SELF COACHING GUIDE



Master Your Mindset ster Your Mindset



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What is this and How to Use this book?

This is a self-coaching guide that will enable you to get clear on everything you want to achieve and teach how to set up goals and behaviors to ensure your success! The mind takes work and you will have to commit some time and energy in going through this guide but once you have completed the rewards will be a set of tools to help you succeed not just in weight loss but in other areas of your life as well! Be open and honest with yourself and you will be motivated, focused, accountable, inspired and empowered by going through the process!

First things first setting you up for success!

The power of choice

We need to take responsibility for all our actions. This starts with understanding that we are constantly choosing the outcomes of our lives either deliberately and mindfully or not. If you choose to take action towards your goal you can easily comprehend that you will be ensuring your success. If you choose not to (allow obstacles and excuses to get in your way) you are choosing to fail. It is important to understand it is not just happening either through your values and beliefs and sub conscious patterns or your priorities you have chosen to fail.

This can be very confronting and it should be!

We will suffer from one of two things in this world:

The pain of discipline

OR

The pain of regret

Sometimes we don't have all the skills we need to succeed but it will be your responsibility to acquire the necessary skills or assistance to ensure your success.

Live Above The Line





Your Vision

What is a vision?

A vision is essentially a picture in our minds that can be described in words of every thing you want to achieve. It is clear, precise, colorful and real.

Your vision when written correctly evokes feelings and a sense of movement; It can mobilize motivation, excitement and satisfaction; It will give you a clear destination of where you are going so that you can then take the appropriate steps to achieve it.

Your vision will include what your end result looks like, what behaviors and habits need to be implemented to maintain it, How you are going to feel, how it will impact those around you, and what it will do for your life once it has been achieved.



Some questions to ask yourself when you have decided on what you want to achieve:

Why do you want to achieve X?

Who is the ideal person you want to be when it comes to your health and fitness goals?

How big is the gap between here and your vision?

Why does this vision really matter to you?

Once you have a clear answer to why what would you do differently once you have achieved it?

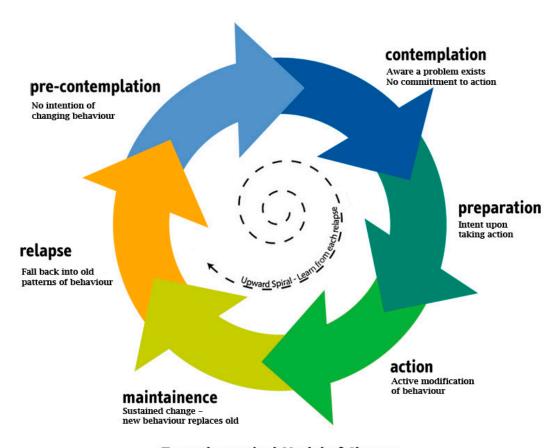
Example Vision:

I am a size 30 pants, with clearly defined abs, strong lines and curves through the muscles of my arms, back and legs. I am strong, confident. I would have embraced happiness and self satisfaction throughout the journey and have built a new level of self respect. My fitness has improved dramatically where as I now have the ability to run a half marathon and my body is stable with no injuries. I will then be then be a leader for those around me. I will be efficient and productive with my time with my new found energy. I currently live a clean eating lifestyle with no attachment to junk foods. I train 4 to 6 times per week consistency and I really enjoy the challenge of my training.

What is your vision?

Stages of Change – Where are you? And how to move your self to the next stage.





Transtheoretical Model of Change Prochaska & DiClemente



<u>Pre-contemplation</u> -"I can't, I won't" There is no intention or desire to change What to question - Are you thinking of making a change?

Actions to take – You may not be ready to make this change yet, but remember the decision to change is completely yours. Assess your current behavior and if that is serving you and your vision and what in your life you are tolerating because of your current behavior.

<u>Contemplation</u> - "I may" or "Maybe I will" you are aware a problem exists. No commitment to action

What to question - Are you thinking of making a change in the next six months?

