

# INSPIRED STEPS INTENTION-SETTING AND GOAL ACHIEVEMENT SYSTEM – AT A GLANCE

## THE QUARTERLY INTENTIONS FOLDER

The Quarterly Intentions Folder is the HUB of this coaching system. It provides a place for the client to get clear on what they are wanting, every three months, and to set specific, achievable goals with their coach. The program is *not* a one-size-fits-all coaching approach; rather, the system allows for the client and coach to 'dance together' while the client continues to set clear intentions, track progress, and achieve their goals and dreams.

QUARTER (1) (2) (3) (4) YEAR \_\_\_\_\_

TODAYS DATE \_\_\_\_\_

QUARTER END DATE \_\_\_\_\_



The program is a simple quarterly-based coaching system that helps clients set, track, and achieve their goals with their coach.

### WHAT'S YOUR NEXT STEP?

MY SUCCESSES & HIGHLIGHTS (from the previous quarter)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

WHAT I AM MOST GRATEFUL FOR TODAY

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Clients begin by acknowledging their successes and highlights from the previous quarter (this also tracks progress over time).

Then, clients list what they are most grateful for (in order to create intentions from a positive, inspired place).

*Wheel of Life*

From the Wheel of Life, which area would you most like to focus on this quarter?

MY INTENTIONS FOR THE NEXT THREE MONTHS IN THIS AREA OF MY LIFE ARE:

First Intention  
.....

Second Intention  
.....

Third Intention  
.....

\*Remember to write these intentions in the present tense-as though you have already achieved them (eg "I have..." or "I am..."). See Helpful Hints for more tips.

\*See Helpful Hints on the back for tips on how to fill in the Wheel of Life.

**WHEEL OF LIFE**  
Using the Wheel of Life, clients get a snapshot of how balanced (or out of balance) they feel their life is, every three months.

They then select one area to focus on for the following three months - as their main area of focus - and create three intentions (actions they will take) to enhance that area of their life.

WHAT AM I ATTRACTING EFFORTLESSLY INTO MY LIFE:  
.....

LIFE BALANCE INTENTIONS (for all other areas in the Wheel of Life)

Business & Career .....

Money & Finances .....

Significant Other .....

Fun & Recreation .....

Spiritual Growth .....

Personal Growth .....

Personal Relationships .....

Health & Fitness .....

Clients play with the Law of Attraction to encourage them to 'dream big' and to attract what they are wanting, effortlessly into their life.

To encourage life balance, clients then create intentions (SPECIFIC, MEASUREABLE ACTIONS) for all other areas of the Wheel of Life.

**THE VISION I AM CREATING** Describe the big vision you would like to achieve in your lifetime and/or how you envision others benefitting from your natural talents and gifts. If you aren't sure yet what your big vision might be, simply create your 'next step vision' - where you'd like to be three or six months from now. Check in with your inner wisdom for guidance.

.....

.....

.....

**MY PURPOSE FOR CREATING IT** What motivates you to create this vision?

.....

.....

Clients get in touch with their big dream and/or vision for their life every quarter. Clients are encouraged to come from an internal driving place when voicing their vision, vs. a place of fear or need, or obligation.

Clients then identify their purpose for creating this vision. What motivates them to create this vision? Where does this vision come from?

**LEARNING, CHANGING, STRETCHING, GROWING**

1 What progress (from the last 3 months) will I acknowledge this quarter? How will I celebrate? .....

2 What do I need to learn this quarter to have a huge impact on making my vision a reality? .....

3 What knowledge is ready to be applied to move me forward? .....

4 Who do I need on my team - or in my circle of influence - to help me? How will I find them? .....

5 What needs to be communicated in order to free up my energy? .....

6 What is the one thing I've been avoiding that I commit to having done this quarter? .....

7 What can I delegate to someone else? Or what tasks need to be eliminated from my "to do" list? .....

8 Where do I need to relinquish control, surrender and 'let go'? .....

To encourage continued personal growth, clients answer eight universal questions designed to gently push the client so that they stretch outside of their comfort zone, do the hard things, ask for help, let go of total control, and celebrate successes along the way. This section pushes the client to take actions when or where they might be holding back.

**IDEA PARKING LOT**

1 .....	6 .....
2 .....	7 .....
3 .....	8 .....
4 .....	9 .....
5 .....	10 .....

\*See Helpful Hints below on how to use the Idea Parking Lot.

The Idea Parking Lot is where the client keeps track of all of the ideas that may be used in the future, but that aren't quite ready to be pursued. Ideas are stored for safe-keeping.

