Welcome to your Life Coaching Toolkit Guide!

We want you to LOVE your coaching tools, so this guide is part of a series to help you use our Toolkits more effectively. We describe each tool in the toolkit, its purpose, how and when to use it, give additional tips AND identify which tools work in coaching sessions, as homework, in workshops or teleseminars and group coaching!

For a great overview of all the tools in this toolkit, skip straight to the Appendix for a one-page summary table.

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Introduction

Many people come to coaching with specific goals in mind. But to achieve our goals we need to find ways (in these busy lives of ours) to stay energised, keep moving forward and getting things done. In this life coaching toolkit are tools to help your clients do just that - to achieve their goals, keep moving forwards, and find the energy they’ll need to stay the course.

After completing this set of tools and exercises, your clients will feel energised by spending more time with people who inspire and support them and doing both more of what they love - and less of what they don't! They will also be more effective as they plan their week ahead and create some unique supportive daily habits to help them be more successful. Finally, there are also exercises to help them take stock of where they are, stop procrastinating on those annoying tasks, brainstorm ideas and actions to get unstuck, and a fun tool to bring lightness to our big and overwhelming tasks.

These Life Coaching tools can be done in any order - although the order they are presented here works well if you'd like to use the tools as a ready-to-go coaching programme. You can also start your new client on these tools right away! A quick overview:

1. Identify Your Spark Team! Boost energy by identifying and beginning to create a team of people who encourage, inspire and support you!
2. Love and Loathe List Exercise. Reduce energy drainers by helping your client add more of what they love, and do less of what they loathe - whether it's in their life or at work.
3. Weekly Success Planning Tool Get your clients focused with this simple, fun coaching tool. Includes a week in review page to help clients learn and improve going forwards.
4. Daily Success Habits Exercise By making small changes to our daily routine we can make BIG changes in our lives and careers! Help your clients come up with 5 new success habits - a personal framework around which the day’s activities fall into place.
5. Take Stock and Take Action Worksheet! This simple life coaching exercise and worksheet asks a few powerful questions to help your clients take stock of their current situation - FAST - and then identify quick goals/actions to get themselves moving!
6. Stop Procrastinating - Get It Done! Explores your clients’ motivation for the task, then brainstorms ways to make the task more pleasant, finally identifying 3 actions to get this task DONE!
7. Unstick Yourself Now! Worksheet This quick and easy worksheet helps your clients brainstorm, then identify 3 actions in a simple framework which they can carry forward into everyday life!
8. Eat Your Elephant Worksheet! Using a fun elephant image, this exercise helps identify actions and bring lightness to a big project. How do you eat an elephant? One bite at a time!
SECTION 1: Get Energised!

In this section your client will complete 2 exercises to help them get energised and enjoy life more. The first exercise helps your clients have more fun with a "Spark Team" - after all it's our relationships that give life meaning! Then we take a simple look at what's happening in our clients' lives - and encourage them to find ways to do more of what they love - and less of what they loathe.

TOOL 1) Identify Your Spark Team!

Especially Good For: Everyone.

Description and Purpose of Tool: The people around us have a big impact on how we feel about ourselves and life - and positive relationships are HUGELY underrated as sources of inspiration, anti-stressors AND energy boosters. This fun coaching exercise asks your clients to create a "Spark Team", a hand-picked group of people who will help your clients enjoy life more - and maybe achieve more too!

Steps and How to Use:

1. Review the notes at the top of the form.
2. Then to focus your client a little, ask "In what areas of your life would you like a boost?"
3. Next ask the questions on the form that help your client think of people they know - or would maybe like to know better - to add to their "Spark Team".
4. Once your client has a few names to work with, ask them to pick a Top 5 team to write in the stars, and anyone else they think of can go on the list on the right-hand side.
5. Finally, what action are they going to take to cultivate this team of people? Ask your client to identify 3 action steps they can take to cultivate their "Spark Team" relationships. How could they spend more quality - perhaps even regular - time with members of their "Spark Team"? What could they do, ask, suggest, request or offer?

