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Life Audit Coaching Workbook

Take charge of your life.
Discover your priorities and make a plan



SH MIDLIFE COACH

BRING YOUR DREAMS AND AMBITIONS TO LIFE

Introduction

Welcome to the Life Audit workbook.

This guide and workbook is ideal if you want to make 2025 the year you change your life.

Instead of setting goals that fall by the wayside after just a few weeks, I invite you to start thinking about the outcomes you want for the months/year ahead.

By aligning your intentions with what matters to you and how you want to feel, your motivation is supercharged and your commitment to see things through is much higher.

Let's get started - it's time for change.

"Connect with what truly matters to you and your spirit will drive you to succeed".

~Confidence First Coaching

Welcome

This guide will support you if you want to change things in your life this year, and know you need some help. Maybe you lack confidence and this affects many areas of your life, or maybe you need a good template and structured approach.

This is a workbook. You will have to do things. It's also packed full of information. If you put the work in you will discover what's important to you. Once you know what's important then it will guide you to start creating the reality.

Think of this guide as your mini-coach.

Considerations before you start:

- Plan a regular time every week in your calendar to stop and review your progress.
- Based on your review be sure to update and adapt the plan and related actions. Don't be fixed in your thinking. things evolve and you can adapt your plan.
- Follow this rule: once an activity is in the calendar it gets done. No negotiation! You can move something to a different day or time but NEVER abandon it.

How to use this workbook

- **Commit to working through this book**
- **Find a place in the house, garden, library etc where you can work undisturbed**
- **Plan the days and times you will focus on it**
- **Ring fence those dates/times in your calendar or diary**
- **Tell those around you this time is not negotiable (this is your first step to getting back your confidence and making things happen)**
- **Get a special notebook that you only use for this workbook. Keep notes, and record important ideas, insights etc. It's a record of your journey.**
- **Do the exercises fully and wholeheartedly in your dedicated notebook.**

