

Welcome to Ugly Duck Life Coaching

An Introduction to Life Coaching



Hi,

Thanks for downloading this workbook. By doing so, you've taken a step to develop a deeper understanding of what drives you, and how those drives, often times deeply hidden, can block you from taking the actions you need and want to take so you can live the life you truly want.

Life Coaching can help not only with that self awareness, it also gives you the time to think through what it is you need to do, and how you can take on the challenges you never thought you could do.

This Workbook is in several sections, each highlighting a different area of life. While you may not be particularly interested in a certain area, please complete all the sections, as all the different aspects of ourselves do tend to be interconnected.

You don't need to do the whole workbook in one go. It will be better if you don't, as you may want to absorb any answers that surprise you.

If you feel resistance or find yourself becoming emotional, that's perfectly fine. It's normal. First and foremost, take care of yourself. Then, try again. Something wants to shift, and it may be painful or uncomfortable, but this is a block that needs addressing. If you find yourself resisting something, that usually means it's something you need to do. I've found that's true for me.

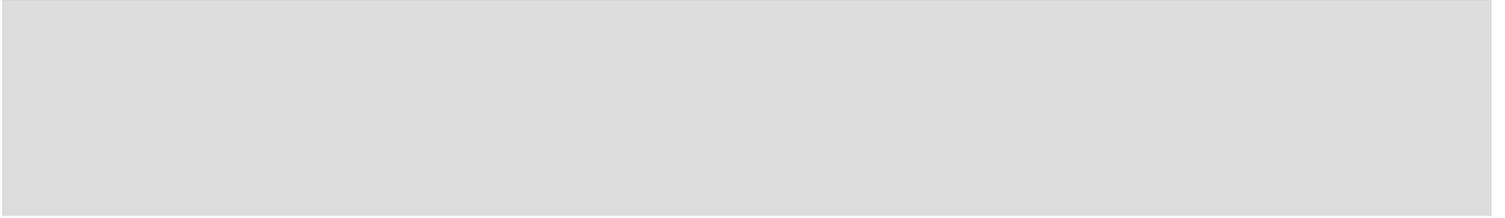
So make yourself comfortable - but not too comfortable - and start your journey towards the real you, and the life you deserve.

It's your life, you know. You don't get another opportunity to do it, so you might as well get what you want from it. - Michelle Wolf.

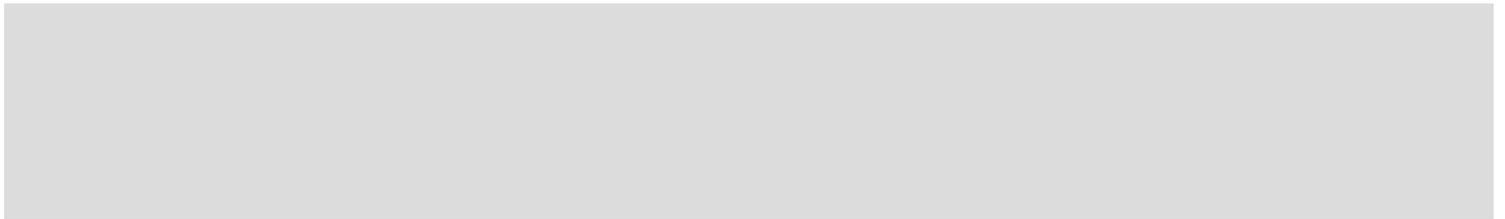
What do you want?

Here are some classic coaching questions that help you discover what it is you really want, and help you focus on what's really important to you.

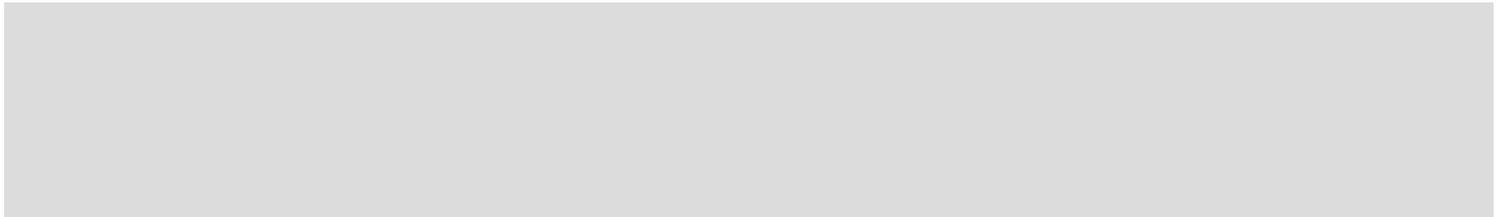
If you won the lottery, how would you spend the next 12 months? Name at least 3 things:



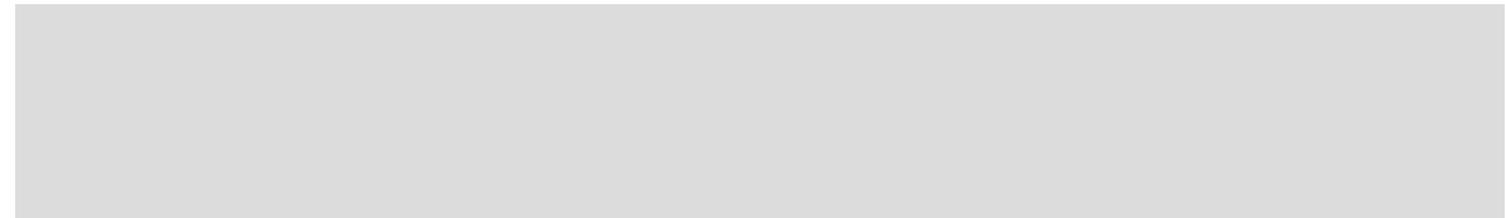
Taking one at a time, what will these things give you?



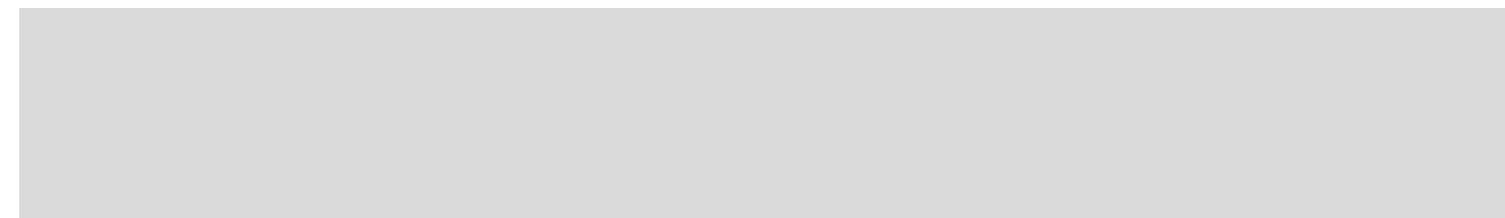
Taking one at a time, what's important to you about these things?



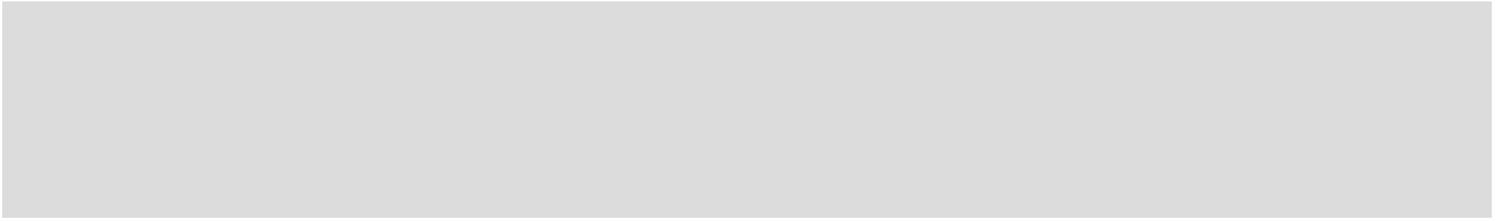
Without that wonderful and highly convenient lottery win, what will it mean to pursue these things?



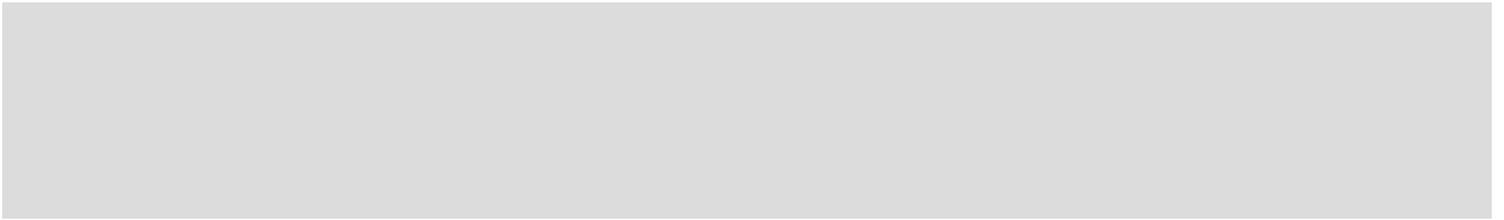
What will it mean not to pursue them?



What are you tolerating?



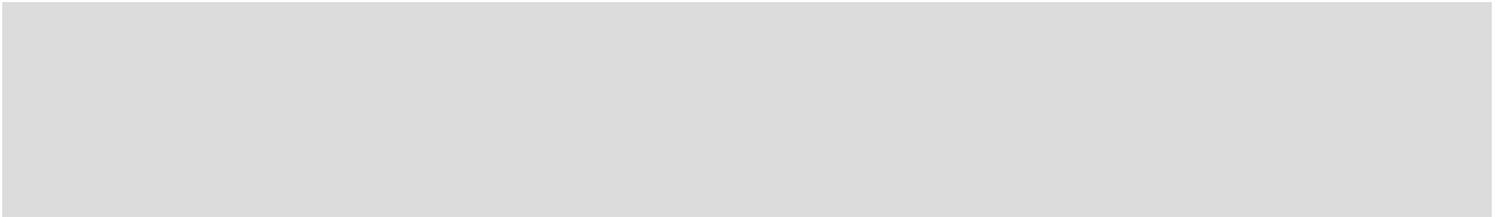
What are you willing to sacrifice to pursue what you need and want to do?