When: Use at any time in a coaching relationship for an injection of fun or a happiness boost. It works well at the start of a coaching relationship or with a prospective client to offer people an opportunity for an "Aha!" moment - and an idea of what is possible with coaching.

Use This Tool:

- In Session ✓ *
- Homework ✓ *
- Workshops ✓ *
- Teleseminars ✓ *
- Group Coaching ✓ *

* This exercise is a great all-rounder: simple, powerful and fun!

Tip: This is an excellent tool to use to energise people's lives. Also use it to create a "Spark Team" in the workplace - after all most of us spend 5 out of every 7 days at work!
TOOL 2) Love and Loathe List Exercise

Especially Good For: All types of clients. Can be used to review their life overall, how they feel about their home or look specifically at their career.

Description and Purpose of Tool: If your client is feeling weighed down, use this tool to help your client get some great ideas on what might be bothering them. By identifying what they love doing (and finding ways to do more of that), and getting really clear on what they loathe doing (and finding ways to minimise or do less of that), your client is going to free up lots of new energy! (2 pages)

Other uses:
- In a career context, this tool can help your clients get very clear on what to look for - and what to avoid - in their career, whether it's for their current or a future role.
- Also - if you have a client who has trouble delegating, this exercise can also be a primer for your client to begin delegating the things they loathe doing...

Steps and How to Use:
- As Homework: Ask your clients to complete their list over the course of a week or so.
- In a Workshop/Teleseminar/Group Coaching situation: Ask your clients to think back over the course of a week - to imagine going through their days in their minds - and write down what comes up for them on the list.

1. Review the instructions at the top of the form.
2. Ask your clients to make a brief note in the appropriate columns whenever they feel great (are doing something they LOVE) or are miserable (doing something they LOATHE). The more specific they are about each item, the better.
   Tip: If something comes up several times, put a tally mark or number next to it. Make sure they identify/count each separate instance.
3. Once they've got a reasonable list, ask them to complete page 2 - or you can use those questions to verbally coach them around their results:
   - What did they notice? What surprised them?
   - What did they learn from completing this exercise?
   - What do you first notice as you look at your list?
   - What surprised you in the results?
   - What common threads and patterns do you begin to notice?
   - What else would you like to make a note of here?
TOOL 2) Love and Loathe List Exercise  continued...

4. Now we're onto the action portion. It's time to brainstorm ideas of how they could do less of what they loathe, and more of what they love. Ask questions like:
   - If some ideas were to spring to mind, how could you REDUCE doing what you LOATHE?
   - How could you make doing what you LOATHE easier, quicker or more pleasurable?
   - How could you increase doing what you LOVE? What ideas do you have? What pops into your mind?
5. Finally, ask them to identify at least one action/next step that they will actually take.
   TIP: Your client may find the list of thought-starting ideas on page 2 helpful.

When:  This coaching exercise can be used at any time. Whip it out if your clients complain of being tired or drained, if they're unhappy in their career or if they are busy or overwhelmed, but just won't delegate!

Use This Tool:
- In Session ✓
- Homework ✓*
- Workshops ✓
- Teleseminars ✓
- Group Coaching ✓

* This tool makes excellent homework - give page 1 separately, with page 2 as a follow-up in session, or simply give both pages as homework.

Tip: If you want to use this for work/career and your client isn't working at present, ask them to think back over a typical week at their past employment/s, imagining their activities day by day and remembering what they loved and loathed.
SECTION 2: Be More Effective

In Section 1 your client completed 2 exercises to boost their energy and enjoy life more. Perhaps they have already taken steps forward! In Section 2, your client will look at how they could be more effective by planning their week ahead holistically and carrying forward learnings, plus create some unique daily habits to support them.

TOOL 3) Weekly Success Planning Tool

Especially Good For: Everyone.

Description and Purpose of Tool: This success tool helps your client see a broader sense of what success might look for them. It looks at your clients' week ahead holistically - for example picking a theme for the week, identifying their top 3 priorities, actions towards longer term goals, where they get in their own way, other important things to remember like birthdays.

Page 2 reviews how the past week went, what your clients can learn from and even who they might like to thank. And as action cements learning, it wraps up by asking your clients to identify one thing to do differently next week.

