

Index

• A •

- About a Boy* (film), 195
abundance, 186–187, 189
accelerated learning, 220, 223, 224
acceptance, 261
accomplishment
 confidence, 60–63
 fear of, 83–84
 finding balance, 235
 significant examples, 73
accountability, 265
accountant, 182
achievable goal, 143
achievement
 confidence, 60–63
 fear of, 83–84
 finding balance, 235
 significant examples, 73
action, taking
 assets and liabilities, 116
 behavioural styles, 65
 career future, 176
 closed questions, 108–109
 coaching conversation
 characteristics, 20
 coaching journey, 43, 46
 coaching session preparation, 42
 creation of future, 125–126
 driving versus blocking fear, 82
 goal setting, 141–147
 inner coach's role, 18
 long-term stress, 246–247
 milestones, 148–150
 option selection, 139
 procrastination effects, 81
 procrastination-busting strategy,
 151
 readiness for change, 14
 source of beliefs, 73
 versus reflection, 293
activity, coaching
 assets and liabilities, 115
 balance check, 235–236
 behavioural styles, 65–68
 belief identification, 74
 belief payoffs, 75–76
 centring activity, 239–240
 change to limiting beliefs, 77–78
 characteristics of coach, 265–266
 circle of influence, 203
 coaching session preparation, 42
 comfort zone, 64
 competency list, 62–63
 creativity, 136
 curiosity, 120
 definition of success, 118–119
 dream job, 169
 emotion management, 215–216
 exercise options, 213
 financial awareness, 184
 food choices, 210–211
 friendship building, 201
 goal setting, 27
 inner coach, 18–19
 leisure pursuits, 226–227
 life stages, 252–253
 location in coaching journey, 46
 needs assessment, 91–92
 outcome of life events, 119–120
 questioning funnel, 112
 relationship building, 196
 self-esteem, 193
 values identification, 93–98
 visualization of goals, 126–127
 work evaluation, 162–163
 work roles, 159–161
adrenaline rush, 235, 238
advice, giving
 coaching ethics, 270–271
 co-coaching limitations, 36
 shortcut to change, 114
 versus life coaching, 11
affirmation and mantra, 77, 217
Albom, Mitch (*The Five People You
 Meet in Heaven*), 301
The Alchemist (Coelho), 297
Alcoholics Anonymous, 70

- anger
 - bereavement process, 261
 - family ground rules, 199
 - management tips, 216
- Answering Tough Interview Questions For Dummies* (Yeung), 170
- apathy, 168
- appealing goal, 143
- appraisal, work, 173
- appreciative inquiry, 259–260
- argument, 118, 199, 216
- Armstrong, Neil (astronaut), 73
- artwork, 53, 229
- As Good As It Gets* (film), 256
- assertive communication, 166, 215
- asset, 114–116
- Association for Coaching, 304
- Astley, Neil
 - Being Alive*, 300
 - Staying Alive*, 300
- attention, 288
- attitude
 - benefits of coaching, 28–29
 - coaching promise, 39
 - emotional well-being, 214
 - fear management, 83–85
 - heroic action, 152
 - intuition development, 122–123
 - life stage, 250–253
 - long-term stress, 246
 - option-opening strategies, 130–131
 - outcome-focused, 119–120
 - reduced spending, 180
 - unique gifts, 58–59
 - work attitudes, 158–161
- attraction, physical, 195–196
- auditory people, 269
- authentic self, 256–257
- B •**
- Back to the Future* (film), 125
- bad day, 153
- bad habit
 - change process, 78
 - food choices, 210
 - knowledge spiral, 221
 - procrastination effects, 81
 - replacement with good habit, 30, 70
- balance
 - benefits of coaching, 27–28
 - commitment to coaching, 38
 - elements, 12
 - finding, 234–240
 - importance, 12
 - long-term stress, 245–248
 - overview, 233
 - regaining, 240–245
 - self-beliefs, 278–279
 - tips for success, 291–295
 - work roles, 158–161
- Bannister, Roger (athlete), 73, 143
- behaviour
 - adaptations, 69–70
 - coaching conversations, 10
 - driving versus blocking fear, 82
 - effects on beliefs, 76–77
 - family bonds, 197
 - job appraisal, 173
 - negative work situations, 168
 - preferences, 63–70
 - readiness for change, 12–14
 - styles, 64–69
 - work focus, 167
- Being Alive* (Astley), 300
- belief
 - about self, 277–283
 - authentic self, 256–257
 - career future, 176
 - change, 76–80
 - characteristics of coach, 265
 - coaching conversations, 10
 - coaching journey prerequisites, 14–15
 - coaching process, 43, 44
 - definition, 72
 - effects of behaviour, 76–77
 - family members, 76
 - fear management, 83–84
 - health goals, 206
 - identification, 74
 - letting go, 244
 - overview, 71–72
 - payoffs, 74–76
 - soul mates, 194
 - source, 72–73
 - work adjustments, 164

