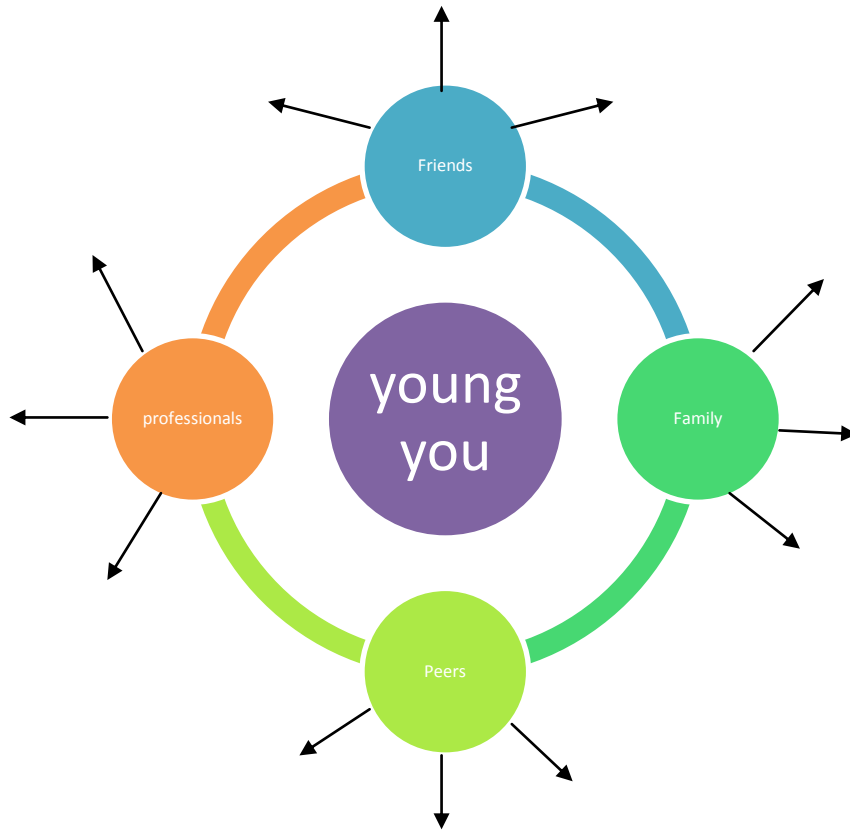
# What Do You Like About Me?

## Explain to the Client

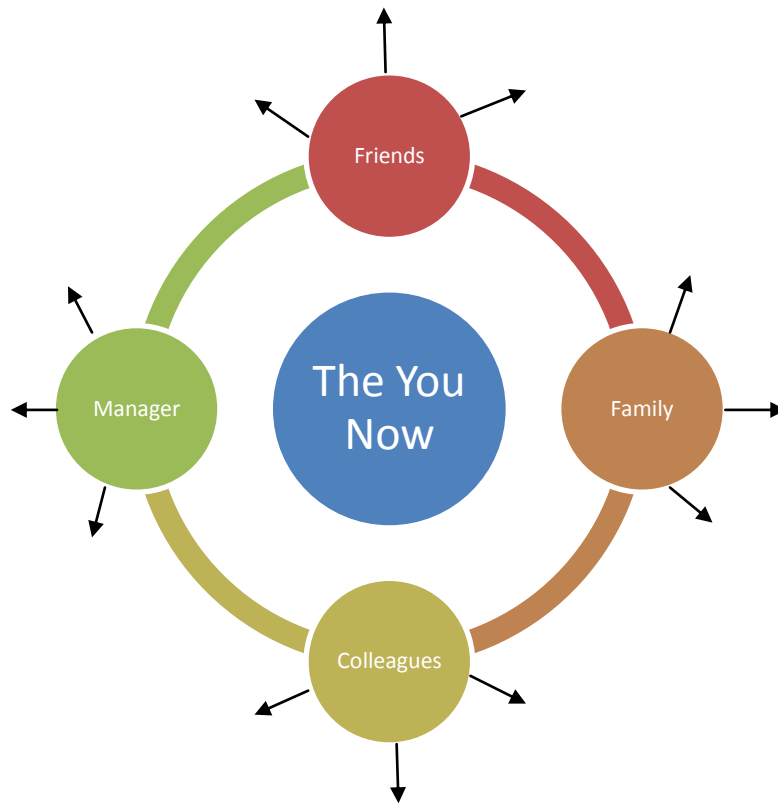
We all have strengths, skills, qualities and personality preferences; the secret is to understand what you are good at? In many cases people feel they have a weakness that others will say are their strengths.

## Client Exercise

As we grow older we often forget the person we use to be, the young you. We are often different people as a youngster or teenager with different skills, experience and outlook on life. When you were young what were you good at? What were your strengths? What would other people, your friends and peers say that they liked about you? What would people say you were good at, your strengths and qualities? What did you like about yourself? Record them all here:



Keep adding to the above mind map; add as many “fields” as needed. Next let’s take a look at your life now; concentrating only on your positives and strengths, we will look at your areas of development later on. What have you learnt since being a teenager, what new skills, qualities and experiences have you gained and learnt. How has your life changed for the better, what part of your life have you improved? What do others like and say about you? What do others say your strengths and likable features are? Add them all on the mind map below, keep adding new “fields” and likeable skills too you can’t think of anymore:



**What is the common theme of strengths from your childhood and the you now?**

---

**What skills and strengths have you possessed throughout your life?**

---

**What new skills and likable features have you gained? What do people like about you that is different from when you were young?**

---

End by saying to clients; Some of our skills stay with us throughout of lives, while others are new skills we learn from our experiences, this can be on the conscious or unconscious level. We continue to learn throughout your life, the more you experience the more you will grow as every experience offers us a new insight and learning experience.



Being aware of positive changes will show you how you're developing and learning – how you are moving forward, you can appreciate your skills and qualities enjoying a fuller life.

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# Daily Diary

A quick and simple way for clients to see themselves moving forward is to keep a daily diary. A daily diary will do much more than allow you to see yourself moving forward you can release your hidden feelings helping you to distress. A diary will also help you spot routines and patterns for both positive and negative feelings.

## Explain to the Client

A diary will help you see what you are achieving, for many we are so busy that we don't actually see what we have achieved in the day. People with a large amount of self belief appreciate what they have and notice what they have achieved each day, this is often small achievements and I would add the small happy achievements add up.

## Client Exercise

You need to commit to keeping a diary; the diary is for your eyes only, add to the diary everyday and keep it locked safely away. At least once a month re-read all the daily entries in the previous month and notice how much you have moved forward, also become aware of any patterns you have developed.

---

## Daily Diary

---

**Date:**

**Overview of the Day:**

**Breakdown of the Day:****What did I enjoy most about my day?****What would I like to do less off in my day?****What did I learn today?****If I could what would I to do differently?****How to complete your diary****Date:****Overview of the Day:**

In the overview section, you need to be aware of what is currently going on in your mind. Record all your thoughts and feelings; *today I met an old friend in a coffee shop, I thought it was great to get out of the house and to forget about my problems. I am looking forward to meeting my friend again.*

This section will record your highs and lows, the triggers and your emotions. Record any of your thoughts, as you start to write open up your mind and let your unconscious mind take over, record all of these thoughts and feelings.

Record the positives, the steps forward and any negatives and steps back. Why did you

have a good/bad day? Who did you meet that change your state? Where were you? What were you saying to yourself?

### Breakdown of the Day:

#### What did I enjoy most about my day?

Even if you are currently unhappy with your life, there will be a time in your day that you enjoyed more than the rest of the day, what part of the day did you most enjoy? In many cases you will be having a great day, what part of this day was the best?