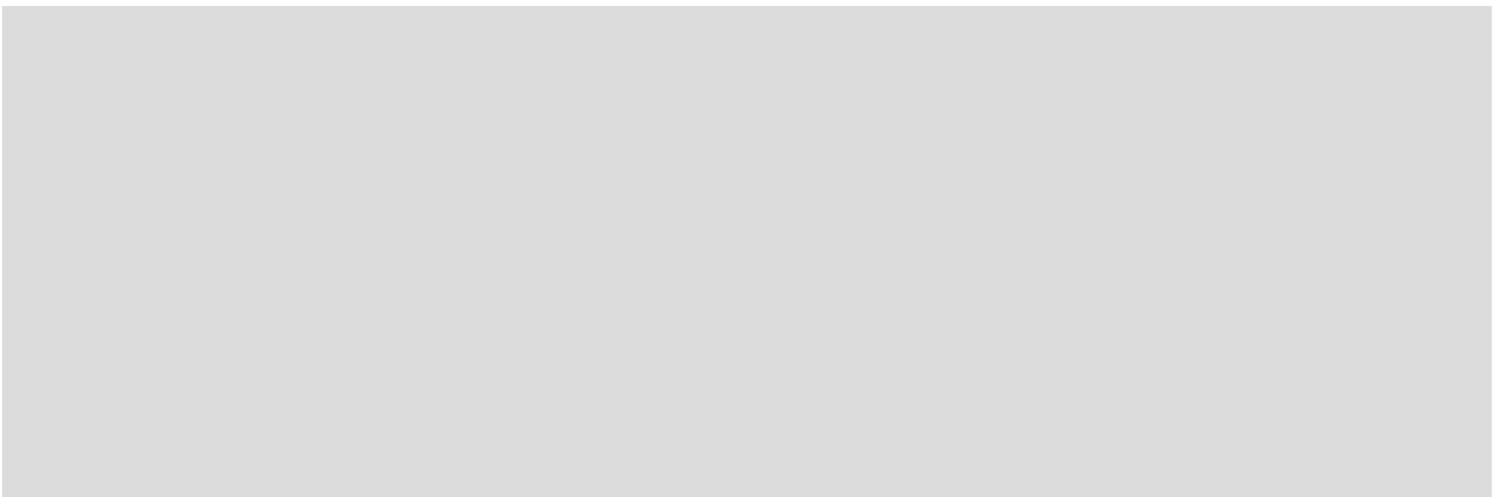
What's stopping you pursuing what you need and want to do?



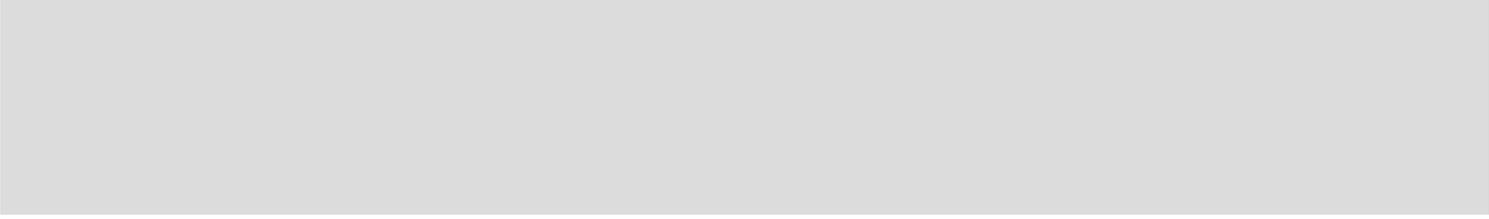
What does not trying to overcome these obstacles, or having these limiting beliefs, cost you on a daily basis?



Name at least 3 practical steps you can do to change things?



What surprises you about your answers?



Visualisation Exercise

Do you know why Self Help books don't work? First, how do I know they don't work? There's a gazillion of them on the market. If they worked, everyone would buy the one that worked and no one would bother with the rest.

They don't work because people don't do the exercises in them. Reading about it will have little effect. You need to do. That's because you need to get out of your head, stop thinking about all the things that are stopping you, and actually evaluate what you can do and take action - and that's Coaching.

Repeating affirmations also has little effect. They need to be rooted in the body emotionally. Any successful athlete will tell you that they don't just imagine winning and lifting the trophy. They imagine what it feels like. When they lift that trophy they can feel the metal, and its weight, as they heft it above their heads in victory. By putting this memory of feeling in their bodies, they're letting themselves know what it is to experience success. When their muscles and limbs launch them towards the finish line, their body is doing what it has already experienced. They know they can do this.

Go back to what you'd do if you won the lottery and take the top choice from that list.

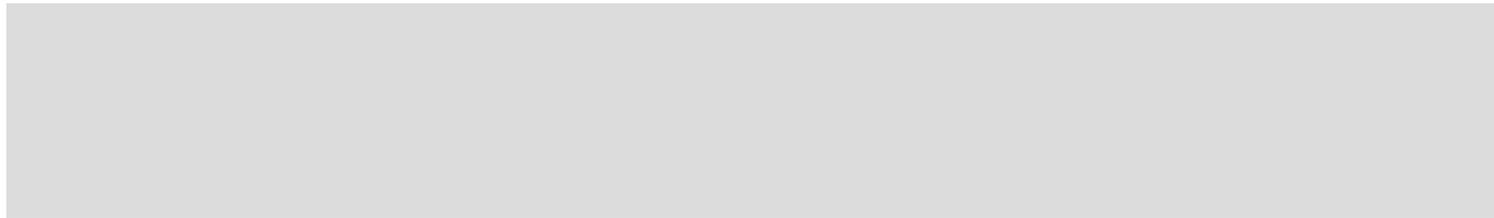
Close your eyes and imagine yourself doing that thing. Where are you? Feel the ground beneath your feet. What does your environment look like? Feel the sun on your skin. Feel the breeze on your face. Feel the luxurious material against your skin. What does it feel like to be doing this thing? How do you hold yourself? What do you think of yourself? How do others view you? How do they show their respect and admiration for what you're doing? How do you feel accepting that respect and admiration?

Spend at least 5 minutes visualising this existence. Make it a daily habit

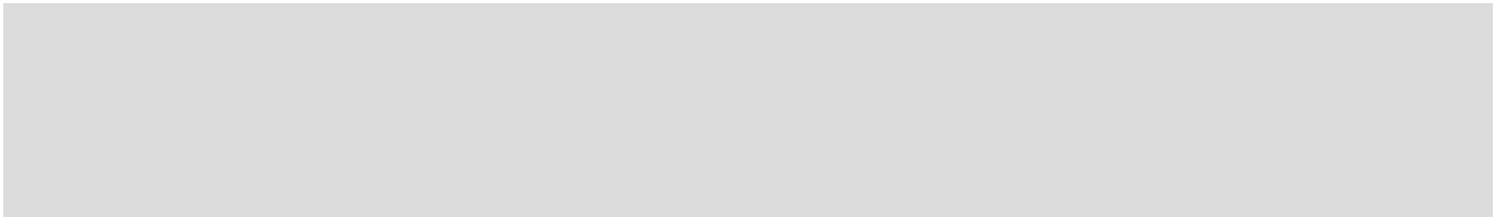
You'll be old and you never lived, and you kind of feel silly to lie down and die and to never have lived, to have been a job chaser and never have lived. - Gertrude Stein

Career/Ambition/Dreams

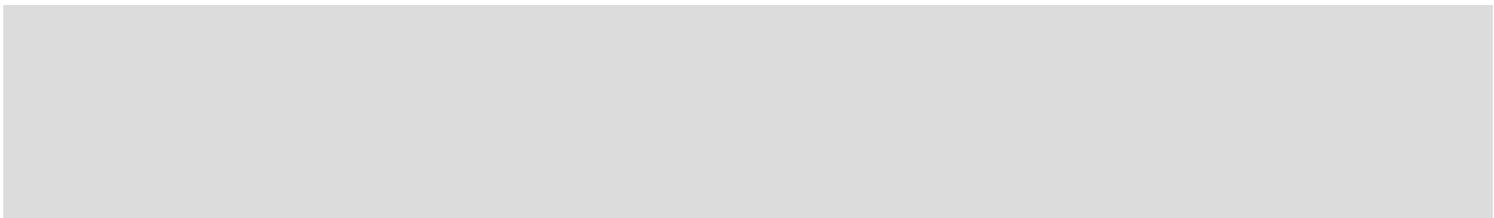
How do you define success?



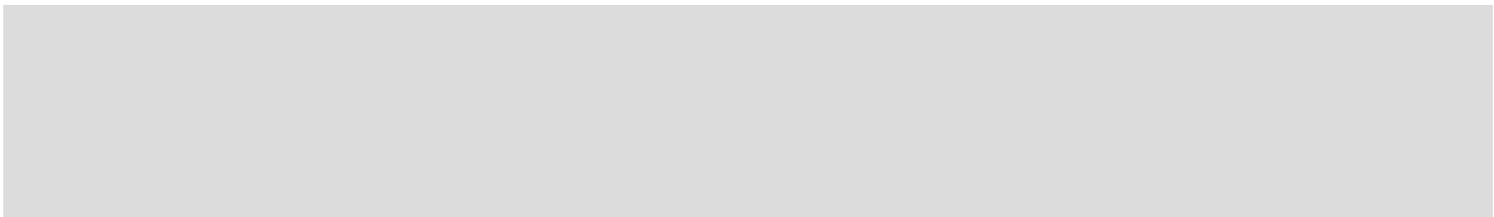
To be successful, what do you have to do? Name at least 3 things that need to happen on your road to success:



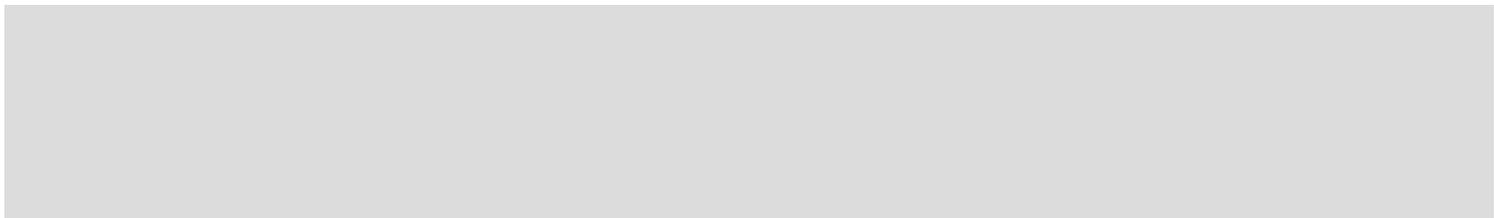
Pick a successful person you wish to emulate. What are they doing, or have done, that you're not? Name 3 things:



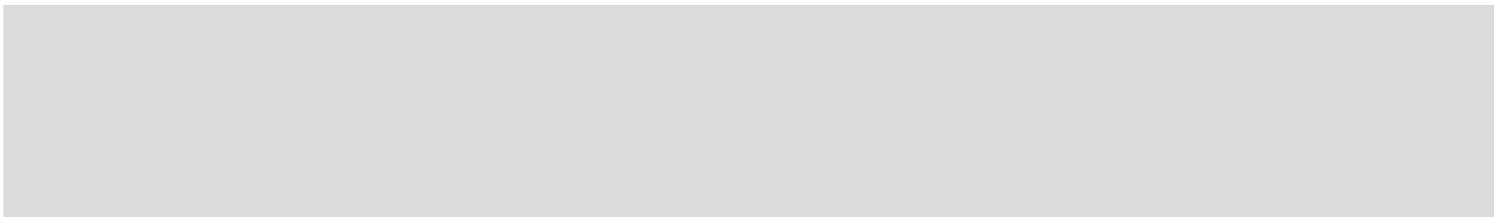
How will you know when you're a success? Name 3 things that will show this:



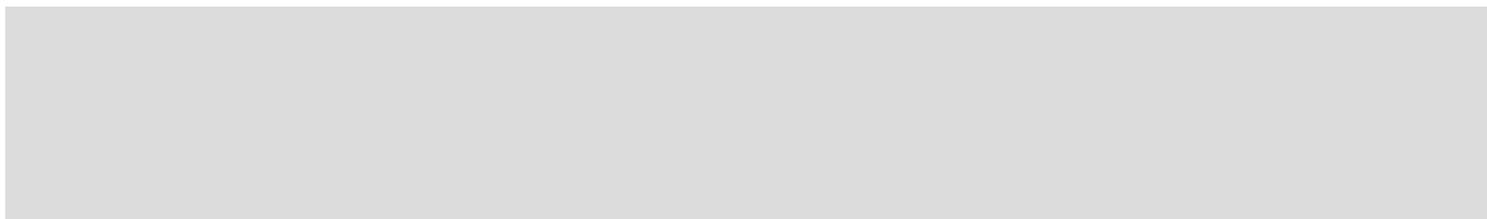
Imagined you've achieved all you want. How has your life changed now you're successful? Name 3 things:



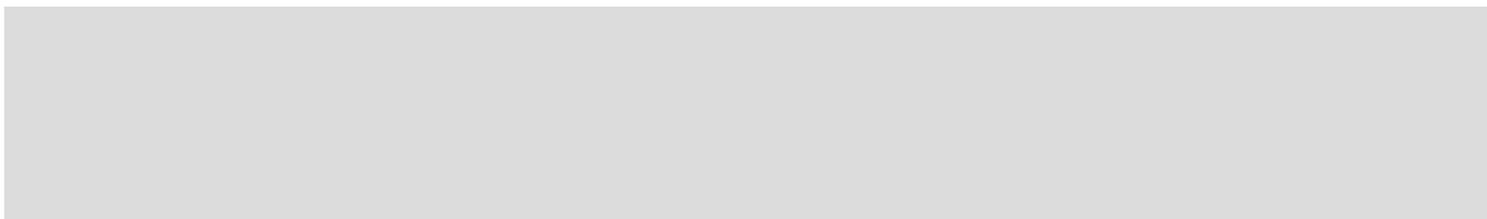
What will you gain if you pursue your dream? Name at least 3 things:



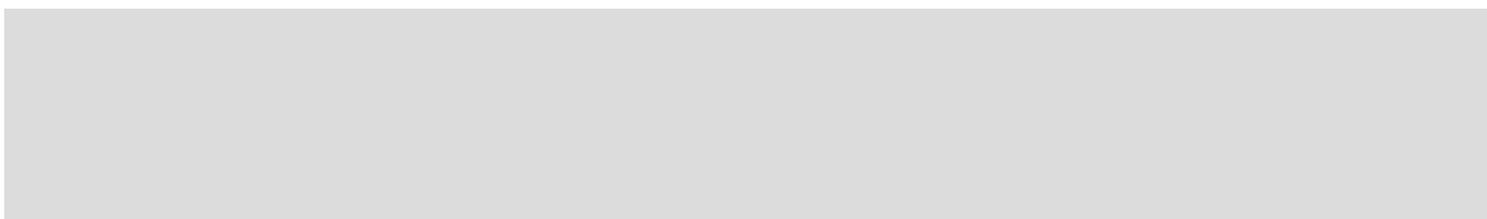
What will it cost you to pursue your dream? Name 3 things:



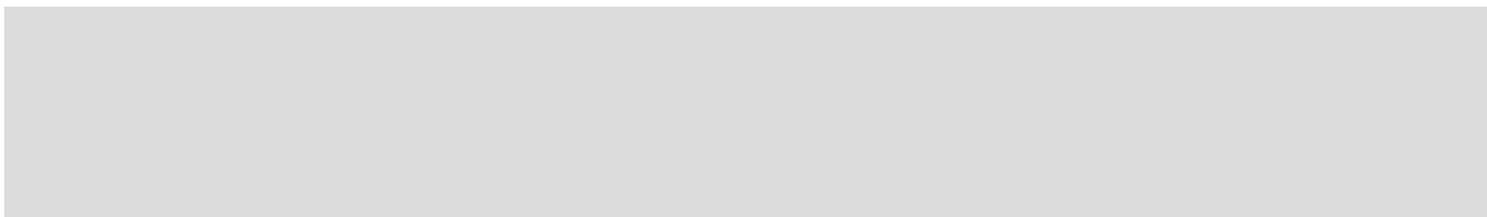
What are the 3 biggest blocks to having the career/dream life you want ?



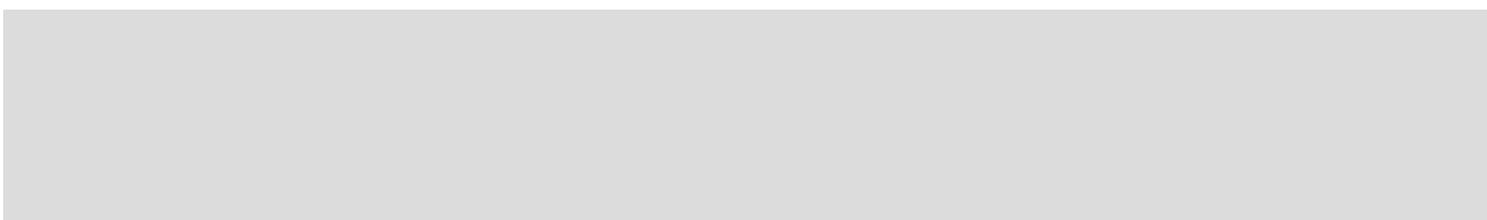
How long do you spend dreaming your dreams instead of taking action to achieve them?



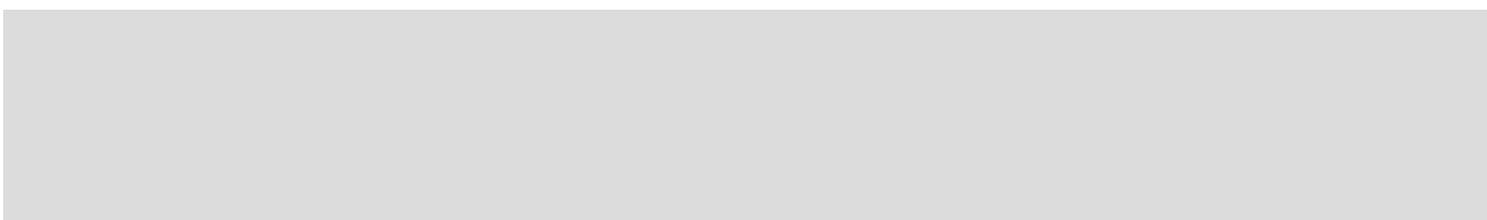
What's important to you about your dream?



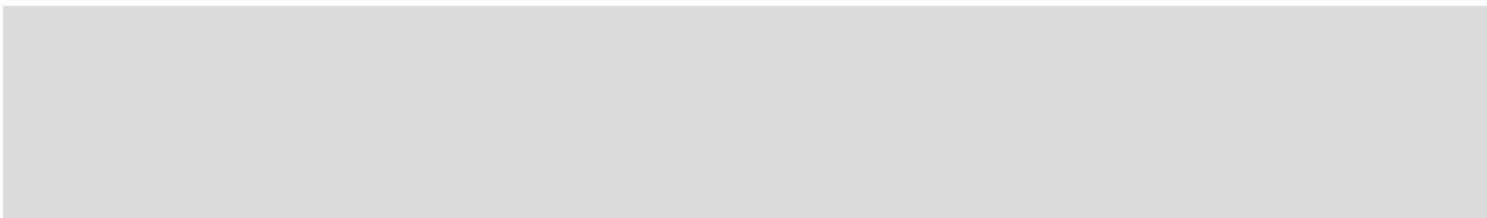
What makes you think your ambition/dream is achievable?



What makes you think your ambition/dream is not achievable?



If you couldn't achieve your ambition/dream, what else would you do?



What surprises you about your answers?

Exercise

Go back to question 2 - Look at the 3 things that need to happen on your road to success - depending on your other answers in this section, you may need to revise them. Your dream or ambition may even have changed, in which case, list the things, at least 3 of them, that need to happen for your new dream or ambition to become real.

What needs to happen first?

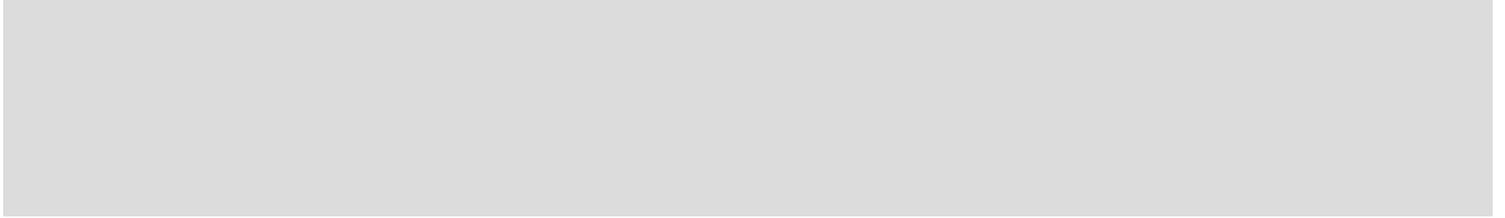
Take that task, and break it down into smaller tasks:

Which part do you want to tackle first? It might be the easiest, to get you started. It might be the thing that will have the biggest impact.

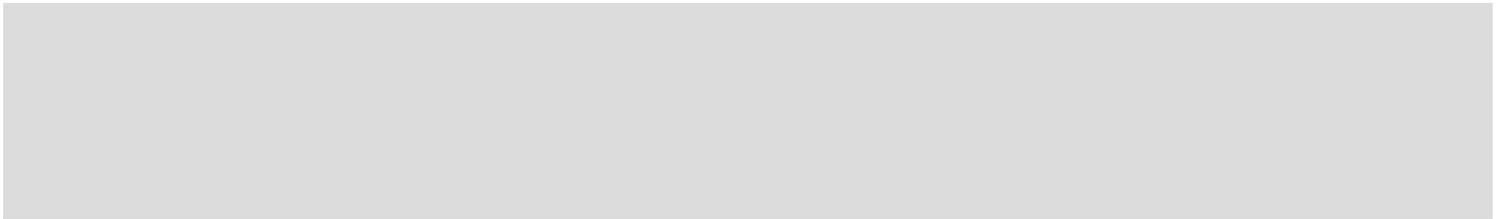
What resources do you need to complete this task?

