

# Goal Setting and Coaching Program.

This program has been devised to help you clarify your goals, and then to achieve your goals, so that you may have the lifestyle and choices you desire.

With this program you are in control. You make the choices. Nobody will be telling you what to do. You will choose what it is that you want to achieve and also how much work you are prepared to do to achieve your goals.

Although the steps are very simple it has been found that there are certain activities that will make the achievement of your goals much more likely to occur if you do them.

The program is based on scientifically validated and tested psychological techniques. This means that in clinical trials they have been shown to be effective. Many of the techniques have been tested at the Coaching Psychology Unit at the Department of Psychology, the University of Sydney by Tony Grant.

In order to sustain real and lasting change in our lives we need to change thoughts, feelings and behavior. We also need to set up the situation or our environment so that we are supported in making change. We need to change all four to make long lasting change, ie thoughts, feelings, behavior and environment.

In a number of books Robert Kyosaki discusses the 'Cash-Flow Quadrant'.

<b>E</b> Employee	<b>B</b> Business Owner
<b>S</b> Small Business or Self Employed	<b>I</b> Investor
<b>Active Income</b> 95% Population 5% of Income	<b>Passive Income</b> 5% Population 95% of Income

For people in the 'S' quadrant the success of the operation depends on them being there on a regular basis. The business owners in the 'B' quadrant have systems in place and develop people so that they can take at least 12 months out of the business and their businesses would run quite successfully without them.

It is developing systems and mechanisms for developing people that enables people to move from the 'S' quadrant with active income to the 'B' quadrant with an ongoing passive income.

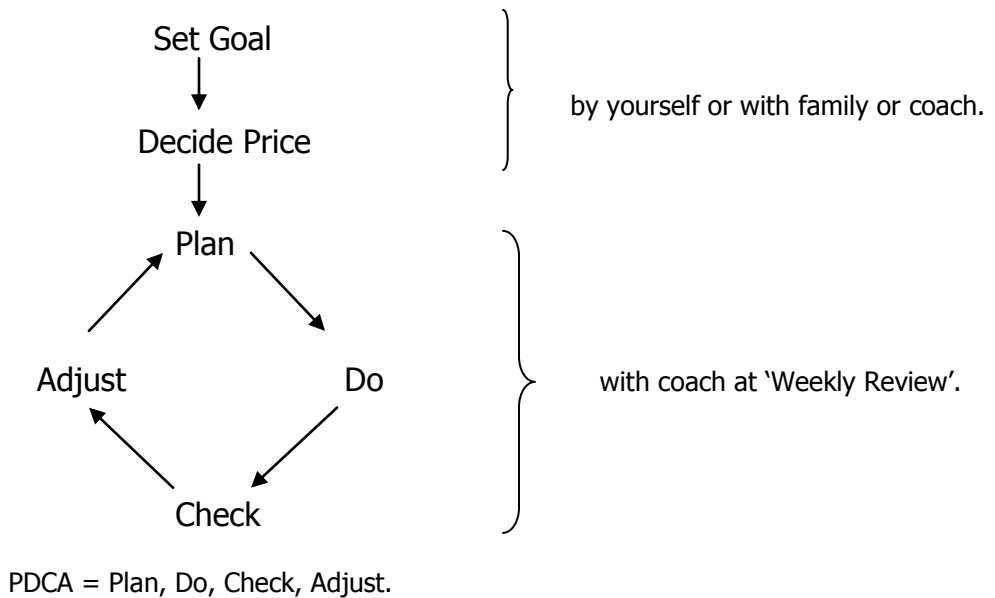
Robert Kyosaki points out that the people in one quadrant think completely differently to the people in another quadrant. Most of us have been raised and associated with people on the left side of the quadrant, people with active incomes, and so we think in a certain way. The people on the right side of the quadrant think completely differently. It is regular exposure to the ideas on the CD's, in the books, from speakers at functions, affirmations and from your Coach that will enable your thinking to change. The new thinking will lead to new feelings and emotions, new actions and behaviors, new results and a new lifestyle.

