

TOP TEN TIPS FOR SELF-COACHING

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OVERVIEW

Self-Coaching is a powerful skill set of tools and techniques that anyone can use and apply to create instant and sustainable life and work changes. Drawing from a range of simple to apply techniques that have roots in the best of psychology, psychotherapy and management and leadership theories these tried and tested tools work. So here, without having to wade through pages of text, books or online websites are our top ten tips for self-coaching guaranteed to make a difference.

TIP ONE: WRITE IT DOWN!

CAPTURE YOUR THOUGHTS, FEELINGS AND PLANS IN WRITING

Numerous research has shown that depressed people have much better rates of success when they keep track of their feelings and thoughts in a journal.

Writing down your thoughts, feelings, ideas and plans not only increases your levels of motivation but also significantly increases the likelihood of your success. Very often writing things down crystallizes your own thoughts, gets the creative juices flowing and activates new ideas, solutions and possibilities. Keep a dedicated notebook where you'll record your thoughts and ideas for your Self Coaching journey.

TIP TWO: ASK THE RIGHT QUESTIONS AND WAIT FOR THE ANSWER

Asking questions is a significant coaching tool that all coaches use. The key lies in making sure that you are asking the right questions. When it comes to Self Coaching ask questions that move you towards a solution rather than in the direction of the problem. Becoming Solutions focused is one of the quickest ways of self-coaching yourself to success. One common method is to always be on the lookout for when there has been an exception to the problem occurring even in the tiniest of ways. A typical Solutions Focused question might be:

What's the easiest thing I could do right now? What's the one thing that would get me started in the direction of the solution? If I wasn't afraid what's the first thing I would do to solve this issue? If I knew I couldn't fail what's the first thing I would do. What's the bravest thing I could do right now? What's the oddest thing I could do right now? What could I do in the next five minute that would get me going? Have fun creating questions that motivate you towards success.

TIP THREE: SELF CELEBRATE – DON'T LEAVE YOUR SUCCESS TO FATE OR SOMEONE ELSE FOR THAT MATTER

By this I mean the more you embrace and acknowledge your real time successes and achievements the more you build your own inner reserves of self esteem and confidence in who you are. When you move hurriedly from one project to another without taking time to stop and take stock you are robbing yourself of your own personal success and inner fulfillment. Take time out to record your achievements in writing no matter how small they might be. Invest in writing them down as a way of consolidating your personal success inventory and be sure to put your list in a place where they can be easily found and regularly looked at.

TIP FOUR: UNDER PROMISE & OVER DELIVER

One easy way of robbing yourself of your personal and professional success is to flood yourself with loads of things to do and then find yourself drowning in feeling overwhelmed. Very often this problem is rooted in a lack of self-confidence, which then manifests in seeking to gain approval by over committing yourself. But when you overpromise and then don't deliver it has ripple effects. It disappoints others, can tarnish your credibility and attacks your already vulnerable self-esteem and self-confidence. So how about under promising yourself or others about what you can deliver and then over delivering? This means being realistic about what is really achievable and then going one or two steps further outside of your agreement. You can do this in a number of ways. Say you agree to complete a task within two weeks you can then over deliver by completing the task three days ahead of your deadline. Or say you agree to create a design for a new client and then you come back with three options instead of one. You get the drift? When self-coaching don't forget to write down what you had originally planned to achieve and then make sure you both write down and celebrate what actually happened.

TIP FIVE: REPEAT AFTER ME,
NO FULL STOP IS A COMPLETE SENTENCE

Many years ago a brilliant coach and trainer I worked with shared the above quote with a group we were training on Assertiveness Training for women. To really embrace the full benefits of what can be gained from Self Coaching you'll have to really get real about what and who you'll need to start saying No to. The more you work on changing your life the more you'll see just how much of the stuff you routinely and often without thinking say Yes to gets in the way of your productivity and success. Most success comes through not adding to our lives but by subtracting. When you let go of stuff, things and people you uncannily make room for more of what you truly want. One exercise you might like to try is to create a Not What To Do List. What activities could you delegate or get rid of altogether? Who on your list of friends or colleagues do you need to start saying No to? What social events could you send your apologies to? When will you take a break from social media for a day? Often the real work begins in the compilation of that list and by recognizing just who and what could be holding you back.