**INTENTION SETTING HELPFUL HINTS**

Intentions are best achieved when they are reassessed and set regularly, which is why you'll check in with your intentions to evaluate progress (and tweak as necessary) every three (3) months, using this system. For simplicity and to more easily track your progress, you might choose to follow the calendar quarters (Jan-Mar; Apr-Jun; Jul-Sep; Oct-Dec). If you begin coaching in the middle of a quarter, set intentions either to the end of the current quarter, or to the end of the following quarter - whichever makes most sense to you.

**Successes & Highlights from the Previous Quarter:** Take a moment to list some of your greatest achievements over the past three (3) months. Any win qualifies as a success. This is an opportunity to celebrate YOU and acknowledge your progress no matter how big or small.

**What I Am Most Grateful For Today:** Only when we operate from a place of gratitude and appreciation can we attract 'more' of what we want into our lives. Take a moment to reflect upon - and appreciate - the various gifts in your life.

**Wheel of Life:** The 8 sections in the Wheel of Life represent balance. Imagining the centre of the wheel as 0 and the outer edge as 10, rate each section in the Wheel of Life based on how satisfied you feel about that area of your life today (with 0 being low and 10 being high). Draw a straight or curved line to create a new outer edge; this new outer perimeter represents the state of balance in your life. You will quickly notice which areas of your life need your attention. **Note:** the values you give to each area in your Wheel of Life can change on a daily basis. That's because balance is a dynamic process and is not something you can 'arrive' at; it is, however, something that can be achieved with consistent, conscious motion (much like the motion in your life).

**From the Wheel of Life, which area would you most like to focus on this quarter?:** From your results in the Wheel of Life exercise, choose one area which will be your main area of attention for the next three (3) months and write it down. Then set three (3) meaningful

intentions for that area of your life that you will take action on this quarter; intentions that will move you closer towards your vision. Try to avoid setting intentions that will rely on other's participation. Choose to set intentions that you have the will or ability to achieve and/or change on your own.

**What I Am Attracting Effortlessly Into My Life:** Think about one thing that you are wanting to attract into your life, preferably within the area of your life that you're focusing on this quarter (but any area will do). Create an affirmation or statement that begins with: 'I am attracting into my life...'. This is not an intention that you have to "work harder" to achieve; it is something you allow into your life. You may choose to state the same Attraction Intention every quarter (or you may choose to change it, it's up to you).

**Connecting with your Vision:** Every quarter, you will have the opportunity to state and/or reaffirm your vision and your purpose for creating it. This is an important step in the process of creation; it is important to listen and to act on the feelings you're having, the opportunities that are being presented to you, and where you feel you are being guided. It's also important to understand why this vision is important to you. If you aren't clear on a vision for your life, simply create your "next step vision" - where you'd like to be three or six months from now. Check in with your inner wisdom for guidance and focus on the benefits that you will provide to others by creating this vision.

**Learning, Changing, Stretching, Growing:** This section is intended to assist continued personal and spiritual growth as you move forward towards your vision. The more you stretch outside of your comfort zone (and follow through with your intentions) the more likely you'll grow as a person, and as a result, attract more of what you want into your life.

**Idea Parking Lot:** This area is for all of the great ideas you come up with, that need to be 'parked' for future use. You are full of innovative thoughts, but sometimes their timing might be off. Regardless, they must be stored for safekeeping. Consider this area your safety deposit box for all of your million-dollar ideas.

The Helpful Hints on the back of the folder provide step-by-step instructions so the client understands how to best use the tools.

# THE PROGRESS JOURNAL

The Progress Journal is filled out and sent to the coach 24 hours before each scheduled coaching call. The Progress Journal serves four purposes:

- **The client tracks their progress** over time and has a written record of what they are accomplishing with their coach. They can 'see' their results in black and white.
- **It enables the coach to have a record of wins/opportunities and challenges** to refer to when needed during coaching calls (from past and present journals)
- It creates a space for the client to pull out their Quarterly Folder to **get back in touch with the intentions that were set at the beginning of the quarter.**
- It provides a **purpose and intention for each coaching call.**

*Inspired Steps*  
PROGRESS JOURNAL  
Please send this information to your coach at least 24 hours before your scheduled coaching call.

COACHING CALL: DATE / TIME \_\_\_\_\_ / \_\_\_\_\_

LOOK AT WHAT I'VE ACCOMPLISHED!

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

THESE ARE THE OPPORTUNITIES THAT HAVE BEEN PRESENTED TO ME:

THESE ARE THE CHALLENGES I AM CURRENTLY FACING:

WHAT I AM LEARNING & NOTICING:

LIFE BALANCE INTENTIONS CHECK-IN  
I am making progress in the following areas:

- Business & Career
- Money & Finances
- Significant Other
- Fun & Recreation
- Spiritual Growth
- Personal Growth
- Personal Relationships
- Health & Fitness

WHAT I WOULD LIKE TO USE MY COACH FOR THIS SESSION:

Please send this information to your coach at least 24 hours before your scheduled coaching call. © 2010 Growing For Success

ACCOMPLISHMENTS (since the last coaching call) are listed in order to track progress.