Steps and How to Use:

1. First ask your clients to identify a theme for the week ahead.
2. Next ask your client to complete the boxes on page 1 of the worksheet using the theme they picked to guide them as they complete the rest of the page.
   NOTE: You can also simply ask your clients the questions on page 1 of the worksheet as a mini-coaching session.

ONE WEEK LATER:
3. The following week, ask your client to complete page 2 - which asks questions to prompt reflection and learning as to how their week went and what can be learned from it.
   NOTE: As before you can also simply ask your clients the questions on page 2 of the worksheet as a mini-coaching session.
4. To wrap up page 2, it's important to ask your clients what one specific action they'll take as a result of what they've learned.

When: This coaching tool can be completed at any time.
TOOL 3) Weekly Success Planning Tool  continued...

Use This Tool:
- In Session  ✔️ Use the questions in session - with or without the worksheet!
- Homework ✔️ Works best when given as homework.
- Workshops ✔️ *1
- Teleseminars
- Group Coaching ✔️ *2

*1 There are also many workshop applications include using page 1 as a workshop wrap-up, or page 2 to create a focus on positivity and gratitude.

*2 There are also many Group Coaching applications, for example using this tool as a group exercise where they can coach each other. Another option is to use page 2 as homework and for groups to review at the start of the next Group Coaching session. Plus, as for workshops page 1 can be used to wrap-up a session.

Tip: This is a structured, worksheet with powerful questions and there are many opportunities for reflective "Aha" moments. It's also a great opportunity to explore what success might really mean to us as individuals. To maximise effectiveness for your clients I recommend giving this as homework, and then coaching them around their responses to go deeper into their own learnings and observations.
TOOL 4) Daily Success Habits Exercise

Especially Good For: Everyone.

Description and Purpose of Tool: By making small changes to our daily routine (success habits) we can make BIG changes in our lives and careers! This life coaching exercise helps your clients come up with 5 new success habits - a simple personal framework around which the day’s activities fall into place. These habits can be anything from health to our relationships to planning and organization or making time to breathe - and will be utterly unique to our clients!

Steps and How to Use:
Start by reading the background segment.

1. The exercise starts with helping your client get some context for these new daily habits by:
   a) Listing their Top 3 Priorities – in life – right now
   b) Listing their Top 3 Stressors – in life – right now
2. Ask your clients to brainstorm and write out five or more daily habits that could support them – including their home, personal and work-life.
   TIP 1: Sometimes it’s hard to know what is meant by specific and measurable, so use the examples on the worksheet to get people started.
   TIP 2: Focus your coaching questions to help your client identify ideas that minimise their stressors and help them achieve their priorities. Questions like, "Where do you sabotage yourself regularly?", "What ideas have you already (perhaps secretly) had?" and, "What one habit would help you achieve more/get really focused on your priorities?"
3. For each habit identified, ask your clients to write the benefits alongside on the worksheet.
4. Now ask your clients to look at their list and pick 3 habits they will COMMIT to - one to start tomorrow, one for next week and one for the next month.
   TIP 3: The actions are staggered because trying to introduce 3 new habits at once might be too much for people. Instead we let them get started, feel good, build impetus, then add the next habit. But you can customise and do whatever works best for your client.
5. Finally, to wrap-up ask your clients, "Who do you need to BE to implement these habits?"

When: This is a great exercise to do early on in the coaching relationship – to help your clients create a healthy and helpful framework in their lives, and support the coaching process. You can give this exercise as homework, asking your clients to write out their answers, or simply use this as a series of questions that you ask verbally – in a session or workshop.
TOOL 4) Daily Success Habits Exercise  continued...

Use This Tool:

- In Session ✓*
- Homework ✓*
- Workshops ✓*
- Teleseminars ✓*
- Group Coaching ✓*

* This exercise is a fabulous all-rounder!