TIP SIX: LIGHTEN UP! –
OWN UP TO YOUR MISTAKES AND SHORT COMINGS

It's hard to admit where we are going wrong. But owning up to where you may not be as perfect as you would like to be can catapult you into a more enlightened state. In fact it can literally lighten your load. Make a list of your hidden habits or patterns that really don't create the best for you. It's often when we hold onto secrets, refuse to own up to our mistakes or shortcomings that we hold ourselves back. The more you own up to, in a kind and caring way the more of the strengths and skills that do work best for you will become even more available to you.

TIP SEVEN: INVEST IN DOING LESS
FOR HAVING MORE TIME

How could you do less for more? We waste a lot of time trying to master our weaknesses. Instead think who is a master in that area and go find them. A great question is to ask who could do a much better job for me than I am currently doing? If cleaning is not your thing then hire a cleaner who loves the

job. Not great on editing your creative writing then get an editor on board who could do the job with their eyes closed. Stop right now wasting your time and effort in areas where you are not strong. Create the space to work in the areas that are a right fit for you.

TIP EIGHT: NATURAL NOURISHMENT

With all of your hard work how do you fill back up your own inner reserves? By this what I mean is how are you naturally nourished? Everyone has something they do that's feels like a natural way of replenishing their energy and refueling the tank. For some it's being out in nature. For others it's getting lost in a good book or listening to music. Whatever it is you've got to consciously make time for it in your busy schedule. So often this is the first area of life that gets neglected when we get busy and distracted. Make a list of your natural nourishments. Which one can become daily habits? Which are weekly ones? Which ones might work on a monthly basis? Schedule these into the diary like you would any other appointment.

TIP NINE: SMALL IS THE NEW BIG

Develop the skill of breaking your goals down into small steps that enable your project or goal to happen. Remember feeling overwhelmed by the enormity of many of your tasks and goals can create inertia and procrastination. Sarks Micro movement Wheel is a brilliant tool for setting in motion a series of small steps towards your goal. On a blank piece of paper draw a large circle, with a smaller circle in the middle and then divide the circle into six equal segments. In the centre circle write down the goal you want to achieve. A Micro movement is a small tiny action that can be completed within a time span of between 5 seconds and 5 minutes. Each segment of your circle represents a 5 second to 5 minute sequence. Now in each segment break the goal down into six smaller actions. Each action once taken will move you closer to the goal you are aiming to achieve.

TIP TEN: LET SUCCESS COME TO YOU

Recently I had a pivotal conversation with a great coach whose work I really respect. In our conversation I was talking about some of the challenges I was having with moving my business to the next level when she said something that created an, "Oh Wow!" moment for me. She simply said, " Let success find you." Striving can be such hard work. So often many people that I coach arrive

with one goal in mind at the start of the coaching and find during the course of our work together that this really is not the goal that really matters. We have a saying in coaching that the presenting issue is not always the real issue. On this journey you may hit the point where whatever you try to do or put in place next just doesn't work. When this occurs, follow this rule: Stop, get still, relax your grip and let go! And guess what the moment this happens you'll be amazed at just how much good comes your way, what doors open up without much effort and what possibilities become suddenly available. Stop striving for success – Let it come to you.

ABOUT JACKEE HOLDER

Jackee is a life coach, trainer, writer, interfaith minister, published author, and creativity expert. Jackee works nationally and internationally with groups and individuals and has helped thousands of people to enrich and transform their lives, and achieve extraordinary results. To learn more about Jackee's work please visit <http://www.jackeeholder.com>