- belief, limiting
 change, 77–80
 creativity, 135–136
 effects, 74–75
 pre-supposing questions, 110
 source, 80
 useless questions, 106
- bereavement process, 261
- Bergman, Ingrid (actress), 118
- Bhutan (country), 179
- Bien, Melanie (*Sorting Out Your Finances For Dummies*), 179
- biological attraction, 195–196
- blame, 199
- blessing, 228, 291–292
- Blink: The Power of Thinking Without Thinking* (Gladwell), 121
- blogging, 134
- body language, 267, 268
- Bolles, Richard Nelson (*What Colour is Your Parachute?*), 171
- boredom, 168
- brain power, 221–224
- brain-friendly learning, 220
- brand, personal, 174–175
- Branden, Nathaniel (self-esteem expert), 192
- breathing technique, 217, 293–294
- British Psychological Institute, 69
- budget, 180, 181
- Buffy the Vampire Slayer* (television show), 298–299
- Burton, Kate (*Neuro-linguistic Programming For Dummies*), 269
- business
 coaching focus, 34–35
 coaching history, 15
 examples of significant achievements, 73
 loss of money, 181–182
 power of questions, 105–106
- C •
- cancellation charge, 33
- capability, 138, 280
- career. *See also* work
 behavioural styles, 64–65
 choice, 161–162
 competencies, 61
 conflicts of motivation, 100
 extroversion versus introversion, 63
 focus, 165–167
 future, 175–176
 power of questions, 105–106
 priority identification, 20–23
 versus work, 157
- Cast Away* (film), 132
- celebration, 48–49
- Centre of Balance activity, 235–236
- Certificate in Coaching (qualification), 33, 303
- change
 assets and liabilities, 114–116
 behavioural, 69–70
 beliefs, 76–80
 control, 113, 117–118
 dream job, 170
 family relationships, 192
 jealousy of others, 154
 life stage, 250–253
 personal motivation map, 88–90
 priorities, 101–102
 radical, 253–257
 readiness, 12–14
 setbacks, 51–52
 shortcuts, 114
 slow progress, 149–150
 supportive people, 50
 top ten question, 290
- charity, 187–189
- childhood
 change to limiting belief, 78
 health goals, 205–206
 source of beliefs, 72
- choice
 career, 161–162
 career future, 176
 coaching journey, 45–46
 desire statement, 137–138
 exercise, 213
 expanding, 135–139
 matched goals, 147–150
 overview, 129
 resources, 133–134
 selection, 139
 self-beliefs, 281–282
 strategies for opening, 130–132
 time management, 242

- circle of influence, 202–203
- clarifying question, 107, 108
- closed question, 107, 108–109
- closure, 261–262
- coach, 31–36, 303–306
- coaching. *See* life coaching
- coaching activity
 - assets and liabilities, 115
 - balance check, 235–236
 - behavioural styles, 65–68
 - belief identification, 74
 - belief payoffs, 75–76
 - centring activity, 239–240
 - change to limiting beliefs, 77–78
 - characteristics of coach, 265–266
 - circle of influence, 203
 - coaching session preparation, 42
 - comfort zone, 64
 - competency list, 62–63
 - creativity, 136
 - curiosity, 120
 - definition of success, 118–119
 - dream job, 169
 - emotion management, 215–216
 - exercise options, 213
 - financial awareness, 184
 - food choices, 210–211
 - friendship building, 201
 - goal setting, 27
 - inner coach, 18–19
 - leisure pursuits, 226–227
 - life stages, 252–253
 - location in coaching journey, 46
 - needs assessment, 91–92
 - outcome of life events, 119–120
 - questioning funnel, 112
 - relationship building, 196
 - self-esteem, 193
 - values identification, 93–98
 - visualization of goals, 126–127
 - work evaluation, 162–163
 - work roles, 159–161
- Coaching and Mentoring Network, 304
- coaching conversation
 - characteristics, 19–20
 - listening levels, 266–267
 - overview, 9–10
- coaching session
 - ethics, 270–271
 - informal applications, 271–274
 - planning tips, 41–42
- coaching skill
 - characteristics of natural coach, 264–266
 - development, 266–270
 - ethics, 270–271
 - informal application, 271–274
 - overview, 263–264
- co-coaching, 31, 36–37
- Coelho, Paulo (*The Alchemist*), 297
- comedy, 122, 217, 294
- comfort zone, 63, 64
- commitment
 - characteristics of coach, 264
 - coaching prerequisites, 16
 - lifestyle obstacles, 38
 - versus promise to self, 37–38
- communication. *See also* listening
 - career focus, 166
 - characteristics of coach, 264
 - competencies, 61
 - emotional and mental well-being, 215
 - family bonds, 197
 - friendship building, 200–201
 - rapport building, 268–270
 - saying what you mean, 244–245
- comparing self with others, 178
- competency
 - confidence, 60–63
 - definition, 61
 - importance, 220
- complacency, 221
- compliment, 50
- confidence
 - competencies, 60–63
 - knowledge spiral, 221
- confusion
 - goal attainment, 124
 - knowledge spiral, 221
 - power of questions, 105
- conscious living, 192
- consequences, 82, 139
- consolidation, 14
- contingency fund, 181–182

