

# READ SOLUTIONS GROUP

## Coaching for Successful Professionals

Happy Holidays,

### **BEFORE THE YEAR ENDS**

As we rush into the holiday season, there seems to be little time for reflection, celebration and planning. Come January, magazines, newspapers, and newsletters will be filled with articles on New Year's Resolutions. The opportunity to thoughtfully recap the year will be lost in the rush of new efforts; and unfortunately, the habits of this year will likely follow us into the next.

Take charge of your life in 2007 by using the following steps to evaluate 2006 and set goals based on your values for 2007.

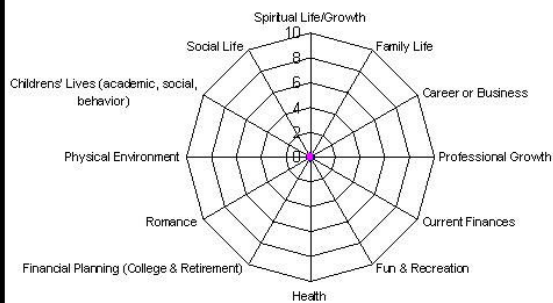
**END THE YEAR WITH GRATITUDE:** Look back over the past year and identify the things, people and events for which you are grateful.

- What people came into your life?
- Who brought you joy?
- What opportunities presented themselves?
- What challenges helped you grow?
- What choices were made that moved you forward?

**CLEAN UP:** Identify any events or experiences that hold negative energy. Use one of the following techniques to begin the shift to neutral or positive.

- If it's a loss, have you allowed yourself to grieve? Have you identified and acknowledged those things that are now missing from your life?
- If it was a challenging experience, can you identify what you have learned from it? What would you do differently if you could do it again? If a similar situation presents itself, how will you handle it?
- Can you look back and identify steps (big or small) that you have taken to move forward from the event? Congratulate yourself on seeing ways to move on.
- What have you learned about yourself, the source of your emotions, your triggers and effective and ineffective responses? How can you put this to use in 2007?

**CREATE A BASELINE:** Use the Wheel of Life to evaluate how 2006 has been and create a baseline for measuring personal change. Using the diagram, rate each area of your life on the scale of 0 to 10 (0 being completely dissatisfied, 10 being completely and fully satisfied). In your evaluation of satisfaction, consider all elements of this area:



- Is it working for you?
- Are you fulfilled in this area?
- Do you need more or less of this?

Plot your ratings on the chart (feel free to ignore any areas that are not relevant to your life) and connect the dots. Assume that the connected dots represent the wheel of the vehicle of your life. How smooth has your ride been? What areas could you work on to improve the ride?

**GOAL SETTING:** Identify the one or two items you would like to look back on in a year and say that you have accomplished. Remember that the bigger the goal, the more likely you are to achieve it. Examples might be: starting a business, improving your relationship with your partner, increasing your savings level, losing 10 lbs, running a marathon, changing jobs.

**MAKE IT CONCRETE:** A goal without specificity, a vague direction, will lead you to precisely what you have defined – nothing specific, just vague movement.

- When you have reached your goal, what will your wheel of life look like?
  - Write down the specifics of the goal – who, what, how much, when, where.
  - Identify and write down the benefits that you will gain by achieving the goal.
- Go beyond the first (easy) answer to something very tangible. For example, by increasing my savings to \$10,000, I will be able to take my child out for ice cream once a week, reduce my overtime by 5 hours per week, spend more time with my partner, and sleep until 9 on Sundays.
- Create a dream map of what will surround you when you have achieved your goal – what type of vacations will you take, what will you live in, what “toys” will surround you, what will your office look like, what kind of people will surround you?

**MOVE INTO ACTION:** Brainstorm a list of all of the steps – big and small – that you could take to reach your goal.

- Pick your first 3 steps, make them specific and give them a timeline.
- Identify the 1 or 2 steps that you can take before 2006 even ends.
- Create a structure that will support you in achieving your goal – put it in your holiday notes to everyone you know, enlist your best friend in holding you accountable, create a calendar or checklist to post in front of you.
- Post your dream map where it will be most effective in supporting your change.
- Commit to taking a step (even a very small one) toward your goal every day for the next 21 days. By the end of day 21, you will have begun to develop a new habit.

**How would it feel to start 2007 already on your way to your goals?**

Coaching provides one of the strongest support structures to achieving your goals. Your coach will assist you in recognizing your strengths, clarifying your goals, identifying opportunities to move forward, changing habits of thought and action that are holding you back, and holding you accountable to your commitments.

**Special Holiday Offer:** A 20% discount off normal rates is available to the first 3 people who sign up for 3 months of coaching and begin before December 21. Coaching is provided over the phone to clients in 5 countries, please join the growing ranks of people realizing positive change in their lives, supported by coaching. Visit the website for additional information on signing up for a complimentary coaching session.

As a holiday present to me, please **help me grow my business** by forwarding this newsletter to 5 of your friends, colleagues or family members and asking them to sign up for the newsletter.

If you know someone who is considering a job change in 2007, invite them to download "**Top 10 Tips for a Successful Job Change**".

New content is added to the website and blogs frequently. Please visit, download "Top 10 Tips for a Successful Job Change", and add your commentary to the blogs. Resources are recommended for management and leadership, careers and job changes, and expatriation and repatriation.

[Resources for Careers and Job Changes](#)

May the holiday season bring you peace, joy, gratitude and a powerful dream for 2007!

Sherry Read  
Read Solutions Group  
Solutions for Work and Life, December 2006