OPPORTUNITIES AND CHALLENGES are identified. (Because 'life happens' and we must provide space for new opportunities and/or challenges to arise.)

Awareness is created by writing down what the client is learning and noticing.

The client checks in with their Life Balance Intentions to see if they are on track or what needs to be changed.

The client identifies how he/she would like to make use of the coaching session. As a result, the client and coach are both more prepared for the call.

# THE COACHING CALL SHEET

The Coaching Call Sheet is a simple, organizational tool for the coach and client to use DURING Their coaching calls to keep track of notes, ideas, action items (homework), upcoming events and next coaching call.

## SIDE 1

Blank space is provided for note taking.

## SIDE 2

Clients list ideas to be explored now, and ideas to be 'parked' for future use (that arise during the coaching call).

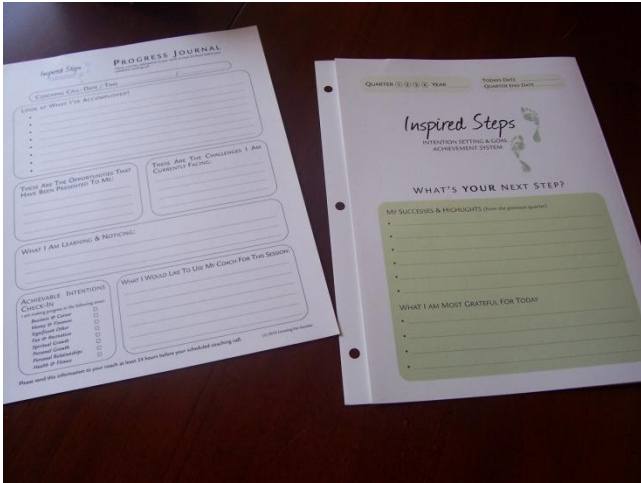
Coach and Client list specific actions (or 'homework') to be accomplished before the next coaching call.

An "Inquiry Question" or "Things to Think About" may be assigned to the client.

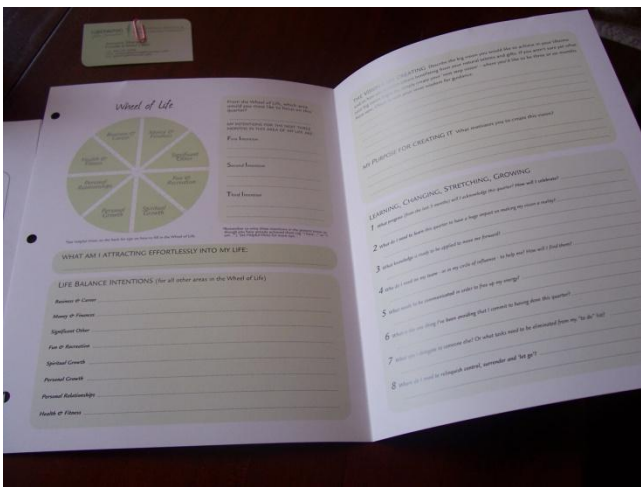
Upcoming Events and Next Coaching Call are identified at the end of the coaching call.

# PHOTOS OF THE TOOLS

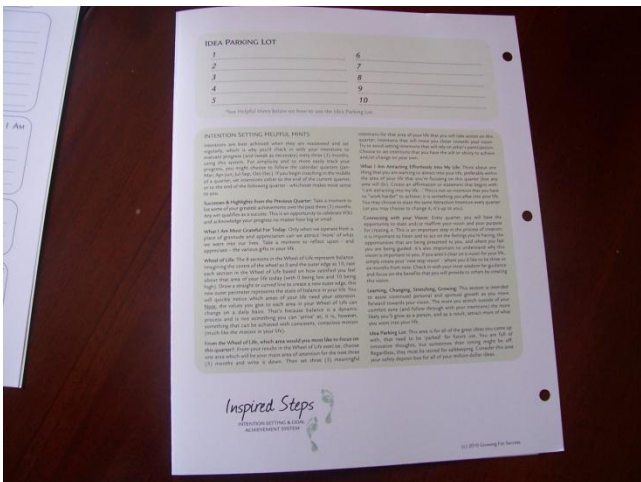
Disclaimer: These are by no means professional photos. They were taken on my dining room table. But they will give you a visual idea of what the materials look like when printed and sent to clients.



Front of Quarterly Folder - with Progress Journal to the left



Inside of Quarterly Folder



Back of Quarterly Folder