

One Step at a Time

A SHORT AND SIMPLE
SELF-COACHING BOOK

Third Edition



Connie Pillon

One Step at a Time

Self-Coaching: ****Worksheet Only****

The complete workbook is available on Amazon.

CONNIE PILLON, *Life Coach*

The Self-Coaching Worksheet

Part One: Identify Your Values, Interests, Priorities, and Strengths

Answering the questions below will help you to create your personal and/or professional goals in **Part Two**.

1. Describe what matters most in your life. Imagine yourself in your final hours, looking back on the journey, what will it take to feel you have lived fully and meaningfully?

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2. What are your main priorities in life right now?

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3. What inspires you? What hobbies or work do you get so immersed in that you forget to eat or sleep?

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4. When do you feel the happiest, and why?

[illegible]

5. What do you believe are your strengths?

[illegible]

6. Who do you admire the most in life, and why? What qualities does this person have?

[illegible]

7. Where do you envision yourself in five years, both personally and professionally?

[illegible]

The Self-Coaching Worksheet Part Two: Goal Setting

Setting goals helps us focus our time, energy, and talents on what matters most, enabling us to achieve the desired results in our lives. By establishing a timeline for our goals, we are more likely to stay focused and resist distractions or procrastination.

Remember to set goals that are realistic and attainable.

Part Two: Turning Your Goals into Reality

1. Success can have many different meanings. What does success mean to you?





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2. List specific personal and/or professional goals you would like to achieve. It helps to imagine where you want to see yourself in the next 5 to 10 years. You can write as many goals as you want.

Tip: The goals can cover a variety of areas, including skills you want to learn and develop, lifestyle changes you wish to make, and ways to improve your relationships with friends, family, or colleagues. Additionally, these goals may involve contributions you want to make and any personal or professional objectives that will help you achieve your aspirations.

[illegible]



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3. For each goal you listed in question two, write down a timeline/deadline for approximately how long it will take to achieve that goal (if applicable, since some goals will be ongoing). *In the next section, you will break down your goals into daily, weekly, monthly, or yearly **action steps** depending on the nature of the goal.*

[illegible]

The Self-Coaching Worksheet Part Three: Creating an Action Plan

Our dreams can only become reality if we have a plan. In this section, you will break your goals down into smaller, manageable action steps.

Part Three: Creating an Action Plan

Depending on the type of goals you created in Part Two, you may need to break your goals down into daily, weekly, monthly, or yearly action steps. *For example, if you want to write a book, you can create a daily action step to write twenty minutes per day.*

1. Summarize a plan of action for each goal you listed in Part Two. Write a basic overview of how you plan to achieve each goal.





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2. For goals that involve a series of smaller action steps, list the daily, weekly, monthly, or yearly actions you can take. Set realistic timelines for each of these steps. Taking even the smallest steps forward each day can lead to big results over time. *For example, if someone wants to create a blog, they could set an action step to write a 1,500-word blog post once a week.*