Why was this part of your day good? What were you doing? What made it fun and exciting? Who were you with? What would you like to do more off?

#### What would I like to do less of in my day?

Think about what you didn't enjoy about this day, don't think about it too much, imagine you could see your day as a TV show, watching yourself on the television. Which part of your day did you not enjoy? Why did you not enjoy this?

#### What did I learn today?

We all learn every day; this is one of the things that drive humans forward – our quest for knowledge. Think about the things you enjoyed and the things you didn't enjoy in your day and ask yourself for each individual item “what have I learnt from this?”

If a negative point in the day, was when you stopped doing something due your own “negative” self talk, ask your unconscious mind ( this is where the negative self talk comes from) “what was the positive intention?” or “what is it that you want to achieve for me by criticising me in this way?”

Record anything you have learnt about yourself; how you act in different situations, what you enjoy doing, how you handle problems, how others effect you, what makes you laugh. Write down anything you were not originally aware off.

#### If I could what would I to do differently?

At times, we act spontaneously in many cases this can be a positive thing, at other times you may regret the way you spontaneously acted. We have all heard people say “in hindsight I should have...” and we often talk ourselves out of doing something new and then later

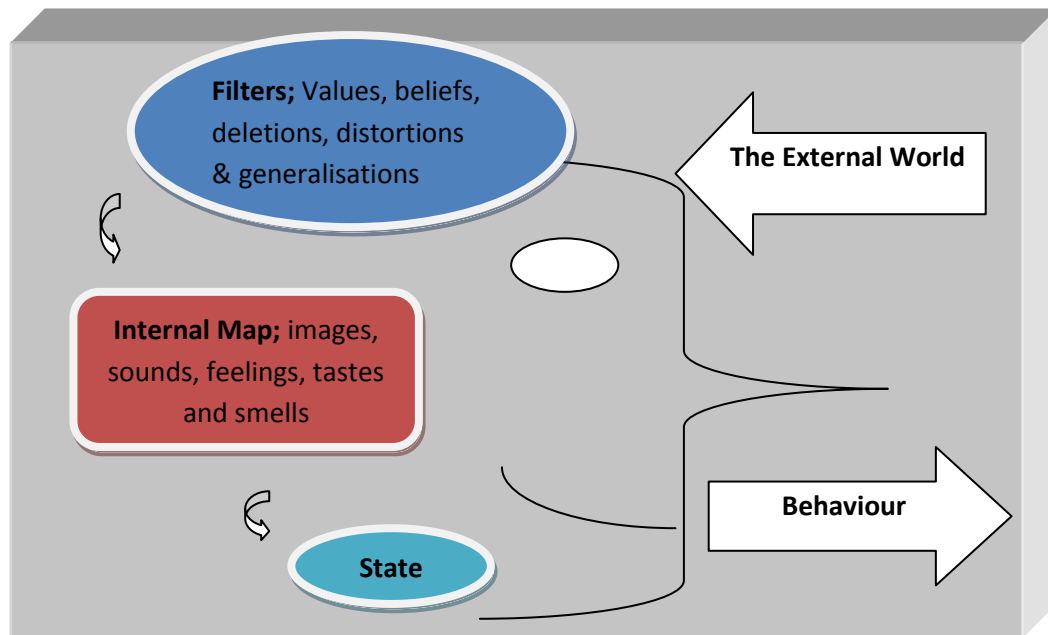
regret it.

We can learn from past, look to the future and live in the present. You can't change the past and you don't want to because you have already learnt from that experience. What you can ask yourself is, "if you were in a similar situation again, what would you do different now you have learnt from this past experience?"

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# How We View The World



## Explain to the Client

We experience the world through our 5 senses; sight, hearing, touch, smell and taste. Due to the amount of information we receive our mind will delete, distort and generalise information both on a conscious and unconscious level.

With the information that is left we filter this with our past experiences, our values and beliefs. We all end up with our own version of the world, we do not see the world as it really is, this in turn affects our behaviour. **One person after eating some fast food will see this as a nice one of treat, which will end in a positive state. While a second person after eating the same fast food, will feel awful as they think about the extra weight they have just put on (remember the Pain and Pleasure exercise?).**

### The External World

We constantly, see, feel, hear, smell and taste our external world and are only consciously aware of a few of these, which is good or we would easily be overwhelmed.

### Deletion

We delete large amounts of our experiences, deletion is essential as we need to be selective about using our attention. Imagine crossing a busy road on the high street, you need to be

aware of your current situation (crossing the road safely) not concentrating on the thousands images, smells, feelings, taste and sounds around you.

### Distortion

We use distortions to bring meaning to our world; distortion adds weight to our beliefs and values, and is the basis for our creativity as well as our paranoia. An example of distortion is when you think you recognise someone on the street, as you take a second look it is not the person you thought it was. A second example is when your boss didn't say hello to you in the morning, you take this as your boss not being happy with you, where as the reason maybe a recent break-up your boss has gone through which has made him upset and quite on that particular day. We try to make sense of what we see and hear and can end up with the wrong meaning; *a gesture can have several meanings.*

### Generalisation

We generalise from our past experiences, creating our own rules and beliefs – you may say “I will never gain a promotion” just because you was not offered a promotion from your past two past job interviews. You may use generalisations to keep you safe by creating a phobia of dogs after a dog recently attacked you – does that mean all dogs will attack you?

### Your Filters

Deletions, distortions and generalisations (DDG) can be both negative and positive; by being aware of how our filters work we gain a better insight to our own map of the world. The DDG filters feed our decision making process, when your thinking about starting a new task you will visualise yourself doing the task with either PAIN or PLEASURE, because of your personal filters

## Client Exercise

**Record 2 examples of positive and negative filters that has shaped your life:**

Deletion – Negative	Deletion – Positive
<b>Example;</b> forgetting to pay bill's	<b>Examples;</b> deleting the sound of traffic when going to sleep

<b>Distortion – Negative</b>	<b>Distortion – Positive</b>
<b>Example;</b> believing that someone is out to get you (with no real evidence)	<b>Example;</b> taking someone’s criticism as them offering you advice
<b>Generalisation – Negative</b>	<b>Generalisation – Positive</b>
<b>Example;</b> telling yourself limiting beliefs such as “I will never fall in love”	<b>Example;</b> telling yourself “I can do anything I put my mind too”

### Internal Map

As we think about the world around us we use feelings, pictures, sounds, smells and taste. This happens when I say “don’t think of a pink elephant” in order to make sense of what I have told you to do, you first have to represent what you heard with a picture.

If I ask you to think about a past holiday, your experiences which have been distorted and parts deleted and generalised will be represented by an image or movie in your mind, you may also recall sounds, smells, taste and feelings.

### Your State

What you represent in your mind can alter your current state, if the holiday brought back negative images and feelings you may feel bad, angry or sad and this will change your behaviour. Other people who were asked the same question may remember positive holiday times which in turn may give them a positive state changing their behaviour.

Our states change hundreds of times throughout the day, have you ever snapped at someone when you know you shouldn’t have? Or for some reason you just felt on top of the



world, wanting to help others and you don't know why? This is because your state has affected your behaviour.

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# Changing Your Beliefs

## Explain to the Client

Making changes is a natural life progression, helping you stay fresh and motivated, when you want to make a change you first need to ask yourself **“why do you want to make a change?”**

Many coaching clients will tell me that **“they made the wrong decision...if only they could turn back time..”** it is often frowned upon when we make mistakes but we all learn from making mistakes, making mistakes is a good thing, Albert Einstein once said **“Anyone who has never made a mistakes has never tried anything new”** The secret is to learn from your past, look towards your future and live your life in the present.