Tip: It takes time and practice to implement new habits. They start as simple actions and gradually, as we do them regularly, they become habits. It can take anything from 21-30 days to implement a new habit – and it takes a few months or more to cement a habit. So remind your clients to be kind to themselves on the days they don’t remember – and just start again the next day!
SECTION 3: Get Things Done

In Section 1 your client completed 2 exercises to boost their energy. In Section 2, your client looked at how they could be more effective by planning and reviewing their week ahead holistically and created new daily habits to support them in life. In Section 3, your clients will look at getting things done. First, we have a simple but powerful worksheet to take stock and take action, and then a second worksheet helps your clients explore a specific action they may be procrastinating over - and see if they can't get it done...

TOOL 5) Take Stock and Take Action Worksheet!

Especially Good For: Clients who seem unfocused, frustrated, or who have a lot of niggling negativity - that blocks them from moving forwards.

Description and Purpose of Tool: This simple coaching worksheet helps your client take stock of their current situation - FAST - and then identify quick goals/actions to pull themselves out! What are your clients tolerating, what's frustrating them, what do they think they SHOULD be doing, and what do they really want? Once they get some clarity and see this written down in front of them, they'll get insights into what's getting in the way and can take action to move forwards!

Steps and How to Use:
1. Review the instructions at the top of the form with your client.
2. Now ask your client to answer the questions on the sheet in order. Give them plenty of time so they can ponder fully what might be going on for them.
   TIP: Ask them to write down whatever comes up for them - especially anything awkward or uncomfortable - however big, small or embarrassing it may be.
3. Before completing the wrap-up section, ask your clients questions like:
   i) What surprises you from your responses?
   ii) What patterns and similarities do you notice?
   iii) Which questions did you enjoy answering? Which did you not enjoy answering?
   iv) Is there a theme to your responses?
   v) What else do you notice?
4. Finally, ask your clients to note down their Top 3 Observations - and identify an action to move forwards for each one.

When: This coaching tool can be used any time, and can be given to your client to use whenever they feel a bit stuck or sluggish and want to "take stock and take action"!
TOOL 5) Take Stock and Take Action Worksheet!  continued...

Uses For This Tool:

- In Session  ✓  Great in session and with prospective clients
- Homework  ✓  Great as homework, then to review in session and explore further!
- Workshops  ✓
- Teleseminars  ✓
- Group Coaching  ✓

Tip: Remind them NOT to think too much about their answers - and to write down whatever 'pops' into their mind for the best results.
TOOL 6) Stop Procrastinating - Get It Done!

Especially Good For: Anyone who is procrastinating or avoiding doing a specific task or action.

Description and Purpose of Tool: If your client has a specific action/task they keep putting off, this coaching exercise will help them decide 1) if it definitely needs doing and 2) brainstorm ideas to identify 3 things to get it started - or done!

Steps and How to Use:

NOTE: This exercise can be done in one "sitting" as a complete exercise or each page can be a separate step. In addition Page 1 can be a standalone exercise to check and grow commitment to the task, and Page 2 can be used standalone as a way to brainstorm ideas to get a task started or done.

PAGE 1

1. Go through the questions on page 1 with your client. Delve a little deeper with some additional coaching questions if your intuition tells you to! You could try questions like:
   - What wants/needs to be said/heard?
   - If you could wave a magic wand what would you do?
   - If there was an outcome you were secretly looking for, what would it be?
2. Pay close attention to your clients' responses to questions 7 & 8. Do they REALLY need to do this task? Really? And help them make a decision whether to either let the task go or fully commit to move forwards with it.
3. When working directly with a client questions 9 and 10 are at your discretion.

PAGE 2

4. Ask your client to list 3 (or more) things they love for each of the 5 senses, plus what delights them. If your client finds this difficult - a great place to explore is what they loved in their childhood or as a teenager.
5. Next, ask them to review what they've brainstormed and use these ideas to identify 3 actions to get moving on this task.
6. Finally, ask them to score out of 10 how likely they feel they will complete this task now. As usual with the /10 scoring system, an 8 or more is great. If their score is 7 or less they'll need some more coaching. You could try the questions from step 1 above or ask, "What would secretly make the difference? What could make your score a 10/10?"
7. Finally, we ask them to commit to the task by signing their name.

When: This tool can be used any time. It is be particularly useful with an action a client repeatedly does not complete - but says they want to or need to get done!
TOOL 6) Stop Procrastinating - Get It Done!  

