

MARCREKLAU

Coaching & Time Management Worksheets

Change your habits, change your life.

I. Know Yourself

What would you most like to achieve with your coaching?

What are your dreams / ambitions in life?

At the end of your life, what do you think you would most regret not having done for yourself?

If time and money were not factors, what would you like to do, be or have?

What motivates you in life?

What have been your biggest wins in the last 12 months?

What have been your biggest frustrations in the last 12 months?

What activities are you enjoying most, hobbies, areas of interest?

What kind of moments bring you joy and fulfillment?

What do you do to please others?

What do you do to please yourself?

What would you like to be really good at?

Do you know where your limits are?

What repeated illnesses or discomforts do you have

What do you pretend not to know?

What can't you put up with?

How would your life be without that what you can't put up with?

What has been your best work that you have done in your life until today?

How exactly do you know that this was your best work

How do you see your work today in comparison to what you did 5 years ago? What's the relationship between the work you have now and the work you had before

In what part of your work do you enjoy most?

What is it that you like least?

What activity or thing do you usually postpone?

When you were young what did you want to become?

What do you value most?

Who is a person you admire?

Who is the most significant person to you right now and why?

List the 5 people you spend the most time with: (do you feel you are surrounding yourself with like-minded people? Or do you keep the people in your life because they have been there for a long time?)

What are you really proud of?

How would you describe yourself?

What are your principal gifts and talents?

What aspects of your behaviour do you think you should improve?

At this moment in time, how would you describe your commitment level to making your life a success?

At this moment in time, how would you describe your general state of well being, energy and self-care?

At this moment in time, how would you describe how much fun or pleasure you are experiencing in your life?

If you could put one fear behind you once and for all, what would it be?

In what area of your life do you most want to have a true breakthrough?

What else would you like your coach to know about you – your fears, hopes, goals?

Evaluate yourself on a scale from 1-10 (10 = highest) in the following aspects

Social _____

Work _____

Family _____

Interpersonal _____

2. What are your Values

Getting clear on your values is one of the most important steps to getting to know yourself better. Knowing them you will be able to attract more of what you want in your life. Find out which ones are the most important for you? Which bring you joy, peace and fulfilment?

Once you found out your values you will be able to understand yourself and your actions a lot better.

From the list of values choose 10. You might find that you can group values. Then narrow down to your four top values.

Achievement	Adaptability	Beauty
Adventure	Comfort	Commitment
Competitiveness	Control	Cooperation
Communication with others	Creativity	Democracy
Change and variety	Caution	challenge 0
Dedication	Distinction	Dialogue
Economic benefit	Enthusiasm	Esteem
Ecological awareness	Ethics	Fame
Economic security	Easy job	Family
Health	Growth	Honesty
Help Society	Help others	Honor
Intellectual Status	Influencing others	Innovation
Knowledge	Humility	Joy
Loyalty	Integrity	Leadership
Meaningful work	Merit	Motivation
Professional development	Nature	Order
Peace at work	Life purpose	Personal development
Religion	Quality	Quality Relationships
Responsibility and liability for it	Respect	Reputation
Risk avoidance	Reliability	Recognition (respect and status)
Service to others	Security	Stability
Serenity	Sophistication	Supervise or teach others
To be competent, to be efficient	Social status	Social position
Truth	To be useful	Transcending, leave a legacy
Work alone	Vocation	Wealth
Wisdom	Work with others	Work under pressure

My top 4 values are:

3. Goals List

Here's a list of popular goals to achieve, using the services of a coach.

Health

Reduce stress
Look better
Reduce alcohol/nicotine intake

Start exercising
Handle body problem
Lose weight

Reduce sugar/fat intake
Sleep better

Financial

Face a money problem
Go through bankruptcy
Set up/follow a budget
Pay off debts/credit cards

Start saving
Begin investing
Stop overspending
Create lifetime money plan

Buy a home
Build financial reserve
Earn more
Review insurance

Career

Upgrade profession
Find a new career
Reduce stress on the job

Get a raise/promotion
Get a job/better job
Design a career track

Start own business
Be more productive
Do a better job

Relationships

Find Mr. or Mrs. Right
Socialize more

Resolve past experiences
Get closer to family/spouse

Attract better people
Feel more loved

Transition

Divorce recovery
Recovery from trauma
New Job

Retirement planning
Loss of loved one
Big loss/failure

One to five-year life plan
Medical challenge
Big opportunity

Special

Have a lot more fun
Complete special project
Clean something up
Be mentored

Get some hope
Design vision, find purpose
Wake the heck up

Become more patient
Become more responsible
Make big life changes

4. Goals

When you make this exercise I want you to not limit yourself. I want you to write down what is your goal in 10 years. Your imagination is free. Don't question yourself if it's possible to reach it, just write down, what you would like to have achieved in 10 years. How do you want your life to be?

