

# LIFE COACHING TEMPLATE



# LIFE COACHING PREPARATION KIT

Being a life coach can be difficult. Often clients tend to turn to a life coach to get affirmation about their current lifestyle. Adapting to a better lifestyle often does not feature in the clients' minds. As a life coach, the main problem is to not get defeated by the general negativity a person has in their life but to encourage the client to see the bigger and better picture.

## Choosing A Life Coaching Model

One of the key reasons a person seeks a life coach is to understand what they are doing wrong. The stagnancy of the person's life often leads them to question their choices and when they look upon a life coach, they expect the coach to provide solutions for their problems.

As a coach, it is your responsibility to primarily make the client understand the exact nature of your job. You need to encourage your client to delve deeper into their psyche and draw out the positive and negative aspects from there. At times this becomes a bit difficult, especially when life coaching is an amalgamation of personal and professional growth.

There are many models that a coach can refer to – like **GROW, CLEAR, STEPPA** – but the core of these models are the same. They all deal with the identification of the problem areas and self-realization of the goals and the recognition of the paths to choose.

As a coach, you can follow any existing [life coaching model](#) or create your own, but the basis of the model should consist of the following:

### ○ Growth

Talking about growth, the life coach is tasked with knowing what areas the client is looking to improve. Be it personal or professional, growth is desired by all. But, the path to becoming a better version of the self is not clear to many and the main reason why people seek life coaches. The identification of the areas which need development can be determined by a set of questions (attached below). These questions will help both the client and the coach to have a better



## ○ Problem Identification

Once a growth and goal model is set, the next step is to look for the problem areas and also delve into the reasons. For example, a client is facing issues with punctuality. This can be a symptom that can point to greater problems like improper stress management, lack of dedication, and no job satisfaction. Once these problems are identified, it becomes easier for the coach and the client to create a plan accordingly.

## ○ Planning

Once the goals and the problems have been identified, you need to make a plan to overcome those hurdles and reach the goals. The planning stage also incorporates adopting methodologies like journal writing and routine building that will help the client to realize their true desires. Once this real desire is understood, the work of a life coach becomes easier. The client also finds the planning to be more convenient and easier to follow.

## ○ Self-Affirmation

Another challenge faced by a life coach is the deteriorating confidence and enthusiasm the client shows within a few weeks of starting their planning. Humans are impatient and when often looks for easier and faster solutions to their life's problems. As a life coach, you need to take a proactive step and ensure that your client does not get defeated by the plateau stage. Rather, you need to challenge them to readjust their attitude and to focus on the goals set by them.

## ○ Reality Check

A reality check every now and then will help you keep track of your client's progress. This can be achieved by asking them challenging questions. You can ask them if they see any improvement in their lives. If the answer is negative, probe deeper to get to the root cause for the same. A reality check will also help the client get a better understanding of the reasons they are having the problems and if medical guidance is needed then they can seek the same.

## ○ Outcome

As a life coach, your duty ends only when your client has unlocked their true potentials. Helping them get a promotion or an appraisal is not your job. Your task will be to ensure that your client has a positive and determined attitude towards their life.

# Following Effective Life Coaching Techniques

Regardless of what life coaching model you choose to follow, there are certain exercises that you have to include in your coaching. Coaching techniques can help you get a better understanding of your client's requirements and also help you build a place of mutual trust and confidence. The most important technique that you need to adopt is to ensure that your client will stay true to the growth and goals they have set. To help them stick to the plan, you can:

- Encourage them to take up more hobbies. This will help them unwind and have other mediums to explore. Having a creative side often helps a person unlock hidden talents. Once these talents are uncovered, your client will definitely see a positive change in their mindset.
- Offer them to try starting their day with gratitude and a planner. Practicing gratitude every morning helps set up the day with positivity and optimism, and can be as simple as journaling 3 things they are grateful for. And when they write what they want to achieve that particular day, tackling work during the day becomes a lot easier and productive.
- Create a group session with other clients. This way, the common ground among your clients will also give them a chance to discuss their issues and you can incorporate a feedback session to understand your progress as a life coach.
- Avoid any stagnancy that the coaching session might face. As a life coach, you have to keep the sessions meaningful yet fun enough to keep your client enthusiastic and willing to contribute.

Dive deep into more [coaching techniques](#) and tools in this free guidebook.

# Preparing A Pre-Coaching Questionnaire

Asking [powerful questions](#) form a major part of a coach's training sessions. In order to know the client better, the following questions can be part of their growth program or used as an [intake coaching form](#) before starting the coaching journey.

Going through these questions, your client should be thoughtful of the answers and be honest. The deeper they go with these questions, the more clarity they will have about who they are, what they want, and how to make the most out of your coaching relationship.

- 01 What is your long-term goal?
- 02 What is your short-term goal? (Immediately achievable goals)
- 03 Which time of the day do you feel at your productive best?
- 04 How would you define your current state of mind?
- 05 How would you describe yourself? (In 5 words)
- 06 What are you looking for in the sessions?
- 07 How do you aim to achieve your goals?
- 08 What kind of mindset do you adopt when encountering an issue?
- 09 How would your friends and colleagues describe you?
- 10 What motivates you?
- 11 What do you like the most about yourself?
- 12 What do you wish to change in yourself?
- 13 How do you feel about limitations?
- 14 Do you feel you can thrive better in another job?
- 15 Are you happy with the person you are today?

In the next section, these questions are formatted in a printable template to print and share with your clients...

# Pre-Coaching Questionnaire

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

As your life coach, it's important for me to understand how you view yourself in particular.

Answer each of these questions as clearly and thoughtfully as possible, expressing the best of who you are. These are "pondering" questions designed to stimulate your thinking in a particular way that will make our work together even more productive.

## 01 What is your long-term goal?

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## 02 What is your short-term goal? (immediately achievable goals)



**03** Which time of the day do you feel at your productive best?

**04** How would you define your current state of mind?

**05** How would you describe yourself? (in 5 words)

**06** What are you looking for in our coaching sessions?

07 How do you aim to achieve your goals?

08 What kind of mindset do you adopt when encountering an issue?

09 How would your friends and colleagues describe you?

10 What motivates you?

11 What do you like the most about yourself?

12 What do you wish to change in yourself?

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13 How do you feel about limitations?

14 Do you feel you can thrive better in another job?

15 Are you happy with the person you are today?

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