Actions to take - You may not be ready to make this change yet, but remember the decision to change is completely yours. Look deeply into the pros and cons of changing the behavior. What are the benefits not only to you, but those around you. How will change effect the bigger picture of your life, your future and the future of those around you. How are you going to feel when you implement this new behavior successfully?

<u>Preparation</u> - "I will" or "I am going to" I am intent upon taking action

What to question - Have you taken initial steps towards making a change and are you getting ready to implement the change in the next month?

Actions to take -Identify potential obstacles and how to overcome them, identify where you can get some social support, start with smalls step and work out if you have the required skill sets to achieve success, and work out what you will be required to learn

Action - "I am" or "I have started" You are actively modifying behavior

What to question - Have you begun the new behavior?

Actions to take - Focus on restructuring cues and social support, bolster self confidence for dealing with obstacles, combat feelings of loss and reiterate long- term benefits

<u>Maintenance</u> - "I still am" or "I consistently do" You have continues and are consistently doing the new behavior.

What to question - Are you regularly performing the new behavior?

Actions to take -

Plan for follow-up support reinforce internal rewards, discuss coping with relapse

<u>Relapse</u> - "I can't, I won't" Have fallen back into old patterns of behavior. You will learn from each relapse.

What to question - Have you stopped the new behavior and slipped back into old habits?



Actions to take -

Evaluate trigger for relapse Reassess motivation and barriers Plan stronger coping strategies. Try again!

Are you ready for change

Importance and confidence rulers:

Two important factors when creating a vision and your ability to successfully create it, is how important the result are to you and how confident you are in achieving it. For this we use importance and confidence rulers. These will show us how ready you are for the changes that are about to occur!

The importance ruler shows exactly where change sits on your current lists of priorities. The lower the less interested the you will be in the change and the higher the more motivated and successful you will eventually become.

Importance & Confidence Ruler



<u>Translating the score:</u>

4 or below - It is doubtful that you would even be having a conversation about change. Either you are happy with where you are or you are definitely not ready for a change in this area and move on to something else

5 or 6 - The behavior is not important to you and you would be wasting your time changing this behavior

7 or 8 - They recognize that it is important to change at this level but you need to clarify if you are ready to commit to the change

9 or 10 – You are really concerned about your current position and are ready for change go for it!

The Confidence ruler is how confident the you are in succeeding in the change. A higher score here will show you are ready for the exact action steps that need to be taken and a lower score will mean we will have to build up your confidence first.

<u>Translating the score:</u>

4 or below - The person is lacking confidence so much that they are unlikely to succeed. And work has to be done at raising their confidence level

5 or 6 - This person is not really ready to jump into their new behavior yet. Bringing their confidence up a little bit first is advised

7 or 8 - They have some small confidence issues but are ready to start. You will have to know and understand where they are lacking confidence so that you can then focus on that whilst the new behavior is being implemented

9or 10 - Typically if they were this confident they would have already started the new behavior

Building up your confidence

Here some sure fire ways to help build your confidence up in achieving your vision!

1. Go into research mode: Learn everything you can about what ever steps worry you the most. Ask for many different opinions, follow experts on social media, read books and e-books go to seminars. Very often our fear is just in the lack of knowledge we have before we



start and this makes uneasy or anxious about the journey.

- 2. Play to your strengths: Know exactly what you are good at in life and leverage those elements. (We will talk more on this topic later)
- 3. Hire an expert: These guys have done the research they have the information you need and a lot of the time they have also learnt throughout their careers strategies of implementation not just the knowledge!
- 4. Get in a supportive environment: Surround yourself with positive people doing exactly the same thing, trying to achieve the same goals. This way you will all be able to rise together. Be very careful however of those who are negative in your life as they will need to be avoided.