Whatever mistake (**learning opportunity**) you feel you have made, you need to look back and remember you had to make a choice, you made your choice with the circumstances, knowledge and experiences you had at that particular time (represented with a pain or pleasure visualisation). You made this choice and learnt from it, this new experience gave you a new learning opportunity and with this new experience and knowledge, given the same choices again you would make a new more informed decision, wouldn't you?

## Client Exercise

Let's take this opportunity to look at your life as it is now. We all like parts of our lives and we all have things that we would like to change, sometimes you are not even aware of what you like and don't like about yourself until you start to look inside.

### What You Want and Already Have

Look at your life, what do you really like about it, there are always parts of your life you like – what are yours? For some this could be winning a race, gaining a new promotion, being in love or having a large number of friends. Think about your life and record all the things you like about your life – the things you want and already have:

#### The Things you Want and already Have

**What I Have and Don't Want**

Doesn't it feel good when you start to recognise all the things you like about yourself and your life? You also need to look at the thing you have and don't want, some people often spend a large amount of time on this question. You can include anything on this list, in the past clients have said; A horrid boss, too much weight, taking over an hour to get to work or an unsupportive family. What do you have that you don't want? Add everything to your list:

**What I Have and Don't Want****Goals – Don't Have and Want**

You have already started to look at this section when you looked at your goals; throughout this programme you will evolve seeing yourself moving forward gaining new goals and feeling yourself achieving your desired outcomes. Think about your life and record all you desire, your goals, your wishes. Record everything you don't have in your life that you want:

**Goals - Don't Have and Want****Don't Have and Don't Want**

Finally you can look at the things you don't have and don't want, for many of us we never look at this list, so let's take some time to realise the things you don't have and don't want. Include anything you don't have or want onto this list, you could include a serious illness, being homeless, bad health or serious debt:

**Don't Have and Don't Want**

It feels good to write our wants and don't wants to paper, allowing you to look at your life in detail, it is often good to put your columns next to each other and to re-read what you have recorded.

Want and Have	Have and Don't Want	Don't Have and Want	Don't Have and Don't Want

By writing these lists, you have now become more aware of your Likes, Dislikes and Wants; ask yourself; which list did you find easiest to write? Which list did you relate to the most? Which list made you most excited?

Ask yourself, if you could change or delete some of the **Have and Don't Want**, would you still want to make the same changes to your life?

Look at your **Have and Don't Want** List, re-word each "away from" statement, example "**I don't want constant interruptions when I'm working**" to a "towards" statement, example **I want to work in a company that allows you to work without interruption**"

You can now move all your new statements from the "**Have and Don't Want**" heading to the "**Goals - Don't Have and Want**"

Have and Don't Want	Goals - Don't Have and Want

You have successfully created a new list of goals “don’t have and want” as well as realising that in many ways there are things that you could have that you wouldn’t want (don’t have and don’t want)

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# What Are Your Limiting Beliefs?

## Explain to the Client

In order to move forward you need to understand your own beliefs and which beliefs are limiting. When you believe your life will be hard, your mind will concentrate on this belief and will search for evidence to back up this belief. This happens all the time, have you ever been searching for your car keys saying to yourself “**I can’t find my car keys**” you look everywhere without being able to locate the car keys, this leads you to becoming angry and frustrated. Your partner comes in and tells you that there on the table in front of you – the place you checked three times! By telling yourself you can’t find the keys, stops you from finding them.

Another example is when you meet someone you fancy for the first time, as you tell yourself that you are attracted to this person, you look for the things you like about them; a nice smile, funny and interesting. With some relationships, after a couple of dates you change your belief from “I really fancy this person” to “I don’t think this relationship will work out” after changing your belief you start to look for new evidence to back up this new belief; hairy ears, always late and uses bad aftershave/perfume.

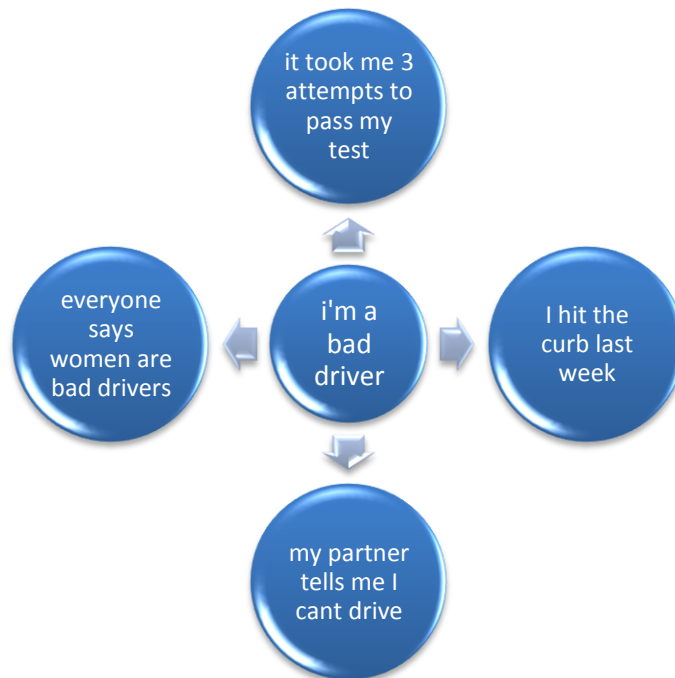
As you will agree, the same happens with our own limiting beliefs we tell ourselves something negative about ourselves and then look for evidence to back this up.

## Client Exercise

First write a list of all your limiting beliefs; your beliefs that stop you from moving forward:

**Example: “I’m a bad driver”**

Pick one of your limiting beliefs – why do you believe this statement? Because in your mind you have backed this belief up with evidence, if you challenge the evidence you will break your belief.



To change your beliefs, question and challenge the evidence that backs up your limiting belief, look for the generalisations, check to see what is missing – essentially create doubt in your belief.

#### **I hit the curb last week –**

- How many times have you drove and not hit a curb?
- Were there any other influences that caused you to hit the curb?

#### **My partner tells me I can't drive –**

- Does your partner know what makes a good driver? – does your partner drive?
- What else does your partner tell you that are incorrect?
- Does your partner sometimes tell you, you are a good driver?

As you can see once you start questioning your limiting beliefs you will start to create doubt which will lead to you changing your beliefs.

Write down each your limiting beliefs one by one and the evidence you use to back up this belief:



**Evidence 1:**

Record 3 questions that you can ask yourself to challenge this belief

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

**Evidence 2:**

Record 3 questions that you can ask yourself to challenge this belief

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

**Evidence 3:**

Record 3 questions that you can ask yourself to challenge this belief

1. \_\_\_\_\_  
\_\_\_\_\_



- 2. \_\_\_\_\_  
\_\_\_\_\_
- 3. \_\_\_\_\_  
\_\_\_\_\_

**Evidence 4:**

Record 3 questions that you can ask yourself to challenge this belief

- 1. \_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_
- 3. \_\_\_\_\_  
\_\_\_\_\_

Our mind never sets out wanting you to have a hard life, we can presume that there is a positive intent for every thought and belief you have. Limiting beliefs are often formed by your unconscious mind to protect you in some way; your limiting belief may have been adapted through past experiences, repetitive negative comments (from yourself and others) or your environment. Your mind rather than having you repeat this past distressful experience will allow you to believe it’s not worth putting yourself through it again.

As an example, you may have gone for 2-3 job promotions, been rejected, which left you feeling bad/embarrassed about the whole experience. Rather than go through this negative experience you will start to believe **“I will never get a promotion”** and stop yourself from applying for a new position, keeping you safe (short term pleasure) by not feeling rejected.