contract, coaching, 33
 control, of change, 113, 117–118
 conversation, coaching
 characteristics, 19–20
 listening levels, 266–267
 overview, 9–10
 counselling
 pricing, 33
 relationship ending, 197
 versus life coaching, 10
 courage, 152
The Creative Whack Pack (von Oech), 299
 creativity
 intuition, 122
 option generation, 135–136
 playfulness benefits, 225
 resources, 299
 criticism
 benefits of journaling, 53
 effect on beliefs, 72
 inner critic, 16–17, 18
 self-recognition, 50
 useless questions, 106
 crossword puzzle, 223
 curiosity
 coaching journey, 44
 outcome of life events, 119–120
 setbacks, 52
 CV (curriculum vitae), 170
CVs For Dummies (Shipside and Kennedy), 170
 cynicism, 17

• D •

dancing, 218, 229
 dating, 194
 day-dreaming, 291
 decision making
 authentic self, 256–257
 life stage, 250–253
 overview, 249
 problem-based view, 257–260
 radical changes, 253–257
 transitions through change, 260–262
 values, 93
 defensive attitude, 13
 delegation, 242–243

denial, 13, 261
 depression, 93, 111–112
 desert island scenario, 131–132
 desire statement, 127, 137–138
 detachment, 255
 diary
 benefits, 52–53
 coaching session preparation, 42
 inner coach, 19
 record keeping, 52
 values identification, 98
 dieting, 210
 Diploma in Life Coaching (qualification), 33, 303
 directive coaching approach, 35
 disappointment, 30, 52
 disease, 209
 distance learning, 303
 distraction, 42
 distress, 245
 doubt, 17
 Dyson, James (inventor), 73

• E •

Edison, Thomas (inventor), 69–70, 73
 ego, 270
 embarrassment, 59, 83
 emotion
 gratitude, 291–292
 management, 215–216
 need for radical change, 255–256
 outcome-focused mindset, 120
 setbacks in progress, 52
 emotional needs
 assessment, 91–92
 overview, 90–91
 emotional well-being. *See* mental and emotional well-being
 empathy, 36, 264
 empowering questions. *See* questions
 encouragement
 coaching conversation
 characteristics, 19
 inner coach's role, 17, 18
 endorphins, 211
 energy level
 answers to questions, 111–112
 feeling of abundance, 187

energy level (*continued*)
 finding balance, 237–239
 hindered progress, 153
 leisure time choices, 226
 physical fitness, 212–214
 time management, 241
 transitions through change, 262
 enthusiasm, 144, 216
 environment, 42, 164, 209
 ethics, 270–271
 European Mentoring and Coaching
 Council, 304
 excitement, 138
 exercise, 211–214
 extroversion, 63
 eye contact, 267