Leveraging your strengths

Whenever you learn a new skill (which is exactly what you are doing when you are trying to introduce a new habit or behavior) we always start out poor in comparison to the end result, Michael Jordan probably didn't make his first shot in basketball. It is then important to leverage what we are already good at to help with the development of that skill. This makes it easier and more likely for us to stick too. Enables early wins and helps to build confidence with the tasks that need to be completed. Strengths can be many things and you will have to take some time to list them and then ask friends and family what they think you are good at. This information will help guide your goals that you set.

Example strengths:

I am an organized person

I wake up first go, without hitting the snooze button

If it is scheduled I complete it

I have a strong support network

I already have some habit that are relevant to my goal (breakfast and lunch are

healthy but dinner needs to be changed)

I set goals and achieve them

I have a good knowledge base in this area

I have experts in my network that I can reach out to.

Your Goals

What is a goal? A goal is the new behaviors that you will need to implement or specific tasks that need to get done to achieve your overall vision. You will not always know exactly the steps to take so sometimes you goal will be as simple as research to learn where to start or recruiting an expert to help guide you on your journey.

Goals should be written down and reviewed daily. You will need to start with daily goals, weekly goals, monthly goals and 3 monthly goals to start. Only focus on a few habits at once. Use the 100 days theory to make sure you are introducing habits using a realistic time frame.



Back habits onto existing established habits to make them integrate into life easier. Start with simple and then make it more challenging as you go along It is simpler to remove bad habits that are connected to each other all at once, for example if you only smoke when you have been drinking heavily you may choose to eliminate smoking and heavy drinking at the same time.

How do you write goals?

The two types of goals we have described are both bound by the same framework, and that is the SMART goal setting system.

SMART goals are Specific, Measureable, Attractive, Realistic, Time Bound.

Specific – they are detailed, don't have a goal as I just want to exercise for the week, know what you are going to do and how you are going to do it.

Measurable – how are you going to measure the goal, how do you know if you have succeeded at achieving it?

Attractive – does the outcome of the goal appeal to you!

Realistic – does your new behavior fit into your lifestyle, is it achievable?

Time Bound – when are you going to do it? How long is it going to take?

<u>Examples:</u> I will exercise 3 times this week on Monday, Wednesday and Friday, each session will take about 45minutes. Monday will be Upper body, Wednesday Lower body and Friday will be Cardio. I will be following the programs that my trainer has created for me. I am looking forward to the challenge and the body it creates!

I will book in to see a dietician on Monday for later next week to get assistance with my nutritional program. This program will give me the confidence to achieve an amazing figure by my wedding.

Advanced Goal Setting

Each question should be answered in as much detail as you can provide.

What is your end goal?

Specific -

Measurable -

Achieveable -

Relavent -

Time-bound -

Why is it important to you?

How will achieving the end result impact your life and those around you?

How will you feel if you achieve your goal?



How will you feel if you don't achieve your goal?

What impact will that have you on your life and those around you?

Is this goal linked to other goals you have in life and how?

What are your strengths that can help you achieve your goal?

Potential obstacles | Solutions

Potential Obstacles	Solutions
Pros of achieving your goals	Cons of achieving your goals



Pros of staying the same	Cons of staying the same

How will you achieve your goal? Step 1

Step 2

Step 3

Step 4

What will be your reward for achieving your goals?

Things that we know work

- 1. Track as much as you can
- 2. Have a vision board of your outcome that is interactive
- 3. Plan all important steps in a calendar
- 4. Review every 4 weeks and make any necessary alterations
- 5. Smile Find ways to actively enjoy the process

What if I am unsure on making a particular change?

Use Decisional Balance

If you are unsure on making a particular change using a decisional balance will help you get clear on if the change you are making is the right one.

Decisional balance is a list of pros and cons to help you work through your ambivalence.



