



# YOUR PATH & PASSION SESSION WORKBOOK

## WELCOME TO YOUR PRO BONO SESSION

Well College Global has brought us together for you to experience a coaching session. While this is just a short foray into coaching our brief time together is designed to create an experience of the transformative potential that professional coaching can have. I'm really excited to be able to connect with you.

So let's getting started!!!

This workbook is in part based on the Client Discovery Workbook created by Well College Global for coaches to create structured coaching sessions and programs.

**Acknowledgements:**

The content of this workbook is drawn from the work carried out by Well College Global as well as other health and wellbeing organisations (as shown in various acknowledgments and copyright notations.

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## KICKING YOUR PERSONAL GOALS

Congratulations on taking this step towards your desired future, or the path back to yourself. Life today can be so fast paced and layered with so many obligations, expectations, wants and needs, it's easy to see how we can get lost in the 'white noise' of living.

I'm honoured to share in the journey to the vision of you that you hold in your mind, it may be small and somewhat obscure, or it may be screaming at you, but it's there.

This session is designed to provide you with some opportunities for self-discovery, with reflections on what you have gained, and chances to continue to build on this work in your own time. You are the driver in this journey; one of the central factors in creating your desired future is honesty in actions and thoughts. You may at times find yourself exploring areas that are uncomfortable, but I will be there without judgment, holding the light to illuminate the way for you.

Let's be brave in our exploration. Let's be light and have fun. Let's go!

“  
*It is easy to be brave from a safe distance.*  
”

Aesop

As you begin your change journey you'll need to explore the road map to get there. Your goals are the small steps along the path, they make the journey more fun and provide opportunities to pause and 'take in the view', giving you some highlights along the way. These goals also help you assess how you are going and if anything needs adjusting, as well as lighting the way.

I can help in setting a small number of prioritised and appropriate short-term (weekly) and medium-term (three monthly) goals. A well-known approach to goal formation is the SMART model, which states that goals should be specific, measureable, achievable, realistic and within a set timeframe.

## USING THIS WORKBOOK

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In this booklet you'll find:

1. A blank Goals for Session sheet which you will have sent to me prior to the session
2. A Coaching Agreement for us both so we are on the same page
3. A set of coaching tools we might use or you might use as homework, including:
  - a. A tool to define your goals more specifically
  - b. A Decisional Balance Sheet to decide if change is need or not
  - c. A Barriers Worksheet to explore what is standing in your way
  - d. A blank Wheel of Life to reflect on where your life is being fulfilled
  - e. A Wonder World Sheet to describe a day in your wonder world\*
  - f. A blank Mindmap Sheet which we can use to summarise the session
4. An Evaluation Form for feedback and a testimonial\*

You can print this workbook or write in the spaces and save it to your device.

You will have forwarded your initial Goals for the session sheet to me before the session. You are welcome to complete the other tools in this booklet before we meet, perhaps do the ones that most seem to speak to you, they may assist in clarifying your focus for the session. Don't worry if you don't get around to them as we can talk through any that seem relevant when we meet.

As a pro bono session we'll have about 60 minutes together (if this is a free discovery session it may be shorter). I'm really excited to begin this session with you. The session is yours, the focus will be determined by you. My role is to really listen to you and hear what it is you are looking to achieve, and where relevant gently guide you, without expectation or judgement.

At the conclusion of the session I'll pop you some more details, and if it's okay with you I respectfully request a testimonial that I can use for my marketing (I would use just your first name and country).

## COACHING SESSION CHECKLIST

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Here's briefly how things will roll:

- I'll confirm the session in advance
- You'll have returned the Goals for the Session sheet and Wellbeing Assessment form prior to the session
- We'll both sign the coaching agreement as an acknowledgment of each other
- We'll meet, greet, and enjoy a short coaching session
- Near the end of our time I'll summarise what we have talked about
- And I'll send a follow-up summary and request the completed feedback form

## GOALS FOR THE SESSION

(PLEASE RETURN PRIOR TO SESSION ALONG WITH YOUR COMPLETED WELLBEING ASSESSMENT FORM)

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My goals

**My goal for this session is:**

**A barrier that might stand in the way of achieving this goal is:**

**Personal and/or professional resources/strengths I have that I can draw on to reach my goal is:**

**Using a percentage how close am I to achieving my goal right now? %**

**What would a day in my life look like when I get to where I want to be? (see also My Wonder World task)**

**Other things I would like to share with you that might affect my reaching my goal are:**

## OUR COMMITMENT TO EACH OTHER

### COACHING AGREEMENT

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Coaching is a partnership (defined as an alliance, not a legal business partnership) between the Coach and the Client, who are committed to a thought-provoking and creative process that inspires the client to maximize personal and professional potential. In particular, this coaching agreement relates to pro bono session/s and no fee is taken.