You need to ask yourself what is my limiting belief stopping me from doing? Is my limiting belief doing more harm than good? If I had a new belief or could change a limiting belief would this help me move forward? Would I be happier? Would I feel I have more choices?

**Take your limiting beliefs and update them, giving yourself a new opportunity.**

Limiting Belief	Updated Belief
Example:	
I always make mistakes	<b>I always learn from anything that does not go to plan</b>
Life is hard	<b>Life is full of challenges that help me to move forward and grow</b>
My relationships never work out	<b>I will have a good relationship once I meet the right person for me</b>

**Add your limiting and updated beliefs below:** how you would like to be!

Limiting Belief	Updated Belief

Now you have a list of new beliefs, but beliefs only work when we truly believe them, as an example before 1945 people believed that **you could not run a mile in under 4 minutes**, this was a belief that everyone shared which meant it was an easy belief to back up with evidence (other people and athletes telling you – your evidence does not need to be true for you to use it to back up your belief) people tried and failed

In 1945 Roger Banister ran a mile in under 4 minutes instantly breaking that belief, the following year 37 other runners ran a mile in under 4 minutes – that's the power of beliefs

Record your new positive belief and look for evidence to back up your belief and I would add once you find evidence to back up your new belief you will truly believe this belief which will result in the belief becoming reality



Your beliefs are powerful, as you already know you will search for evidence to back up your beliefs; be certain that your new beliefs have a positive purpose, re-read your new beliefs and say them out loud. Imagine yourself living your new beliefs feeling more positive about moving forward.

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# Building Confidence

## Explain to Clients

People can learn to access confidence whenever they want need to, to be honest people do this all the time without realising it. You know, you might be talking about a future holiday with your loved ones, when you remember last year's holiday and remember getting up on stage at the karaoke night, so were so confident singing and dancing and the audience loved it, they were all up cheering and clapping.

By remembering past experiences will allow you to re-access the same emotions.

## Client Exercise

1. **Think of a time that you felt really confident**, we all feel confident at one time or another, you may be confident at work, you may confident with your friends or maybe your confident at a daily task like brushing your teeth. What are you confident at? imagine you were confident right now, how does confidence feel to you?
2. As you **remember feeling confident**, you will start to feel confident. Think about this confident feeling, where in your body does this feeling of confidence start from? In your stomach, in your feet, in your head? think about your feeling of confidence – where does the feeling start in your body?
3. **Imagine you could see your confident feeling**, what colour is your feeling of confidence? make this feeling brighter and stronger
4. **Does your confident feeling, feel hot or cold?** double the temperature of your confident feeling
5. **In what direction does your feeling spin in?** When you feel confident the feeling will spin in one direction or another, what direction does your spinning confident feeling spin in? spin it faster and faster

**6. How much more confident do you feel now?**

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# Commitment Cards

## Explain to Clients

People are more committed to others than to themselves, as it is easier to let ourselves down than it is to let others down.

## Client Exercise

1. Get your client to write out their goal on 5 pieces of card "I will give up smoking by xx/xx/xxxx" it is important to write down the date.
2. Ask your client to think of 5 people they trust and respect, people they don't want to disappoint
3. Tell your client to give the commitment cards, one to each of these 5 people. Your client has to tell these 5 people their goal, and that they want them to ask your client how they are getting on.
4. On the goal date, each of the 5 people need to contact your client to see how they have gotten on

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# Image Board

## Explain to the Client

Most people are motivated by visual stimulus; today we will use visual images to motivate you.

## Client Exercise

Think about your life (or part of your life that is relevant to your goal) – what is important to you in your – life, career, relationship, etc? And record them below:

<p><b>Example;</b></p> <ul style="list-style-type: none"> <li>• <b>Money</b></li> <li>• <b>Love</b></li> <li>• <b>Stability</b></li> <li>• <b>Friendship</b></li> </ul>	
---	--

Next put these in order of importance, one way to do this is to pick two of your list items and imagine you could put them in your hands (it helps to picture your list items as shapes), one in your left hand and the other in your right hand, next hold out your hands and give each of the shapes a weight. **Which item feels more important to you?**

Do this with all your list items until you have a list of criteria in order of importance.

<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> </ol>	
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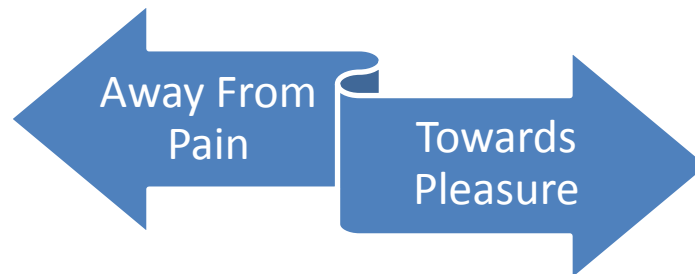
It is good to see which items you find more important than others, isn't it? For this exercise we just need to look at your first item, the most important one, and then answer this question:

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[www.christopher-delaney.com](http://www.christopher-delaney.com)

- Why is this *criteria* important to you?
- Answer: \_\_\_\_\_
- Why is *answer* important to you?
- Answer: \_\_\_\_\_
- Why is *second answer* important to you?
- Answer: \_\_\_\_\_

We are each motivated by either **towards** or **away from** motivation; **pleasure** or **pain, the carrot or the stick!** We either look towards pleasure or get away from pain. Someone who has decide to go on a diet was motivated by “**wanting to be thin and healthy**” - Towards or “**to stop being fat and unhealthy**” - Away From.



Knowing your motivational direction can help you achieve your goals quickly by staying focused. Re-read your three answers and check what words (towards or away from) you have used:

#### TOWARD MOTIVATION LANGUAGE

To motivate people who are Towards motivated use words, such as:

- **Attain**
- **Gain**
- **Achieve**
- **Get**
- **Include**
- **Towards**
- **Can't wait to get there**
- **Accomplish**
- **Reward**
- **End Result**
- **Goals**

**Towards people are motivated to achieve or attain goals. They have trouble recognizing problems. They are good at managing priorities**

#### AWAY-FROM MOTIVATION

To motivate people who are Away From motivated use words such as;



- **Avoid**
- **Exclude**
- **Recognize**
- **Problem**
- **Don't like...**
- **Trouble Shooting**
- **Fix**
- **Steer Clear of**
- **Prevent**
- **Solve**
- **Fix**
- **Prohibit**

**Away From people are motivated by what should be avoided and by solving problems. They are energised by threats and deadlines which kick Away From people into action.**

You are now aware of your motivational direction, think about your goal. Why do you want to achieve this goal? Are you getting away from pain and moving towards pleasure – remember there are no right or wrong motivational direction, you will agree the power is knowing how you are best motivated and using this to help you achieve your goals.

- **Get a piece of board or paper or print of the image board PDF**

You are going to create an image board, an image board is a collection of images of all the things you want (if you motivation towards) or don't want (if your motivated away from)

Imagine your goal was to be rich because you want a nice house, a big car, stability, regular holidays (motivated towards) find pictures of all these things and stick them to your board, be specific if you want a holiday, add a picture to the destination you want to go to.

If you want to be rich as you want to get away (away from motivation) being poor, having no money, having to wear the same old clothes, struggling to buy food, never being able to go on holiday; find pictures that represent what you want to get away from and add these to your board.

- **Go crazy, cut out pictures from magazines, draw images, add stickers to show how you want or don't want to be. You can add text, images, photos anything you like – let your creative juices run wild.**



In the middle of your board add a picture of you. Put your new image board somewhere you will see it every day. By seeing images of you in pain or pleasure will help keep you motivated to achieve your goal.

