

START with the Agreement

S Subject

- How would you like us to get started today?
- Based on your learning from action...what would you like to focus on today?
- What is most important for us to focus on today?

T Transformation / Top of Mind

- What makes this the topic for us to work on today?
- What makes this important for us to spend time discussing?
- As we work on this, what difference do you want to see in your life?
- Who will you be able to be if you work on this topic?

A Areas to Address

- Wow, this is a big topic. What part is most important today?
- What will we need to chat about to work on this topic?
- What are some of the obstacles we need to address that are getting in the way of you moving forward with this topic?

R Result

- As we talk about _____, what would you like by the end of the session?
- What practical takeaway do you want from today's session?
- What type of takeaway do you want by the time we are done today?

T Teaming Up

- After agenda is set, a coach may offer an initial question such as, "How would you like us to get started on this topic?"
- Focus on the client's objective for the session using open questions, reflections, and other coaching skills and tools.
- Periodically ask questions to check in on the direction of the session.

Explore Motivation, Meaning and Methods for Progress

Explore with Reflections and Open Questions

- Current situation
- Current thinking
- Alternative perspectives
- Biases and instincts
- Exploring thinking behind expressions (body language, tone, etc.)
- Previous experiences
- Personal Identity
- Purpose and values
- Beliefs and assumptions
- Significance of the situation
- Hope and Fears
- Short and long term impact
- Motivation
- New learning
- Prompting exploration of potential action or next steps

Offer Exploration Support as Needed

- Tools to support exploration (wheel of life, decision making frameworks, emotions-thoughts-behavior triangle, etc.)
- Experiential exercises to support exploration (visualization, perspective shift, breathing, etc.)
- Series of questions that have been found helpful
- Resources the member can review after the session for perspective

Make Action Planning SMART

Specific

- What specifically will you do?
- What's a one sentence summary of this action you want to take?
- Out of all of the options we talked about, what's the one specific one you want to take?

Measurable

- How would you measure progress towards completing this?
- How will you know you are on the right track?
- What could you do to track your progress?

Attainable

- How could you rephrase this to focus on your role in getting this done?
- What part do you play in accomplishing this?
- What will be the right balance between challenging and doable?

Relevant

- Why bother taking this step forward?
- What makes this experiment so important to you?
- Could I challenge you on this?... Do you really want to do this?

Time Specific

- When will you do this?
 - What's the timeline for this plan?
 - Looking at the next two weeks, when do you want to accomplish each piece of your action plan?
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Generate

- What questions do you want to ask yourself between now and next session?
- How will you continue to think about this challenge once we are done?
- Who or what might help you to continue to generate ideas for this situation?

Obstacles

- How will you know if you need to change direction?
- What might get in the way?
- How will you overcome obstacles?

Accountability

- How will you hold yourself accountable to your goal?
- What will help you remember to follow through?
- Who can you partner with to help you move forward with your plan?

Learning

- What are you learning about yourself now that you have come up with a plan?
- What will this experiment teach you?
- What will you be able to learn by following through with this plan?