

PAM LIDFORD
CONFIDENCE COACH

WEEK ONE

GOALS

HANDOUTS

AND

PERSONAL DEVELOPMENT
WORK



Questions to consider if you don't have what you want in your life, (be it personal, material, or skills)

HOW WILL YOUR FUTURE BE IF YOU DON'T CHANGE WHAT YOU ARE DOING TO MAKE IT DIFFERENT RIGHT NOW?

WHEN WILL YOU WAKE UP AND REALLY LIVE YOUR LIFE THE WAY YOU WANT TO?

“WILL YOU DIE WITHOUT REALLY LIVING?” Richard Wilkins

DO YOU SEE LIFE AS AN OPPORTUNITY or as something to get through?

“HAVE YOU NOTICED THE PRIORITIES OF DYING PEOPLE CHANGE?” Richard Wilkins

WHO DO YOU ALLOW TO CREATE YOUR SELF-IMAGE, YOU OR OTHERS?

DO YOU RECOGNISE AND CELEBRATE SPECIAL MOMENTS?

At the end of your life, how and what will you be REMEMBERED for?



RECOMMENDED READING LIST

Who Moved my Cheese	Dr Spencer Johnson*
The 10 min life coach	Fiona Harold
The Dark Side of the Light Chasers	Debbie Ford
The 7 Habits of Highly Effective People	Stephen Covey
Heal Your Soul	Clare Wilde
Flirt	Peta Heskell
Power Thinking	Caterina Rando
The One Minute Millionaire	Mark Victor Hansen & Robert Allen
The Art of Effortless living	Ingrid Bacci
Take Yourself to the Top	Laura Bergman Fortgang
Take Time for Your Life	Cheryl Richardson*
How to Stop Worrying and Start Living	Dale Carnegie
If Success is The Game, These are the Rules (covers limiting beliefs)	Cherie Carter-Scott
Man's Search for Meaning	Victor Frankl
Chicken Soup for the Soul	Jack Cranfield & Mark Victor Hanson
Loving what is	Byron Katie
Feel the Fear and do it Anyway	Susan Jeffers
The Games People Play	Eric Byrne*

There are numerous books on the market. Please select at least one of the above books as well as 'Who Moved My Cheese?' to read during this course. * Highly recommended for this course

MAKE IT AN ONGOING GOAL TO READ INSPIRATIONAL MATERIAL EVERY DAY, (EVEN IF IT IS ONLY A COUPLE OF PAGES), first thing in the morning is a good time.



INTRODUCTION

You can make this course your own, and put as much as you want into it. You may decide to go deep into what you want, you may decide to get detailed about your goals, you may flirt with surface goals and take actions on some of your short term goals, you may decide to paint broad strokes and get clear about or work with larger longer term goals. Whatever and however you want to use this programme, the exercises will always be there for you – even after the 16 weeks are over.

This programme has previously been delivered to small groups and individuals for 3 hours per week over a 10 week period. If you are looking for results in your life this programme works **IF** you put aside 2 hours per week to do the lessons as if you were in a class. On top of that there are extra exercises which you will receive every week that you need to take action on. **REMEMBER** if you forget or don't do the exercises you probably won't see any results!

This programme is realistic and possible to do in 16 weeks, you can of course, choose to do it over a longer period if you wish, however, in order to get the best from it, I would recommend you do each of the sessions 7-14 days apart as a maximum.

The absolute ideal is to follow the course week by week and do the exercises regularly and take actions on a daily and weekly basis. This course has been delivered to 100's of people. All the participants who put aside an extra 2-3 hours a week to work on the programme on a weekly basis, achieved the results they desired. Those who dabbled with it still had success, though not as huge as the more 'dedicated students'.*

Overall, if you really want change you have to do something about it, thinking about it, is good a start, though not enough on its own. If you follow this weekly course and commit to doing the actions you'll be given, you could start to see small, medium or huge changes. If you don't take the actions nothing will change.

I wish you great success with it, and really look forward to you sharing your results with me.

Warm regards

Pam



Please consider your environmental responsibility before printing this document

THE SMALL PRINT

*Your success and the results you attain are dependent on the amount of time and effort you put into the programme. All previous successful participants committed 3 hours per week in a 'class style' format as well as focusing on what they wanted outside of class on a daily basis. They also took time to do extra curricular work (you will see some provided on most of the weeks that follow) and some also did many optional extras as well.

We cannot guarantee your success nor are we responsible for any choices or actions you make because of this programme which may impact on your current life style. You enter the programme with the full knowledge that you are being presented with information that you may decide to act upon if you believe it to be useful in terms of making progress on your chosen goals.