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# Circle of Excellence

## Explain to the Client

This technique is from NLP and will help you access confidence whenever you need to feel more confident. Clients in the past have found this technique really useful when giving presentations

## Client Exercise

1. **The Situation.** First think of a situation when you would like to feel your best and most resourceful self. Draw an imaginary circle on the ground in front of you. Make it a generous circle of about three feet in diameter.
2. **Relive Confidence.** Stand up and let yourself go back in your memory to a time when you were very confident, abundantly confident. Get back to it strongly; see what you saw and hear what you heard. Notice what you are feeling and how good it feels reliving that moment...
3. **In the Circle.** As you feel the confidence building step into the C.O.E. What colour would you like the circle to be? Would you like it to have a sound like a soft hum that indicates how powerful it is? What is the sound like? How does it feel? Are you relaxed, excited, strong? How is your posture and breathing right now? Notice the position of your feet and hands, the tilt of your head. When the feeling of confidence is at its fullest, step out of the circle, leaving those positive confident feelings, colours and sounds inside the circle. Break state.
4. **Repeat the exercise** with a second experience if you want to add further resourceful states to the circle or if the circle doesn't feel strong enough. Repeat as many times as necessary. The circle is limitless and you can keep adding more confidence and power resources to the circle over time.
5. **Selecting Cues.** Now think of a specific time in the future when you want to have that same feeling of super confidence. See and hear what will be

happening just before you want to feel confident. How will the scene unfold? What is the cue to knowing that it is nearly time to step into the C.E.O.? It could be the opening of an office door or stepping onto a stage or being introduced to an audience...

6. **Step into the Circle of Excellence!** Feel the confidence there for you again, the colour the sounds, the confident breathing and posture. Imagine the scene unfolding exactly the way to want it too with all your confident feelings and resources fully available for you.
7. **Check Results.** Now step out of the circle again, leaving those confident feelings there in the circle. Outside the circle, take a moment and think again of that upcoming event or situation. You'll find you'll automatically recall those confident feelings. This means that you've already reprogrammed yourself for that upcoming situation and you are already feeling better resourced for it. When the time comes you will naturally feel more confident and if you want to add more power to those positive feeling, your circle of excellence is only ever one footstep away.

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# Deleting Negative Self Talk

## Explain to the Client

People, who give themselves negative self talk, stop themselves from being successful. This little voice in your head can limit your goals, self esteem and aspirations. But you kill this voice giving you the option of being more successful.

## Client Exercise

- **Think back to a time when you crippled yourself with some negative self talk. Notice, where this voice is? Is it on the left or the right hand side of your head? In the front or the back of your mind?**
- **How loud is the voice? Normal, softer or louder – become aware of what make this voice negative?**
- **If you could turn this voice into a shape, what shape would it be? A square, Triangle, Circle or any other shape? What shape is your voice? If you can't turn the voice into a shape, imagine you were someone who could turn the voice into a shape – what shape is your voice?**
- **What colour is your shape? Is the shape in the same place the voice was?**
- **Slowly move the shape away from your head, down towards your shoulder, how does it feel now – most say it feels less powerful, amazing, hey?**
- **Allow the shape to move from your shoulder down your arm towards your elbow, how does it feel now, is the negative emotion vanishing? Yes?**
- **Let the shape continue further down from your elbow to your hand, notice how your negative emotions losses strength the further down the shape goes, move the shape to your leg, at its own speed allow the shape to drop down from your leg to your knee – how does it feel now? Less powerful?**
- **Move it from your knee to your foot, is the negative feeling vanishing? With the shape on your foot, how do you feel, more positive?**

- **Finally allow the shape to fall onto the floor – what do you want to do to the shape? Kick it away? Stamp on it? Put it under your chair?**
- **Move the shape so you can't see it, now how do you feel, have all the negative emotions vanished? Most said they vanished a long time ago. How easy and amazing is this exercise?**
- **Try this exercise 3 times and notice how it gets easier and quicker to remove the negative voice each time you try it.**

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# Music Booster

## Explain to the Client

The way you remember a past negative event changes how you act right now and how you think about future projects. Think about a past event that you keep remembering that you feel is crippling your success.

## Client Exercise

- 1. Think about the situation and become aware of what image and film comes to your mind, notice the images and sounds that come to mind as the movie plays out in your mind's eye**
- 2. Pause this image and put to one side, next select a theme tune that mismatches the negative film, I use the Benny hill theme tune, as upbeat music works well with this exercise**
- 3. Change the characters into a cartoon character and like all cartoon characters exaggerate the characters funny features; if the character had a big nose then scale up the cartoon nose, so it look's massive**
- 4. Rewind the film to the beginning and play the movie again, with the fun music playing nice and loud and with the character as a cartoon character throughout the whole film**
- 5. Again rewind the film and replay the movie but this time without the music or cartoon and notice how different you feel. Have your unpleasant feelings gone? If not repeat this exercise 3-4 times**

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# Can The Future You, Help You?

## Explain to the Client

People who achieve their goals have more than just their desired outcome, they have found new personal skills and strengths. They have experiences that they can use to overcome future problems and to motivate themselves.

## Client Exercise

I want you to imagine that you have achieved your goal. Imagine you are that successful version of yourself now. What can you see, hear and feel – really associate yourself.

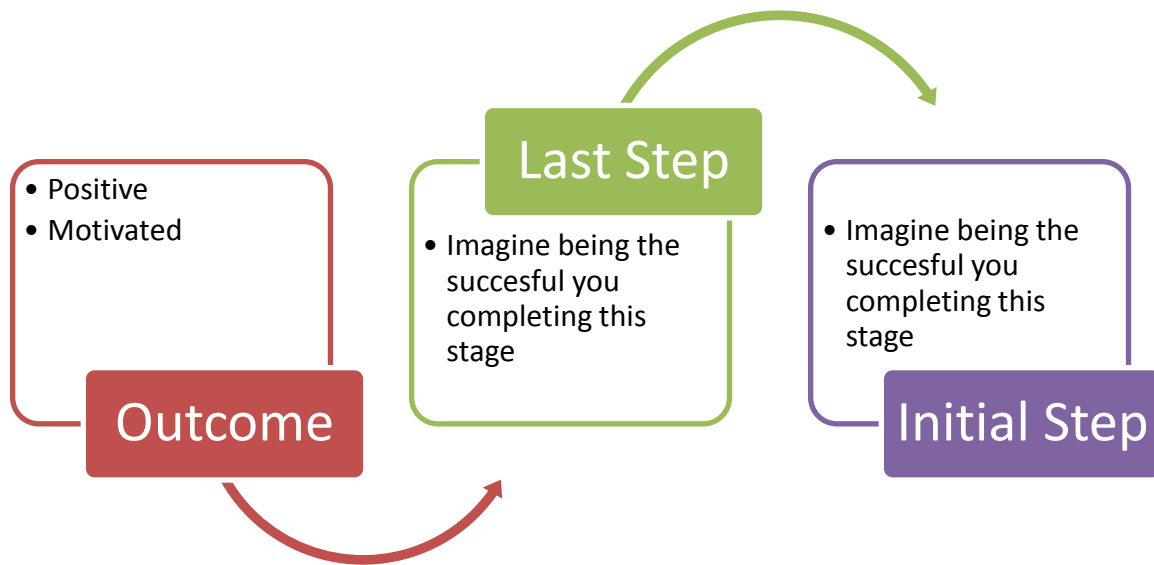
Now in your mind visualise the steps you took to get there, including the point where you are now, making that initial decision.