To change from having an active income in 'E' and 'S' quadrants to having a passive income from a 'B'- type business you need to change your own way of thinking initially, and then to set up a system that will develop people and allow your business to run successfully without you.

The 'Goal Setting and Coaching Program' has been carefully worked out to help you understand the processes necessary to make meaningful changes in your life, and then to help you actually make those changes. It has already proven to be very easy to implement and also to use to help and coach others.

The whole process could be described as:

1. Decide what goals you want to achieve.
2. Decide the price you are prepared to pay to achieve your goal.
3. Plan out a strategy consisting of small bite size steps towards your goal.
4. Take action.
5. Weekly review of activities and progress with a coach or coaches of your choosing.
6. Plan out next steps.
7. Repeat steps 4-6 until goal achieved.



## HOW TO ACHIEVE YOUR GOALS

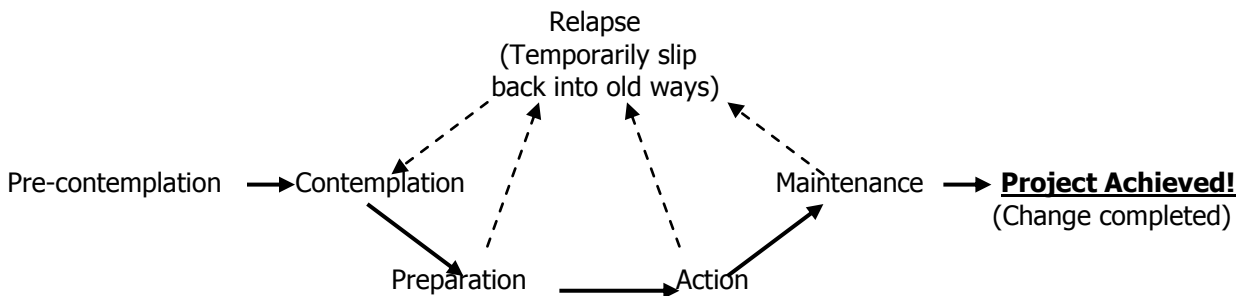
If you wish to make some changes in your life, you are going to have to make some changes!!!

Definition of 'Insanity': To keep doing the same thing and to expect a different result.

Whenever we move from one type of behavior or situation to another, we often have to give up something to get something better. There is a price to pay for success.

### 6 Stages To Change.

1. Pre-contemplation – Haven't even been thinking about change.
2. Contemplation – Thinking about changing.
3. Preparation – Getting ready to change or just started.
4. Action- I have been making real changes for at least 1 month
5. Maintenance – I have been successfully making real changes in this area for at least 6 months.
6. Relapse – I have slipped back.



**We will probably feel some ambivalence throughout the change process.** There will always be some reasons for staying where we are. Leaving the comfort zone is always difficult, even if the change is for the better.

### **Relapse is normal.**

However determined we are to change, what often happens is that at some point in the cycle we relapse and slip back into old forms of behaviour. Relapse is a very normal part of the change process. It only becomes damaging to the change process if we do not understand that it is a normal part of the change process, and we come to the false conclusion that we cannot change, and then give up persisting in the change process.

If we can acknowledge and accept that relapse is a normal and expected – perhaps even necessary – part of the change process, we can use it to strengthen our determination.

*Don't judge the process. Just observe the process.*

At what stage of the change process are you? Circle stage on above diagram.

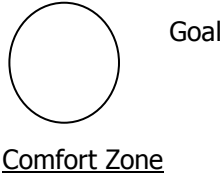
### 4 Factors to Create Purposeful Change.

1. We need a sense of discontent with the present.
2. We need a broad inspirational vision of the future.
3. We need the skills to reach our goals.
4. Continuous and deliberate action towards our goals.