#### MY COACHING COMMITMENT TO YOU

As a coach I commit to:

- Partnering with you in a thought-provoking and creative process that supports you in reaching your goals and fullest potential.
- Being completely focused on you during our sessions, where you will 'drive' the session and I will be your 'co-driver'.
- Honouring your privacy and right to self-determination; all information shared will be private and all records securely stored.
- Maintaining professional standards and duty of care as a health coach.
- Working within the ethics and standards of behaviour set out by the International Coach Federation (ICF).
- Maintaining privacy and confidentiality and all records.

As a coach I am not able to guarantee results. Outcomes are created by your courage and determination to take action. If I believe, or you suggest, that another qualified professional is required in order to support you, I will recommend you make an appointment with the appropriate person. I would ask, so that I can continue to develop my professional standing, the use of your name and your contact phone or email in my coaching log. No other information will be stored. You may be contacted by a credentialing college to verify our sessions.

#### THE CLIENT'S COMMITMENT

In order for our coaching relationship to achieve the maximum result, the COACH asks that you, the CLIENT, agree to/that:

- Acknowledge I am responsible for creating and implementing my own physical, mental and emotional well-being, decisions, choices, actions and results.
- The Coach is not, and will not be, liable for any actions or inaction, or for any direct or indirect results of any services provided by the Coach.
- Communicate honestly and be open to feedback and assistance.
- Commit time and energy to participate fully. Recognize that our sessions are a safe place to look at what I really want, and what it will take to make it happen.
- The power of the coaching relationship can only be granted by me, and my commitment to making the relationship powerful. If I see that the coaching is not working as I wish, I'll communicate and take action to restore power to the relationship.

## PRO BONO SESSIONS FOR CLIENTS

- If I am currently under the care of a health professional, I understand I am recommended to inform the health care provider of my work with my coach.
- I will be on time to all appointments. If I am going to be late, I will notify the COACH in advance. If I am going to miss an appointment, I will notify the COACH at least 24 hours in advance.
- I understand appointments missed without 24-hours' notice will only be rescheduled at the COACH's discretion and may attract a cancellation fee.

I understand the coaching is not:

- Therapy and does not substitute any therapy needed, and does not prevent, cure, or treat any mental disorders or medical conditions.
- To be used as a substitute for professional advice by legal, mental, medical or other qualified professionals. I will seek independent professional guidance for such matters.

### CONFIDENTIALITY

- This coaching relationship, as well as all information (documented or verbal) that the Client shares with the Coach as part of this relationship, is bound to confidentiality by the ICF Code of Ethics, but is not considered a legally confidential relationship (like in Medicine or Law).
- At present the coaching relationship does not fall under 'privilege'. The coaching relationship is built on trust.
- The Coach agrees to keep all conversations and information with the Client private and confidential.
- No personal ideas or information of the Client's will be shared as per privacy laws and duty of care.
- The Coach agrees not to disclose any information pertaining to the Client without the Client's written consent.
- The Coach will not disclose the Client's name as a reference without the Client's consent.

CLIENT

Date

COACH

Date

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## LET'S GET STARTED - HONING MY GOALS

Let's check in with your goals and ensure they are solid (called SMART goals) and are what we call approach goals (what is an 'approach goal'?). For example, 'I will eat more fresh food by the end of the month' versus 'I won't eat junk food any more'.