Use This Tool:
- In Session: Use the form or simply use the questions as a coaching framework
- Homework: *
- Workshops: *
- Teleseminars: *
- Group Coaching: *

1 This tool can be used 'as is' in a seminar/coaching workshop/group coaching. If you have time, the questions on page 1 benefit from further coaching questions/exploration. You can also use page 2 as a standalone exercise to brainstorm ideas and identify actions to move forward with.
SECTION 4: Get Unstuck and Get Moving!

In Section 1 your client completed 2 exercises to boost their energy. In Section 2, your client looked at how they could be more effective through planning and reviewing their weeks holistically as well as creating daily habits to support them. In Section 3, your clients focused on getting things done. In section 4 your clients learn a simple way to brainstorm ideas to get moving and/or unstuck on a particular task, goal or project and try a fun way to break down a large project or task with humour and levity.

TOOL 7) Unstick Yourself Now! Worksheet

Especially Good For: Anyone who feels a bit stuck or who wants to generate new ideas for a project or goal.

Description and Purpose of Tool: This super-simple and practical coaching exercise asks 5 easy questions to help your clients brainstorm and come up with lots of new ideas - and then choose 3 actions to move forwards with. It's the ultimate quick brainstorming tool!

Steps and How to Use:

1. Review the worksheet quickly with your client.
2. First, ask your client to articulate their goal/how they would like things to be different.  
   NOTE: Writing out the problem is important to give the clients focus for their brainstorming.
3. Now ask your clients to brainstorm ideas for things they could STOP, do LESS OF, so MORE of, CONTINUE and START doing to get unstuck. It’s good to consider the questions in order, and get at least ONE action before moving onto the next question (often the client will come back to a previous question and add other ideas later). 
   TIP: Often the best ideas come out last, so for maximum impact keep going until your clients to fill up the worksheet with at least 3 ideas for each question. Use the question, "What else?" to cycle round the questions until they have at least 3 ideas.
4. Finally, ask your clients to identify 3 actions to move forwards with. Here are some tips: 
   i) These actions MUST be EASY to do, otherwise your client could end up staying stuck! 
   ii) The MOST important action is the one to be completed by the end of today or tomorrow. This ensures they get moving! 
   iii) If necessary, ask your client to pick the EASIEST actions, or ask them to break down an action they have identified into smaller, more manageable steps. 
   iv) For MAXIMUM effect: Ask your clients to score each action out of 10 as to how likely it is that they will complete it. Coach them until today/tomorrow's action is a 10 out of 10, and the remaining two actions are at least an 8 out of 10!
TOOL 7) Unstick Yourself Now! Worksheet  continued...

When:  Use this tool at any time to brainstorm ideas for actions, tasks, goals or projects - whether it's something new that can't quite get off the ground or something that has been hanging round for a while!

Use This Tool:
- In Session  ✔*
- Homework  ✔*
- Workshops  ✔*
- Teleseminars  ✔*
- Group Coaching  ✔*

* This exercise is a fabulous all-rounder!

Tip:  Let clients know that this exercise has an added bonus in that it gives them an easy to remember set of questions they can use for themselves in the future to brainstorm ideas - in any situation!
TOOL 8) Eat Your Elephant Worksheet!

Especially Good For: Everyone. NOTE: Because of the playful nature of this tool, it may not be appropriate in a traditional corporate environment.

Description and Purpose of Tool: Do your clients ever feel like they have an elephant on their plate - a task, goal or project so big it seems overwhelming and they don't know where to start? Well, how do you eat an elephant? One bite at a time! This fun, highly visual tool asks your client to brainstorm and write out actions and hopefully feel a little less overwhelmed.

Steps and How to Use:

1. First ask your client to write a short description of the project, goal or task in the space on the worksheet.
2. Next, on and around the elephant body, ask your client to brainstorm and write out ANY and EVERYthing they think they need to do.
3. Then simply ask your client to circle 1 or 2 'bites' of action they feel they can take right now and write next to them the date when you'll do them by.
   TIP: It's a great idea to coach them around the likelihood of completing these 2 actions and look at what could get in the way. If necessary, break down the tasks into smaller, more doable activities.
4. Finally, ask your client to put their elephant up on the wall somewhere to remind them.

