



Be Your Own Life Coach Now

By

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Self Coaching Guide

Congratulations on taking your first step. By deciding there is a goal that you want to achieve you have already taken that very important step.

I'm glad you've chosen to invest your time in reading and working through this coaching guide. It was designed to help you to partner with God and design your life around what is important to you. This is just one of many steps designed to draw you into your destiny. The next stage of your journey starts now.

Once you've taken the first few steps you'll find that you quickly gain momentum.

"Take the first step in faith. You don't have to see the whole staircase, just take the first step." Martin Luther King



There's no rush. You can work through this guide at your own pace. You don't have to do everything at once. Even small changes can make a lot of difference.

"Twenty years from now you'll be more disappointed by the things that you didn't do than by the ones you did do.

So throw off the bowlines.

Sail away from the safe harbour.

Catch the trade winds in your sails.

Explore. Dream. Discover."

Mark Twain

First Things

I recommend that you print this guide and read it through from start to finish before making a start on your self coaching programme. You'll find it helpful to download the coaching tools and print them off too so that you have them ready when you want to use them. The exercises are an integral part of your coaching.

This guide isn't just a list of hints and tips. It isn't something for you to read and then leave taking up space on your hard drive. This really useful step by step self coaching guide will enable you to start coaching yourself now. All you need to do is to decide to follow the steps.



Before you begin, I suggest that you get yourself a journal or folder. You'll find it helpful to keep your thoughts, insights and plans together. Keeping a journal will help you to see how far you've progressed.

Getting Started

Proverbs directs you to search for wisdom as for treasure and to be truly successful you **do** need God's wisdom and to learn to see things through His eyes.

I hope you'll come to realise that everything you do is an opportunity for learning. I encourage you to start thinking of failures as stepping stones. Instead of thinking that you've failed at something, tell yourself that you've simply discovered a way **not** to do something. Ask yourself, "What can I learn from this?" And discover how to do it better next time.

Coaching involves carefully thinking about something, exploring your options and taking focused, effective action. It's worth spending time thinking things through and looking from different perspectives so that you can take a good decision and take successful action.

Most people take action without giving things much thought and wonder why they don't get very far. Some people just think about things and never



actually get around to taking effective action. Too much analysis can make it almost impossible to make a decision and move forward.

It takes wisdom and courage to take action. Take time to congratulate yourself for actually doing something, many people don't get beyond thinking about it. Well done. You've taken the first step towards making things happen rather than just letting them happen to you.

Keys to making self coaching effective

- **Dialogue** Rather than just thinking about things on your own, have a conversation with God. Ask Him to give you insight and understanding. Invite the Holy Spirit to come alongside and be your guide.
- **Commitment** Find someone to be accountable to, someone who will help you to commit to the goals you set. Someone who will also encourage you and cheer you on. Someone who will gently remind you of where you're headed.
- **Take action and then review** When you've taken some steps, schedule in time to evaluate. Assess how things are going and make any necessary adjustments.

"Everything changes when you change." Jim Rhon



Preparation for Coaching

- **Make an appointment with yourself**

Block out time in your diary. Make sure it's time when you won't be interrupted and you're not too tired to think and plan.

It would be a good idea to make that appointment with yourself now, while you're thinking about it.

- **Book your next appointment before you finish your first session**

Be sure to keep your appointments with yourself. Don't let anything steal the pre-arranged time. It's vital that you guard the time you allocate to coaching to ensure you keep the momentum going. Develop good supportive habits at the outset.

- **Download the Life Balance Wheel - Discover where you are now**

This exercise will help you to see where you are in each area of your life and it will highlight which areas need most attention. It provides you with a reference point. If you complete a life balance wheel periodically you'll be able to see where you are making progress.

- **Download the Clean Sweep Programme**

Working your way through this programme will help you to clear the decks; clear away energy drains and makes success much more likely.



- **4 Keys To Hearing God's Voice**

This is an invaluable guide to learning to hear God for yourself. If you want God to be involved in the coaching process I highly recommend that you download it and set time aside to work through it. You'll find it helps with the exercises that follow.

You might find these articles helpful

- God Speaks In Many Different Ways
 - How Do You Know That It's Not- Just Your Own Thoughts And It Really Is God Speaking
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Start a record of your achievements and successes

Feeling good about yourself and recognising your God given strengths will help you to see that you are capable of more.

Spend some time thinking about what you've achieved so far in your life. Begin by acknowledging your talents and abilities. Write a list. Include the 'little things', they count! Everybody is good at something. Think of the things that come easily to you. Take time to do this exercise, it will encourage you to recognize what you're good at.

Spend time acknowledging all the things you do well and the things that have gone well for you. Look for things that make you feel good about yourself.

Collect

- photos of past achievements
- make a note of exams that you've passed
- things that you've written
- thank you cards
- memories of compliments you've received and positive things that have been said to you ...

Create a scrapbook or journal and add to it as you progress. Concentrating on the positive and things that you've achieved will give you confidence to start moving out of your comfort zone.



Take time to celebrate your successes. Your confidence will soar when you begin to recognise what you have already achieved.

Train yourself to become more aware of everything positive that happens. This will increase your confidence and help you to be more optimistic.

"You are today where the thoughts of yesterday have brought you and you will be tomorrow where the thoughts of today take you" Blaise Pascal

Take time to get clear about what you want to accomplish.

It's a good idea to begin coaching by asking the Holy Spirit to come alongside and show you where to focus. This is a good time to ask God to highlight things that are on His agenda for your life.

Then, ask yourself,

- "What's important to me?"
- "What do I really want to achieve?"

This is a very important first step. Take time to really think about it.

Now, follow the guide below and don't be tempted to miss any of the steps, they're essential to your success.