• F •

failure
 definition, 117
 fear of, 83
 inner critic, 16–17
 top ten question, 285–286
 willpower myth, 153–154
 family
 beliefs, 76
 changes in relationships, 192
 co-coaching limitations, 36
 delegation, 243
 fear of rejection, 83–84
 feeling of abundance, 187
 finding balance, 235
 informal coaching session, 271–272
 jealousy, 154
 mental resilience, 218
 nurtured bonds, 197–199
 priority identification, 20–23
 procrastination-busting strategy,
 151
 saying what you mean, 244–245
 support for progress, 50, 133–134
 traditional versus contemporary,
 195
 understood goals, 145
 work adjustments, 164
 fear
 change of limiting belief, 78–80
 desire statement, 137

driving versus blocking, 82
 gossip, 168
 management, 80–85
 radical changes, 256
 resources, 298–299
 symptoms, 216
 types, 82–84
 feedback, 23, 172–175
 feelings
 gratitude, 291–292
 management, 215–216
 need for radical change, 255–256
 outcome-focused mindset, 120
 setbacks in progress, 52
 finances
 assumptions, 184
 charitable giving, 187–189
 chosen lifestyle, 182–185
 exercise, 211
 financial security, 179–182
 function of money, 178
 happiness, 177
 job loss, 181–182
 lack, 178, 179
 money versus wealth, 178
 overview, 177
 personal motivation map, 89
 priority identification, 20–23
 role, 178
 work roles, 159
 financial adviser, 182
 financial security, 179–182
 First Direct (banking firm), 73
 fitness. *See* physical health
The Five People You Meet in Heaven
 (Albom), 301
 flexibility, 61
 focused listening, 267
 food, 209–211
 freedom
 financial strategies, 182
 overview, 15
 work adjustments, 164
 Freud, Sigmund (psychoanalyst), 191
 friendship
 building, 199–201
 mental resilience, 218
 new, 201–202
 saying what you mean, 245

frustration
 answers to questions, 110–111
 challenges of coaching, 30
 labels for self, 58
 power of questions, 105–106
 setbacks to progress, 52

future
 career, 175–176
 creation, 125–126
 desire statement, 127

• G •

Gelb, Michael (*Lessons From the Art of Juggling*), 299

gifts, unique
 confidence, 60–63
 labels for self, 57–58
 mindset, 58–59
 overview, 57–58
 top ten question, 288–289

Gladwell, Malcom (*Blink: The Power of Thinking Without Thinking*), 121

goal
 assets and liabilities, 116
 attainment joys, 124
 celebrations of progress, 48–49
 coaching session preparation, 42
 co-coaching implementation, 36
 creation of future, 125–126
 desire statement, 137–138
 goals of coaching, 26–27
 health and well-being, 205–208
 identification, 123–124
 job search, 169–171
 long-term stress, 247
 matched options, 147–150
 overview, 25
 past life, 125
 procrastination-busting strategy, 151
 record keeping, 52–53
 setting, 27, 141–147
 slow progress, 149–150
 values, 99
 visualization, 126–127

good habit
 change process, 70, 78
 coaching journey, 45

jealousy of others, 154
 replacement of bad habit, 30, 70
 gossip, 168
 Grandma Moses (artist), 278
 gratitude, 291–292
 guilt, 50, 82

• H •

habit. *See* bad habit; good habit
 hand writing, 64
 happiness
 benefits of coaching, 29–30
 comparison of self to others, 178
 definition of success, 118–119
 good deeds for others, 51
 importance of balance, 12
 materialism, 183–184
 money, 177
 national measure, 179
 priority identification, 20–23
 readiness for change, 12
 soul mate search, 194

Hawkins, David (psychiatrist and writer), 272

health and well-being. *See also* mental and emotional well-being; physical health
 goals, 205–208
 overview, 205
 priority identification, 20–23
 radical change, 253

heart's desire, 100–101, 123–128

helpfulness, 204

heredity, 209

heroic action, 152

Heron, Andrew (*Su Doku For Dummies*), 223

hesitation, 104–105

higher needs, 90–91

holistic health, 208

home life, 61

homework, 42

honesty
 coaching promise, 39
 definition, 94
 financial guidelines, 180
 option selection, 139

honesty (*continued*)
 playfulness benefits, 225
 values, 92
 humour, 122, 217, 294

• I •

“I” statement, 77
 illness, 209
 information search, 138
 inner coach, 16–20
 inner critic. *See* criticism
 integrity, 94, 193
 International Coach Federation, 304
 International Stress Management Association, 247
 interview, job, 170
 introversion, 63
 intuitive power
 level 3 listening, 267
 light-hearted living, 122
 overview, 120–121, 223
 relaxed focus, 122–123
 trust of gut feeling, 121–122
Investing For Dummies (Levene), 185
 irritation, 255

