

Practice Manager Self-Coaching Workbook

Beyond coaching

Exclusive FREE Tool

www.beyond-coaching.co.uk

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At Beyond Coaching, we are passionate about supporting as many Practice Managers as possible, and as coaching is an ongoing process, we wanted to provide you with a free tool as a framework to build on the work you did with your coach. This workbook will help you to self-coach if you wish and continue to develop your potential in both your professional and personal life. This tool uses the following **GROW** Framework, developed by Sir John Whitmore, author of the 'The Performance Coach', to help you.

Self-coaching is a powerful, self-directed activity that enables you to move forward and embrace your challenge(s), drawing on your own wisdom and learning. One of the most important things that you can give to yourself is time to think, especially when time is a scarce commodity. In order to see the most progress, we recommend dedicating c1.5 – 2.5 hours a month to thinking about, reflecting and taking action on the challenges you identified during your coaching sessions.

If you decide to have a go, we suggest finding somewhere quiet, away from the normal work environment where there are no distractions. We encourage you to start with one thing you would like to work on, ensuring you choose what matters to you most at this time and focus in on that.

Self-Coaching activity

The **GROW** model is a simple coaching approach that is often used in Coaching that provides a useful framework for working through issues and challenges.

It consists of **4** distinct headings under which questions are posed:

1. **GOAL** setting, which can be either short or longer term
2. **REALITY -** exploring the current situation
3. **OPTIONS -** creating alternative strategies or courses of action
4. **WHAT** is to be done, WHEN, by WHOM and the WILL to do it

Throughout this workbook there are a number of questions based on the **GROW** model that you can ask yourself to help structure your thinking. It is not intended that you answer all the questions, simply to answer the ones that most resonate or are the most helpful to you.

Before you start the rest of the workbook, write down in a sentence the issue/challenge you wish to think about. Should you need further information, please contact us (see back page).

G: Goal

Helpful tips: We suggest that when setting goals, you check they are specific, measurable, achievable, realistic and with a defined timescale. To help you do this, find a quiet space and spend some quality time thinking and reflecting about the questions below and fill in the boxes provided.

Writing powerful goals: Powerful goals are written in a certain way; in brief, goals in coaching are written in the present tense, they are personal (something you are in control of or have influence over) and are positively stated (what you do want rather than what you don't).

Defining your goal: Have a go at questions 1-6 below to help you formulate your goal, which you can write at the end of page 4. You may have more than one; simply repeat the process for each. In writing your goal, it can help to start the sentence with 'I am or I have'.

1. What's the issue/challenge you would like to work on?

2. What do you want to achieve?

3. Imagine you have successfully addressed your issue - what does success look like?

G: Goal

4. What does success feel like?

5. What do you want to change?

6. Picture this desired situation. How will you need to behave differently?

My Goal is...

R: Reality

This approach does not have to be linear and you may find that you move between the sections or have to revisit and redefine your goals, which is all part of the process of self-coaching.

1. What is going on that makes this an issue for you?

2. Who is involved?

3. What assumptions might you be making?

4. What conversations have you had and/or feedback have you received that makes this an issue?

R: Reality

5. What - if anything - have you done to address the situation?

6. What is the effect of what you have done so far?

7. What strengths do you have that will help you address this issue?

8. What is holding you back?

O: Options

This is the time to get creative and think about opportunities you may already have in mind and also to challenge yourself to come up with different ways of looking at your current situation. Sometimes it can help to ask yourself what assumptions you are making that might be limiting your options.

1. What options do you have?

2. What are the advantages and disadvantages of each option?

Advantages	Disadvantages

3. What else might you do?

4. If you had absolutely no constraints of time, money, power or health, what would you do?

5. What would you advise your friend to do in the same situation?

W: Will

The focus of this section is determining your motivation towards making something happen to achieve your goal and making a plan of action. If you find you do not have the motivation to make the changes required, then you may want to revisit your goal or what might be getting in the way (see Q3&4).

1. From your list of options, which option(s) will you actually pursue? Consider what most resonates with you or what is easiest.

2. For each chosen option, what are the next steps you need to take?

3. What might get in the way?

4. How will you solve that?

W: Will

5. What help or support will you need?

6. What deadlines will you set for yourself?

7. How committed are you to taking the agreed action? *[please tick]*
(on a scale of 1-10, where 10 is totally committed and 1 is not committed at all)

1 2 3 4 5 6 7 8 9 10

Did you score less than 10?

If you scored less than 10 above, consider going back to Question 3 in this section (page 8) and look at how you will overcome any further obstacles to move up the scale.

Need further information or support?

We hope this workbook will have given you some understanding of a coach approach to stimulate thinking and enable you to move towards achieving what you want. If you would like any further information or support, please contact Beyond Coaching's lead coach and founder, Lesley Thompson.

✉ Lesley@beyond-coaching.co.uk



Beyond coaching

Developing People. Exceeding expectations.

"Through effective coaching we enable Practice Managers to increase their motivation, confidence and resilience. This self- coaching tool is a powerful approach that enables you to move forward and embrace your challenges, drawing on your own wisdom and learning. It is about taking time to think, reflect and take action. Celebrate every small step towards achieving what you want."

- Lesley Thompson



Lesley Thompson
Founder & Lead Coach
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If you have any questions or want any more information, please get in touch

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