Where will these resources come from? Who do you know who can help?

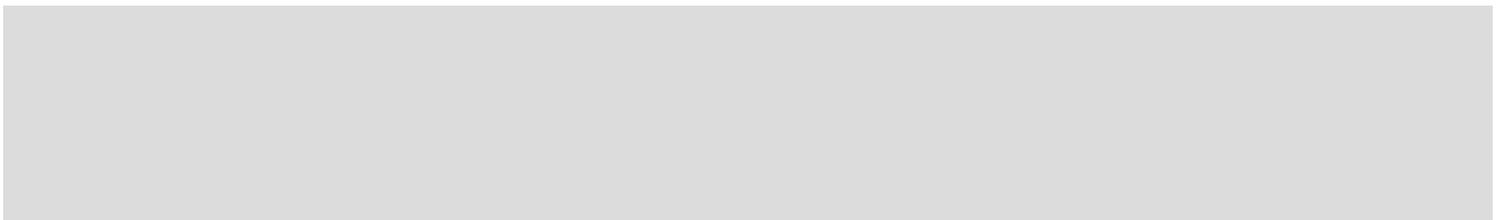
If you need to break this task into smaller tasks, do so.



Which task needs to be accomplished first? What do you need to complete it? How much time?

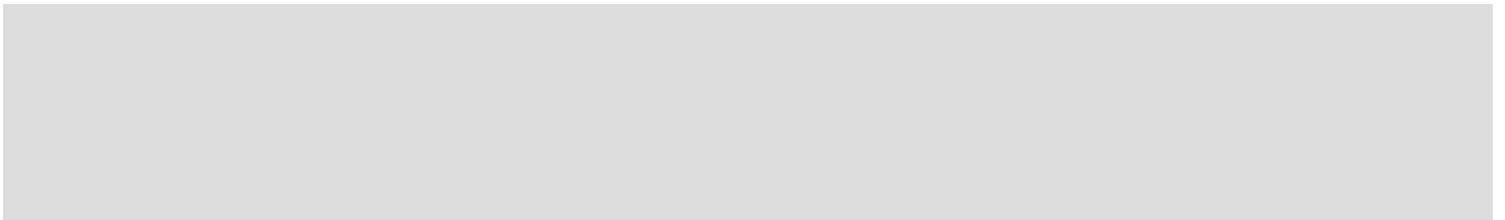


When will you be working on this task? Can it be done in one afternoon, a day? When will you be carving out a half hour or an hour over several days or weeks to complete it?

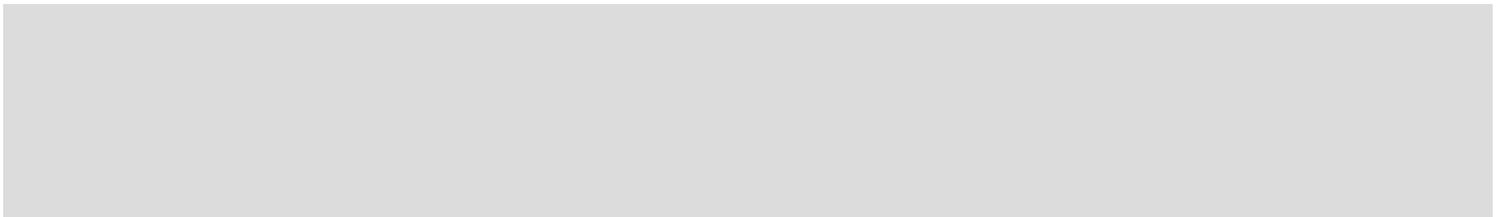


Set a date to have this thing completed by. Did you complete it in the time you gave yourself?

What did you discover while performing this task?



What went wrong?



What did you learn from this?

Empty text box for response.

What's your next step?

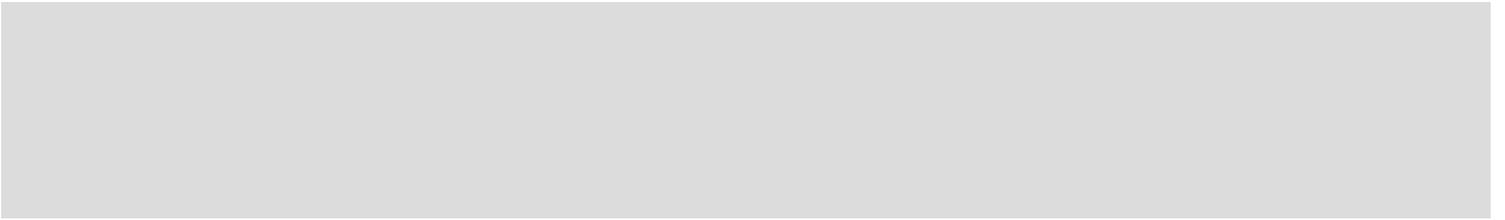
Empty text box for response.

Success consists of going from failure to failure without loss of enthusiasm - Winston Churchill

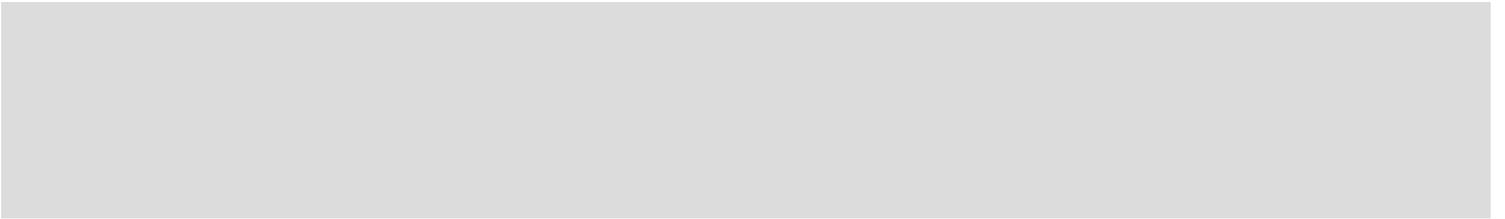


Money/Wealth/Abundance

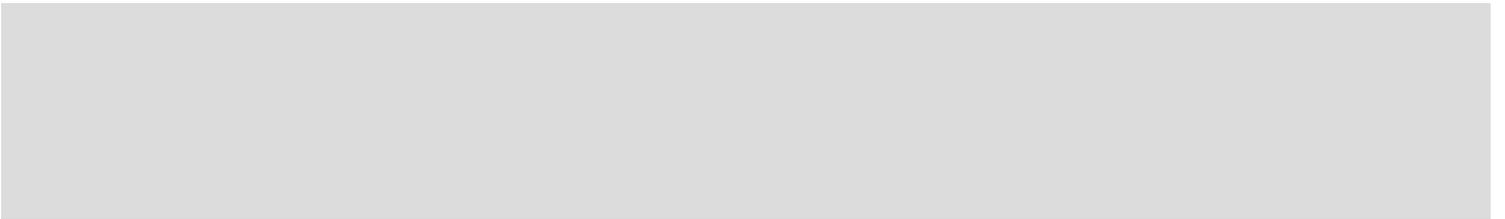
How did your parents or guardian use and view money?



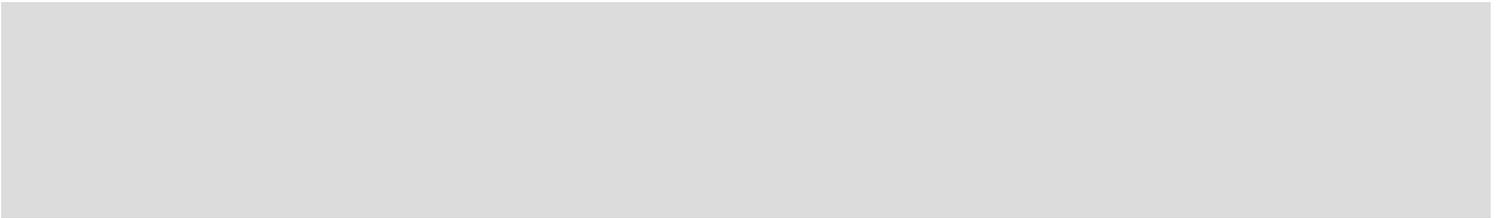
What do you need to do to have the money you want?



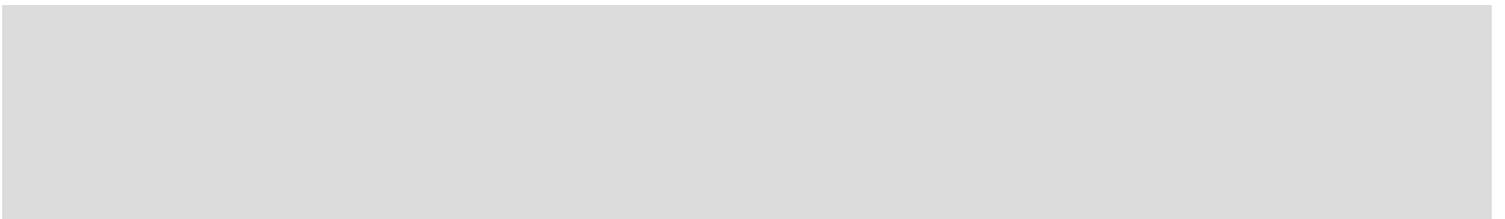
How much is 'enough'?



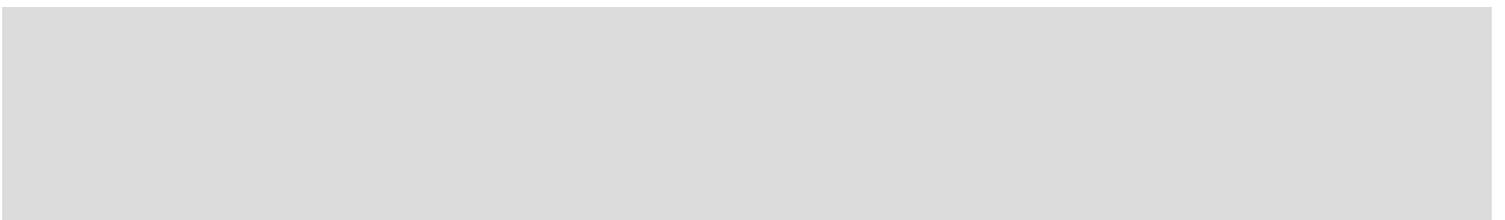
What do you do with money when you have it?