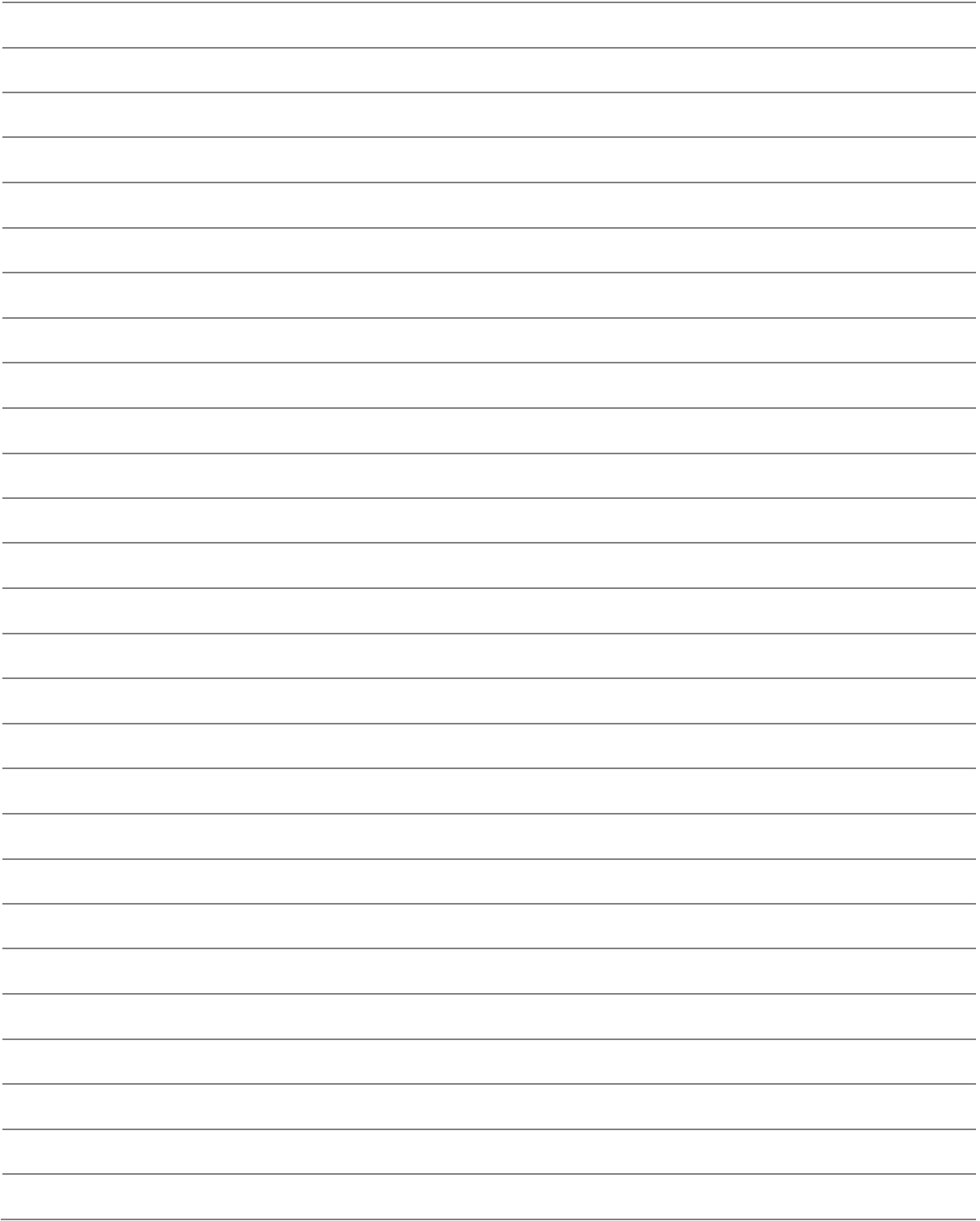
To achieve your goals, you will need to hold yourself accountable for completing your action steps.