• J •

James, Edmund (*Su Doku For Dummies*), 223
 Janis, Sharon (*Spirituality For Dummies*), 229
 jealousy, 154
 job. *See also* career
 adjustments, 164–165
 attitudes, 158–161
 versus career, 157
 delegation, 242–243
 dream job, 168–172
 energy balance, 237–238
 evaluation, 162–163
 finding balance, 234
 informal coaching, 272–274
 loss of job, 181–182
 negative situations, 168
 radical change, 253
 recognition, 172–175
 roles, 158–161

 saying what you mean, 244–245
 transitions through change, 260–262
 Johnson, Spencer (*The Present*), 301
 journaling
 benefits, 52–53
 coaching session preparation, 42
 inner coach, 19
 record keeping, 52
 values identification, 98
 judgement, 272, 281
 juggling, 299

• K •

Kennedy, Dan (multi-millionaire), 187
 Kennedy, Joyce Lain (*CVs For Dummies*), 170
 kinaesthetic people, 269
 kindness, 50, 292–293
 Knight, Julian (*Retiring Wealthy For Dummies*), 185
 knowledge
 competencies, 61–63
 procrastination justification, 81
 spiral, 220–221

• L •

labeling self, 57–58, 72
 language
 change to limiting beliefs, 77–78
 CV tips, 170
 family bonds, 199
 mantras, 77
 procrastination justification, 81
 rapport building, 269–270
 specific goals, 142
 values identification, 97
 values labeling, 93–98
 laughter, 122, 217, 294
 leadership styles, 274
 learning
 brain power, 221–224
 definition of failure, 117
 knowledge spiral, 220–221
 overview, 219–220
 playfulness, 224–227
 priority identification, 20–23
 left brain, 222–224

- legacy, 288
 leisure pursuit
 financial issues, 182–183
 options, 134
 playfulness, 226–227
Lessons From the Art of Juggling
 (Gelb), 299
 letting go
 decision making, 260–262
 overview, 243–244
 top ten question, 289
 Levene, Tony (*Investing For Dummies*), 185
 Levinson, Daniel (psychologist), 250
 liability, 114–116
 life
 coach, 31–36
 purpose, 28, 193, 230
 stage, 250–253
 life coaching
 benefits, 12, 26–30
 challenges, 30
 characteristics of natural coach,
 264–266
 heroic qualities, 152
 history, 15
 methods, 30–37
 overview, 9–11
 stages, 45–48
 life event
 hindered progress, 152–153
 long-term stress, 247–248
 outcomes, 119–120
 life vision
 balancing tips, 291
 long-term stress, 247
 spirituality, 230
 whole-life goals, 126–127
 lifestyle
 coaching commitment, 38
 financial issues, 182–185
 readiness for change, 12
 light-hearted attitude, 122
 limiting belief
 change, 77–80
 creativity, 135–136
 effects, 74–75
 pre-supposing questions, 110
 source, 80
 useless questions, 106
 listening. *See also* communication
 answers to questions, 110–112
 coaching family, 272
 importance, 110, 114
 skill development, 266–267
 loneliness, 84, 194
 losing weight
 food choices, 209
 goal setting, 147
 jealousy of others, 154
 options-goals matching, 148
 setbacks, 153
 slow progress, 150
 wake-up call, 207
 willpower myth, 153–154
 lottery winner, 177
 love
 fear of rejection, 83–84
 needs, 91
 soul mates, 193–194
- M •
- Making Slough Happy* (film), 218
 mantra and affirmation, 77
 Maravelas, Anna (author), 292
 market, job, 171–172
 marketing, 304–305
 materialism, 178, 183–184
The Matrix (film), 72
 Mayne, Brian (*Sam, The Magic Genie*),
 298
 meaning, of life. *See* purpose, life
 measurable goal, 142
 media, 73
 meditation, 229
 meeting, business, 273
 mental and emotional well-being. *See*
 also health and well-being
 emotion management, 215–216
 mental resilience, 217–218
 overview, 214
 physical effects, 216–217
 mentoring, 11
 mid-life crisis, 250, 251
 milestone goal, 48–49, 148–149