What can't you do without money?



What does it cost you to feel this way about money?



How will your life change once you have money?

Blank response area for the question: "How will your life change once you have money?"

What are the 3 biggest blocks to having the financial wealth you want?

Blank response area for the question: "What are the 3 biggest blocks to having the financial wealth you want?"

Besides your finances, in what other ways are you wealthy? Name 3:

Blank response area for the question: "Besides your finances, in what other ways are you wealthy? Name 3:"

What surprise you about you answers?

Blank response area for the question: "What surprise you about you answers?"



Exercise

Wealth isn't just about your financial situation. I've had some very very grim financial downturns. Focusing on what I can do has helped cope with the stress, knowing that I'm doing all I can.

Another way to help with your mental well being is to be mindful of your thoughts and emotions, for it is your thoughts that create your feelings.

Your emotions then contribute to the actions you take - to the things you believe you can and can't do - So your emotions have a direct affect on your actions, or lack of them.

And your actions in turn affect your life.

So, over the coming week, just be especially on the look out for any act of random kindness you can do for another, maybe a stranger.

Notice when people are doing something for you - You'd be surprised how we just don't notice!

Each evening, go over what went well that day. Notice if you give a lot of weight to that one thing that went wrong. Notice how you allow negativity to rule.

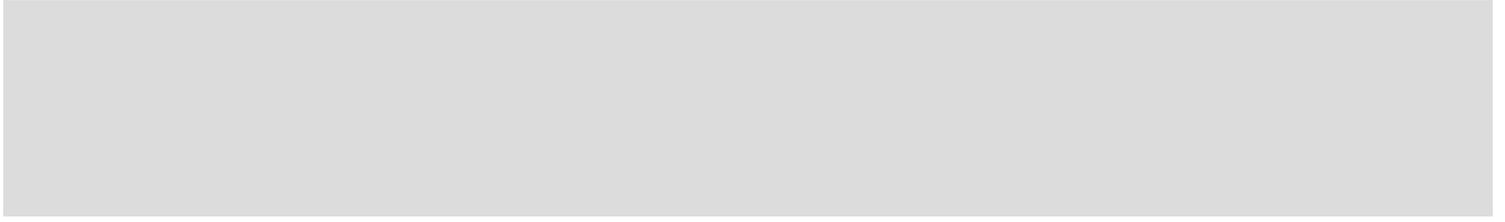
Focus on the good, acknowledge it. How do you feel when you accept the good things in your life?

*When you get all you want and you struggle for self,
and the world makes you king for a day,
then go to the mirror and look at yourself
and see what that man has to say.*

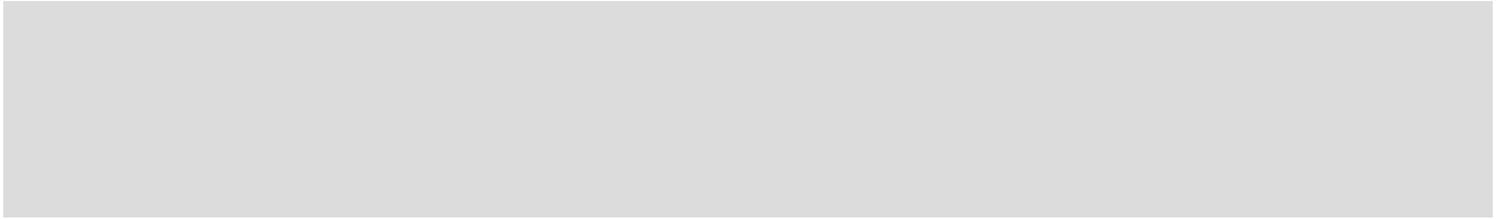
Dale Wimbrow, The Man in the Mirror

Relationships - friends, love, family

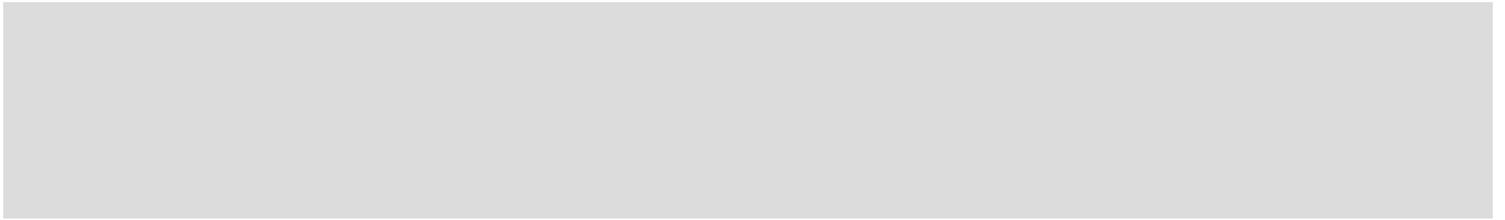
What's your favourite memory of your Mother/Guardian?



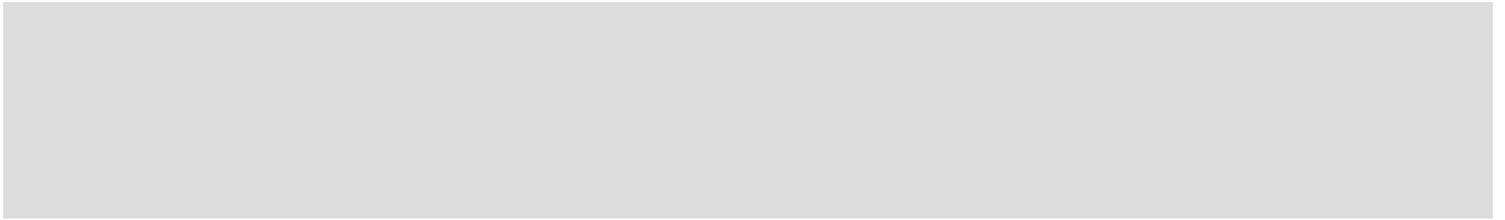
How did it make you feel?



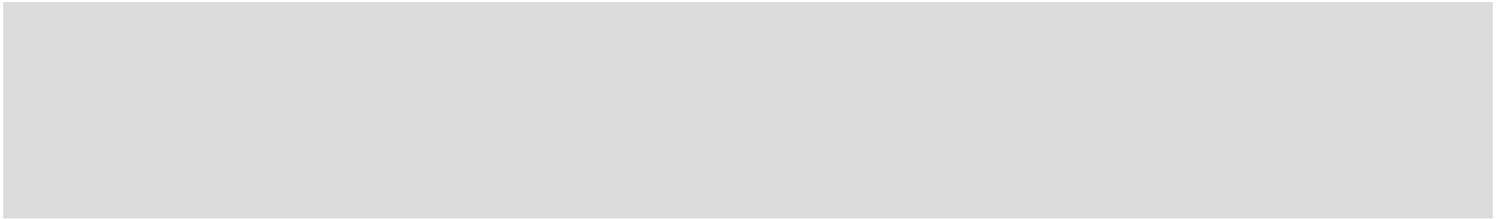
What's your favourite memory of your Father/Guardian?



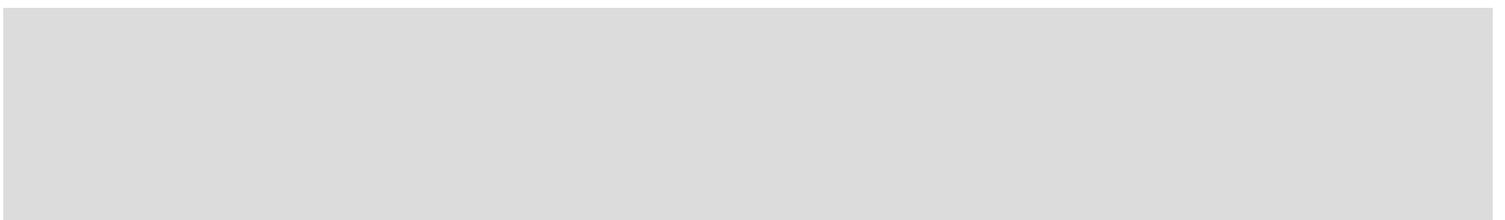
How did it make you feel?



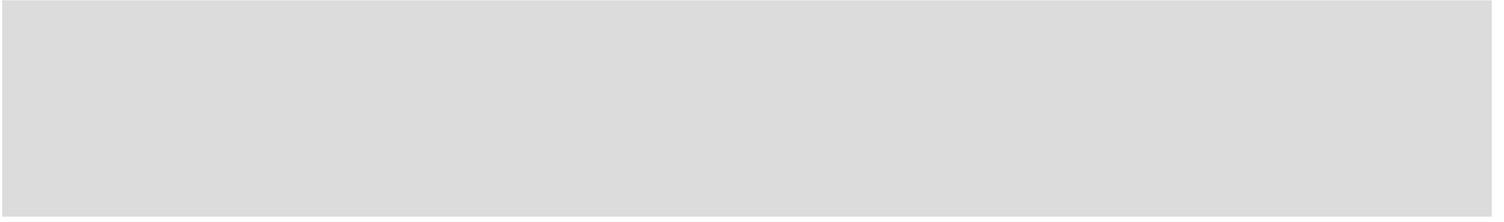
When did your Mother/Guardian make you feel uncomfortable or unsafe? (Take care of yourself if you need to.)



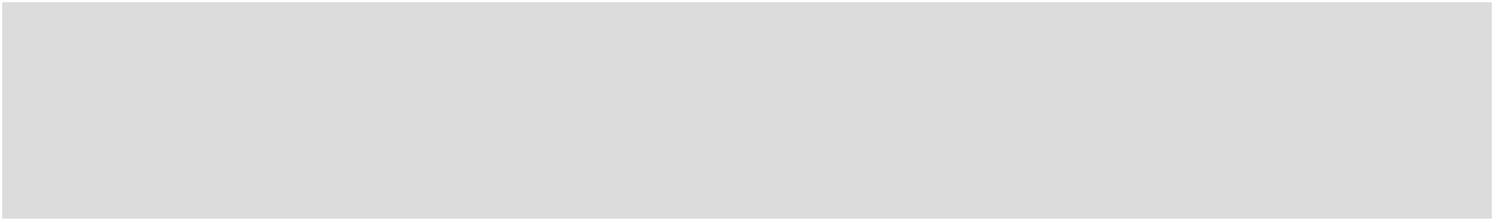
When did your Father/Guardian make you feel uncomfortable or unsafe? (Take care of yourself if you need to.)



