



Calm  
for  
Change

LINDA BARBOUR

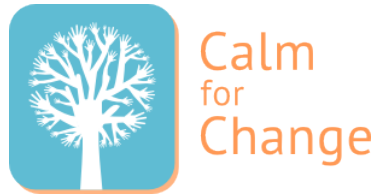
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## 9 STEP GOAL PLANNER

### YOUR MAP

1. Tackle one goal at a time. Write out your 'destination'.
2. Make your goal a project – Asana is brilliant online tool for this or use paper and pen.
3. Brainstorm all the 'milestones' you will have to reach on your way to reaching your destination.
4. List and prioritise those milestones. Make each one a heading on a piece of paper or in Asana. Set dates for when you want to reach these.
5. Break the milestones down in to 'stepping stones' – small bite size jobs. Write out one milestone and then list all the little jobs you need to have done before you reach this place. Decide who needs to do these. Then repeat this for each of the milestones.
6. Set dates and times for when you, or someone else, are going to do these tasks.
7. Plot this into your diary or other date planner.
8. Treat yourself whenever you achieve anything – however big or small. Share it on the facebook group. This is probably the most important step so **DO NOT DELAY OR FORGET THIS**
9. Review and adapt as you go. Things change so don't give up just make adjustments and carry on.



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## The Components of Performance

**Knowledge** – the ability to recall and apply facts and data to achieve your goal

**Skills** – The ability to carry out tasks to achieve a goal

**Attitude** – the pre-learned responses that influence personal application in achieving a goal. (negative emotions, limiting self beliefs, inner conflict).

Good coaching questions

- 1) What has been your biggest success in the last 7 days?
- 2) What has been your biggest challenge?
- 3) Please reflect on the last week and summarize your thoughts in 3-4 lines here.
- 4) What are you committing to achieving in the next 7 days?
- 5) What help do you need from me right now?



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## **What is Coaching?**

*“the art of facilitating the performance, learning and development of another”*

Coaching is about **change**. It may relate to a specific task or project, the achievement of personal goals, greater effectiveness, efficiency or enjoyment.

Coaching is also used to change how you think and feel, challenge your limiting beliefs and getting rid of inner conflict.

Coaching is about **action**. It is about doing things in a different way and then getting different results. It is the results that create success.

Coaching is about **releasing** a person's energy, intelligence and imagination, moving them from a stuck place to a world of endless possibilities.

## **How does it work?**

By:

focussing on what you want to achieve

creating a strategy to make sure you get there

getting rid of the blocks that stop you

## **Manager as Coach**

A manager who adopts a coaching style will ask lots of questions and not necessarily know or give the answers. They allow an individual, or team, to set their own goals and work out a plan of action. They get the job done and simultaneously develop and motivate their staff.

As staff become more involved in the direction their workplace is taking, becoming more responsible and creative, less stressed and anxious about change.

## **When can Coaching be used?**

Individual performance meetings

Progress reviews

Staff meetings, particularly when discussing change or objective setting

Anytime, anywhere 😊

Goal Setting

This is important as it provides motivation, clarity, direction and ultimately success.

End goals are the final objective.

Performance goals are the stepping stones on the way to the end goals. These are within an individual control and are specific and measurable.

## **Some useful Coaching questions.**

Who, what, why, when?

*Who needs to do this?*

*Who does this matter to?*

*Who can you ask to help you?*

*Who do you need to involve in this?*

*What are the main issues involved?*

*Which one is the most important/useful/easiest step to take first?*

*What have you already done that will help you now?*

*What are you currently doing towards reaching your goal?*

*What is the biggest challenge you face?*

*What will you do today?*

*Why is this important to you right now?*

*Why did you achieve it?*

*When do you want to achieve this?*

*When you have achieved this, you will be able to..... and feel.....?*

*When will you do that?*

**Some not so useful questions:**

Closed questions.

Questions that follow what they don't want.

Why when it is referring to the past.

**Over To You... your why, your goal, your plan,**

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I really enjoyed meeting and working with your group of such committed managers. Here is a list of the local networking groups that I know about... this isn't exhaustive, but gives you some idea of what is around.

Business Woman's Network: My group is held in Bury St Edmunds. I would love to see some of you amazing women there and I guarantee a warm welcome and support to new attendees: Held at The Ickworth Hotel on the second Tuesday of each month from 10-12.

PLEASE NOTE the next meeting is on the 3<sup>rd</sup> Tuesday because of the school holidays and is on the 17<sup>th</sup> April: <https://www.eventbrite.co.uk/e/demystifying-content-how-to-convert-your-material-into-content-gold-tickets-44218198823>

MENTA: <https://www.menta.org.uk/event-category/menta-business-networking>

EMPOWER EAST: <http://empowereast.co.uk/> various locations across the county

STOWMARKET AND DISTRICT CHAMBER: <https://stowmarketchamber.co.uk/networking-events/>

SUFFOLK CHAMBER: <https://www.suffolkchamber.co.uk/events-networking/suffolk-chamber-events/?a=&t=1&i=1&m=3&y=2018>

SUFFOLK COASTAL: <https://coastalnet.co.uk/>

Vicky Parnell at NAT WEST: several events: this is the next one she is organising: <https://www.eventbrite.co.uk/e/getting-ready-for-gdpr-what-do-you-need-to-do-to-prepare-tickets-43017875624?aff=es2>

AVANTI: membership group: <https://www.avantinetworking.co.uk/>

4Networking membership group: <https://www.4networking.biz/>





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## **Self Talk For Self Belief**

"What you believe, you see.....and achieve"

### **WORKSHEET**

## **3 Steps To Change Your Beliefs**

### **Step 1. Awareness**

Exercise to help you understand the link between your beliefs and your behaviour.

#### **What I am likely to say and/or do if I believe the following?**

Things generally don't work work out for me?

Things generally work out for me?

People like me

People don't like me

It is not ok to ask for what you want

It is ok to ask for what you want

Now write down one way that you behave that you want to change, and state the underlying belief behind it.

I

### **Step 2 Challenge**

To change a belief you have to prove it, and yourself, to be wrong.

Look for evidence to disprove your belief rather than looking to prove your belief.

e.g. Take the belief you stated above or use “I will never be good enough” as this is one that is commonly held.

- notice the times other people say you are good enough, give you a compliment or positive feedback and take it on board.
- notice all the things you do that are good enough and write them down in a daily TA DAH! list.
- instead of having affirmations or positive self talk, ask yourself powerful questions...

Why is ...*what I want*.... True in my life now?

Why am I .....

Why did I .....

Why do I have.....

Why do I love.....

Your brain will find the answers.

### **Step 3 Change**

...where the magic begins!!!

Set yourself a goal and write it down.

What beliefs would you need to hold in order to achieve that?

What belief/s would stop you from achieving this?

What belief/s that you hold do you need to change?

How will you find the proof you need to change your beliefs?

Who can help you?

Notice when you do something different and enjoy the ride!!

If you would like some more insight about your beliefs and some advice on how to change them, book a FREE no obligation clarity call with Linda. [linda@lindabarbour.co.uk](mailto:linda@lindabarbour.co.uk) or 07795311354.