## **Comfort Zone**

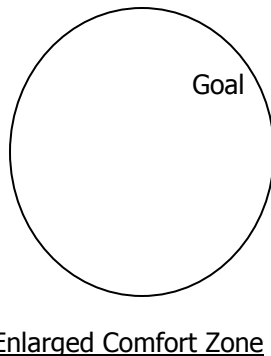
Basically, we all live in our 'Comfort Zone' most of the time.

Your 'Dream' or 'Goal' is very likely to be out of your 'Comfort Zone'. If your 'Goal' was within your 'Comfort Zone' chances are you would have already achieved it.



Therefore it is normal for you to feel a little bit uncomfortable when you start working towards your 'Goal'.

As you keep running up against the 'Comfort Zone Barrier' by doing what it takes to build the business your 'Comfort Zone' will increase and you will feel better the more you do.



It is crucial to realize that you just have to get a little uncomfortable at times if you wish to build the business.

## **Robert Kyosaki's 3 Keys to Wealth**

1. Long Term Vision
2. Delayed Gratification
3. Utilizes the Power of Compounding.

## **To be Successful in any field you must :**

1. Decide what you want.
2. Decide the price.
3. Pay the price.



**Decide what you want.....Broad Inspiration Vision of the Future**

**Which of the following do you want to achieve as a result of building your business?**

(Tick all that apply.)

- .... Early Retirement      .... New Car      .... Vacation Home      .... Charity      .... New Home
- .... Travel the World      .... Helping Family      .... Children’s Education      .... More Family Time
- .... Debt Free      .... Time/Freedom      ....Financial Security      .... Large amount of money in bank

..... A True Exit Stratagem from the E & S Quadrant.

**What would you do with the extra money?**

- 1. Extra \$100/week? \_\_\_\_\_  
\_\_\_\_\_
- 2. Extra \$250/week? \_\_\_\_\_  
\_\_\_\_\_
- 3. Extra \$1,000/week? \_\_\_\_\_  
\_\_\_\_\_
- 4. Extra \$2,000/week? \_\_\_\_\_  
\_\_\_\_\_
- 5. Extra \$5,000/week? \_\_\_\_\_  
\_\_\_\_\_
- 6. Extra \$10,000/week? \_\_\_\_\_  
\_\_\_\_\_
- 7. Extra \$20,000/week? \_\_\_\_\_  
\_\_\_\_\_







**When do you intend to achieve the different Ranks ?**

<b>Rank</b>	<b>Date</b>
1. ....	_____
2. ....	_____
3. ....	_____
4. ....	_____
5. ....	_____

**Decide the Price**

**Which of the following are you prepared to do to achieve your goals?**  
(Yes/No)

- 1. .... Make a List.
- 2. .... Contact those on the list by phone and share the opportunity with them.
- 3. .... Have an in-home
- 4. .... Do 1-on-1's.
- 5. .... Personally enroll 10 people and help them Qualify.
- 6. .... Attend and promote meetings to your downline.
- 7. .... Log onto the Webinars
- 8. .... Help and teach your team members to build the business and be profitable
- 9. .... Participate in and promote the functions run by your upline.
- 10. .... Read Positive Mental Attitude books regularly.
- 11. .... Regular communication with active upline team members.
- 12. .... Regular communication with your downline team members.
- 13. .... Use Affirmations regularly.
- 14. .... Dream-build on a regular basis.
- 15. .... Put together a Dream book.
- 16. .... Get a babysitter occasionally if need be.
- 17. .... Continue to personally sell licenses and teach until the goal is achieved.
- 18. .... Enter into a formal Coaching Agreement with a member of your upline.
- 19. .... Enter into a formal Coaching Agreement with members of your downline.

**How many hours/week are you prepared to spend building your business to achieve your goals?**

..... Hours per week.

**How many Meetings/contacts are you prepared to do per week to achieve your goals?**

..... per week.

**Do you believe that by doing the above you can achieve your goals?**

If the answer is 'No' then you probably need to decrease the goal, or increase the price. Increasing the price may be done by doing more per week, or just doing the same amount over a longer time frame ie just put the dates that you wish to achieve your goal further back.

