



Sophie
Anderson

COACHING WORKBOOK

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*Success is the achievement of
your desired lifestyle*

clarity | empowerment | results



Developed and designed by Sophie Anderson, ACC
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Welcome!

This workbook has been designed for you to learn about yourself, to gain new perspectives, to describe what you want, and to start making small changes that will have a positive impact on your entire life. Most importantly, it is designed to reflect more deeply than you might have ever done, and to keep track of your progress along the way.

Do it at your rhythm, make time to implement your new learnings. to try new things, to readjust, to grow. You are not expected to "chew through it", or do it all on your own.

Remember, I'm here for you.

While doing those self-coaching exercises, you will learn a lot about yourself: who you want to become, what you want to create, and what steps you are committed to taking to get you there.

When you work one-on-one with me, we will deepen those insights and work on setting purposeful goals and equipping you with tools to boost your health and wellbeing in a way that works for you - within your reality.

My aim is to help you create a balanced life where your mental health and wellbeing are prioritised, without sacrificing your productivity and responsibilities.

Please reach out whenever you want support - I would love to inspire you, and hold you accountable as you take these empowering steps toward meaningful change, and a more fulfilling life.

Sophie

Workbook Content:

Part 1 - Self-Discovery

Part 2 - Life Balance

Part 3 - Goal Setting

Part 4 - Your Desired Lifestyle

Part 5 - Your Ideal Workplace

I respectfully acknowledge the Traditional Owners of the land on which I coach, collaborate and grow, the Gimuy Walubara Yidinji and Yirrganydji Peoples.

I acknowledge and pay respect to Aboriginal and Torres Strait Islander Peoples as the world's oldest living culture and embrace their continued connection to land, waters and community. I pay my deepest respect to all Aboriginal and Torres Strait Islander Elders past and present.

I also recognise, value and celebrate diversity and act in the spirit of inclusion.



Part 1 - Self-Discovery

Self-Discovery Questions

To kick start your coaching journey, I invite you to answer the questions below with as much honesty as possible. There is no right or wrong answers and your answers can be as short or as long as you wish. Keep your answers as a reference to guide your coaching journey towards your ultimate objectives. It is also extremely powerful to look back on after a few months of personal development and coaching!

If you had all the money, freedom, and resources you needed, how would you spend your life?

What is your secret passion or something you wish you had done or could do?

What obstacles are in your way right now?

What is missing in your life for you to be happy?

When do you feel most alive, energised, and in flow? What are you doing in those moments?

What is one belief or habit that is holding you back from the life you truly want?

If you knew you couldn't fail, what bold action would you take today?

Part 1 - Self-Discovery

Discovering Your Top Character Strengths.

An important part of self-awareness is discovering your character strengths. We tend to be our worst critic, but when we recognise what makes us unique, we start to understand our inherent value.

Research shows that knowing and using your character strengths can help you:

- Increase happiness and wellbeing
- Find meaning and purpose
- Boost relationships
- Manage stress and health
- Accomplish goals

Grab a cuppa and make sure you have 12 minutes (average time to complete) of uninterrupted time. Take the VIA Character Strengths Survey here: <https://www.viacharacter.org/survey/account/register>

Write down your top five (5) Character Strengths and any notes about how these strengths can be used at work. Use current and desired examples.

'Our biggest limitations in life are our self-imposed ones.'

Part 1 - Self-Discovery

Honouring Your Core Values

Whether you are aware of them or not, you have core values and they help you make decisions and give your life purpose. When we are misaligned with our values, we experience friction, dissatisfaction, and we are [in essence] unhappy.

In contrast, by deliberately building a life & lifestyle around our values, we create a life that is satisfying and meaningful to us.

Knowing your values helps you understand:

- Who you are.
- What drives you.
- What you enjoy.
- What inspires you.
- What you would like more of in your day-to-day.

Grab a cuppa and make sure you have 20 minutes (recommended time) of uninterrupted time.

Take this test on values here: <https://personalvalu.es/>

A good way to use this specific tool - which will ask you "the value that is more important to you" - is to think about what you'd prioritise if you had to make a major decision. Which value would ultimately tip the balance?

Write down your five (5) core values and describe at least one way you can honour each of them at work:

Part 2 - Life Balance

It's easy to get caught up in the demands of daily life and lose sight of the bigger picture. Often, we focus our energy on a few areas while neglecting others, leading to a sense of imbalance and dissatisfaction. True wellness comes from intentionally nurturing all aspects of life, and this is what this eye-opening exercise is about.