<b>S</b>	<ul style="list-style-type: none"><li>• <b>SPECIFIC</b> Be clear on your who, what and where.</li></ul>
<b>M</b>	<ul style="list-style-type: none"><li>• <b>MEASURABLE</b> • How will you know when you arrive at your goal?</li></ul>
<b>A</b>	<ul style="list-style-type: none"><li>• <b>ACHIEVABLE/ATTAINABLE</b> Make it realistic, with small steps.</li></ul>
<b>R</b>	<ul style="list-style-type: none"><li>• <b>REALISTIC</b> Does the goal relate to where you want to be? Is your goal consistent with your plan?</li></ul>
<b>T</b>	<ul style="list-style-type: none"><li>• <b>TIME-SPECIFIC</b> When will you complete this goal?</li></ul>

My SMART goals

**My number one goal rephrased into a SMART goal is:**

Check that you have covered each part of the SMART goal requirements.

S                      M                      A                      R                      T

**A barrier that might stand in the way of achieving this goal is:**



## DECISIONAL BALANCE SHEET

When we think about making changes, most of us don't really consider all sides and angles. Instead, we often do what we think we 'should' do, or avoid doing things we don't feel like doing, or just feel confused or overwhelmed and give up thinking about it at all. Thinking through the pros and cons of both changing and not making a change is one way to help us make sure we have fully considered a possible change. Doing this task can help us to 'hang on' to our plan in times of stress or temptation. In the boxes below write the reasons for making the change you are pondering, and reasons for not making changes.

### ARGUMENTS - REMAINING THE SAME

What are the upsides to staying the same?

What are the downsides to making a change?

### ARGUMENTS - MAKING A CHANGE

What are the downsides to staying the same?

What are the upsides to making a change?

Consider your thoughts and feelings around keeping things as they are, then do the same for making changes. Use the scale below to rate what you think about the reasons you gave. Then do the same and rate how positive you're feeling about your reasons. Lastly, rate how ready you believe you are to make changes (motivate score) or to stay the same (resistance score). Work with your coach in completing these final steps

0 1 2 3 4 5 6 7 8 9 10

LOW

MODERATE

HIGH

Thinking score =

Feeling score =

Thinking score =

Feeling score =

Resistance score =

Motivation score =

## MY WONDER WORLD

Coaches refer to the question 'what does your ideal world look like?' as a 'miracle question'. If a miracle were to happen and you could make your life exactly as you wished it to be, what would it look like? Imagine that magic happened and all the barriers and challenges you are experiencing just disappeared, as if they never existed.

**Describe what a day would be like in this scenario, i.e. your Miracle Day or Ideal Day, from when you wake till when you fall asleep.**

What would you do, when would you do it, how often, with who, how do you get there, where do you do it? How does this feel? What words would you use to describe this feeling? Most importantly, what has happened to the barriers and areas of concern or challenges you were facing? Really spend some time in the FEELINGS around this.

**What was the theme of the day?**

**What was the most significant difference between your ideal day and your usual day?**

Reflecting on insights you have gained from the Miracle Day, consider undertaking the Wheel of Life Activity next.

## BARRIERS WORKSHEET

**My focus for change at present is:**

**In a few words describe why this change is important to you.**

**See if you can you list some barriers to making this change.**

- 1.
- 2.

**What is important about overcoming this?**

**What or who can help me overcome these barriers? List each barrier (or the main one) and explore ways to overcome them/it. Can you draw on examples from your past where you have overcome similar barriers?**

**The barrier:**

My personal attributes and skills that will help:

An example from my past:

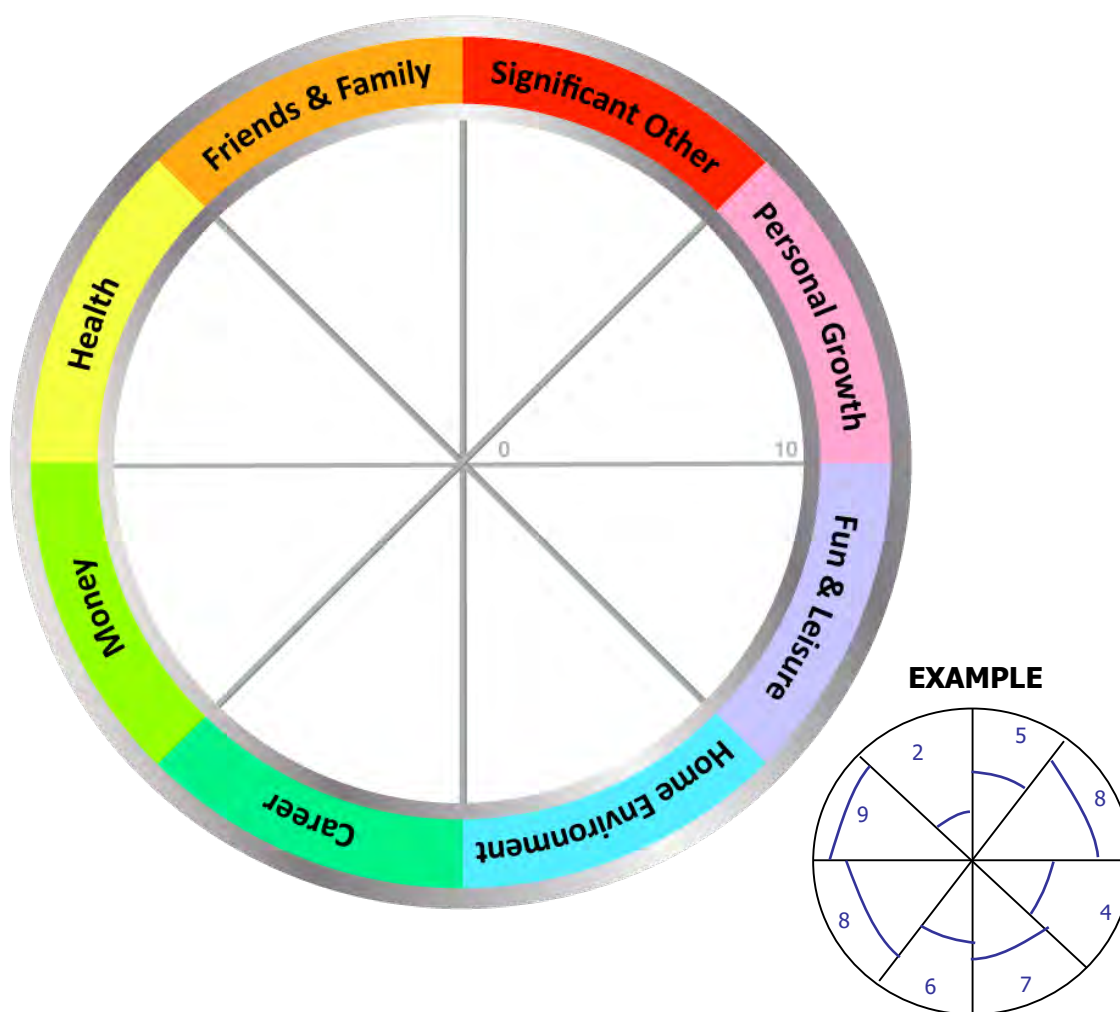
Other people/things that can help:

My plan to overcome it:

## MY WHEEL OF LIFE

Balance is personal and unique to each individual - what may be satisfying or balanced for some may be stressful or boring for others. This exercise raises our awareness and allows you to plan a life that is more satisfying and closer to your definition of balance. It also helps clarify priorities for goal-setting. Balance must be assessed over time. A regular check-in (e.g. with this exercise) can highlight useful patterns and help us learn even more about ourselves. You can do this with your coach, or on your own. Another option is to ask someone who knows you well to complete the scores for you (sometimes it's helpful to have an objective perspective of your life's 'balance'). Important: This must be someone you trust and whose opinion you value; be mindful that others' can have hidden agendas.

<p><b>COMPLETE THE WHEEL:</b></p> <p><b>1. Review the 8 Wheel Categories</b> - think briefly about what a satisfying life might look like for you in each area.</p> <p><b>2. Next, draw a line across each segment that represents your satisfaction score for each area.</b></p> <ul style="list-style-type: none"> <li>• Imagine the centre of the wheel is 0 and the outer edge is 10</li> <li>• Choose a value between 1 (very dissatisfied) and 10 (fully satisfied)</li> <li>• Now draw a line and write the score alongside it (see example below)</li> </ul> <p><b>IMPORTANT:</b> Use the <b>FIRST</b> number (score) that pops into your head, not the number you think it <i>should</i> be!</p>	<p><b>TODAYS DATE:</b></p>
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## THE WHEEL OF LIFE EXERCISE – INSTRUCTIONS

