



Empowered Choice

Life Coaching and Personal
Performance

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Life Coaching and Personal Performance

This is YOUR information pack to help you to get more out of life, to make positive changes, empowering you to live the life you deserve.

Welcome

If you are reading this, then most likely we have already spoken about coaching and this information pack is designed to give you more information about coaching and help you to gain clarity on the things you might like to change in life, or goals you want to achieve.

The purpose of this pack is:

- to agree the basic framework for the coaching sessions
- to clarify what we both are expecting to get out of the sessions
- for you to provide me with basic background information that will help me, help you
- to provide some exercises for you to complete, in order to start this coaching journey, with me as your coach

What is coaching?

Coaching is a really positive way to move things forward in your life and leave behind less effective ways of being, feeling and thinking about your life. Coaching is about helping you to reach your goals and aspirations through a supportive collaborative process which helps you arrive quicker than perhaps you may on your own.

In being coached, you will make decisions and answer questions for yourself, you will decide to take actions. While your coach can remind you of the commitments that you made to yourself, the success of your coaching journey depends on you taking responsibility for the actions you set.

In coaching, there are no right or wrong answers. It is not about the coach making any judgements, nor about the coach giving you any advice or suggestions during the sessions.

We do not delve into the past or deal with psychological issues or serious addictions, although as a Chartered Psychologist I may be able to help you gain insight into some of these matters if they do affect you.

How does each session work?

At the beginning of each session we will review the actions and progress you have made. I will ask you about your long and short term plans and goals and ask about what you would

like to discuss in the session. It is important that you come to each session prepared with something you want to work on, even if you don't have complete clarity about that. For example, you may say 'I want to develop my business' but not quite know where to start. I can help you gain clarity and identify what steps you need and want to take and how to prioritise them. If you come to the session not knowing what you want to work on, then it is likely to be a much more challenging experience for both of us.

More about me

I am a Chartered Psychologist and Member of the British Psychological Society with over 20 year's experience as a psychologist within the higher education sector. As a coaching psychologist I empower others to make positive choices and take action to achieve their very best potential.

I help people in many areas of their lives, for example, their self-development, such as developing confidence and self esteem or having a better work-life balance; I also help people who are (or want to) make transitions in life, such as redundancy, divorce, becoming self-employed, etc. I also help people who find themselves 'stuck', wanting to change something, but unsure what or how to make significant life changes.

The latest evidence-based research informs my work in helping clients make positive choices and decisions, I support and empower my clients to take action that facilitates changes in their lives which enable them to be happier and fulfil their life's potential.

As a Chartered Member of the British Psychological Society I adhere to the Code of Ethics and Conduct (<http://bps.org.uk/news-and-policy/bps-code-ethics-and-conduct>). I will not break confidentiality, except under very specific circumstances outlined within the Code of Ethics. Everything that is shared between a coach and client remains confidential.

Are you Ready, Willing and Able to be coached?

Coaching is not a passive chat, rather each session should be active, robust and sometimes challenging. If you are not prepared to put the work in to make change happen, then coaching is not likely to be right for you, *at the present time*. Everyone can benefit from coaching, but they have to be ready, willing and able. These questions are a checklist for you to make sure that you are ready for coaching.

Ready

I have time to invest in myself Yes/No

I can make and keep appointments with myself to work on this material Yes/No

There is a gap between where I am now and where I want to be Yes/No

Willing

I am fully willing to do the work required to get me where I want to go Yes/No

I am willing to stop or change the self-defeating behaviours that limit my success Yes/No

I am willing to try new things even if I am not 100% convinced they will work Yes/No

Able

Coaching is the appropriate discipline for the changes I want to make Yes/No

I have the patience to take consistent action towards my goals, regardless of how immediate the results are Yes/No

I have the support I need to make significant changes Yes/No

If you have answered no to two of more of these questions, you will probably need to make adjustments before the coaching can be effective.

Your Dreams and Goals

Let's look at your dreams and goals, the things you want to achieve or change

In life-coaching we encourage clients to explore a variety of areas of their life, this may be family, partner, work, education, finances, hobbies, where we live, health, social life, spirituality, self-changes and personal development. The Wheel of Life is a useful visual way of assessing where things are for you right now.