Coaching does not offer advice or suggestions, it works on the principle that you have all the answers within and on discovering them, can make informed and responsible choices to move you towards your stated desires and outcomes. If you do not believe you have these skills you may seek the professional advice of someone who will be able to support you in evaluating your choices. There are multiple factors that could be important to consider when determining your eventual results and outcomes. The writer has provided you with different ways of looking at and approaching goals and their exploration.

The author shall in no event be held liable to any party for any direct, indirect, special, incidental or other consequential damages arising directly or indirectly from any use of this material, which is provided "as is", and without guarantees. You may find it useful to work with a coach at the same time as following this programme to get the best from it. Should you require coaching please get in touch to be connected to one of our team.

The author is bound by and operates in accordance with the code of ethics as published by the Coaching Academy and the International Coaching Federation, as well as INLPTA and BTFTA.



Things you will need for this course:

A journal (optional)

This coaching workbook

Ideally a book to list your personal/business goals

About 2 hours per week (MINIMUM) to take the weekly lessons over a 16 week period **decide on the time and day now**.....

Daily exercises and actions (chosen and agreed by yourself) during each session

Some time to take action on your goals

Some time to do some extra personal development work and related reading

Agreement to observe the changes you are making on a regular basis

Willingness to set goals in 1-3 areas of your life over the 16 week period (you may decide to work on more than 3, if so be aware the results may be slower in being achieved)

Goal 1

Goal 2

Goal 3



DESCRIPTION OF COACHING

- Coaching is non- judgemental
 - Coaching focuses on the goals (you) the client chooses
 - Coaches provide a fresh perspective
 - Coaches help their clients to build on their natural strengths
 - Coaches believe that the client is creative and resourceful
 - Coaches believe the client is responsible for doing the work to achieve the results he or she wants
 - Coaches help the client to increase their awareness of what is happening here and now
 - Coaches look at how all the parts of a person's life work together
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- You can expect the above, plus more, from one to one coaching.
 - Whilst doing this programme, **it is recommended you work with a coach, buddy or a trusted positive friend** as you may want someone to share your successes and achievements with
 - Having said that, you **can** do well by yourself by following this programme on a weekly basis.



As part of this online course you are advised to keep a journal, please see guidelines below to support you in getting the best from this exercise.

OPTIONAL EXTRA

During the course you may wish to keep a journal in order to get more familiar with what you want in your life and how far you have come.

Many clients forget how much they have achieved past and present. By writing a journal you will start to better understand what is going on in your life right now as well as what has been going on in the past.

- Keeping a journal will help you become more self-aware.
- It will allow you to examine your fears.
- It will show you your lessons, both learnt and to be learnt.
- It will enable you to see what patterns and behaviours keep cropping up.
- It will show your progress.
- It will act as a measurement tool.

Attached are some notes to help you start your journal if you choose to do so.

Good Luck.



Week 1

GETTING TO KNOW YOURSELF - KEEPING A JOURNAL

As part of this course it is a good idea to keep a journal. Make a decision to start from day one. This could be your first action.

Writing a journal doesn't need to take up a lot of time, it can be 5 or 10 mins at the end or start of each day, or perhaps 2 or 3 times a week is better for you. Even once a week is better than not at all.

When selecting a journal, pick one that you really like and want to write in. Keeping a journal is a wonderful way to get to know yourself better and it is a valuable use of your time, as it allows you to reflect on what's happening in life right now as well as what you want to happen in the future.

If you are hesitant in starting a journal it could be because you are a perfectionist or maybe your excuse is lack of time. If these are true for you, then it is time to challenge them. Perfectionism is actually a negative state, it takes away joy, learning and opportunities for growth and forward movement. If your chatterbox or internal critic start commenting or criticizing what you write, you could write down everything 'it' has to say, thank it and then start writing the journal anyway. If you give it the attention it needs and write down 'it's' messages, eventually it will get bored and go away. Remember this is for your eyes only and is a powerful tool on this coaching journey you are about to embark on.

To help you overcome your mind chatter or inner critic, write non-stop without thinking and only look over it when you have finished writing. **Remember to write in ink** (never pencil) and there is no need to cross out or amend anything you have written. If you need to say something in a different way, add in an amendment.

Writing in this way might surprise you, you may find you bring out feelings and thoughts you had buried or lost touch with or were just unaware of. The answers to 'why you don't take action or follow goals through' could be found in this very writing.



If you have old beliefs about not being clever enough or not being good at writing, try suspending them for your journal. You don't have to worry about spelling, paragraphs, anyone marking or judging it (other than yourself!) Think about the freedom in being able to write without anyone or anything censoring you.