## **Pay the Price- Just Do It!!!!**

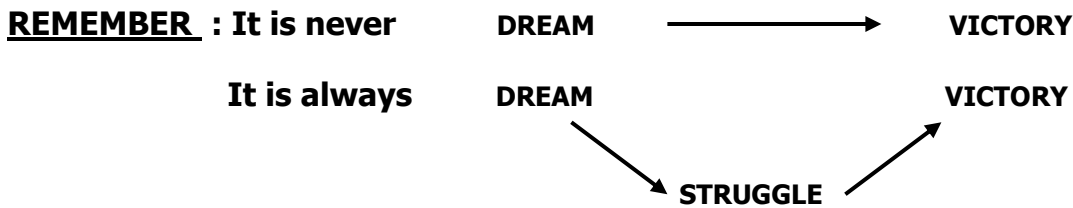
**List 5 things you could do as soon as possible that will move you towards your goal.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Building a successful business is done one step at a time. Do step 1, followed by step 2, followed by step 3....etc. Repeat.**

**List 10 people you could share the business opportunity with :**

- |         |          |
|---------|----------|
| 1 _____ | 6 _____  |
| 2 _____ | 7 _____  |
| 3 _____ | 8 _____  |
| 4 _____ | 9 _____  |
| 5 _____ | 10 _____ |



Things will not always go smoothly. Accept that fact. Keep your eye on the Dream and stay persistent.

**What activities are you going to do for recreation & restoration?**

It is vital that you have some activities that you help you to 'Sharpen the Saw'.

- |         |         |
|---------|---------|
| 1 _____ | 4 _____ |
| 2 _____ | 5 _____ |
| 3 _____ | 6 _____ |

## **'My Consistent Thoughts Become My Reality.'**

**Or 'As a man thinketh in his heart, so is he.'**

Many people are subject to 'Automatic Negative Thoughts' (ANTs). These thoughts are negative thoughts that just automatically pop into your mind and are very likely to severely limit your success in life if not dealt with. They are usually due to something that you have experienced in the past.

You can erase your ANTs and replace them with 'Performance Enhancing Thoughts' (PETs) by using a combination of EFT (Emotional Freedom Technique) and Affirmations.

To test for ANTs pause after reading each of your affirmations and see what thoughts come into your mind. If a negative thought pops into your mind automatically you can take this out with EFT.

You will find that you are much more likely to continue reading your affirmations and also for your desired behaviors to become a reality much sooner if you erase your 'Automatic Negative Thoughts' (ANTs) and continually replace with your 'Performance Enhancing Thoughts' (PETs) which are on your affirmations.

### **Sample Affirmations.**

I am building my business so that I ....

It feels fantastic to be...

I easily and consistently sponsor people as a step on my way to \_\_\_\_\_ and beyond.

I refuse to let other people's words, thoughts or actions control my emotions.

I choose to look for the good in every situation.

I can do all things through Christ who strengthens me.

I know many people want to be Healthy and Wealthy and Wise so I easily and consistently share the opportunity.

I share my Business Opportunity at least \_\_\_\_\_ times per week.

Some Will, Some Won't, So What, Next !

I help my team members decide what they want, make a list, contact, and share the opportunity.

I read at least 15 minutes per day of a PMA book.

I listen to/watch audio-video recordings each day.

Each night I write out a list of at least 6 things that I must do next day in my drive to success.

I participate in and promote the training system of books, audios and functions.

I read my cards and 'Tap' 3 times per day and I update them once per month.

## **Dream Book**

Put together a book with some of your Goals and Dreams and look at it regularly. This is a fun exercise and will help you to visualize the future. Developing the habit of continually looking at your dreams and goals is very powerful and helps to dramatically set in motion the 'Law of Attraction.'

Note : Both the reading of your written goals and looking at the 'Dreams Book' will help to provide a broad inspirational view of the future.

## **Optimize your Optimism.**

List 5 reasons as to why you will be successful. This may be personality traits you possess, past successes you have achieved, things people have said to you, areas in which you have been persistent and consistent in the past. Recording thinking about your past successes will optimize your optimism!!!!