In this example the Wheel is already completed with suggested life areas, however, the Wheel works best when you complete it for yourself. No-one knows the significant areas of your life quite like you do. In a coaching session I would explore with you how satisfied you feel about each area of your life. With a score of zero being close to the centre and a score of 10 being on the outer edge of the circle.

THE WHEEL: Your Personalised Goal Planning Exercise

Please go through all of these stages, following the instructions below.

Choose one goal as the first to work on when we next meet.

1. Write down as many of your priorities as you can on YOUR **PERSONAL PRIORITIES WHITE BOARD** (use the example provided to help). Try to find at least 10 and keep business priorities OUT of this exercise.

2. Review the priorities that you have written down on the White Board and choose the top 10. if you don't have 10 then don't worry!

3. Write each of the top 10 priorities down the left side in the first column on the **Personal Priorities Matrix**, top to bottom. Then write them again across the top of the columns, in the same order, left to right

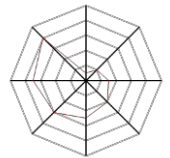
4. Now go to the first priority in your list in row 2 and run your finger along until you come to column 3 and compare the importance of the priority listed at the start of this row with the one listed at the head of the column, write down the most important one in the empty box. Do this until all the empty boxes are filled. Don't write anything where the row and column labels are the same

5. Now count the number of times each priority is listed in the matrix, (ignore the column and row labels). The number of times a priority is listed should reflect the importance of this priority to you. If you feel that the order is incorrect, make a decision which order you want to use, yourself.

6. Now go to the **Personal Wheel**. You will see that this Wheel is divided into 8 sections, on the outside of each section write one of your top 8 priorities

7. Now for each priority think about how satisfied you are with where your life is right now. Using a scale of 0 to 10, where 10 is completely satisfied and 0 is completely dissatisfied, mark on one of the strands of the web radiating out from the centre next to the section for this priority, to record this 'score'.