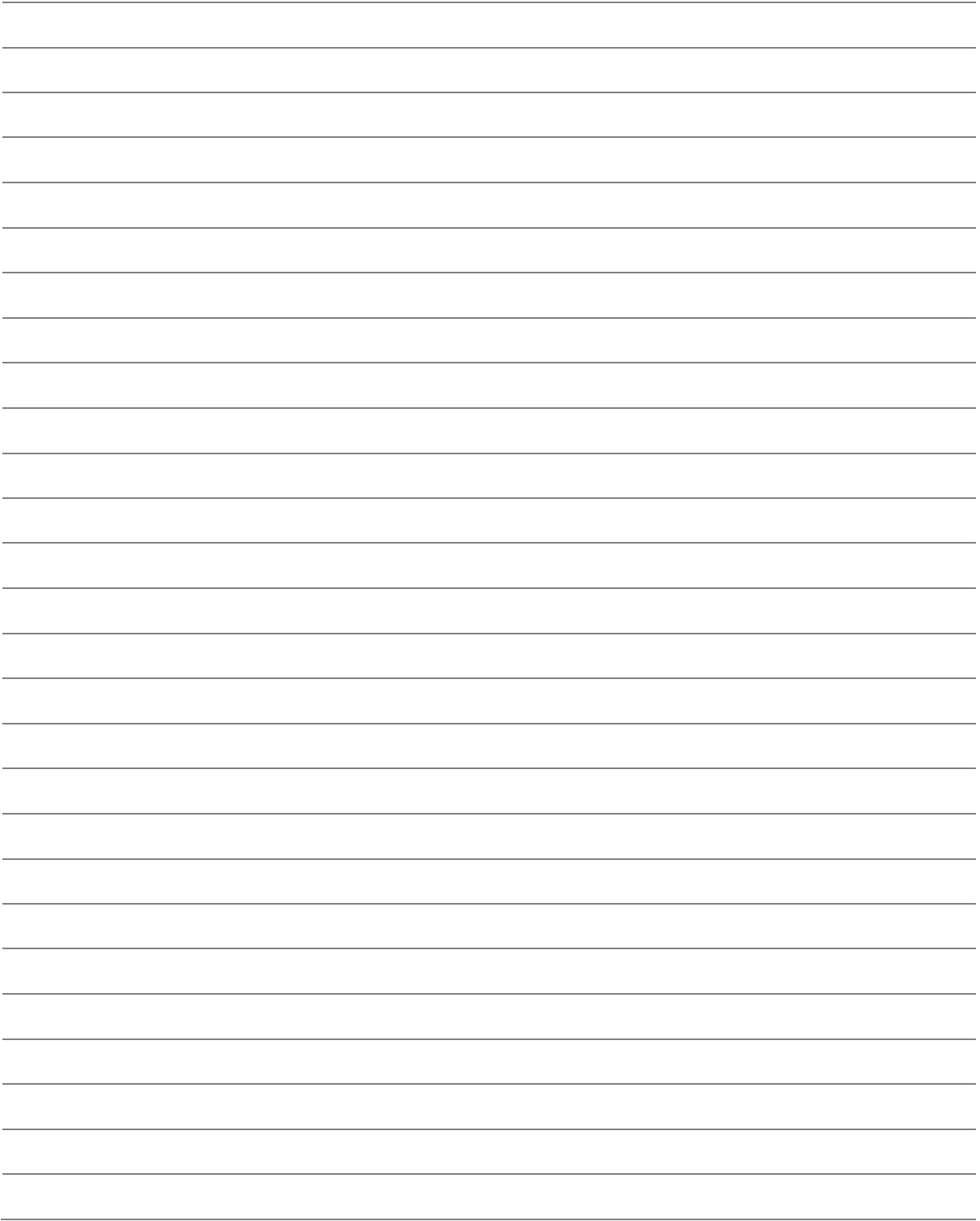
Daily Action Steps

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Daily Action Steps

[illegible]





Yearly Action Steps

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It's easy to feel overwhelmed when faced with a challenging goal that requires significant effort and commitment. In these situations, it's essential to break our goals down into smaller, manageable steps.

Imagine you are about to climb a massive staircase; looking up at the top can be intimidating. However, if we focus on the smaller steps directly in front of us, rather than the entire daunting staircase, we'll eventually reach the top. Just keep moving forward, one step at a time.

The Self-Coaching Worksheet Part Four: Creating a Schedule and Holding Yourself Accountable

The key to achieving your goals is to take accountability for completing your action steps. Following through on our commitments to ourselves helps build and maintain self-trust.

However, life can be busy and unpredictable, so it's important to stay flexible, solution-focused, and forgiving of ourselves when things don't go as planned.

Creating a schedule can help ensure that your action steps are integrated into your regular routine.

Part Four: Creating a Schedule and Holding Yourself Accountable

1. Create a daily schedule using any type of calendar/planner that works best for you.

Incorporate your action steps from Part Three into your scheduler/calendar.

This will help you to balance your immediate responsibilities with your short-term and long-term goals. Try to time your action steps in synchronization with your energy levels throughout the day. *For instance, some people may have higher energy levels first thing in the morning, or even immediately after work.*

Review your progress regularly. Try to remain focused on all the reasons you created your goals.