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### DETAILED INSTRUCTIONS

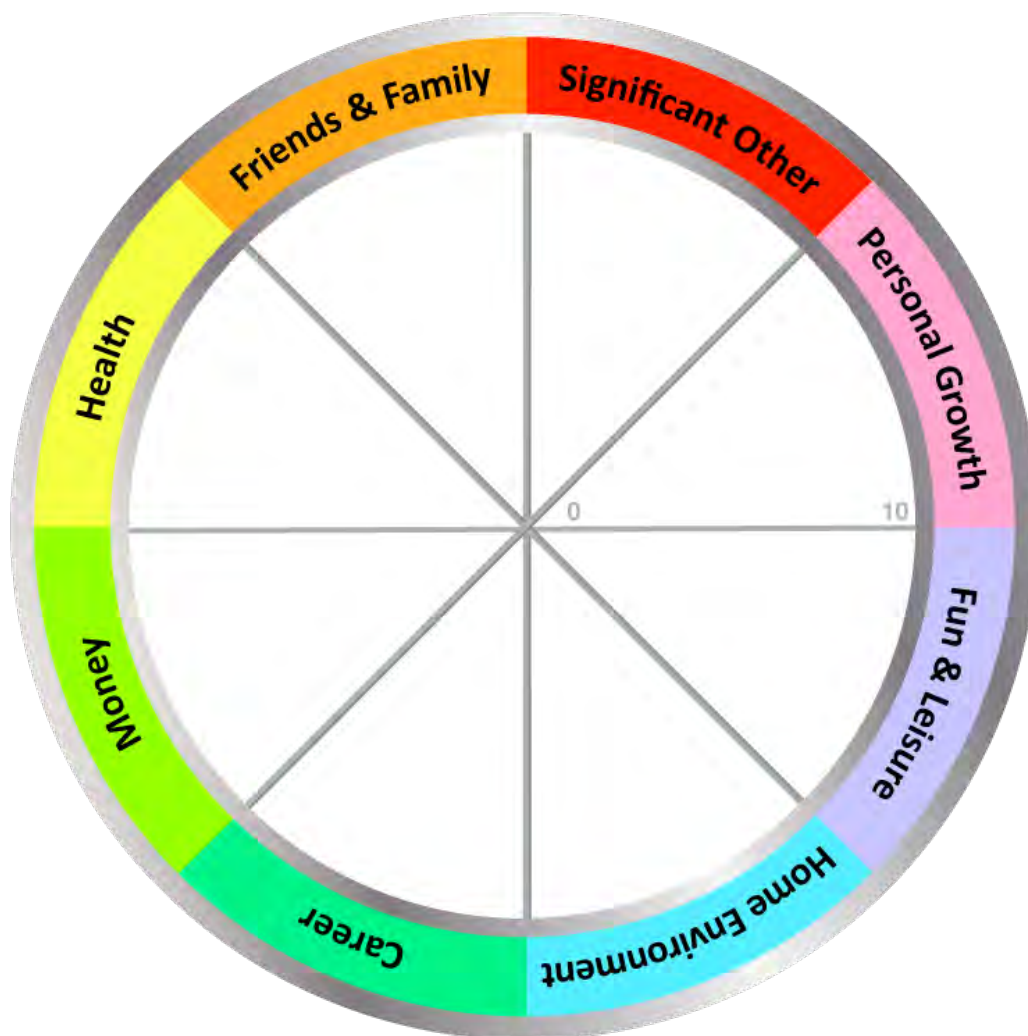
1. Review the 8 categories on your Wheel of Life. Together, the categories should create a view of a balanced life. If necessary you can split category segments to add in something that is missing, or re-label an area to make it more meaningful for you. Examples of changes are:
  - a) **Family and Friends:** Split "Family and Friends" into separate categories.
  - b) **Significant Other:** This could be changed to "Dating", "Relationship" or "Life Partner".
  - c) **Career:** This could be changed to "Motherhood", "Work", "Business" or "Volunteering".
  - d) **Finances:** This could be changed to "Money", "Financial Security" or "Financial Wellbeing".
  - e) **Health:** This could be split or changed to "Emotional", "Physical", "Fitness", "Spiritual" or "Wellbeing".
  - f) **Home Environment:** This could split or change to "Work Environment" for career or business clients.
  - g) **Fun & Leisure:** This could change to "Recreation"
  - h) **Personal Growth:** This could change to "Learning", "Self-Development" or "Spiritual"
  - i) Other categories to add could include "Security", "Service", "Leadership", "Achievement" or "Community".
2. Consider what success or satisfaction would feel like for each area.
3. Rank your level of satisfaction with each area of your life by drawing a line across each segment. Place a value between 1 (very dissatisfied) and 10 (fully satisfied) against each area to show how satisfied you currently are with each category in your life.
4. The new perimeter of the circle represents your Wheel of Life. Now try to visually describe your Wheel of Life, for example, is it a bumpy ride or even and well balanced?
5. In looking at the wheel, the following are great questions to consider in order to dive a little deeper:
  - a) Are there any surprises for you?
  - b) How do you feel about your life as you look at your Wheel?
  - c) How do you *currently* spend time in these areas? How would you *like* to spend time in these areas?
  - d) What would make that a score of 10?
  - e) What would a score of 10 look like?
  - f) Which of these categories would you *most* like to improve?
  - g) How could you make space for these changes in your life?
  - h) What help and support might you need from others to make changes and be more satisfied with your life?
  - i) What change *should* you make first? And what change do you *want* to make first?
  - j) If there was one key action you could take that would begin to bring everything into balance, what would it be?
6. Taking action - the final step. To wrap up, see if you can identify one action for each area, and then pick 1-3 actions to get started. Or choose the 3 areas you most want to work on and identify an action for each. TIP: If you are an extremely busy or stressed person, consider a small step you could take to get started, being mindful of not adding to the barriers to change.