NEXT STEPS
5. Remind them that they can return and add actions they think of later, and to cross off the actions they've done.
6. Once they've completed their first two actions, they can circle the next 2 actions that need doing and add dates to those - until the goal/project is complete.

When: You can give this simple and fun tool to your client as homework or use it to lighten a session, workshop or group coaching situation. Use at any time.

Uses For This Tool:

- In Session ✓*
- Homework ✓*
- Workshops ✓*
- Teleseminars ✓*
- Group Coaching ✓*

* This exercise is a great all-rounder!
In Summary:

There are 8 Life Coaching Tools in this toolkit and this guide was written to help you use this toolkit more effectively. The tools, tips and sequence above are suggestions only - it all depends on you and your client - so dance in the moment, have fun and play with your tools!

BONUS Life Coaching Tips & Information:

You may also find these ARTICLES helpful:
1. The GROW Model as the ULTIMATE Coaching Tool, Questions and Why it Always Works!
2. 5 Simple Steps to Help Your Clients Identify Toxic Relationships - and Spot the Good Ones
3. Here Are 13 Ways To Boost Your Coaching Relationships!
4. Use Affirmative Writing To Get Clients Unstuck And Connected To Their Goals
5. Use This Questioning Process to Help Your Clients Spot Where They are Blocking Themselves!
6. Coaching Questions 101: 10 Powerful Questions to Unblock Your Clients!
7. Are You Doing Too Much? The Perils of Multitasking
8. How to Create More Joy in Life with the What Makes My Heart Sing? Exercise
9. Stop Waiting For Permission. Give Yourself The Green Light You Need!

You may also find these TOOLS helpful:
1. Extraordinary Goal-Setting Toolkit  These tools help your clients explore the vision they have for their lives, set annual goals, SMART goals, brainstorm meaningful goals - and much more!
2. Detox Your Toxic Relationships Exercise! Who we hang out significantly impacts how we feel about our selves and our life. Help your clients figure out who is and isn't good for them.
3. Life Map Template  Get a snapshot of the key highs and lows of your client's life so far. Explore how this may have affected them, their values - and what that means going forwards.
4. Are You Sitting TOO Comfortably? Exercise  Are your clients stuck in their comfort zones? This fun coaching exercise helps your clients assess where they are on the "comfort continuum".
5. Personal Values Identification Workbook  Help your client live a congruent, authentic and fulfilled life with this 5 Step workbook to identify and prioritise your clients' Top 10 personal values – what's most important to them in life.
6. *FREE* Tolerations Coaching Exercise! Great if your clients are having trouble focusing!.
7. Build a Bridge Coaching Exercise  Sometimes all we need is a little push to take action - any action - and get ourselves moving and unstuck!
8. Boost Your Strengths Exercise  Help your clients really shine with this simple coaching exercise. Use in a personal or career context - and help your clients be more themselves!
9. *FREE* Cognitive Distortions List  Where is your client's self-talk getting in the way? This can be a real eye-opener for our clients...
What Next?

We hope this Coaching Toolkit helps you grow your business and your clients! Here are some things to do if you liked this guide:

- **Sign-up for our newsletter**, get a helpful *weekly coaching article*, hear about exclusive *offers* and *free stuff* PLUS get our FREE "549 Coaching Questions" *eBook* organized into helpful coaching areas!
- **Check out our searchable blog** chock full of articles for people who love coaching.
- **Like our Facebook Page**, follow us on *Twitter* and/or connect with Emma-Louise on *LinkedIn*!

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**About the author:** Emma-Louise Elsey is the CEO of Simplicity Life Coaching Ltd. (The Coaching Tools Company.com is a division of Simplicity Life Coaching Ltd.) She is a certified Life Coach, NLP practitioner and recovering perfectionist who loves questions, quotes, creating coaching tools and writing. Since qualifying as a coach in 2004 she has worked with many successful professionals and business owners.

