# Cheatography

## Coaches ToolBox Cheat Sheet

by Sarah Leonardi-White (imjustsarah) via cheatography.com/33707/cs/10509/

Pre-Coaching Ritual			
What	Why		
Don't rush	Creates flow		
Simple inner meditation	Calmness		
Deep breaths	Stress relief		

It's important to create a nice pre-coaching ritual for yourself as well as inviting your client to do the same.

#### **5 Erickson Principles**

People are okay as they are.

People already have all the resources within them to achieve what they want.

People always make the best choice they can at the time.

Every behavior has a positive intention.

Change is inevitable.

Viewing yourself, your client, and others in the world through this lens helps you stay in coach position and offers a new perspective in relation to people in general.

#### **Basics of Rapport**

Softeners/Verbal fluff

Curiosities/Invitations

Open-ended questions

Recapping

Back tracking

#### Appreciation

These are some of the basic rapport principles while model of the world and meta programs are considered more advanced rapport building techniques.

#### Reminders

#### Don't forget...

Rapport, coach position, and solution focused questioning happen throughout the session. Recontract as needed.

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#### **O** Closed to Open Questions

Closed	Open
Is there a way?	What could you do?
Can you do?	How would your life change?
Could there be another approach?	How else could you approach that?
Are there other options?	What other options are there?

Closed questions promote yes or no answers where open questions support creative brainstorming from the client's end.

## Solution Focused vs Solution Oriented

A Take Note of the Following...

▲ Solution Focused Questions: Focus on the solution, not the problem and they do not offer a solution, but invite the client to brainstorm creatively about potential solutions. Solution focused questions are positive and move towards positive solutions instead of moving away from the negative.

➡ Solution Oriented Questions: Often refer to questions that offer a solution to the problem which assumes you're the expert when the client is the expert on their own life. This is also where coaching and consulting have very distinct differences.

Should you, could you, will you, don't you, can you, are you, etc...

#### Session Contract

Flow from rapport to contract

Be clear in your time expectations

Never suggest or assume a contract topic

Allow the client to decide the best topic

Help the client discover their core topic

#### Session Contract (cont)

Get an unequivocal YES! from the client

Suggestion: We have \_\_ minutes, what might be the best possible outcome of our session today? OR We have \_\_ minutes, what would be the best use of our time together?

#### **Planning Questions**

What do you want?

Why is it important to you?

How would you know you've got it?

#### How might you get it?

These sample questions can be asked in many ways but are intended to get the client thinking about the focus of the session and to give them support in navigating through the session contracting process.

#### Outcome Frame

Stated in the positive

Within their control

S.M.A.R.R.T - Specific, Measurable, Actionable, Realistic, Relevant, Timed

#### It's ecological

Note: Stated in positive can be tricky, so pay close attention that the topic really is positive and doesn't include any words that could be negative or show movement away from an action.

#### Create an Experience - 1

Really dive into:

How might you get it?

How might you develop it future?

Help them start the process of creative exploration.

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Creating and Experience - 2		
Where? When?	What?	How?
Why?	Who?	Who else?
,		

Start with the basics by brainstorming at the foundational level and then moving to a more global world view.

### Creating an Experience - 3

**Tools and Frameworks** 

Logical Levels

"As If" Shifts

Chosen Timeline

Scaling/Wheels

Urgent/Important

Tri-Position Planning

Values Based Self Image

Note: More to come as well as full cheat sheet pages dedicated to each item on this list.

#### Action Steps

Flow from experience into action steps.

Allow the client to create action steps.

Request specific steps that are S.M.A.R.R.T.

How might they really ensure their commitment?

Use direct communication to bring forward considerations.

Continue to ask, "Anything else?" until client is satisfied with action steps.

User your coach/client relationship and your best judgement when bringing up considerations. Try to use something like, "I'm just checking in here, but \_\_\_\_\_." Remember, the client knows what's best for them in the moment.

### **Closing Session**

How was this session of value to you (client)?

(imjustsarah)

Appreciate the client (for exploring, sharing the space, etc).



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