Go back to the future you and think about your feelings, imagine how confident you feel now that you have achieved your goal. Feel how motivated you are, how inspired you are to achieve more. Think about all the positive feelings you have now.

Take these feelings and put them into the first step (the image you created for the first step) and then the second, third until you find yourself at the image that represents the successful you.

You now feel even more successful and motivated, use these new feelings to start the process again.





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# Perceptual Positions

## Explain to the Client

People at the same event have different feelings about it. This is because people look at the same event differently, from different perceptions.

## Client Exercise

Think about a recent event that you feel could have gone better, an event that you wish you could have communicated differently or an event that left you feeling confused on how you can improve the situation.

### 1. Consider the event from your own perspective

Return to this event fully in your mind and run mental movie of this situation as it occurred on the day. Re-experience this situation as fully as possible, (becoming totally associated with the emotions you had at the time of the interview) from your own eyes. What can you see? Notice the other people you are talking to, hear what they said to you. See the expression on their face, notice their body language. Become aware of how you feel. Speak to the person (out loud or in your head) and use the same language as you originally did. Really relive this experience as you did at the time of the event. At the end of this episode, rewind this movie and pause the movie at the beginning of this conflict situation.

Break your State by shaking your arms and legs!

### 2. The Second Position

Now that your movie is 'paused' at the beginning, look over at the person talking to you. Notice how they are breathing, notice their posture, facial expressions, the way they move. Now consider what their tone of voice is like, do they speak fast or slow, loud or quiet? How do they walk, talk, sit, laugh and relax? What are some of the things you know about this persons; what are their likes and dislikes?

Now imagine floating out of your own body and into the body of the other person. Imagine you are inside their skin. Become aware of how this person experiences life. Take on their posture, gestures and their tone of voice.

Set aside your own beliefs and values and replay the event from their chair and viewpoint. Pay attention to the thoughts of this person, their self talk and to any insights that surface as you observe the you, in front of you.

Use this persons language to describe what you experience (refer to yourself as you) ask the you the same questions asked at the time, look at how they respond and how they communicate to you, what have you learnt from this viewpoint, what else can you learn from this experience of the event, how did (you) come across?

After the scene ends float back into your own body taking with you this new learning and insights.

Break state again by shaking or taking 3 deep breaths.

### **3. The Observer**

Return to the event and from your own point of view, before you play out the event for a third time, float out of your body and move to a detached place, where you can observe both you and the other person. Once again re-play the situation as if you were watching and listening to a film or live show. Be curious about what unfolds before you and notice the learning you gain from this third perspective. Listen to the conversation and notice the body language of both people and how you both respond to each others communications.

After the scene ends, float back into your body bringing with you all the insights and learning from the three perceptual positions. Pay attention to the difference in your experience. Take all the time you need to fully return to yourself before opening your eyes.

Repeat this as many times as you feel is necessary and always end in the first position of you.

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# The Stress scale

## Explain to the Client

People will often generalise about stress “my life is stressful” what you need to be aware of is how the different aspects of your life are stressful or not.

## Client Exercise

Recorded stressful situations and scale them on a scale between 1-10, with one representing no stress and ten representing stress at its worse

Situation \_\_\_\_\_ 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

Situation \_\_\_\_\_ 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

Situation \_\_\_\_\_ 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

Situation \_\_\_\_\_ 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

Situation \_\_\_\_\_ 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

Recorded situations where you remain calm and scale them on a scale between 1-10, with one representing stress and 10 representing complete calm

Situation \_\_\_\_\_ 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

Situation \_\_\_\_\_ 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

Situation \_\_\_\_\_ 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

Situation \_\_\_\_\_ 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

Situation \_\_\_\_\_ 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

You now have a clearer understanding of what helps you relax and what makes you stressed.

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# Bucket List





## Explain to the Client

A bucket list is a list of activities you want to do, goals you want to achieve and places you want to visit before you kick the bucket.

## Client Exercise

Write your bucket list now.

1. *To visit New York*
2. *Parachute jump*
3. *Record a song*
- 4.

-  **What is stopping you doing some of these things now?**
-  **What can you do to overcome that barrier?**
-  **Which activity will you do first?**
-  **What do you need to do to make it happen?**

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# 10,000 Hours

## Explain to the Client

They say it takes 10,000 hours to master any skill. This is the reason the Beatles were so successful, while in Germany before they became famous The Beatles had to play every night for 8 hours a night for several years. All these hours helped The Beatles master their skill.

## Client Exercise

Think about your goal (being more confident/learning a skill) and work out how many hours you have put into achieving it.

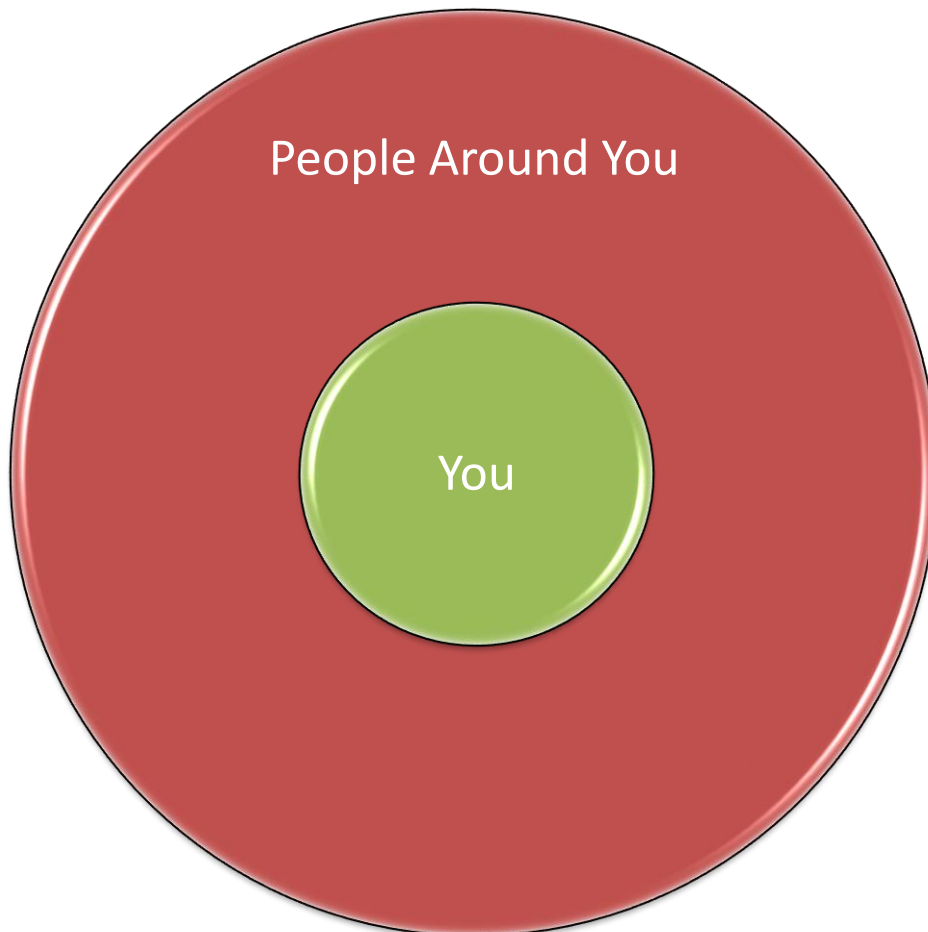
Next think about how you can increase these hours, what can you do to be more X?

Plan how you can achieve this? Do you need support from anyone else? What resources do you need? What has stopped you from doing this? If any problems come up what can you do to overcome this?

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# Donut Exercise



## Explain to the Client

This next exercise will help you see how your interactions with others affects how you respond to people.