Disclaimer

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Section 1

Time To Explore

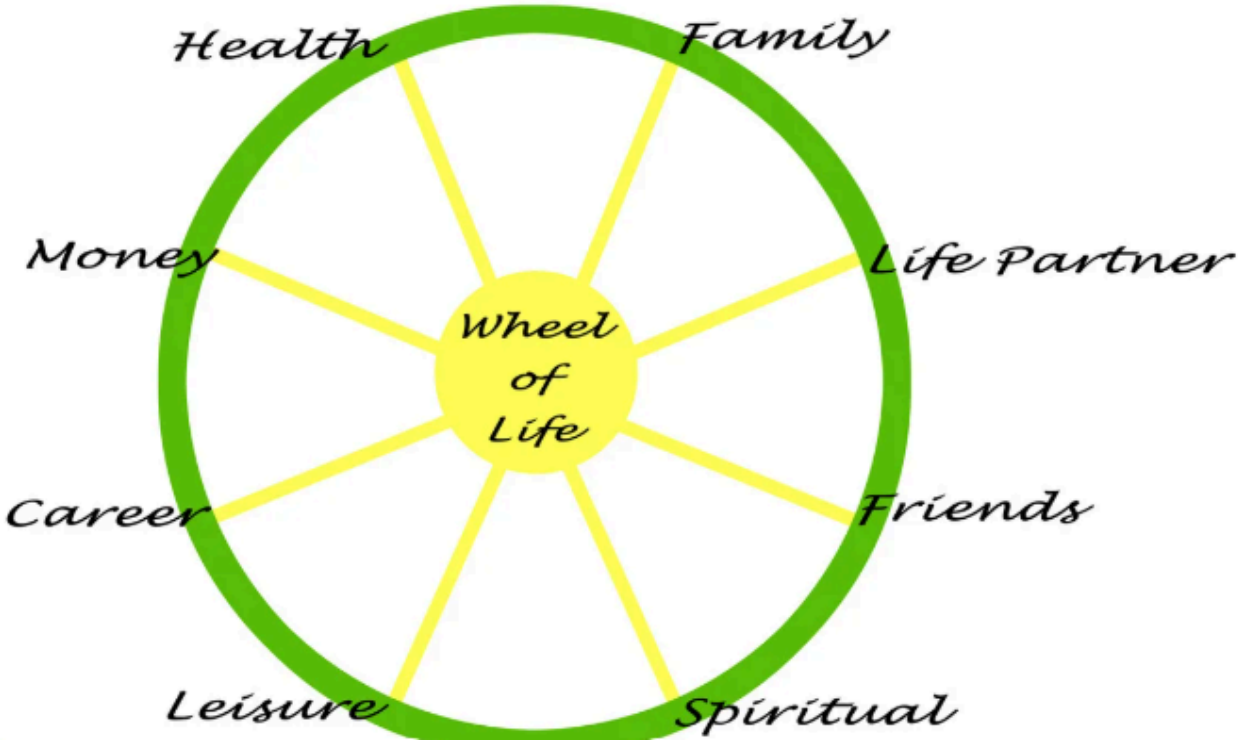


Take a step back

This first section is designed to help you find out which areas of your life you want to focus on. You can change the headings if that helps.

Copy this Wheel of Life into your notebook and give each area a rating out of 10 (10 = is very satisfied / 1 is not)

The three lowest scoring areas will be the ones you focus on moving forward.



Start with the right mindset

We are busy. But know this - unless you make time to ponder and reflect nothing will change in your life

For many, the idea of finding time to stop and think about what they want from life seems a waste of precious time, a distraction from the 101 things on their to do list.

But honestly saying "I'm too busy right now" is a procrastination technique - along with lots of other excuses. We *can* all find 30 minutes a couple of times a week - if we make that a priority.

As you find out what matters to you, you get a clarity that drives you to see things through.

That dear reader is why New Year's resolutions usually don't work - because we are doing what we believe we ought to do not want we want.

If you don't know what you want, you'll end up with what you get! So, let's get started.



Start with the right mindset

Everything is impossible until it is done."
~~Robert H. Goddard

The purpose of this exercise is to brainstorm ideas and identify 5 ideas that could be turned into your outcome goals. Open your notebook at a fresh page.

FIRST
Consider the results of your Wheel of Life exercise and incorporate those answers into the brainstorming questions below.

Think in terms of the next 1 - 3 years and create two lists:

1 - WHAT I DO WANT TO HAVE/BE/DO

2- WHAT I DON'T WANT TO HAVE/BE/DO

SECOND
Review your list and underline or highlight your 5 top priorities

In order to create goals that really “light you up” and keep you focused, you must be sure they are what you want - not what you think you ought to want, or what others around you want for you.

You are NOT doing this to keep everyone else happy!

Take your lists of selected goals and put them into the table below:

Copy this table into your notebook and give column 2 plenty of room. In this column you will explore how you will feel, what difference it will make to you.

List your 5 priorities	What would achieving this mean to you	Rate how excited you are out of 10
		____/10
		____/10
		____/10
		____/10
		____/10

Section 2

Dig Deeper and Set Goals



Pick goals that matter

As I've already said - and can't stress enough, when you pick goals that matter to you - you will succeed.

So let's start by looking at the previous table and picking 3 goals you want to work with over the next 6 - 12 months.

Look at each of the goals you have selected. Notice how excited you feel at the prospect of making this goal come true? Give each goal an excitement score. If that excitement score is more than 8 then you are on to a winner. It's it's lower then think again.

Your 3 Goals	Priority Order	When you will achieve it by (Month/Year
		____/2025

TIP:
Look at the three goals and identify what might get in your way. Consider outside influences and circumstances.

Questions to ask yourself about each goal

Write down the first goal as a heading on a new page. Underline this goal.