Achieving balance doesn't mean everything is perfect or equal at all times. It's about being mindful of where your energy goes and making deliberate choices to ensure that no part of your life is consistently overlooked. By reflecting on the different segments of your life, you will gain a clearer understanding of where you feel fulfilled and what needs more attention.

This exercise will help you clarify which areas need attention and guide us in setting meaningful goals for your program. Be honest and gentle with yourself as you progress.

Instructions:

- The Wheel of Life (next page) is pre-labelled with eight segments that represent common life areas. However, feel free to replace any of these with labels that are more meaningful to you. You can swap out segments to better reflect the unique aspects of your life that you want to focus on.
- Think about your ideal situation for each of those 8 segments.
- Rate your current level of satisfaction for each segment: 1 being extremely low and 10 being ultimate.

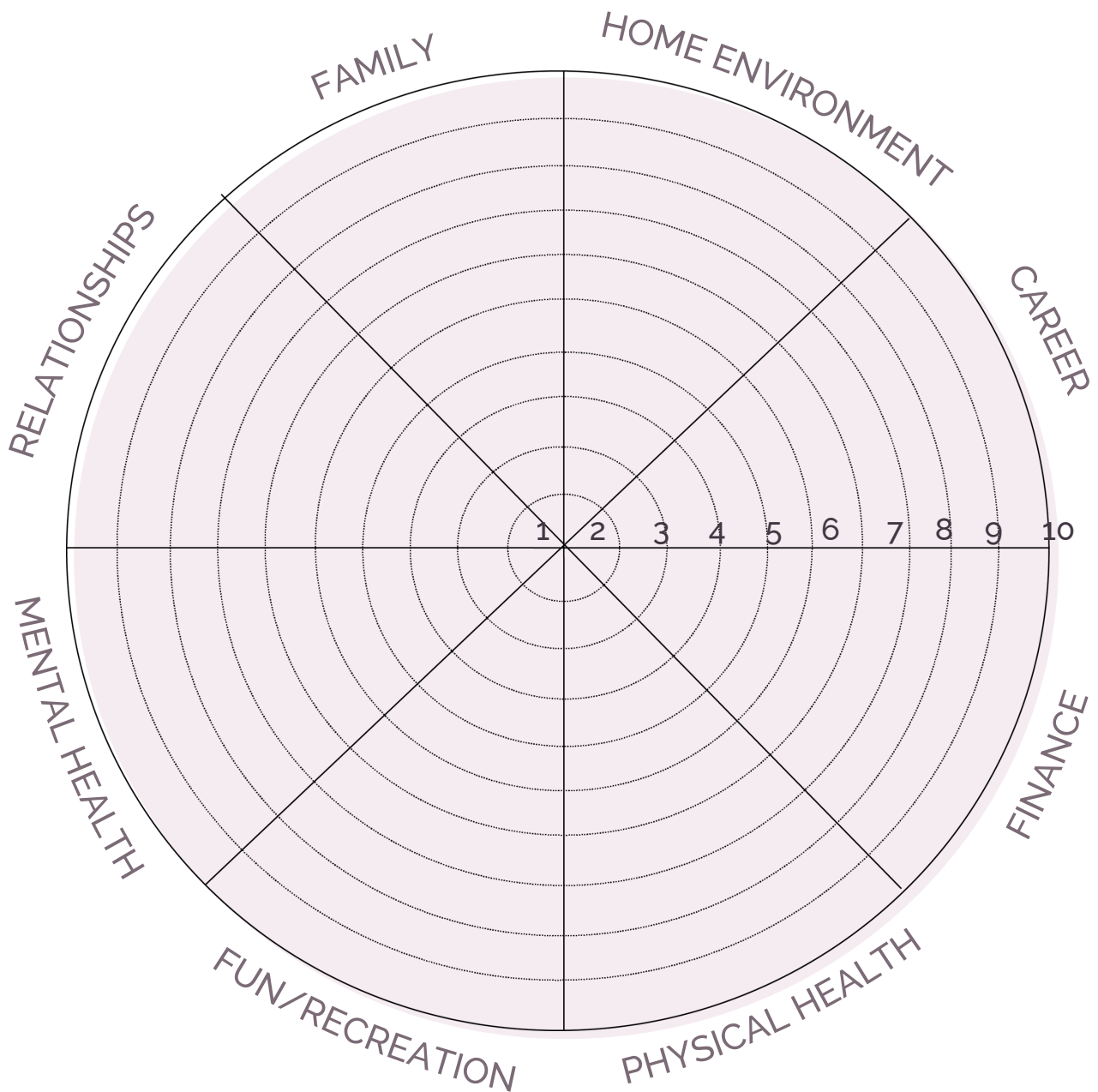
Segments suggested:

- Family
- Relationships
- Fun/Recreation
- Career
- Finance
- Home Environment
- Physical Health
- Mental Health

Other segments you may add / swap for:

- Spirituality
- Friends
- Personal Growth
- Social Life
- Romantic Relationship / Partner
- Community / Social Contribution
- Hobbies / Creativity
- Learning / Education
- Rest / Sleep

The Wheel of Life



'True balance isn't about doing more - it's about doing what matters most.'

The Wheel of Life

Visualise & Define your 10/10

Think about what success or satisfaction means for each segment. Take notes of what you want: your dream outcome - what you want to see happen.

Change the segments' name as required.

HOME ENVIRONMENT

CAREER

FINANCE

PHYSICAL HEALTH

The Wheel of Life

Ask yourself: How can I make this segment a 10/10?

What is my ultimate vision for this aspect of my life? What will it feel like?

How will I behave? Who will I hang out with? Who will I have become?

FUN / RECREATION

MENTAL HEALTH

RELATIONSHIPS

FAMILY

Part 3 - Goal Setting

Now it's time to prioritise - because, no, you can't work on *everything* at once!

Ask yourself:

What are the top three (3) aspects am I committed to improving in the next three months?

Start with the most exciting, the easiest, or the quickest - pick a rewarding one to build momentum - be on your own side!



My Goals

Setting clear goals makes you much more likely to succeed. In fact, **research shows that people who write down their goals are up to 42% more likely to achieve them!** Writing your goals down also helps you get clear on what you want and stay committed to it.

In coaching, setting goals is important because it gives us something to aim for. Writing them in the present tense, as if they've already happened, helps you believe in your ability to reach them and motivates you to take action.

Craft a compelling goal for each of the top three segments you've chosen to focus on.

Important:

- Write in the present tense, as if it's already been achieved.
- Aim to capture your ideal outcome in one powerful sentence that resonates deeply with you.
- Add notes - details of what you want to see in your life as a result of this goal being achieved.

To help you, I've created this adapted SMART framework to structure your goal:

S – **Specific**: Clearly define what you want to achieve - something concrete that you can see, hear or feel.

M – **Measurable**: Make it clear: how will you know when you've achieved this goal?

A – **Achievable**: Ensure it feels realistic but also motivating.

R – **Relevant**: Make sure it's aligned with your overall life vision and values.

T – **Transformative**: Choose a goal that inspires you and elicits a strong emotional response, giving you the motivation to stay committed.



Goal:

*Just like a ripple can start with a single raindrop,
every change begins with a single step.*

My Goals

2

Goal:

3

Goal:

Part 4 - Your Desired Lifestyle

Your lifestyle carries your habits, your thoughts, your emotional state, your environment, and your relationships, which in turns creates your results - the life you live, essentially!

Take a moment to imagine **a perfect day in your ideal life**. What does it look like? How do you start your morning? What kind of work are you doing? Who are you spending your time with? Where do you live? How is your health? Your bank account?

There's no right or wrong way to do this - just let your thoughts flow. Use this space to write down everything that comes to mind. The more detailed, the better! This is your opportunity to dream big and get clear on what truly makes you feel fulfilled.

Need inspiration? Finding it hard to imagine a life that is different to your current one? I invite you to sit somewhere quiet, put your headphones in, and do this guided meditation - simply scan the QR Code.

Click to
Access the
Meditation



'Success is the achievement of your desired lifestyle.'

Part 5 - Your Ideal Workplace

Like it or not, work takes up a big chunk of your life. How you experience it affects your stress levels, energy, and overall happiness. Instead of just getting through the day, what if you could shape your work experience to actually work for you? By getting clear on what an ideal workplace looks like for you, you'll gain self-awareness, reduce frustration, and even have the tools to start conversations that could make your work life better.

Workload: What does a fair and manageable workload look like for you?

Control: What aspects of your work do you wish you had more control over?