This could be your first goal. Give it a go.

This writing is all about progress, not perfection, so as I said above, don't worry about writing huge amounts to start with. Time can be a problem, but time is often an excuse, if you don't think this is a valuable and important exercise then you won't make the time, but if you get that it is something that will help you, you may consider writing a few lines or a paragraph when you can.

Some clients share they have dyslexia or other writing challenges. If that is a problem for you, consider a voice generated computer programme which can be found on many laptops and computers, under 'control panel'. These programmes will type out what you say! OR you could download a voice generated programme independently.

So, now there are no reasons not to keep a journal, give it a go. Best time is when you know you won't be disturbed, perhaps first thing in the morning or late at night. Find the time that's best for you and write it here, now _____

Journal Exercise - 1

In order to start you may want to consider writing your life story. Really, in order to find out what makes you tick, who you are and why you believe and value what you do, you need to know yourself better. This exercise will help you to appreciate and understand the choices you have made in your life and how you have got to where you now are. If this appears challenging or daunting don't let that stop you. Be creative, start with bullet points. Then break those into smaller steps. Take as little as half an hour a week to write an ongoing story. **USE ALL THE UPCOMING WEEKLY EXERCISES TO HELP YOU.** It may also help to deal with this exercise in 10 year blocks,(ie 0-10, 11-20, 21-30 etc).



The following questions may be useful when looking at each decade:

- These events really stand out as being significant during my life (age 1-10, 10-20 etc)
- The one that stands out most to me in each decade is....
- These significant events caused me to believe..... and affected my life as follows....
- The person(s) who I looked up to and or influenced me most during this time was (were)
- The experiences and learnings I gathered during this time in my life (age 1-10, 10-20 etc), still affect me today in the following way.....

Consider:

- Which events affected you the most? Why?
- What decisions did you make about yourself or life because of this/these events?
- At what stage of your life did you feel most loved, angry, let down, fully seen or heard?
- Which events do you need to forgive others or yourself for? (*Consider looking at Byron Katie – Loving What Is and TheForgiveness Formula or contact me for information on Reflective Repatterning*)
- Would you consider doing so now? If not, what are the benefits of holding onto these feelings/memories? (*this is secondary gain and I will mention it again in future sessions*)
- What causes you to procrastinate or freeze so you put off taking action or do something less important?
- Have you noticed particular types of people or situations keep showing up in your life? If yes, describe what you notice or think about that observation. What have you or what could you learn about these findings?

Don't worry if you can't clearly remember past events, this is normal. You could ask friends and family for help as well as look at photos or videos to see if they trigger any memories or feelings for you.



The benefit of this exercise is to allow you to see what patterns or habits you have developed that may be preventing you from achieving the type of life you desire. ie do you have trouble setting boundaries thereby preventing yourself from saying no?

Do you lean towards procrastination and find it difficult to achieve or finish set tasks?

Do you keep attracting the wrong kind of partners or friends into your life?

Have you accepted repeated bad or unacceptable behaviours from significant others in your relationships? Do you do things to please others all the time rather than to please yourself?

MORE WAYS TO GET STARTED POSSIBLE STARTING LINES:

- In my life I am grateful for.....
- I love.....about myself and I dislike/hate/wish I didn't do.....
- The idea of keeping a journal is/feels.....
- I've never told anyone/only told a few people that I really want and/or desire.....
- My greatest fear/worry/anxiety is.....
- The things/behaviours/patterns I need to change that would move me forward in my life are.....
- My personal strengths and skills are.....
- My personal weaknesses are....

Ask yourself and answer the following questions in full, no one word answers please!



Week 1 – EXERCISE 1 - GOAL SETTING

Set aside at least **30 minutes** to do the following exercise it will be the basis of all the work we do together. This exercise if done well, can take between 30 – 90 minutes, it is worth the time and effort. If you want to, talk it over with a friend or coach and then write your answers below or in your journal.

Why should I, or would I want to, set goals of any sort?

(your answers will provide you with reasons and buy in later)

How can I start to set goals?

(This question may cause you to think about what you want and don't want, time issues, motivation or other things)

How do I know the goals I am setting are what I really want?

(Many people go for goals they don't want, think they should or have to do and then give up because they don't really know what they want)

Do I really know what I want? Get clear now.

If you don't know, write down everything you don't want and then flip it, ie if I don't want to be poor, what do I want? I want to be rich. "How would I know if I was starting to feel or be rich? Well initially I would need to have or earn more money than I currently am. So if I doubled my salary in the next 12 months that would be a start to feeling richer. Then if I knew I could do that, perhaps I could double it again the following year and that would definitely give me more spending power and lead me towards feeling richer" Something like that will support you in changing your 'don't want's' into 'do wants'. Do it with all of your selected goals.