1. **Consider what your top 4 core values are (you can find a list of values on the internet). Note how closely this goal aligns with your values. Needless to say if it's not a good fit ask yourself why did you pick it. You may need to go back and reflect on the earlier exercises to identify your goals.**
2. **Write in the positive what WANT from this goal. e.g. if it's a health goal it might be something like I want to play football with my kids and feel full of energy, I want to go on a hiking holiday with my family.**
3. **Write down how you will know you have achieved your Goal - this may tie in with the question above e.g. if it's a health goal something like I want to wear my favourite red dress. I will weigh X Kilos.**

Repeat this for all your goals.

Section 3

Prepare for Success



Look at your mindset

Success isn't just about planning and sticking to a list. It's about self-belief. It's important to have the right mindset.

This section is all about nuturing the right mindset.

Let's start with self-sabbotage

Start by writing down the heading "Positive Mindset" on a new page.

Now write down your thoughts and ideas about the following topics

What I will start doing
What I will stop doing
What will I do more of

Consider how you might get in your own way (self-sabotage). You could look back and see patterns of behaviour where you didn't stick to the plan:

- **You might notice you over commit and then lose heart and stop.**
- **You might realise that you don't take regular time to plan and eventually just drift away.**

If you want to succeed - this is a time to be honest. Don't let yourself off the hook.


You are making
progress
Congratulations

Time to create a plan

You can start working on your goals right now.
Don't delay or make excuses, if you do you will only be sending your subconscious the message that it's not important.

Fill in the table below

Write ONE action you'll complete toward EACH goal in the NEXT MONTH. This is your FIRST STEP.

TIP: Break actions down into logical smaller steps so you don't intimidate yourself out of this plan. If you want to do more than one action then great, but there must be a minimum of ONE.

Goal #	Action	By

Decide one action you will do tomorrow. Put it into your calendar - assign a time and don't allow yourself to put it off.

Tomorrow decide on what you will do the next day. Keep this up. Remember keep taking small steps and you will reach your goals.

But also remember to be realistic about the time you have. If you overcommit you will feel negative.

Section 4

Don’t Give Up



Now for the hard part

Deciding to do something is easy. Staying motivated and not giving up is the difficult part.

But don't worry I've got your covered.

Work through the following exercises and you will come up with a recipe for success.

Who is in your support network?

Who will you contact for a confidence and energy boost

NAME _____

Who will you ask for help with problem solving, ideas and a "can do" attitude

NAME_____

Who will you call when you need some straight talking. I call this a sanity check!

NAME_____

Who will you turn to when you need help to appreciate your journey so far and get that all important hug.

NAME_____

It's OK to need a break. By all means factor in time for a little break, but always plan ahead when you will do the next step and put that in your diary before you take that break
~~Confidence First Coaching

What could get in the way

We are working to a longer time frame - maybe months or even a year. This means we need to expect obstacles. Things that get in the way of us making progress: a family holiday, a busy time at work, kids exam times..... the list goes on.

It's important to remember you are not a robot and your time, energy and availability will fluctuate. The trick to navigating these times is be ready for them.

Write down some things you know in advance that could/will get in the way. When you are planning your actions week by week check this list - and remember to be realistic about the time you have.

Complete the table on the next sheet

EVENT NAME _____

TIME _____

IMPACT _____

NOTES _____

EVENT NAME _____

TIME _____

IMPACT _____

NOTES _____

EVENT NAME _____

TIME _____

IMPACT _____

NOTES _____

EVENT NAME _____

TIME _____

IMPACT _____

NOTES _____

Final thoughts

"I felt like I was sitting in a safe, caring space, where I could think clearly and truly find me."

~~Debbie D - North Wales

The session was well structured giving me a chance to put things into perspective and really think about what it is I want out of life. Sue's expertise and encouragement helped me establish my priorities and set realistic goals.

I would highly recommend this session. But above all I would highly recommend Sue.
~~Caroline - Kent

If you need help to overcome limiting self beliefs and get a confidence boost, I'm an experienced qualified and accredited coach and I'd love to help you.

We can explore what help you are looking for and find out if we might be a good fit to work together.

Email me: sue@confidencefirstcoaching.com or call 07539 825238
www.confidencefirstcoaching.com