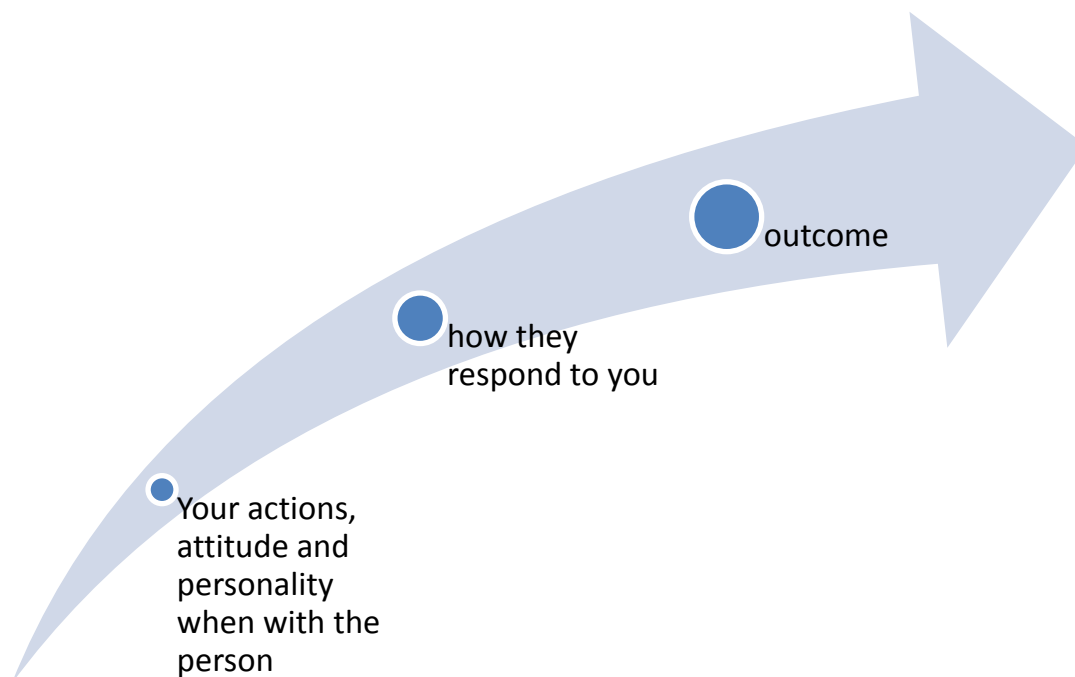


## Client Exercise

Print of the Donut picture, in the middle draw a stick figure of yourself; this does not have to be a good drawing just a figure that represents you. On the outside draw figures of all the people in your life that you feel are important to you; **family, boss, friends, colleagues, etc.**

Look at the first person on your donut and think about the time you spend together and **how your actions, attitude and personality affect them**: how do they respond to your and your attitude and personality?

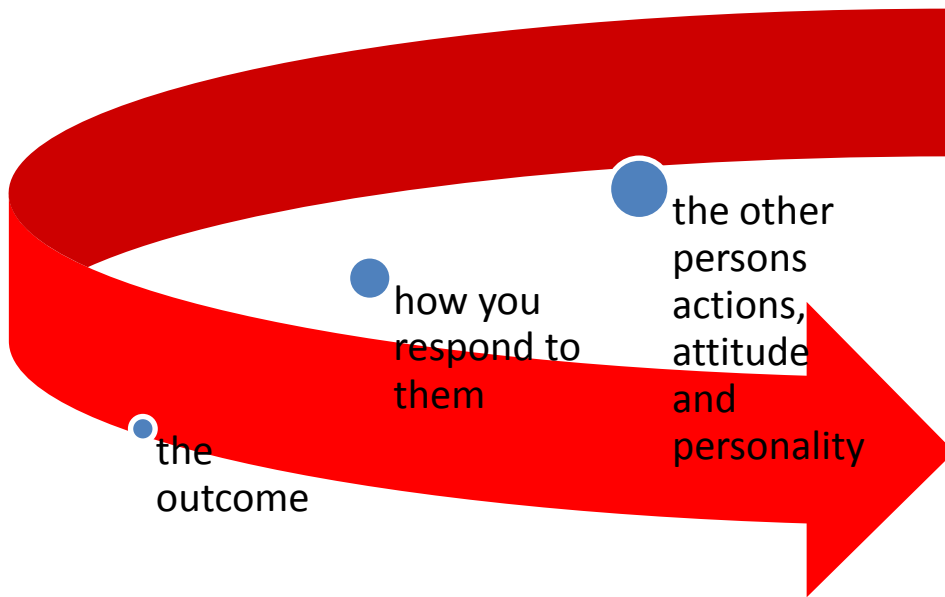
**To get a real idea of how the person reacts to you, think of a recent time you spent together. Really visualise this past event, imagine you could step into the other persons shoes take on their posture and view the event from their eyes – see what they can see, hear what they can hear and feel what they felt. As you see yourself acting and listening to this old you talking, how do you feel as the recipient, what are you saying to yourself – how does this make you (you as the other person) feel?**



Person	Your actions/personality	How they respond to you	The outcome
<b>Example:</b> Vicky (Sister)	I moan a lot to get things of my chest – she's only my sister	She seems to get a bit depressed when I go round	We seem to be drifting apart

**Do this with all the people on your donut.**

- Re-look at your do-nut do you find that you act the same or differently with different people?
- How many people respond well to you? How many people respond badly to you?
- What state are you in when you are with the different people?
- Think about the people who respond badly to your actions or when on average you have a bad outcome on a regular basis when you're around a certain person. What can you do differently to gain a more positive outcome?
- If the outcome cannot change what would happen if you just didn't see that person again?
- How often do you see the people you have a good relationship with? Can see them more?
- What other things ensure the relationship is positive; environment, similar interest, etc? Can you use these other things with other people?
- Out of all the people who are important in your life which person do you value above all others? Why?



Look at each person again and this time, think about how their attitude, actions and personality affect you:

Person	Their actions/personality	How you respond to them	The outcome
<b>Example:</b> Frank - Manager	Very encouraging even when I make mistakes	I look forward to going to work and I will try new things even though I might get them wrong	I push my boundaries and try new activities which teaches me new skills – I feel good about myself

- Do you respond differently to the different people on your donut?
- Who puts you in a good mood/state every time you see them?
- What do they do to make you happy?
- Who puts you in a negative place?
- What do they do to take you there?

- How does your response to them affect the outcome?
- What can you do differently to get a better response?
- What is the difference between the people you like and don't like?

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# Scaling

## Explain to the Client

The following set of questions are simple which means they are highly effective. By looking at your life on a scale you have the advantage of visualising yourself from a different perspective, allowing you to find the solutions to your problems and barriers.

The scaling questions can be used on your life as a whole or by splitting your life into smaller sections.

While answering the scaling questions, record your answers on the scaling sheet and review these once you have completed this exercise.