What are the areas of your life you pay most attention to at the moment? List them.

ie health, relationships, career, finances, children, self, personal development, friends, travel etc

What are the areas of your life you would like to pay more attention to? Again list them here:



Spend some time writing the different areas of your life you would like to make some changes in, create a mind map or list to help you get clearer about your current life and how it is working right now.

When you have your list, score each area on a scale of 1-10 according to how happy you are with it.

For example: you may list your relationship as quite good and give it a **7/10**

Career as ok and give it a **6/10**

Finances as open to improvement and score it **4/10** etc

This will give you a clear picture of how you view your life in the moment

When you have this information you can now prioritise, which of the areas do you want to work on first? It may be the lowest scoring area, or it could be the highest, perhaps you will select the one that is the most important or the one that causes you the most concern.

Decide now and write the area below:

My chosen area to work on first is.....

Next write down all the things you want in this area of your life, so if you chose career with a score of 6/10, what would you need to happen for it to become a 7/10, then 8/10, 9/10 and lastly, how would you know when it was a 10/10.

This list will provide you with your goals for this area of your life.



If you don't know what you want, write down everything you don't want and then go through them one at a time, asking yourself, so if I don't want to be unhappy at work, what do I want instead? If the answer is happy, ask yourself, "what does that mean? How would I know when I was happy at work?" These answers will then become your goals. We will start to work with these in session 3. Ensure you share with your coach and also write full answers – no one word or short answers please!

Now you have your list of goals, which one would you like to work on first? You may change this later so go ahead and pick one now. Write it below:

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End of session 1

Tip: You could also use the above exercises from today's session to support you in starting your journal to further improve your self-awareness.

Next week you'll be building on what we have started today, you'll be introduced to exercises that'll help you get to know more about your relationship with yourself and others, improve your awareness around your patterns, behaviours, fears and beliefs as, if these are not identified, acknowledged and worked with, some or all of them could stop you achieving your goal(s).

By the end of session 2 you will have identified a relationship and personal development goal that you may want to work towards.

RECAP

The information from today's session can help you to:

- get clearer about what you want in life
- decide which areas of your life you want to start working on or setting goals in
- start writing your journal
- consider extra reading
- take the first steps towards changing your life for the better



Personal development work between sessions

In order to prepare yourself for this course and the work we will do next week, I recommend that you read 'Who Moved My Cheese?' before our next session. It takes about an hour to read and is a great book to help you notice the patterns people can fall into in life.

WHO MOVED MY CHEESE? *Can be purchased from good book stores, amazon or borrowed from your library*

Read this book and consider the following questions which you will find in the book:

Who do you think you are most like in the story?

What causes you to identify with that character?

Can you identify who the people you work or live with are most like?

List them and who they remind you of here:

How does that impact on you and the changes you want to make on a daily basis?

What responsibility can you take to ensure you don't allow others to determine your outcomes?

What did you learn about yourself from the story?

How can you use this learning to help you with the goals or changes you desire for yourself?

As the book asks: "What is your' old cheese'?"

"What could your' new cheese' be?"



Select one goal you would like to consider working on.

What would you do regarding this goal if you weren't afraid?

What could you do differently to get better results?

Optional Extra – journal work

- Write the answers to the above questions.
- When you have answered them in your journal, write a summary of your findings in no more than 250 words. (that's about a page)
- Vision boards are hailed as supporting changes during goal setting, think about how you were before you started this journey, how did you feel about your life before this session? If it isn't as great as you'd like it to be, start thinking about how you would like it to be.
- To create a vision board, look for images and pictures(from newspapers and magazines) that represent how you want your life to be and how you want to feel.
- Next choose a large piece of card (flip chart paper size is good though it can be a smaller vision board the choice is yours) and stick your images onto it. Place it somewhere you can see it on a constant and regular basis.
- Start focusing on what you want in life!

If you are working with a buddy, friend or coach, present/show your thoughts and vision board to them by week 4 of this course.

This work can be very helpful to support you in gaining greater self-awareness around how you behave and how those around you support you in staying the same or making the changes you desire. As Tony Robbins says, "who we hang out with most of the time determines our values and beliefs". When we decide we want to set goals or make change occur in an area of our life, it needs to start from within. Then we need to surround ourselves with relationships that will encourage and support the new direction we want to move in. Think about that, who do you have to walk beside you on this new journey? Become aware of what you need and then start looking for and asking for it.