## WHAT DO I WANT MY WHEEL OF LIFE LOOK LIKE?

COMPLETE AN IDEAL WHEEL:

TODAYS DATE:

1. Draw a line across each segment to show how you would like your Wheel of Life to look.
2. How does this differ from your 'actual' Wheel of Life?



## MY PERSONAL MINDMAP

This section consists of more creative work to get your mind flowing intuitively. Mindmapping is a very simple system of linking ideas, concepts, strategies, or plans together, it's a form of visual scripting in a sense. It's widely used in the corporate world, and you can find a multitude of apps dedicated to the technique. It's a wonderful tool to 'trash' out ideas.

As you can see with the examples below, you can start with an idea or a goal, then link all the aspects involved in achieving this goal (ask your coaching about SMART goals if you haven't already talked about them) so you have a plan of sorts.

Try colour coding each area, for example you might create a mindmap to reduce stress, place this in the middle of your page and draw a red circle around it. In green draw a line radiating out and name it 'Physical Stress', then draw green lines out from this with ideas to reduce physical stress such as walking the dog or yoga etc. You might add 'take a break' as a second line in blue and three or four ideas from this, then 'relaxation' in pink and lines from that with ideas like reading, music, meditation and so on.

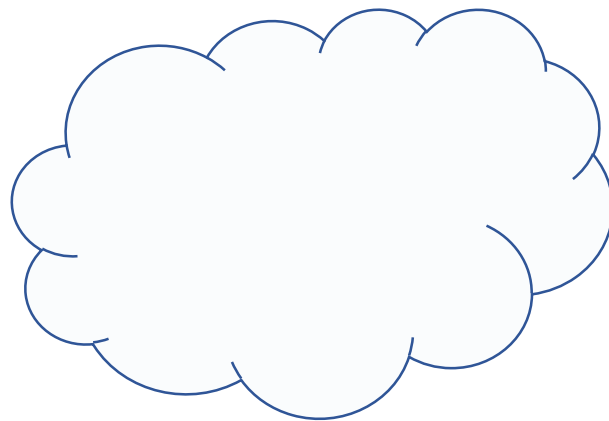
Use the blank sheet over the page to create a mindmap on your own or with your coach when prompted.



Image source:  
<https://www.lifehacker.com.au/2012/02/infographic-explains-mind-mapping-for-beginners/>



## MY PERSONAL MINDMAP WORKSHEET





## *Wahoo! Congratulations*

Take time to celebrate your achievements. Jot down some key words on the page below that reflect how you feel (inside your body) about what you have achieved, about where you are now and about how you feel about yourself. Go to town! Really sink into this moment of rare, congratulatory fun.

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