You want to ask yourself 4 questions

- 1) What are the benefits of staying the same? These are really barriers but it is important to acknowledge them. This will give you an idea of why you are comfortable where you are.
- 2) What are your concerns about staying the same? this will help you identify solid reasons why the change is important to you.
- 3) What are your concerns about the change This will identify any further barriers about the change that you may have, and you can start working out a plan to overcome these now you have fully recognized them.
- 4) What are your reasons for the change This will help us identify the positive benefits associated with the changes you are looking to make and help you to also build rewards, both physically and emotionally, once the changes have been successfully implemented

DECISIONAL BALANCE

	Change	Status-quo
	Benefits of Changing	Benefits of Not Changing
Benefits		
Costs		
	Consequences of Changing	Consequences of Not Changing

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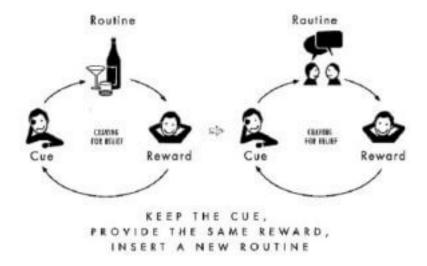
Habits

Wouldn't it be awesome if you could just achieve anything that you wanted without even thinking about it?

That is the Power OF Habits!

Firstly I want to introduce the habit loop:

This is the cycle that we go through for both positive and negative habits, it starts with a *cue*, which *triggers* a *routine* and then delivers a reward.



Cues- A cue is can be anything but typically falls into one of 5 different categories (below) and will initiate you to start doing your routine

- 1. Location where you are, or why you are at a certain place
- 2. Time so many of our routines are triggered by the time of the day midday is lunch, get up at 6am, work until 5pm etc
- 3. Emotion Do your behaviours and habits change when you are; Stressed, anxious, angry, happy, loving, excited?
- 4. Other People The people you are around at any given time may initiate your habits. Who do you drink with? Who do you have a cigarette with? Who do you work out with? Who leaves you in a positive or a negative mood
- 5. Previous action One habit can often trigger a flow on of other habits. When you shower do you always do it at the same time? Do you wash yourself in the same order? Do you always brush your teeth once you get out of the shower?

Routine- this is the actual thing that you are doing, the behaviour, the action, the location and situation you are in, how you feel all of it!

Reward- This is what YOU get out of doing the routine. This may be, energy for something sugary you ate, this may be 5 minutes of piece and quiet by stepping out of a room, this may



be the cool fresh clean feeling you get from brushing your teeth, or the human connection you get by hanging out with friends.

The Frame work is broken down into 4 simple steps

- 1. Identify the routine
- 2. Experiment with rewards
- 3. Isolate the cue
- 4. Have a plan

Step 1: Identify the routine

Describe the routine that you want to change in full! For example if we are talking about a sugary snack in the afternoon your description would look like this - At 3:20pm I get back from picking the kids up from school I go into the pantry, I get either chocolate or biscuits off the top shelf, I normally feeling a little tired and stressed at this time of day and it gives me 5 minutes to wind down with the snack and a cup of tea. after my 10 minutes i feel calm and refreshed and i can start getting on with the day.

The more details you put in about the routine the easier it will be to understand the cues and rewards from the behaviour and the easier it will be to develop a plan to change it. I recommend taking at least 10minutes to think about every element of your routine no matter how insignificant it may seem.