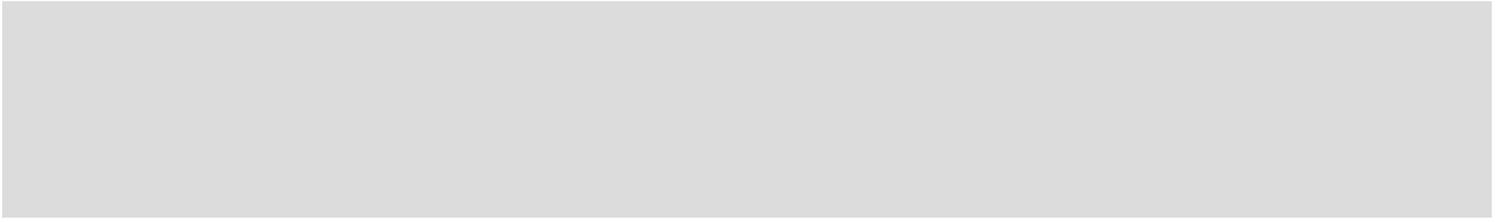
What was your parents/guardian relationship like?



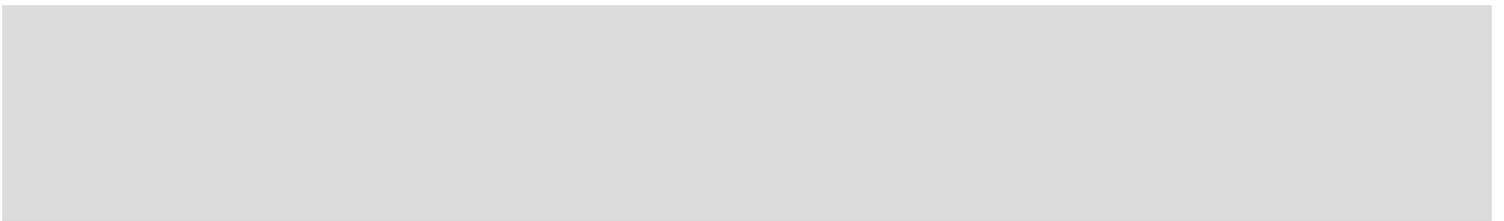
How do you want to feel in a relationship?



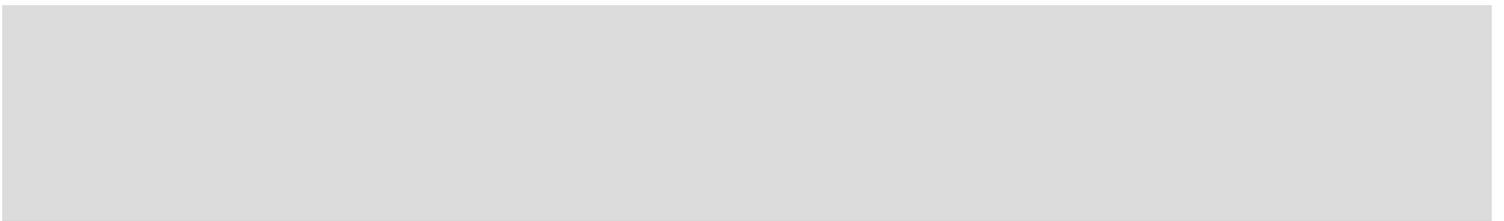
What qualities do you want in a partner?



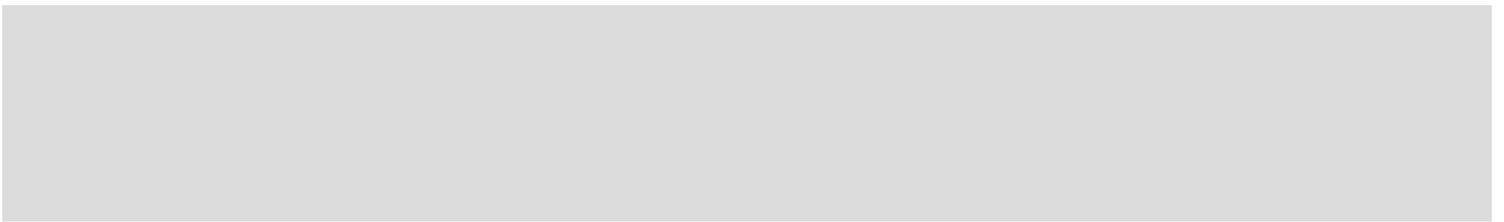
What qualities do you want in a friend?



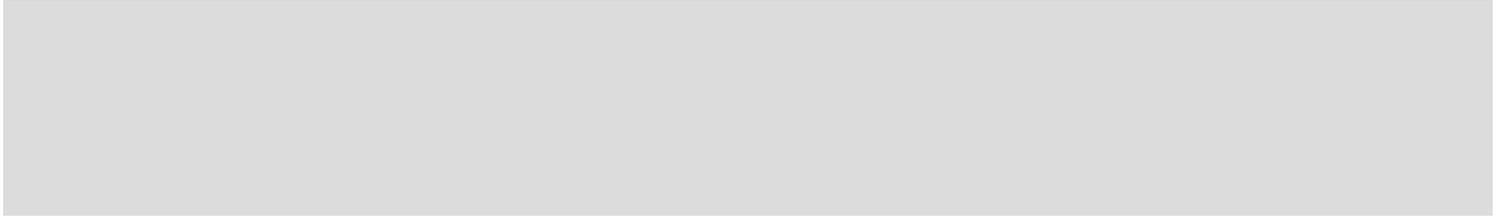
If your answers to the 2 above are different, what's behind that different thinking?



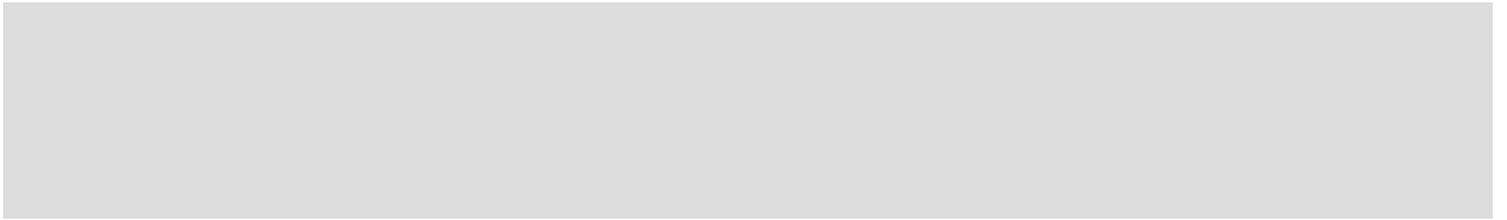
How do friends treat you?



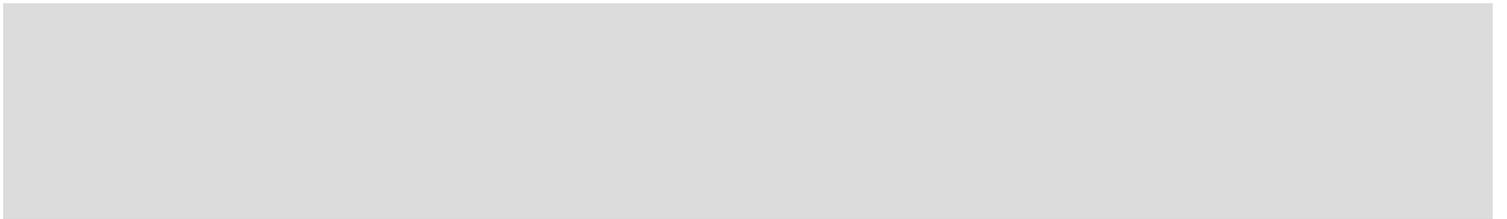
How do you treat your friends?



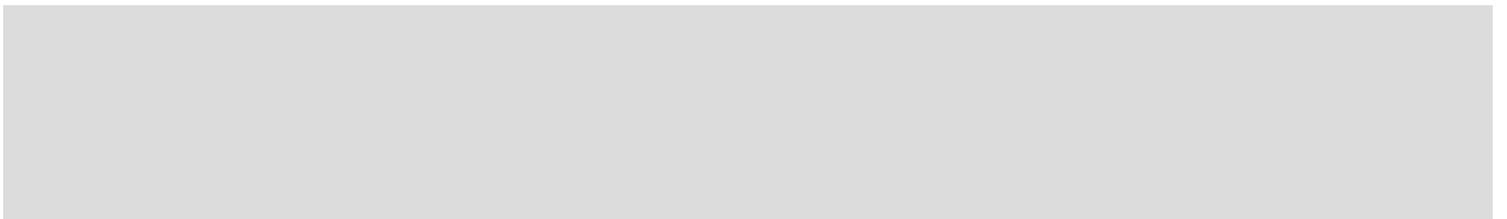
How do you treat strangers?



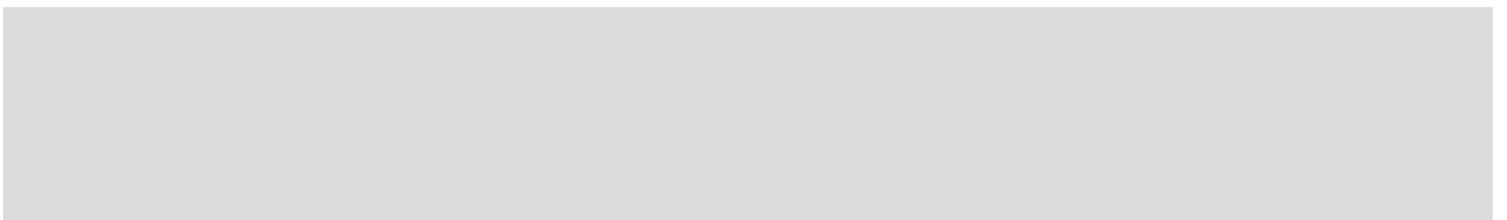
How do you deserve to be treated?



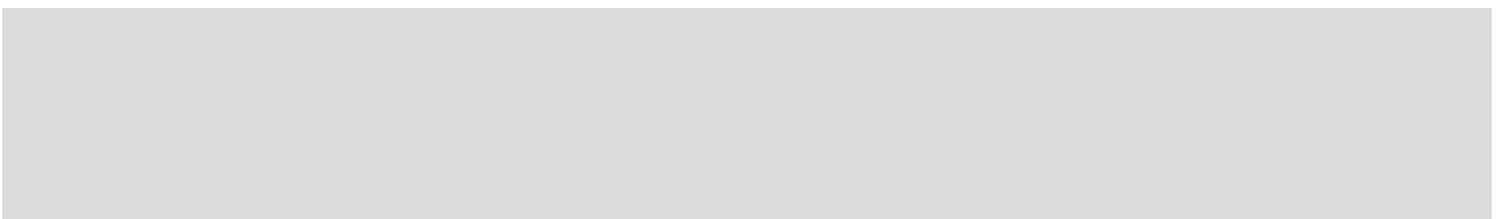
What are you tolerating?