- mindset
 - benefits of coaching, 28–29
 - coaching promise, 39
 - emotional well-being, 214
 - fear management, 83–85
 - heroic action, 152
 - intuition development, 122–123
 - life stage, 250–253
 - long-term stress, 246
 - option-opening strategies, 130–131
 - outcome-focused, 119–120
 - reduced spending, 180
 - unique gifts, 58–59
 - work attitudes, 158–161
 - mistake, 59
 - modality, 269
 - Monday morning, 158
 - money
 - assumptions, 184
 - charitable giving, 187–189
 - chosen lifestyle, 182–185
 - exercise, 211
 - financial security, 179–182
 - function, 178
 - happiness, 177
 - job loss, 181–182
 - lack, 178, 179
 - overview, 177
 - personal motivation map, 89
 - priority identification, 20–23
 - role, 178
 - versus wealth, 178
 - work roles, 159
 - motivation
 - career focus, 167
 - career future, 176
 - characteristics of coach, 265
 - charitable giving, 188
 - coaching conversations, 10
 - coaching journey, 44
 - coaching prerequisites, 16
 - co-coaching benefits, 36
 - conflicts, 100–102
 - dream job, 170
 - health goals, 207–208
 - milestone celebrations, 49
 - needs, 90–92
 - overview, 87
 - personal map, 88–90
 - radical change, 253–254
 - rewards, 88
 - theories, 88
 - values, 92–99
 - work adjustments, 164
 - Mountain style, 67
 - music, 136, 229
- N •
- natural goal, 144
 - nature, 229, 295
 - needs
 - assessment, 91–92
 - function of money, 178
 - types, 90
 - versus values, 93
 - negative behaviour, 168
 - negative belief
 - change, 77–80
 - creativity, 135–136
 - effects, 74–75
 - pre-supposing questions, 110
 - negotiation, 261
 - neighbours, 203
 - network, supportive
 - dream job, 172
 - mental resilience, 218
 - options, 138
 - overview, 133–134
 - tips for building, 202–204
 - work adjustments, 164
 - networking, 204
 - Neuro-linguistic Programming For Dummies* (Ready and Burton), 269
 - New Year's resolution, 13
 - non-directive coaching approach, 11, 35
 - non-verbal communication, 268
 - non-violent communication, 215
- O •
- object, symbolic, 53
 - objectivity, 265
 - Ocean style, 67
 - open mind, 25
 - open question, 107, 108, 176
 - opportunity, 176

opposite personality, 68, 195–196
 optimism, 17, 241
 options
 career, 161–162
 career future, 176
 coaching journey, 45–46
 desire statement, 137–138
 exercise, 213
 expanding, 135–139
 matched goals, 147–150
 overview, 129
 resources, 133–134
 selection, 139
 self-beliefs, 281–282
 strategies for opening, 130–132
 time management, 242
 overwhelmed feeling, 151, 238–239

• p •

pacing, 268
 painful situation, 254–260
 passion, for work, 159, 169
 peace, 78, 184
 pedometer, 212
 perfection, 81, 101
 performance anxiety, 218
 personal brand, 174–175
 personality
 authentic self, 256–257
 extroversion versus introversion, 63–64
 opposites, 68
 profile tests, 69
 top ten question, 286
 pessimism, 241
 physical health. *See also* health and well-being
 energy level, 212–214
 exercise, 211–214
 food choices, 209–211
 illness and disease, 209
 overview, 208–209
 Pilates (exercise), 229
 planning
 coaching session, 41–42
 competencies, 61
 overview, 41
 readiness for change, 13–14
 playfulness, 122, 136, 224–227
 poetry, 300
 poor people, 184
 possible goal, 137–138
 postgraduate degree, 304
 potential, 14
 The Present (Johnson), 301
 present moment, 167
 pre-supposing question, 109–110
 pricing, life coach, 32–33
 priorities
 changes, 101–102
 coaching conversation
 characteristics, 20
 coaching session preparation, 41–42
 conflicts of motivation, 100–102
 goals of coaching, 26–27
 identification, 20–23
 mental resilience, 218
 values identification, 94, 96–97
 visualization of goals, 126
 wealth cultivation, 186
 proactive choice, 242
 probing question, 107, 108
 problem solving
 answers to questions, 110–112
 characteristics of coach, 265
 coaching beliefs, 280–281
 competencies, 61
 ‘yes, but’ game, 130–131
 pro-bono work, 189
 procrastination
 coaching process, 47
 fear management, 80–82
 strategy to avoid, 150–151
 professional development, 34
 progress
 career future, 175
 delegation, 243
 hindered, 152–153
 milestones of success, 48–49, 144
 overview, 48
 procrastination-busting strategy, 151
 promise to self, 151–154
 recognition, 49–50
 record keeping, 52–53
 setbacks, 51–52
 slow, 149–150
 supportive people, 50

promise, to self, 37–39, 151–154
 promotion, 171, 175
 psychometric test, 69
 public speaking, 83
 purpose, life
 benefits of coaching, 28
 pillar of self-esteem, 193
 spirituality, 230
 puzzle, 223