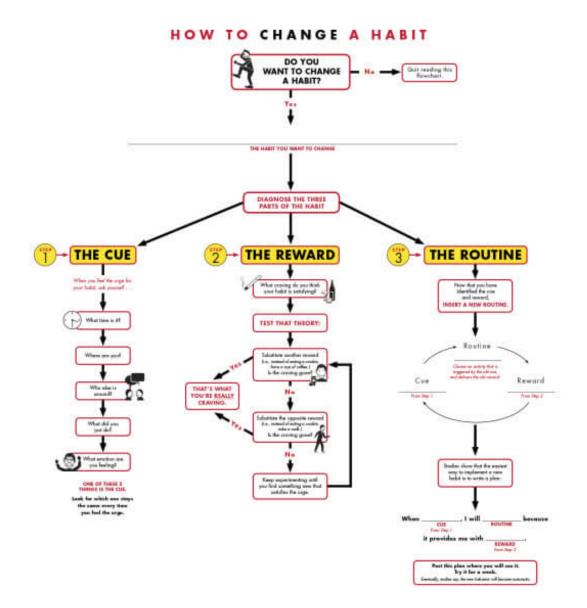
Step 2: Experiment with rewards

Once you have a detailed description of what routine you want to change. We are now want to discover exactly what you are getting out of the routine that we want to change. This can be a number of things including, satisfying an emotion, changing your state, taking a break, looking for a energy surge etc. in our earlier example you can break it down by starting with a few different options. 1. Put fruit in the pantry on the same shelf (to see if hunger is the issue), 2. Go for a walk in a calm peaceful environment (to see if you just need some down time). 15 minutes after you have tried the new routine and tested the reward set an alarm to check in and write down how you are feeling. If you are still craving the old routine then you will need to try some different rewards until you find one that works for you.

Step 3: Isolate the cue

Take time to sit down and work out exactly what is triggering the behaviour, Is it the time on the clock, is it when you walk through the front door, is it when the kids start yelling and screaming, is it a rumble in your tummy, or a feeling of tiredness through out the day? As mentioned before it will typically be one or a combination of location, time, emotional state, people, or an action/event. Once you have worked out what cues the behaviour we can start to be mindful of our actions and implement the plan.





Step 4: Have a plan

Once you have gone through the previous steps have a plan! write down exactly what is going to happen and when each day/week and be prepared to execute that plan. If you are looking at changing your dietary habits but you have bought the food the old habit will take over and you will not succeed. Your plan should be visible near your cue. this mean have a post it note on the clock or and alarm that goes off 10 minutes before you would typically engage in that behaviour. Put a dot on the back of your hand to remind you of your goal constantly through out the day!

This frame work can help you achieve any of your goals. Be it wealth, relationships, health, productivity. Take your time in creating the plan and thinking through the routines that you want to change and describing then in absolute detail. Creating habits takes time and the



amount of time varies between habits you will fail and learn then adjust before you succeed, but you will succeed with commitment, determination and consistency!

How long does it take to create habit?



Lets shed some light on one of our most frequently asked, how long does it take to create a habit. It can be quite challenging to estimate as it will be unique not only to every habit but to each person and their ability to master the tasks, persevere, stay consistent, and overcome potential obstacles.

"How long does it take for my actions to become a habits" also pops ups in various forms - When does it become second nature?

When will I crave "x"?

When will I be one of those "x" people?

When wont I have to think about it and just do it?

To create any habit will be a case by case scenario depending on how often the behaviour and routine is performed, how difficult it is for you to complete, what knowledge base you have and if you have any emotional blockages/ internal resistance to completing the task!

Some tasks will take days, some months and some years before they will become 100% second nature. However there is definitely light at the end of the tunnel and 100 days to establish a habit is normally more than enough. There are stages that you will go through when creating a habit and we will help set your expectation through the course of this blog!



Before you start

When looking to change any habit you need a good plan. This will start by you mapping out exactly what you are looking to achieve from the behaviour. Be specific, write down the behaviours that will need to be implemented, what potential obstacles might be in your way, and note how you are going to feel once you have achieved your goal as well as how you are feeling about it before you start.

If you are looking at your goal and feel some resistance already, it is important you deal with that first. You may need to learn more about a behaviour, you may feel like its unachievable, you may lack confidence due to past failures, or you may just have some fear about change all can be quite normal but it is certainly important to address these concerns.

Some helpful tips:

- You will need to show discipline consistency to achieve success.
- Find an expert to accelerate your learning
- Recruit an accountability partner
- Journal or track your journey and results (this will help you work through your obstacles)
- Create new habits to replace bad ones try and avoid "I am just going to not do this any more"
- New habits will be more successful if we create them on the back of existing habits

100 Days of Commitment!

Day 1 - 10

Congratulations you have committed to crushing your goal! Hopefully you haven't waited because change happens in an instant (not on Mondays, and not tomorrow, but today). You have spent the last couple of days creating a plan and making sure you are to the bet of your knowledge ready to achieve success!