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## **Month at a glance.**

In your diary cross out the times that are not available to build the business and then place a large circle in the days that you are able to build your business. The idea is then to try and fill the circles with business building activities.

Have you done this?

## **Coaching Program.**

The 'Coaching Program' is a formalized agreement between two or more people to support, motivate and facilitate change. These days many people and businesses pay large sums of money to have a Personal Coach. The reason they do this is because it has been proven that many people are much more likely to achieve their goals if they utilise a Coach.

Working with another person can have many benefits, for example:

1. It can be more motivating.
2. It enables you to be accountable to somebody else.
3. It gives an outside viewpoint.
4. You can strengthen relationships.
5. You can share ideas.
6. It can be more fun.
7. It is likely to mean that you are much more likely to take continuous and deliberate action towards your goals and hence the achievement of your goals.

## **Weekly Review**

The 'Weekly Review' with your coach is a very important part of the Coaching Program.

It is important that this be done regularly to maximize the effectiveness of the whole program.

It has been proven in a huge number of various situations that people will achieve more if they:

1. share with someone what it is they are wishing to achieve during a given period of time and
2. know that they have to share with that person what they actually did.

**GROW** is an acronym that has been used by many Coaches over the years for the steps to follow at the weekly review.

### G-Goals

Still relevant?

Long Term?

Short Term?

Rank

Number of Meetings/Coaching sessions to be done.

Number you are coaching.

### R-Reality

What has happened this past week?

Are you filling-in the 'Monthly Activity Record' each day?

Any problems?

How did you handle the problem?

How effective was the problem handled on a scale of 1-10?

How would you handle the problem if it happened again?

What else is happening in your life?

### O-Options

What options do you have? Discuss all options to build the business.

Do we need to adjust something?

### W-What's next?

Action Plan. Next 5 action steps?

What do you want to do in the next week?

How will you know if you have been successful?

( NB If you have a Plan to do 5 Meetings for the next week, and you do 5 Meetings, you have been 100% successful.

You have done what is in your control. Whether or not the people become involved is beyond your control. As long as you remain persistent in your activity you will find those who want to be involved.)

## ***Coaching Agreement***

1. I agree to have at least weekly contact with my coach. Either party may initiate the call or meeting. I understand I can call my coach as often as I wish.
2. I agree that neither party is to judge the process. Both parties are to just observe the process.
3. I commit to completing all of the exercises in this program including the 'Dream Book'.
4. I commit to reading my affirmations daily.
5. I commit to placing a large circle on the days in my diary when I could be building the business.
6. I agree to share with my coach what my next step is each time we meet or talk.
7. I agree to share with my coach what my monthly goals are for
  - (i) Number of Meetings/Training/Coaching Sessions I do personally.
  - (ii) Number of distributors I am Co-Coaching
  - (iii) Rank Achieved
  - (iv) Number of personal Distributors actively building the business.
  - (v) Number of downline BA's I am personally Coaching.
8. I understand that missing a monthly goal does not mean that I will not achieve the completion of my project.
9. I agree to share with my coach my successes in the business.
10. I understand that '**Relapse**' is a normal part of the change process.
11. If I relapse for any reason I commit to restarting and achieving my project called  
  
\_\_\_\_\_

12. This agreement is to last 3 months and can then be renewed monthly if agreed to by both parties.

**Signed :** \_\_\_\_\_

**Date :** \_\_\_\_\_

**Coach :** \_\_\_\_\_

## ***MY CONTRACT FOR CHANGE***

I, \_\_\_\_\_ take personal  
responsibility for creating change in my life.

I know why I want to build my business.

I know I possess the skills necessary to build my business.

I have decided the price I am prepared to pay to build my  
business.

I will begin the project called :

\_\_\_\_\_

and formally make a contract with myself to see this project  
through.

Signed : \_\_\_\_\_

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

Witness : \_\_\_\_\_