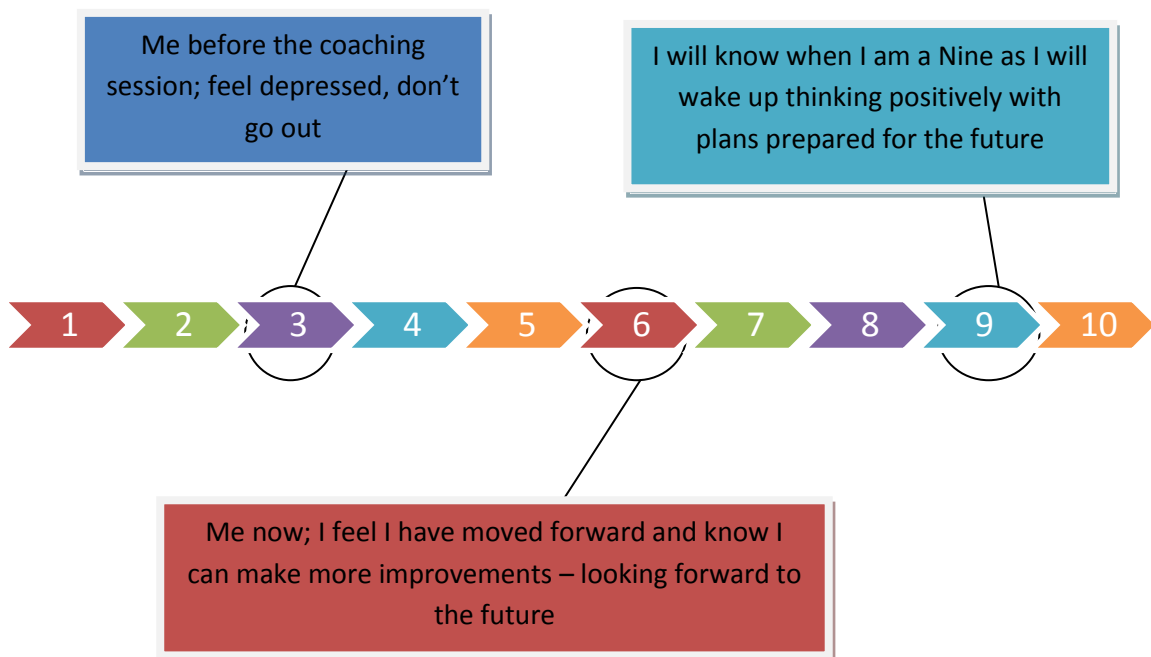
## Client Exercise



On a scale of 1-10, think about the whole of your life; your family, friends, career, hobbies and interest – everything that makes up your life, with ten representing you at your best and one representing you at your worst, **where on the scale are you today?** Draw a circle around the number that represents you.

- ✚ **What is happening now for you to be that number?**
- ✚ **Are you happy to stay at the number you are on today? Why?**
- ✚ **Where would you realistically like to be in the next few days or weeks?**
- ✚ **Have you ever been lower down the scale?** (draw a circle around the number that represented you) **How did you stop yourself going future down the scale?**
- ✚ **Where were you on the scale several days ago?** (draw a circle around the number that represented you) **Where were you on the scale before you started your coaching course?** (draw a circle around the number that represented you)
- ✚ **Have you ever been higher up the scale?** (draw a circle around the number that represented you) **What were you doing differently when you were higher up the scale?**

- ✚ What number higher up the scale would you like to be on? (draw a circle around the number that represented you)
- ✚ How will you know when you have reached a higher number – what will be happening?
- ✚ What would it feel like if you were always a high number on the scale?
- ✚ What do you need to do, to move one more number higher up the scale?
- ✚ What can stop you from sliding further down the scale?
- ✚ What lessons have you learnt, that will be useful now from being further up or lower down the scale?
- ✚ What else can help you move up the scale?



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# What's Your Mission

## Explain to the Client

A mission statement is a short paragraph stating a clear summary of all you want to do and achieve in life both long and short term. Many companies use mission statements for their employees, to give employees (especially when the employer has several working venues) a company purpose and to make a commitment – it wasn't long ago when Subway use to hand out napkins stating how they would have 10,000 stores by 2001 – they now have more outlets than McDonalds

## Client Exercise

Write down on paper, your mission statement and keep it where you can look at it every day, will work as a motivation tool.

- ✚ **What do you value?**
- ✚ **How do you want to live your life?**
- ✚ **Why do you value these thing and why do you want to live your life this way?**
- ✚ **What are your short and long term goals?**

Remember a mission statement is a summary of what matters to you, what you value; it has to be realistic and achievable.

### Example:

*Every week I will make time for myself and spend at least one day doing selfish and relaxing activities. I value my career and my goal is to gain a promotion within 2 years I will do this by asking to take on new projects outside my comfort zone as previously I was too scared to ask for new responsibilities. I am now a confident person and each day I will remind myself of the unique skills I possess.*

## Your Mission Statement



Cut out your mission statement and read it every day (ideally in front of a mirror), you will see the difference it makes within a couple of weeks.

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# Mistakes – The Best Way To Learn?

## Explain to the Client

Scientists learn from making the mistakes. The more mistakes they make the more likely they are to achieve their goal.

## Client Exercise

I want you to think of 5 events in your life, when you made a mistake and learnt from it. Thomas Edison (the inventor of the light bulb) famously said ***"I have not failed 1,000 times. I have successfully discovered 1,000 ways to NOT make a light bulb"***

You can use childhood memories if you like, but we all know that is an easy way out. Think of something more recent.

Mistake	What I learnt From it
•	•
•	•
•	•
•	•
•	•

We need encouragement to learn, when a baby says their first word, we don't say "no that's not right, you need to pronounce your TH's" we give praise and encouragement and say "well done"

For some reason, as we turn into young children and teenagers, many parents, adults and professionals stop giving us encouragement when you are trying to learn something new and start pointing out our mistakes or telling you that you won't be able to do "X"! I think this is a great shame and one of the main reasons why people feel limited.

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# Metaphors Have Feelings

## Explain to the Client

We all constantly use metaphors to describe how we are feeling, often without realising we are doing it. You have probably heard people say:

- “I’ve had it up to here”
- “Something is holding me back”
- “I just get gave over this obstacle”

## Client Exercise

I want you to think about how you feel about your goal/emotions/barrier and describe it as a metaphor.

*Collate details about the metaphor; often unconsciously this discussion starts to change the client’s perception of their situation with many clients finding their own solution. It doesn’t matter if you the coach understand the metaphor or not as long as the client does either consciously or unconsciously.*

### Example:

Client “I feel that I have a barrier in my way”

Coach “what sort of barrier in your way?”

Client “It’s a big wall”

Coach “what type of it’s a big wall is it?”

Client “a brick wall, it’s massive”

Coach “can you see over it?”

Client “no”

Coach “can you walk around it?”

Client “oh yes I can, I can just bypass it”

When asking question use ‘clean language’ which means the clients own words “what type of it’s a big wall is it?” it may not be grammatically correct but at this stage the client has gone inside themselves, visualising allowing the their words to seep in – they make sense of what they have said.

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Finally I would like to wish you the very best of luck with your new coaching business, if you have any questions regarding these techniques or any tricky clients, you can send me an e-mail

Remember all the techniques above are written in general terms, use what your client brings to the session and develop these techniques to suit your very own coaching style and the clients own resources and personal experiences.

If you enjoyed these 25 tools and techniques you will also enjoy **The Coaching Business in a Box** with over 101 coaching tools and techniques <http://www.employmentking.co.uk/coaching/how-to-set-up-a-life-coaching-business/>

A final thought, clients cannot not learn. With some clients you need to be direct, with others indirect. You now 101 coaching techniques, feel the confidence to try out different techniques that you think will support your client, if they don't work - great all you do next is move on to a different technique.

After each coaching session, self reflect - was it the technique that was unsuitable or your delivery? Every good coach reflects after each session and every good coach has their very own coach to help them move forward, learning all the way through this exciting journey.

Continue to develop, learning as many new techniques and coaching styles as you can. Feel free to explore new ways of supporting your clients, not all coaching session has to be at a desk in an office.

You can take clients out of the office, you can use innovative and creative ways to help your clients achieve their goals. Remember in the coaching setting you are the professional, be confident as clients move forward at a faster rate when they believe and trust in you and your technique.

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