• Q •

qualifications, life coach, 33–34, 270, 303
 questions
 answers, 110–112
 asking model, 107–110
 career future, 176
 career progression, 175
 change to limiting belief, 78
 coaching as a profession, 305–306
 coaching conversation
 characteristics, 19
 coaching journey, 43, 44, 46
 cultivated wealth, 186
 desert island scenario, 132
 feedback at work, 173
 function, 103
 job appraisal, 173–174
 life coach selection, 35
 networking, 204
 option selection, 139
 permission to be rich, 185
 power, 103–106
 procrastination effects, 81
 rapport building, 268–269
 supporting awareness, 100–101
 top ten, 285–290
 useless, 106–107
 work evaluation, 162–163
 work roles, 159–161
 quiet environment, 42

• R •

rapport
 characteristics of coach, 264
 coach selection, 35
 non-verbal communication, 268

overview, 267–268
 silence, 268–269
 voice, 268
 reactive choice, 242
 reading, 136, 229
 Ready, Romilla (*Neuro-linguistic Programming For Dummies*), 269
 realistic goal, 143–144
 recognition
 priorities, 23
 supportive people, 50
 work, 172–175
 workplace coaching, 274
 record keeping, 52–53
 recruitment consultancy, 171–172
 reflection, 291, 293
 reflective question, 109
 refuge, mental and physical, 111–112
 rejection, 83–84
 relationships
 building and maintaining, 195–196
 competencies, 61
 ending, 196–197
 family changes, 192
 fear of rejection, 83–84
 feeling of abundance, 187
 importance, 191–192
 priority identification, 20–23
 self-esteem, 192–193
 soul mates, 193–194
 relaxed focus, 122–123
 religion, 228
 research, 138, 185
 resentment, 255
 resilience, 217–218
 responsibility
 coaching promise, 39
 delegation, 242–243
 pillar of self-esteem, 192
 self-beliefs, 282
 work adjustments, 164
 resting brain, 223
 retail therapy, 183–184
Retiring Wealthy For Dummies
 (Knight), 185
Return to Love (Williamson), 84
 reward
 balancing tips, 294–295
 food choices, 210

goal setting, 144
 milestone celebrations, 48–49
 motivation, 88
 time management, 241
 right brain
 accelerated learning, 220
 brain power, 221–224
 creativity, 135
 risk, 138
 role model, 88, 272
 romantic love. *See* love
 Rosenberg, Marshall (conflict resolution specialist), 215
 routine task, 167

• S •

sacrifice, 45, 144
 sadness, 261
 safety, 91, 95
 salary, 159, 171
 salespeople, 83–84
Sam, The Magic Genie (Mayne), 298
 savings, 180, 182
 SEAL (Society for Effective Affective Learning), 224
 secondment, 170
 self-acceptance, 192
 self-accountability, 265
 self-assertiveness, 192
 self-awareness
 behavioural styles, 68–69
 benefits of coaching, 29
 coaching journey, 43, 44–45
 coaching promise, 39
 self-coaching
 overview, 37
 skill improvement, 263–266
 vigilance, 31
 self-criticism. *See* criticism
 self-employment, 173–174
 self-esteem, 192–193
 selfishness, 93
 self-love, 83
 self-report principle, 69
 senses, 269–270, 282–283
 session, coaching
 ethics, 270–271
 informal applications, 271–274
 planning tips, 41–42
 settling, 287
The Shawshank Redemption (film), 298
 Shipside, Steve (*CVs For Dummies*), 170
 shopping, 183–184
 shyness, 202
 silence, 268–269
 Simpson, Joe (mountaineer), 149
 six degrees, of separation, 133
 skill
 career choice, 161
 comfort zone, 64
 confidence, 60–63
 dream job, 171
 work evaluation, 162–163
 skill, coaching
 characteristics of natural coach, 264–266
 development, 266–270
 ethics, 270–271
 informal application, 271–274
 overview, 263–264
 Sky style, 68
Sliding Doors (film), 249
 SMARTEN UP goal setting, 141–147
 smiling, 294
 Society for Effective Affective Learning (SEAL), 224
 Sony (company), 73
Sorting Out Your Finances For Dummies (Bien), 179
 soul mate, 193–194
 specific goal, 142
 spending money, 180
 spirituality, 227–230
Spirituality For Dummies (Janis), 229
 sports, 15
Staying Alive (Astley), 300
 strength
 mental, 217–218
 personal, 58–59, 176
 physical, 212–214
 stress
 answers to questions, 111–112
 commitment to coaching, 38
 energy balance, 237–239
 job evaluation, 162–163

stress (*continued*)