10 years

Now think about what you would have to have achieved in **5 years** to reach your goal of 10 years.

5 Years:

And what you would have to have achieved in **1 year** to get closer to your goal of 5 years?

1 year:

...and in **three months** to get closer to your 1-year-goal

3 months

And what are the things that can you do NOW to reach your 3 month goal?

Write down at least three things and TAKE ACTION!!

5. Journal

It has been scientifically proven that it is very helpful to write down your thoughts every day. Answer the questions below each day before going to sleep in your journal and relive the respective feelings. Do this for two weeks and tell me what effects it has on you

Date: _____

I am thankful for:

- 1) _____
- 2) _____
- 3) _____

What 3 things have made me happy today:

- 1) _____
- 2) _____
- 3) _____

What 3 things did I do particularly well today:

- 1) _____
- 2) _____
- 3) _____

Affirmations:

- 1) _____
- 2) _____

How could I have made today better?

What is my most important goal for tomorrow?

6 .Resources and Assets

Please respond to each question in the space provided. What do you have going for you?

Personal and Professional Strengths

Evaluate your strengths on the Strengths Inventory and list the top five below.

Most Significant Personal and Professional Accomplishments

What are you most pleased and proud of having accomplished?

Personal and Professional Assets

Who do you know? What do you know? What gifts do you have? What makes you unique and powerful?

Time Management

Time Management Assessment – How are you managing your time?

Statement	Not like me at all	Not like me	Neither like me or not	Like me	Very much like me
	1	2	3	4	5
I hardly ever make a commitment for a deadline I can't keep.					
	1	2	3	4	5
I generally answers emails and return phone calls right away					
	1	2	3	4	5
Once I have the information I need, I usually make decisions quickly					
	1	2	3	4	5
I am generally able to fit an unscheduled "urgent" action item into my day.					
	1	2	3	4	5
I usually feel satisfied with what I've accomplished at the end of each week					
	1	2	3	4	5
I seldom find myself running out of time when trying to complete a task.					
	1	2	3	4	5
I generally like to focus on one thing at a time					
	5	4	3	2	1
I rarely procrastinate over "not fun" tasks. The sooner the tasks get done, the better.					
	5	4	3	2	1
I often don't get jobs done for days, even if they require little else except sitting down and doing them					
	5	4	3	2	1
I frequently leave things for "tomorrow"					
	1	2	3	4	5
When faced with a huge task, I chunk it down and figure out what to do first so that I can get going					

	1	2	3	4	5
I often have a task finished sooner than necessary					
	1	2	3	4	5
I never have to waste time looking for things. I usually know where everything is					
	5	4	3	2	1
When deadlines are getting close, I often waste time by doing other things					
	1	2	3	4	5
I find it easy to say "No" to requests that are not my priorities.					

SCORING KEY

Score	Comment
46 - 75	Congratulations! Your Time Management is spot on!
31 - 75	Quite good! But there is room for improvement!
15 - 30	Ouch! The good news is that you can find a lot of time once you improve your time Management Skills!

Time Management Checklist

PRIORITIZING AND ORGANIZATION

Take 30 minutes on Sunday to plan your week ahead

Make a To-do-list

Prioritize

Assign the time you will need to finish the task

Start doing

Identify the five most important things on your list and do them

Spend the first 15 minutes of every morning looking over your to-do-list

Set fixed times every day for uninterrupted work and communicate them

If you can do the task it in less than 5 minutes do it RIGHT AWAY

Organize your desk

In the last 15 minutes of the day review you list and prepare for the next day.

Stop multitasking! – Do one thing at a time!

Work against time – You'll get your work done faster

Limit your phone calls to a max. of five minutes per call

Take an hour every week to organize your paperwork

Use your email inbox as a to-do-list. What's done gets archived

Limit the number of meetings that you attend

STOP PROCRASTINATION

Don't think! START!

Just take the first step

Start with the task you least like doing first

Make a decision. Any decision.

If the task is overwhelming, break it down in mini tasks

SAY NO

"Sorry. I can't do this at the moment. I have other priorities"

"Now is not a good time. I'm very busy right now"

"I'd love to help you but..."

"No sorry, I can't..."

Don't accept any new tasks until you have everything under control

Don't run any errands

Set fixed times for checking your emails

Set fixed times for your social media activities

Leave some time in your schedule or unexpected events

Ask yourself every morning: "What is my most important task of today?"