8. Now join the marks that you have made to link around the web and make your own personal priority web shape.



9. Move on to the Near Future page and answer the questions on this page.

10. Move on to the Action Areas page and list the top six goals that you want to reach this year

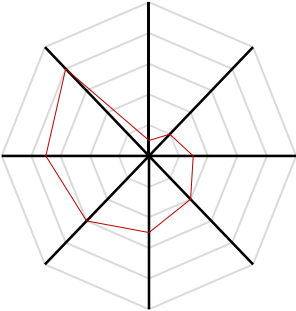
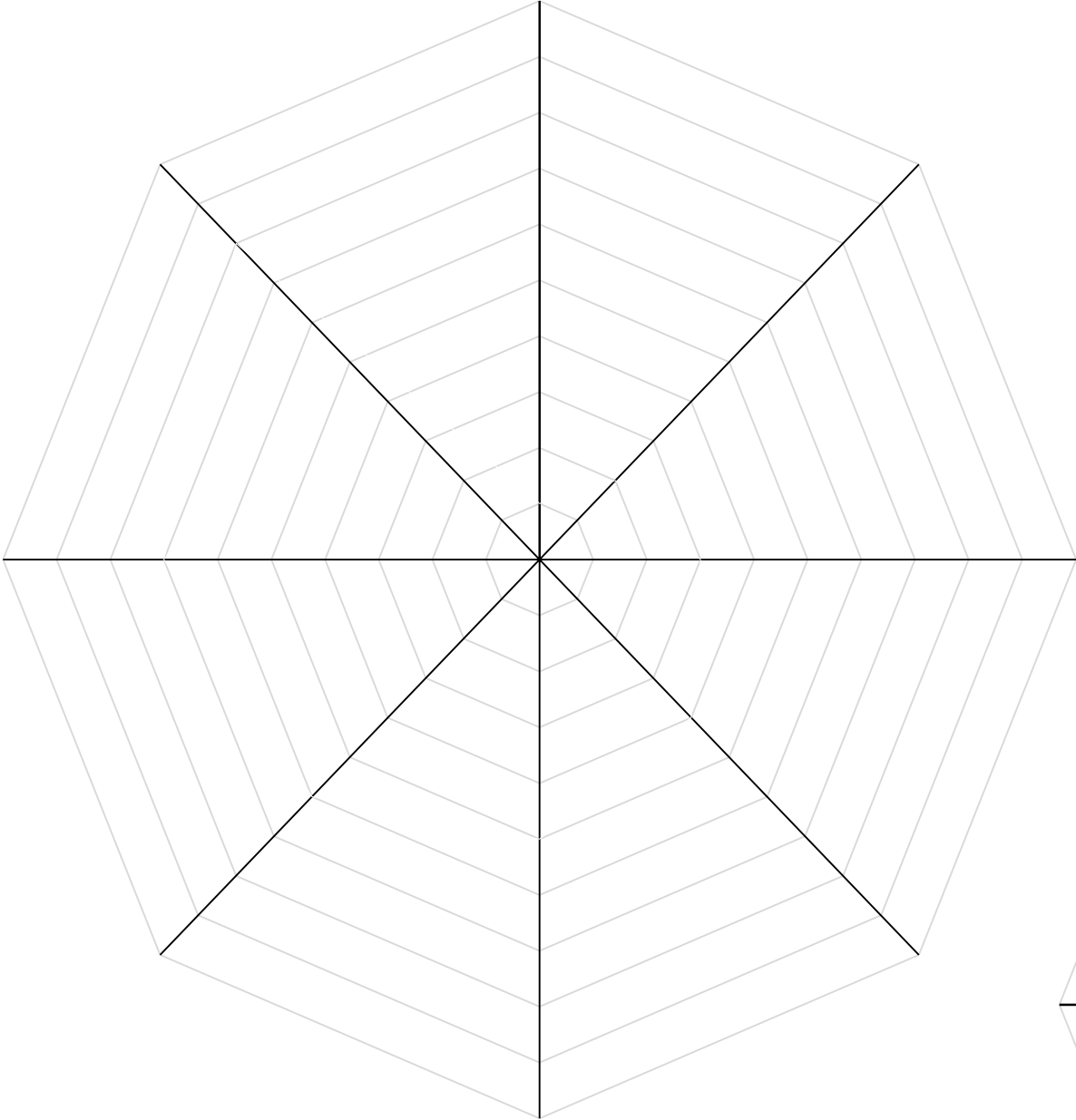
EXAMPLE: Personal Priorities White Board

money
making more friends
Feeling clean inside
fitness
discipline
waking up full of energy
going back to university
Helping others
Learning to ski
Buying a house
Looking after my parents
relationship
Having more fun
Having a baby

YOUR Personal Priorities White Board *(Fill it in!)*

Personal Priorities matrix

Priorities										



The Near Future

Visualise your ***ideal life, three year's from now***, and write a description as if you were talking to a friend you had not seen in that time. Write it in the present tense. For example “wow, so much has happened in 3 years, I left my dead-end job, did a business management course, set up my own business, went on a volunteering holiday in Namibia ...”

Answer the following focus questions:

What will you have changed (compared to now)?

What will it feel like, emotionally?

Who will it include?

What will you do?

What action will you take in the next month, 3 months, 6 months and 1 year that will take you one step closer to your 3 year plan?

How do you know you will achieve these action steps?

What next?

Coaching is a really powerful process where the coach and client work in partnership to help the client achieve their goals.

After reading and completing this information pack, I hope you are in a better position to decide whether coaching might be helpful for you right now.

How much does it cost?

The standard fee structure is as follows:

3 sessions - £295

6 sessions - £550

12 sessions - £995

I offer discounts for returning clients or those would like to book more than 12 sessions.

If you would like to discuss this further, please contact me on 07533 008756, or email me at joselyn@empoweredchoice.co.uk

If you would like to start coaching with me, it would be helpful if you could complete and return the following information to me.

Full Name:

Preferred email address:

Telephone Number:

Skype ID :

Address:

Country:

Current occupation:

Any personal/business information that you wish to share: (family, hobbies, specific interests, health or other personal issues that may affect your ability to undertake specific actions or the coaching sessions)

Your overall objective for our sessions:

Thank you for taking the time to read this information pack. I hope you have found it useful.

Best wishes

Dr Joselyn Sellen