**Free Coaching Tools:** For inspiration and to help you with your businesses, there are many more *Free Coaching Tools & Templates* at *The Coaching Tools Company.com* including more coaching questions, coaching exercises, business admin templates for new coaches and forms to help with your seminars.

And if you have any other questions or suggestions just give me a shout, I'd love to hear from you!
# Appendix: Life Coaching Toolkit Summary

These tools are suitable for any client. Each tool can be used individually at any time, or as part of a larger sequence.

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<td>Identify Your Spark Team!</td>
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<td>Y*</td>
<td>Y*</td>
<td>Y*</td>
<td>Help your clients have more energy and enjoy life more too - with a hand-picked spark team! Use any time - but great to give clients a boost early in your coaching relationship!</td>
<td>1. Detox Relationships Exercise, Identify &amp; minimise time spent with toxic people. 2. What Makes My Heart Sing? Is a great tool to boost energy &amp; life enjoyment. 3. The Energy Zappers Exercise is a great way to see what's draining your clients!</td>
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<td>Love and Loathe List Exercise</td>
<td>Y</td>
<td>Y*</td>
<td>Y</td>
<td>Y</td>
<td>Boost energy and enthusiasm at any time. Your client will get really clear on what's bothering them and identify ways to do more of what they love - and less of what they hate!</td>
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</table>

**SECTION 2: Be More Effective - Help your clients be more effective by planning ahead and consciously creating unique supportive success habits.**

| 3 | Weekly Success Planning Tool | Y | Y* | Y | Y | Plan for success! Give your clients a broader feel for what a successful week might look like for them. A learnings review helps hone their approach going forwards. Use any time. | 4. If your client is lacking "bigger" picture focus, help them set some Annual Goals or even Create a Vision Board. 5. Try asking, "If you secretly knew what would make you more effective, what would it be?" 6. What about some alone time? Solitude: 9 Powerful Reasons to Spend Time With Yourself! |
| 4 | Daily Success Habits Exercise | Y*# | Y* | Y* | Y* | Set your client up for success: Your client will identify new supportive daily habits. Use to maximise success for clients - whether it's better focus, health, goals, relationships etc.! Fabulous all-round exercise that can be used at any time. | | |

**SECTION 3: Get Things Done - Help your clients focus on getting things done by looking within - and find ways to take action & complete a task they have been procrastinating over.**

| 5 | Take Stock and Take Action Worksheet! | Y* | Y* | Y | Y | This simple worksheet with powerful coaching questions helps your client quickly take stock of their current situation and identify the best next steps. Use any time. | 7. Another interesting angle to discuss with your clients is: Achieve More: Why You Need Stillness to be Productive! 8. Look for some inspiration from these 12 Easy Ideas to Get More Done AND Have Fun Too! |
| 6 | Stop Procrastinating - Get It Done! | Y | Y* | Y | Y | Stop procrastinating and get a specific task started or done! Use (page 1) to assess whether the task actually needs to be done and (page 2) to brainstorm ways to get moving. | | |

**SECTION 4: Get Unstuck & Get Moving! Your clients will learn a simple way to brainstorm ideas and get unstuck as well as a fun way to break down a large project.**

| 7 | Unstick Yourself Now! Worksheet | Y* | Y* | Y* | Y* | Brainstorm lots of new ideas. Your clients use a framework of 5 easy questions to brainstorm and come up with lots of new ideas for a task, goal or project they are stuck on. Use any time. | 9. Try our *Free* Resource: 37 Questions to Liberate Your Clients 10. You may like 15 Ways to Turn I Don't Know Into an Aha Moment! 11. Ask your clients to consider each wheel of life category and ask what they could change in each category to get moving? 12. Clients stuck focusing on things outside of their control? Try the Spheres of Influence Coaching Exercise! |
| 8 | Eat Your Elephant | Y* | Y* | Y* | Y* | Reframe and get started on a big task! Is your client feeling overwhelmed by a project or task? Use this graphic tool to brainstorm and write out everything on their mind to do with a goal or project, then pick two actions to get started with - and keep picking two more until it's complete! Use any time. | | |

* These tools are particularly suited in this situation.  
# Good for use with prospective clients