The Self-Coaching Worksheet Part Five: Letting Go of Limiting Beliefs

A limiting belief is a disempowering belief that hinders our ability to reach our full potential. These beliefs, for example, can consist of generalizations about ourselves or others that do not capture the entire truth.

To illustrate how to address a limiting belief, let's consider the belief: "I can't trust anyone." The reality is that trust is something that is earned over time and we only need to exercise good judgment when interacting with people. Often, different people can be trusted in different areas based on their strengths and weaknesses. Negative generalizations about people can sometimes reflect our own fears or insecurities. To help solve this problem, we can work to build greater trust in ourselves and our ability to handle any situation that arises. While the risk of betrayal does exist, it's important to listen to our intuition and view new people as a blank canvas.

Identifying the challenges we face in achieving our goals is crucial. Fears, for instance, need to be named and acknowledged in order to diminish their power.

Other examples of limiting beliefs might include negative things you believe about yourself, or may involve holding a perspective that is demotivating and causes you not to pursue your true interests.

Part Five: Letting Go of Limiting Beliefs

1. Identify any beliefs about yourself, others, or situations that may hold you back from reaching your goals.

[illegible]

2. Reframe each limiting belief from question one into a more empowering perspective.

For instance, an individual might believe, “I am not good at public speaking.”

The solution to overcoming this challenge may require thorough preparation and practice. In addition, enrolling in a specialized workshop or course that focuses on effective public speaking techniques, presentation skills, or overcoming anxiety can help to build confidence. If social anxiety is causing a barrier in communication, seeking assistance from a qualified counsellor or therapist can provide tailored strategies, coping mechanisms, and support to address underlying issues. Individuals can also explore a variety of resources, such as self-help books, online courses, and supportive literature that specifically address social anxiety. Implementing daily self-help techniques, such as mindfulness practices, breathing exercises, and gradual exposure to social situations, can also contribute to building resilience over time.

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The Self-Coaching Worksheet Part Six: Overcoming Barriers and Obstacles

We can face internal barriers or obstacles that hinder our progress toward achieving our goals, such as self-doubt or fear of change. It is important to identify anything blocking our ability to create the life we want so that we can begin the process of positive change.

If you are experiencing symptoms of a mental or physical health condition that is disrupting your daily life for which you have not sought treatment, you may want to seek support from a licensed professional such as a therapist or medical doctor.

Additionally, there may be external (environmental) barriers or obstacles preventing us from achieving our goals, such as poverty, limited access to resources, social pressures, or a lack of time.

Many successful individuals faced repeated failures before achieving their goals. Their focus, perseverance, and problem-solving mindset allowed them to overcome obstacles and barriers. Although reaching our goals may not be easy, it is worth it. Life often tests our will, but each time we overcome a challenge, we build personal strength and get closer to realizing our dreams.

Part Six: Overcoming Barriers and Obstacles

1. Identify any **internal** barriers or obstacles blocking your ability to take action toward your goals.

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2. Describe what steps you can take to deal with and gain mastery over these internal barriers or obstacles. What tools, resources, or professional supports are available to you? Create a plan to overcome each barrier or obstacle you listed and incorporate the action steps into your scheduler/planner.

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3. Identify any **external** barriers or obstacles that are hindering your ability to achieve your goals.

[illegible]

4. Describe what steps you can take to help conquer these external barriers or obstacles. What tools or supports are available to you? Create a plan to help overcome the barriers or obstacles you listed and incorporate the action steps into your scheduler/planner.

[illegible]

About the Author

Connie Pillon has a diverse educational background that includes Business-Accounting, Corporate Sustainability, Life Coaching, and the Foundations of Mindfulness.

As a strong advocate for human rights, animal rights, and environmental sustainability, Connie hopes to contribute to a new paradigm of wellness supported by empathy-driven leadership in business and education, recognizing and nurturing the unique emotional, mental, physical, and spiritual dimensions of every individual.

Connie continues to explore the benefits of life coaching, meditation, visualization, and storytelling through her written works.

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