

BETTER LIFE COACHING MANUAL
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Personal development guide for creating a one year personal growth plan; Introductory Session (III). To be used for coaching conferences and one-on-one coaching. Not to be used for group coaching.

Food for thought: *“If trees were to be producing WI-FI and internet bundles, (we) would have planted more of them every day. It is sad they produce only fruits that give our bodies vitamins and oxygen for our lungs. Is WI-FI a need? Is Oxygen a want?”*

ICON 1.. Which particular aspect(s) of your life will you want to improve? E.g. 1. Spiritual 2. Talents and Dreams. 3. Character and Habits 4. Education and Career. 5. Others. List them in the order of preference.

- 1.....
- 2.....
- 3.....

ICON 2.. If you would rate your growth and performance in the following areas, which percentage will you give to yourself?

Area	Percentage (100)
1. Self-analysis	
2. Daily planning	
3. Desiring to learn	
4. Trying new things	

ICON 3.. Make a list of 5 remarkable things you have achieved personally in the past two years in order of their relationship to ICON 1 above.

- 1.....
- 2.....
- 3.....

ICON 4.. Which one thing have you achieved in a group or a team?

ICON 5.. Make a list of 5 remarkable things you want to achieve in the next 12 months. Be specific about when to start and when to end.... E.g. from September 2016 to August 2017. Let your major one be at number 1.

- 1.....
- 2.....
- 3.....

ICON 6.. Give three reasons why you want to achieve this particular thing. You want to give more than three if possible.

- 1.....
- 2.....
- 3.....

ICON 7.. Identify at least three habits you have that can easily affect the achievement of any of the items listed in ICON 5 above.

- 1.....
- 2.....
- 3.....

ICON 8.. Identify three obstacles that may block your way and prevent you from achieving the items on ICON 5 above.

- 1.....
- 2.....
- 3.....

ICON 9.. Make a list of 5 things you wished you had achieved in the past two years, but could not achieve.

- 1.....
- 2.....
- 3.....

ICON 10.. Outline six reasons why you couldn't achieve the lists in ICON 9 above.

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ICON 11.. Compare the items on ICON 7, 8 and 10. If there is any similarity in any two or all of them, take note of them here;

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ICON 12. If there are no similarities, identify some of the major roadblocks you have that have challenged your progress in the past years as well as in the present year.

- 1.....
- 2.....
- 3.....

ICON 13. Write down three things you are addicted to that have consumed your opportunities to have a low percentage in ICON 2. E.g. Phone chats, phone calls, TV viewing, Clubbing, Shopping etc.

- 1.....
- 2.....
- 3.....

ICON 14.. What do you NEED to help you achieve what you want to achieve in ICON 5?

ITEM	NEED
1. To publish 3 books	I need 3 hours every night and 4 hour every day for 8 months.
2. Start a business	GHC 100.00
3.	
4.	

ICON 15.. How will you get what you have listed in ICON 14 above? Match your “how” with “when” you want to get it.

HOW	WHEN
1. About 7 hours	Each Day
2. Loan	Within 7 days
3.	
4.	

ICON 16.. Find out five people who can assist you in achieving your dreams to become better. Match each to the reason why you need them.

Name	Reason
1. Paul	Learn how to drive
2. Peter	Take a loan of Ghc100
3. Pastor Joan	For spiritual advice
4.	
5.	

ICON 17.. List 6 things you have to lose in order to gain your dreams to become a better person. E.g. Time, Money, A friend...Prioritize them.

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ICON 18.. How will you want to be described by a person to a stranger in your absence?

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ICON 19.. How won't you want to be described by a person to a stranger in your absence?

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ICON 20. How do you get to know the items of ICON 7?

- a. Self-assessment
- b. People's comments
- c. Deliberate questioning

ICON 21. How can you prevent ICON 19 from happening? And also enable ICON 18 to be possible?

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ICON 22. Is there any habit in ICON 7 and any addiction in ICON 13 which is or are likely to be responsible for ICON 9 and 19? If yes, identify them. These are the major things to work on!

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ICON 23. Is there any similarities between your answers in ICON 21 and those in 14, 15, 16? Note down the similarities.

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ICON 24. Know the difference between where you are and where you want to get to under the categories; Character, Relationships, Spirituality, Education, Financial management, Hobbies, Career etc.

TODAY'S YOU	TOMORROW'S YOU

You can download this manual at my blog: Visit www.moretalks.wordpress.com to download if for free!

N.B: Answers to each question should be confidential. Leaking of any answers by an individual is done at his/her own detriment.

You will be provided with supplementary sheets and notepads to be able to make accurate inputs since the spaces provided may be too small for some ICONIC Questions above.

Perhaps you may need further coaching outside the three hours' conference which will enable you to thoroughly think through before you make right choices. Facilitators will be available at your service when you need them.