What do you deserve?



What are the 3 biggest blocks to having the relationships you want?



What surprise you about you answers?

Exercise

Make a list of all the people you know.

Who do you consider your best friends?

Who are the people you confide in?

Who on the list do you really rarely see? Are you there for them? Are they there for you?

Who's only there for good times?

Who do you always put on a smile for? Who do you show your true self to - Who sees you at your worst?

Have you found you need to change who your friends are? You may find you're not really close or have anything in common with an old school friend but are still in touch, taking up each other's time and energy just because.

As a shy introvert I have very few friends. I prefer my own company and I'm all for comfortable silences! Yet even I feel the need for real genuine friendships occasionally. Name at least 3 things you can do to find your 'tribe':

Every time you give someone a pass, because you don't want to hurt them, you hurt yourself. Stand up for yourself.

Health - physical and self-esteem

Do you consider yourself physically healthy?

How often do you exercise?

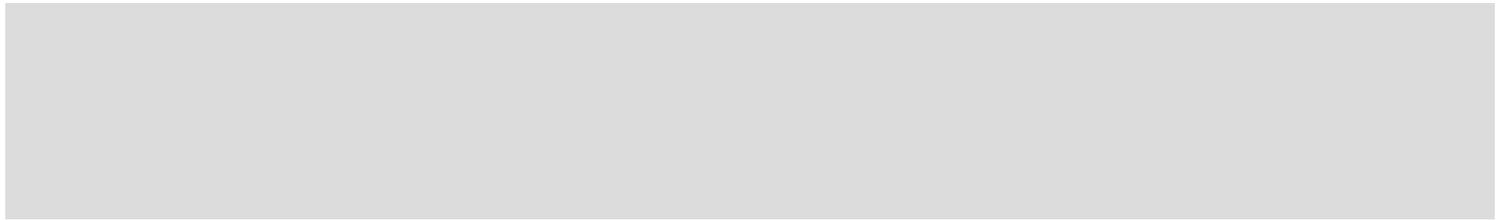
How much do you enjoy exercise?

Do you see physical exercise as a way to affect your physical appearance, or for the benefit of your entire body?

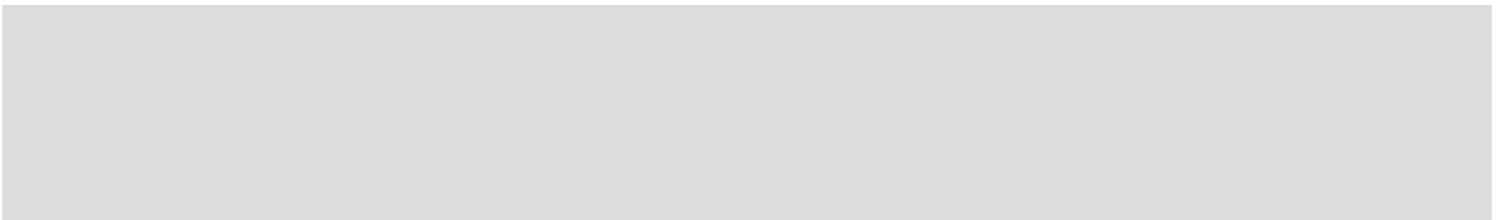
Do you feel you should do more?

Have you been told to do less but find it hard to stop?

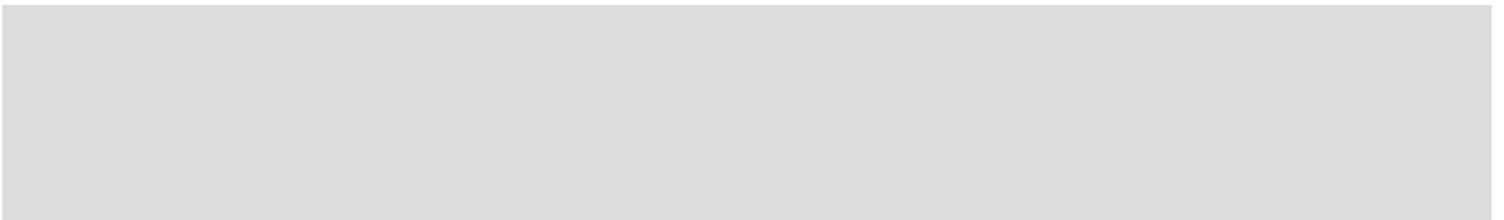
How do you take care of yourself?



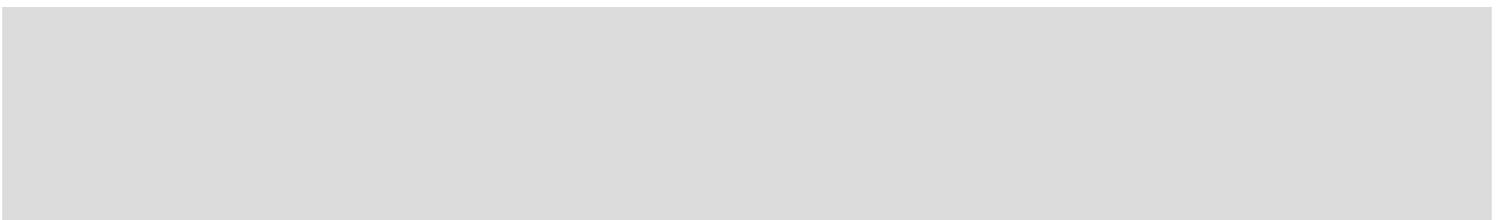
Name at least 3 things you like about yourself:



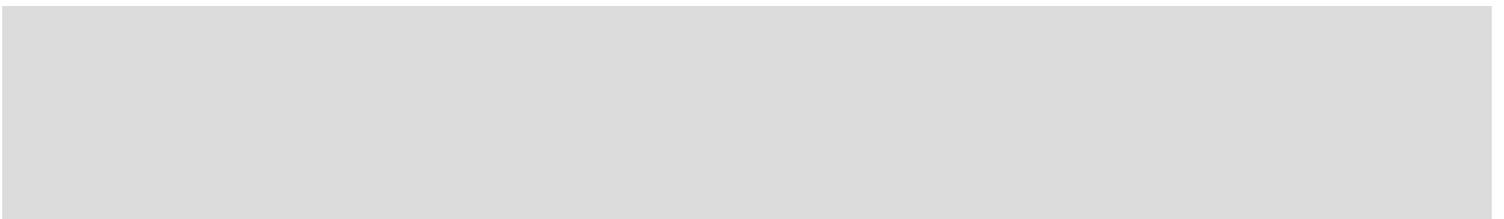
Name at least 3 things you like about your body:



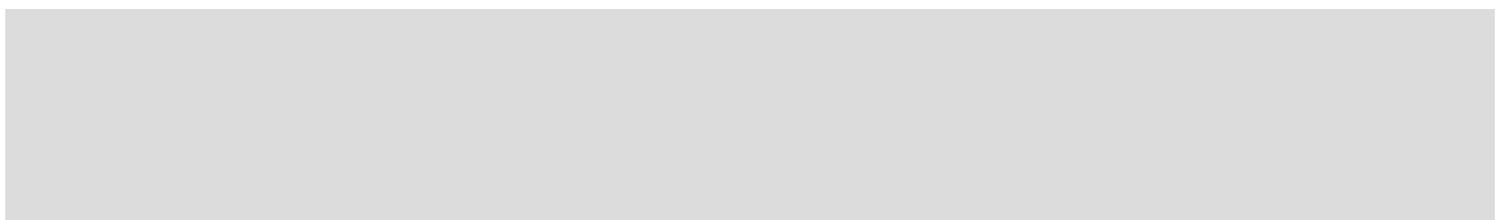
When was the last time you treated yourself?



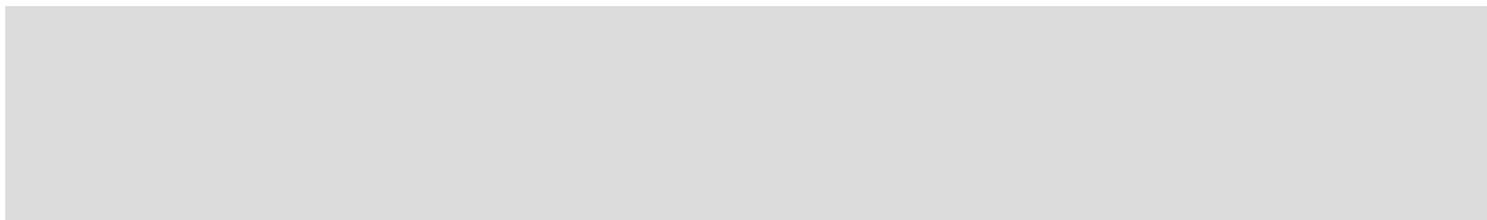
When was the last time you rewarded yourself?



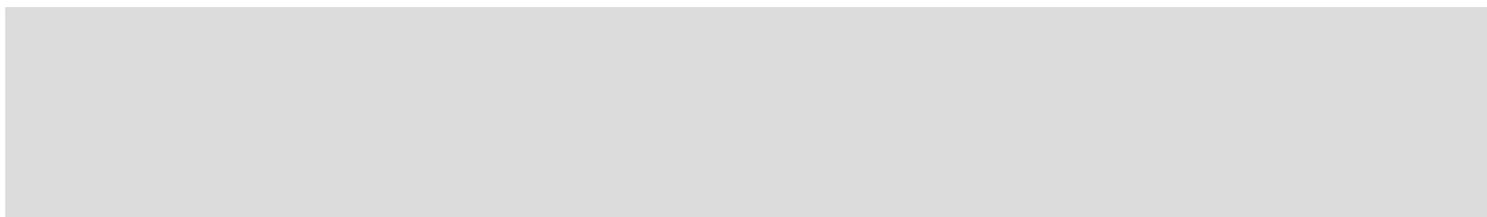
What do you see as the difference between a reward and a treat?



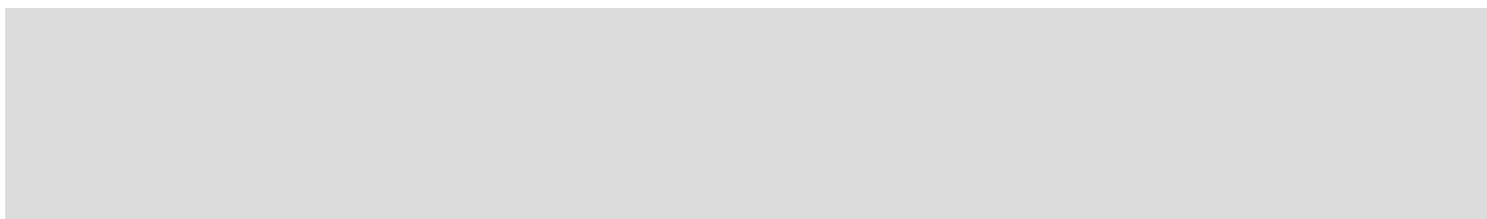
Is food a treat or a comfort? What is your relationship to food?