What to expect:

Resistance from change: With the ever evolving world we live in you think we would be used to changing but there is something "human" about wanting not to change anything even if our current situation is hurting us! Assuming you already have created your goals and your plan when approaching the task that needs to be completed "sit and stay" until you begin. This will help you not get distracted face your fear and overcome your resistance. If you need to sit in your workout gear at a park for 3 hours before you move to get the first few sessions done do it!

Resistance From Learning: Learning new tasks can send you right back to school where you may have been called silly or stupid or have some form of emotional blockage that holds you back from learning when you are an adult. You may have self doubt and self confidence challenges that are pop up. The lesson to learn here is that with time and effort you can and will conquer all tasks. You do not need to be the best or the smartest to achieve your goals,



you need to be the most consistent, continue to put in the effort and be patient with yourself as you learn. This is where getting someone who has already established the behaviour you are trying to learn will come in handy. If in doubt hire a teacher or a coach that specialises in what you are trying to achieve!

Motivation can be excellent: Boom you are ready to crush the world! Both pain and pleasure are great motivators and you may have chosen to start creating new habits because you are sick and tired of your current situation or you really want an amazing outcome or both. Either way right now you are the furthest you will ever be from your goal so you will be the most driven for change! Utilise this unique situation as best as possible!

The first 10 days will challenge you. Be ready persevere and don't give up! Willpower will be your friend here. Search for small achievable wins to help maintain motivation, and focus on progression even if it is very small. The small things always add up.

Days 11 - 20

We have made it through the first 10 days which have gone one of two ways. 1. Were an absolute piece of cake because you where so motivated and focused OR 2. Were horrible and you really had to use all of your willpower to get through the start of your new behaviour. Both are quite normal paths to take.

What to expect: You may have already got some early wins and starting to see and feel the benefits of the new habits you are forming, however it can still feel like trudging through mud. The initial learning of the new habit is done. This is a big breakthrough as many struggle with the learning of the new skills involved with new behaviour even if they may appear to be simple, often they are not as smooth sailing as expected. Celebrate small wins and make sure you have set the game up so those wins are almost guaranteed and this will help you with sustaining your motivation.

It is helpful to be reviewing your goals regularly at this point this will help you stay focused!



Days 21 - 30



Finally, the results are here! The learning phase is done, you will have the hang of most new behaviours and are now a more experienced and knowledgable version of you is starting to take hold. The benefits of the new behaviour are starting to come through now!

What to expect: Game on! You have proven to yourself that you can get over the initial hurdles. The good news here is you can use pleasure points, and not pain points, as motivation now as you really starting to feel good about the new habits and behaviours you have in place. Be aware though your self talk (or inner voice/ internal dialougue) can be quite sly here. Your self talk may shift from "this is hard" "I just need to get through today" "I am not sure I can do this" to "you are doing really well so have you can relax or cheat or have a day off". This can be the downfall of many. It is still not ok to have a day off or cheat or any other way to look at it. You are still early on and the new habit is still very fragile especially if you are changing a habit or breaking a habit that has been with you for years! Stay focussed and stay on track, do whatever it takes to make sure you get through to the 30 day mark with out a major mistake!

Days 31 - 100

Time to set it in stone! Complacency and making it "OK" to be undisciplined is where most eager habit creators fall down in this stage. If you can make it to 100 days you will find that the new behaviour has woven its way into your life. 100 days also allows you to master the skills necessary to make the habit stick. For example, with meal prepping would involve:

- Step 1. What to eat
- Step 2. Where to shop
- Step 3. How to cook
- Step 4. How to store the food
- Step 4. What do you prefer
- Step 5. How many options do you need for variety
- Step 6. What day works best to do your prepping

You would have learnt all of these skills, and probably many more, and are now just cooking not really thinking about anything but how not to chop your fingers!