- lack of money, 178
 - long-term, 245–248
 - mental resilience, 217–218
 - missing values, 95–96
 - procrastination effects, 81
 - slow progress toward change, 150
 - time management, 240–242
 - work adjustments, 164
- stretching, 295
- style, personal, 176
- su doku, 223
- Su Doku For Dummies* (Heron and James), 223
- success
- definition, 116–119
 - fear management, 84
 - rewards, 144
- Sun style, 67
- supervision, of life coach, 34
- supporting awareness, 100–101
- surprise, 49, 52
- SWOT analysis, 176

• T •

- t'ai chi, 229
- talent
- confidence, 60–63
 - labels for self, 57–58
 - mindset, 58–59
 - overview, 57–58
 - top ten question, 288–289
- team work, 61
- telephone
- coaching approach, 32–33, 37
 - conversation, 104
- television, 218
- testimonial, 34, 35
- therapy
- versus life coaching, 10
 - pricing, 33
 - relationship ending, 197
- thesis, 303
- thin-slicing, 121
- threat, 176
- three-second rule, 269

time

- coaching session preparation, 41–42
 - co-coaching implementation, 37
 - commitment to coaching, 38
 - exercise, 211
 - friendship building, 200
 - goal setting, 144
 - health goals, 206
 - management, 240–242
 - procrastination-busting strategy, 151
 - top ten question, 290
 - work roles, 159
- timeline, 53
- time-rich people, 186
- tipping point, 233, 238
- tone, of voice, 268
- Touching the Void* (film), 149
- training programme
- coach selection, 32, 34
 - overview, 303–304
- transitional period, 250–253
- trapped feeling, 129, 281
- trust, 121–122

• U •

- understanding, 265
- understood goal, 145
- unique self, 14, 277–278

• V •

values

- authentic self, 256–257
- benefits of coaching, 28–29
- changing priorities, 101–102
- coaching journey, 43, 44
- decision making, 93
- definition, 98
- financial guidelines, 181
- goals, 99
- health goals, 208
- heart's desire, 100–101
- labels, 93–98
- long-term stress, 247
- versus needs, 93

overview, 92–93
 rich lifestyle, 185
 top ten question, 287
 work focus, 167
 vigilance, 31
 vision, life
 balancing tips, 291
 long-term stress, 247
 spirituality, 230
 whole-life goals, 126–127
 visual people, 269
 visualization, 126–127, 288
 viva, 303
 voice, 268
 volunteering, 91
 von Oech, Roger (*The Creative Whack Pack*), 299

• W •

wake-up call, 253
 walking, 212, 217
 weakness, personal, 59, 176
 wealth
 chosen lifestyle, 182–185
 cultivation, 186–187
 versus money, 178
 Web sites
 accelerated learning, 224
 appreciative inquiry, 260
 Creative Whack Pack, 299
 motivation theories, 88
 psychometric tests, 69
 relationship counselling, 197
 skill acquisition, 171
 stress management, 247
 training programmes, 304
 weight loss
 food choices, 209
 goal setting, 147
 jealousy of others, 154
 options-goals matching, 148
 setbacks, 153
 slow progress, 150
 wake-up call, 207
 willpower myth, 153–154
 Wesley, Mary (writer), 278

What Colour is Your Parachute?
 (Bolles), 171
 whole-brain thinking, 220
 whole-life goal. *See* goal
 Williamson, Marianne (*Return to Love*), 84
 willpower, 51, 153–154
 wisdom, 293
The Wizard of Oz (film), 300
 word of mouth, 172
 work. *See also* career
 adjustments, 164–165
 attitudes, 158–161
 delegation, 242–243
 dream job, 168–172
 energy balance, 237–238
 evaluation, 162–163
 finding balance, 234
 informal coaching, 272–274
 loss of job, 181–182
 negative situations, 168
 radical change, 253
 recognition, 172–175
 roles, 158–161
 saying what you mean, 244–245
 transitions through change, 260–262
 versus career, 157
 worry, 17, 216

• Y •

‘yes, but’ game, 130–131
 Yeung, Rob (*Answering Tough Interview Questions For Dummies*), 170
 yoga, 229