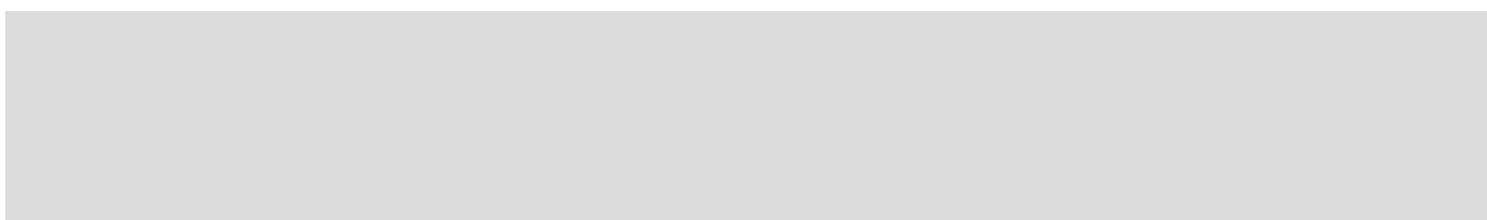
Name 3 ways you can take better care of yourself:



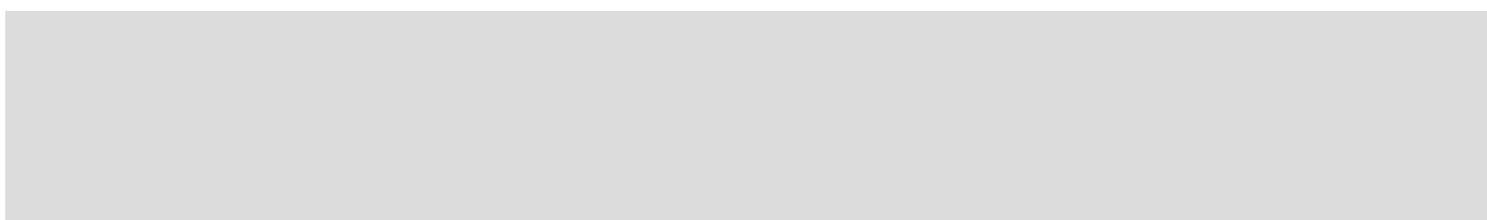
List 3 words to describe yourself:



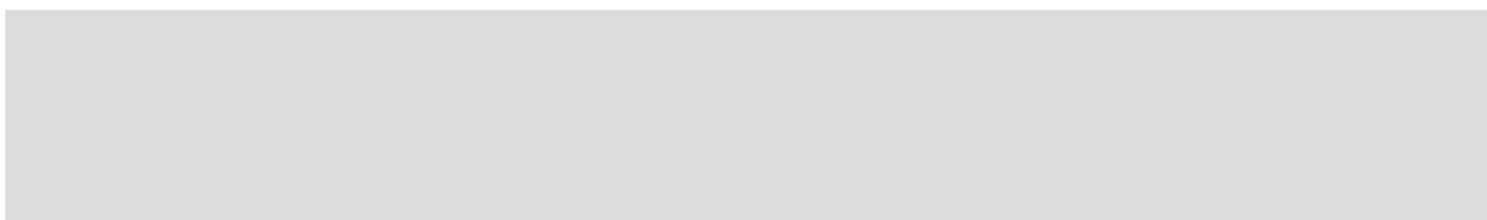
Are they about your body or your personality? What surprises you about your answers?



List 3 ways you care for others. Do you do so willingly, or do you resent it? How does it make you feel caring for others?



What are you sacrificing for others?



How does that make you feel?

Exercise:

In case you haven't tried Mindfulness, this is how you do it, and by that, I mean this is how I do it, because this is how I understand it to work. I've heard people talk about Mindfulness and they seem to have a different idea to me. They talk about clearing your mind, and the reason Mindfulness works for me is because it's not about clearing the mind.

It's all about focusing on something, the opposite of clearing the mind.

I start with a body scan, and done slowly, this could be my whole meditation if I so choose.

I start with my toes, and I'm aware of my toes. It's not about making sure your feet are flat on the ground - if they're not, then just notice that, be aware of that. You don't have to 'correct' them, just be aware of how they are - and accept that.

Move up your body, be aware of your legs, your knees, your thighs, your back, your stomach, your chest, arms, neck, chin, lips, nose, cheeks, eyebrows, brow, eyelids, eyelashes, eyeballs, ears, scalp.

If there's any aches or pains, just notice them, and move on. Or, you can sit with them, and notice the ache will ebb and flow, it may move, decrease, increase (this is in regards to usual aches and pains, not actual medical conditions).

Just be aware of yourself.

Or, you can just notice your breath. Don't try to breathe in any specific way, just notice your breath.

Or focus on one sound, and then notice another and keep your attention also on the first, and keep noticing more sounds.

Or just look at one thing. Just one thing. I once looked at one cuticle on one nail for five minutes.

As you do this, if you find your mind wondering, that's fine - that's Mindfulness. Just acknowledge your mind has wondered and bring it back to your body, your breath or what you're listening to or looking at.

Start with 5 minutes and build it up from there. I used to be plagued by out of control, obsessive thoughts. I could get upset about something and days, and even months later, still be going on and on about it, to myself. I found Mindfulness helped me notice when I was doing this, and I was able to take control of my thoughts surprisingly quickly. I no longer disappear down that rabbit hole.

You can't be anything but who you are. Be comfortable as yourself, in your own skin.



Limiting beliefs

What limiting beliefs and negative things do you believe about yourself?

Which limiting beliefs do you share with members of your family?

Which limiting beliefs do you share with friends?

Which limiting beliefs do you share with society?

Exercise

Go back to the negative things you believe about yourself. Challenge each of the answers with proof from your life. This can include things you used to do, even if you don't do these things anymore. Ask friends and colleagues for feedback. Can you recall compliments you had trouble accepting?

Damned if you do, damned if you don't. So you might as well do.

Resistance

When you feel resistance to doing something, it's usually something you need to do. I've found that's true for me.

When you feel resistance:

What feelings do you experience?

Does your body have a physical response?

What self-talk goes with the resistance?

When's the last time you experienced resistance? What did you lose out on by letting the resistance control your decision?

Think of a time when, for whatever reason, you went through with something you resisted. What did you gain? What did you lose?

Exercise

Blocks are usually connected to Comfort Zones.

There's a lot of talk about comfort zones. It always pops up on lists of 'things you can do to improve your life' - No.3 - Step out of your comfort zone! - Yeah, just like that!

A comfort zone is what we build around us because we did not feel safe or loved as a child. Without that security, we stay trapped in a comfort zone of our own making.

And that's why stepping out of our comfort zones is very very hard, and may well seem impossible.

It's not impossible. It's possibly right next door to impossible - but not impossible.

Where to start? I only started because I was desperate and really had to do something different.

So, for starters, see how you go with this visualisation exercise:

Walk around as an Archetype! What the heck does that mean? Let's pick an Archetype - Let's go with Queen/King or Monarch.

Put some regal music on - or any music that makes you feel great and powerful. Something from a movie soundtrack will probably do the trick.

How does a good leader feel? What are you aware of? What are you responsible for?

Remember to really feel that power, that authority. Take the time to feel it. If you find this hard to do this, it's something you would have done as a child at play. You may have lost that ability when too young, but chances are you have had at least a sliver of this. So you can do this, you can feel this.

How does this effect your posture? Are you standing straighter, taller?

Open your eyes and walk around your space. Imagine you're greeting and being greeted by advisors and subjects. Do they respect you? Do they fear you?

And now, address your subjects! Speak from the heart. It need only be a few sentences. Don't plan what you think you want to say. Say what you, as a leader, need to say.

You may feel uncomfortable doing this, whether it was imagining yourself as powerful, or addressing an empty room. That's fine - Go ahead and feel uncomfortable. You'll feel less uncomfortable the more you do it, or at least you'll know that discomfort does not last, and you can get on and do what you yearn to do.

Changing habits

A part of coaching is changing habits, from doing things differently to thinking differently.

Our habits may be part of our comfort zone, so again, these can be very hard to change.

So, start small. Over the next 7 days, accept the challenges below.

At the end of each day, what do you notice? Are you more relaxed? Are you sleeping better? Are you excited, sad, bored?

Challenge yourself to do them in the order they come up, rather than what's convenient to you.

So:

Take a different route to work or to the shops.

Keep the telly off all day (I know!)

Try a new skill - watch a you-tube video on excel or crochet! Or something interesting!

Do you usually do HIIT? Go for a walk instead. Don't usually exercise? Go for a walk.

Read from a source outside of your bubble. (Guardian readers, pick up a Telegraph! FT readers, pick up The Daily Star! Or just read or watch something you wouldn't ordinarily read or watch.)

Say something you wouldn't ordinarily say. Take up a view you don't believe in. You can insist the sky is red - there's no need to be controversial or offensive.

See how many purple things you notice during the course of one day.

Say yes to something you wouldn't ordinarily say yes to.

Yes, there are 8 challenges! Keep doing things differently!

Everybody dies but not everybody lives

What next?

What will you do now with all this new self awareness?

What's your next step?

There's enough information in this workbook for you to know what you want to do and to help you plan how to do it.

If you need more help, you can book an Intro session with me, or jump straight into the Coaching Program.

If you feel a lack of confidence is what's stopping you, then please do take that step and book onto the Introductory Evening to the Sunflower Effect (that's what I did when I was desperate. You don't have to wait until you're desperate). It's a fun and creative way to help you get out of your head and into your body - that is, it's the first step to taking the control away from that critical voice in your head, and instead gives the power back to you. You can then go towards what you're naturally drawn to instead of stopping yourself. You can continue onwards to what you truly want.

If you do none of these things, put this note in your diary, exactly 3 months from now: "What have I done to move forward with my dreams, my life? How have I used the self awareness I gained from that workbook in the last 3 months? What excuses do I tell myself? What am I going to do about it? How many more times do I need to not do anything?"

Answer that question by booking the Intro to Coaching, the Coaching program or the Introductory Evening to The Sunflower Effect to Building Confidence and Expressing Yourself.

It's okay if all of this still seems like too big a step out of your all important comfort zone. It's natural to feel that way. All I can say is it's best you feel and embrace any discomfort and fear and chaos now. How badly do you need things - yourself - to change?

What is it that's stopping you from taking the next step?

*The world needs you
at the party starting
real conversations,
saying I don't know,
being kind. - e e
cummings*