- Write down all the things that you want to change.
Now isn't the time to think about **how** you'll change them. Just spend time making a list of the things you're dissatisfied with.
Make sure you include the smaller things too. These are areas where you'll be able to see quick results.

Don't rush this process. Write down everything that comes to mind. When you think you've finished ask yourself if there's anything else, there probably is.

- Mark the things that you're motivated to do something about. This isn't the time to think about **what** you'll do about them. Just mark those that you are ready to deal with.
- Decide on the changes you want to make. Do this for each of the marked items on your list. Don't spend too much time thinking about each thing at this point. Quickly write down what comes to mind and don't edit your thoughts.
- Go through your list again and this time be very specific.
If you want to lose weight, specify exactly how much weight and by when. What steps will you take to make sure that you do lose weight? What are the likely obstacles? What will you do to make sure you overcome the obstacles?



- What will these changes mean for you? What will you see? How will you feel?
Try to visualize the outcome of the changes. The more clearly you visualise yourself achieving your desires the easier it will be.
- Set measurable goals. Give yourself something concrete to aim for. Goals are more powerful when they're specific, easy to visualise and have a deadline. For example, make time to spend with God becomes; use my diary to plan in thirty minutes of uninterrupted time with God, four days a week.
- Prioritise your goals. Rewrite your goals in the order you want to deal with them. Writing down your goals will help you to clarify exactly what you will do. Break the goal down into small measurable, doable steps.
- Set yourself a target date for each goal. Make sure it's realistic and give yourself permission to modify your target if need be.
- Choose one goal to work on. Make a step by step plan and review your plan regularly. Don't overwhelm yourself by trying to work on everything at once.
- Decide when your next coaching session will be. Block off the time in your diary.



If you follow the steps I've outlined you will see a difference. I think you'll be surprised at how much difference you can make in a relatively short time.

Write out your main goal and put it somewhere where you'll see it each day. This will serve as a helpful reminder and keep you focused.

When you need help or you need some answers – talk to God; invite the Holy Spirit into the process. Write out questions that will help you to clarify your thoughts. Ask God to speak to you. Wait, listen, and write down the answers that come.

If you find yourself losing your way or getting bogged down, set time aside to dialogue with God. Don't censor the thoughts that come. Now isn't the time to analyse – simply let the thoughts flow. Listen expectantly, record what you hear and act on it.

When you're puzzled about something, ask yourself curious questions. Allow yourself the space to think creatively. Think possibilities and write out **all** the options.



If you want to find solutions for problems, remember to ask constructive, open-ended questions that can't be answered with a simple yes or no. A great question to use is, "What can I learn from this situation?"

Avoid asking why. It's much more constructive to ask what or how.

When you're sure you've finished, write a summary, it will help you to get clear about what you plan to do. Once you've decided what you will actually do, write it down in detail.

- Decide when you will do it and record this in your diary. This will make it far more likely to happen.
- Plan regular reviews – put the dates in your diary.
- Look to see what's working and do more of it. Make any necessary adjustments.

Coaching questions to start the process and keep up the momentum.

- What's worked in the past?
- What am I avoiding?
- What's another way of looking at this?
- What about this is scary?
- Who can help me with this?
- What's the next step?



- What's the most important thing to do?
- What might get in the way?
- What can I do about it?

If you find yourself saying, "I don't know." Ask yourself, "What would I do if I did know?"

Get into the habit of asking yourself curious questions that will lead you to insights and answers and develop the habit of waiting to see what God will say to you about things. If you expect Him to speak to you, He will.

Here's a selection of articles I've written that you'll find helpful

[Success Secrets – Keys To Help You Succeed At Anything You Do](#)

[Overcome Limiting Beliefs – How To Break Free From Limiting Beliefs and Set Yourself Up For Success](#)

[Harness Motivation – 7 Steps To Help You Achieve Your Dreams And Keep You Motivated](#)

[21 Ways To Encourage Your Heart And Nourish Your Soul](#)

[Develop An Attitude of Gratitude and Transform Your Life](#)



Can self-coaching be as powerful and effective as being coached by an experienced coach?

There's no doubt that you can coach yourself. It can be very effective and is time well spent. How effective it is depends on how motivated you are.

There are things that working with a coach can give you that self coaching can't.

A coach will:

- Ask questions that you probably won't even think of
- Support you and believe in your abilities when you don't yet
- Bring insights and give feedback
- Listen without judging or offering simplistic advice
- Offer expertise and coaching techniques
- Keep you accountable and hold you to what you say you will do



If you would like to experience the power of being coached, Christian Life Coaching currently offers either e-mail coaching or telephone coaching and I have plans for coaching programmes in the autumn of 2007.

For more information on coaching with Lynne, [click here](#)

Short Coaching Guides

I am developing a series of mini coaching guides. The first one is available on my website now.

Dealing With Anger Is a mini coaching guide that will help you to develop strategies to defuse anger and hostility. If you are ready to deal with anger once and for all this guide is for you.

I'll be announcing each new coaching guide in The 5 Minute Life Coach

Lynne recommends:

Boundaries Face to Face This is a great audio book that will help you to set healthy boundaries.

Maximum Confidence Jack Canfield will help you to create more positive relationships.

<http://www.SeolsSimple.com> If you have your own website and would like to know how to get more visitors without spending a fortune, take a look at [Optimize Your Website](#)



I hope you've found this download useful.

If you follow the guidelines and actually do the exercises **you will** begin to transform your life.

It would be great to have feedback and hear how you get on.

You can contact me through the [contact form](#) on my website, or you can email me lynne@lynnelee.com

I love getting feedback and always try to respond quickly. I usually manage to get back to people within 24 hours. I'm look forward to hearing from you.

Remember; take the first steps in faith. You don't have to see the whole staircase.

Warm regards

Lynne