On average it takes 66 days to get small habits to feel second nature, however to really learn the skills to be confident in mastery I would recommend at least 100 days! Let's consider the numbers about what 100 days represents:

Australian average lifespan is 82.10 years (thank you Google). Therefore 100 days is only 0.22% of your life to commit to a habit that may change your life forever!

My question to you is what habit are you looking to create?

For ultimate accountability send your goal to me at tim@4ubodyfitness.com.au and I will check in with you at these key points to see how you are going!

Some interesting information on the subject: http://halelrod.com/040/



http://www.sciencealert.com/here-s-how-long-it-takes-to-break-a-habit-according-to-science

Proven Tips to help ensure success

Accountability partners – Surround yourself with people that will in a gentle way hold you accountable to the behaviors you are looking to implement. This will ensure you stay on track as you will not want to let them or yourself down. This may come in the form of a professional coach, social media or your friends and family! Whom ever it is make sure that you give them permission to call you out if you are not staying true to your goals!

Goal books – A goal book is something that you write in and read every day. I suggest first thing in the morning or the last thing you do at night! It also helps if you make an investment in this book, don't just buy a 73c book from Kmart go and get a good a A5 journal. It will after all have everything you want to achieve ', your life goals, your focus points and your intentions. Be very descriptive in your goals (use the Creating a vision and goals sections in this book) and also outline the steps you need to take to achieve those goals. If you are not sure of what that is at the moment that is fine you will hopefully update this book as often as you read it!

Vision Boards – These are absolutely fantastic if you are more of a visual person – use a big cork board, white board or wall. Put everything you want to achieve on this board, it may include tables to that you ticking off, to do lists that need to be completed, pictures of what your end results looks like, motivational quotes, make sure it is placed somewhere that you can reflect and update it daily!

Financial commitments – A fantastic way to make sure you do what you say you are going to do is make a financial commitment . Purchase the dress or suit you want to fit into, book the fun run you are not ready for, make a bet with your friends. Put your money where your mouth is!

Personal cheat sheet – This is about knowing what works for you. Knowing how to get the best out of yourself. A way to do this is to find a time in your life when you where most productive and motivated and find out what your daily habits and routines looked like so you can imitate them. For example you may find that you are more motivated and productive when you got to bed at 9pm wake and up at 5am, read for 20 minutes, have a shower and then eat a wholesome breakfast. If you tick all those boxes you have a great day. It could be as simple making your bed in the morning. Take some time and know what sets you up form success each day!

Check lists – use checklists, set them up in the morning so you know what you have to do and tick off the boxes as you go through the day. It is also important to prioritize your checklist into most important and most impactful on your goals. Find a way to outsource anything that isn't important and impactful!



Schedule it – if it doesn't get scheduled it wont get done! Put it in a calendar or diary. If you don't use one start with using one! If you are more organized you will have less negative time in your day (unproductive procrastination)

Putting it all together

My Vision is?

Strengths I will utilize to achieve my vision:
Obstacles that may arise:
My goals to achieve the Vision are?
Daily Goals
Weekly Goals 1. 2. 3.
Monthly Goals Month 1
Month 2
Month 3
3 Monthly Goals
What am I doing to ensure success?
Resources that we have used to help build this book
Wellness coaching Level 1

www.wellnesscoachingaustralia.com.au

The Compound Effect, Darren Hardy.

The Power of habit, Charles Duhigg

The Miracle Morning, Hal Elrod

The 4 Hour Chef, Tim Ferris



I hope you utilize the tips and strategies in this book. The number one factor in someone failing to achieve everything they desire is self-sabotage. This means the battlefield of success is all won and lost in your own mind.

Review your goals often, and remind yourself of the changes that you want to make. Make sure your goals stay relevant and the benefit of achieving them is always attractive.

I also want to personally hear from you!- tim@4ubodyfitness.com.au

How have these strategies aided you in your success?

How have you implemented them?

What are your goals and what is your vision?

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