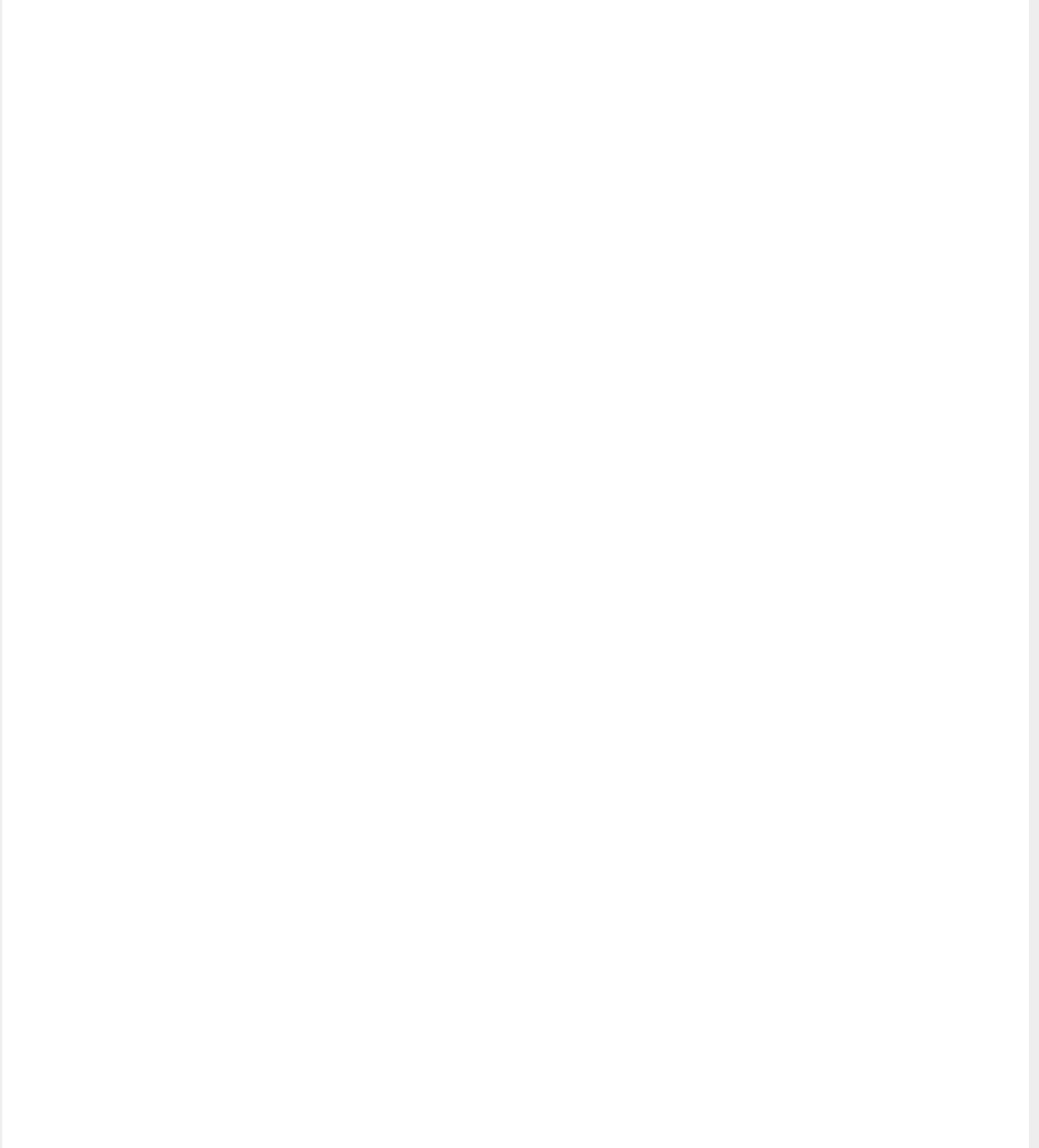
Reward: What type of recognition or reward makes you feel valued in your role? (e.g., financial, verbal acknowledgment, growth opportunities, flexibility)

Community: What is, to you, a meaningful relationship at work?

Fairness: What does fairness in the workplace mean to you?

'When you know better, you can do better'

Final Reflection and Action Plan



Empowerment is the moment you realise you've always had the power to change.



"True Success Starts with *Wellness* "

My Vision

"To lead the way in combining life coaching with social impact, creating a community where individuals and businesses make positive changes for a brighter future."

My Values

Authenticity - Growth - Health - Integrity - Respect



Contact

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I help women and men make small, incremental changes that create a positive ripple effect on their entire life. You have the power to turn your life around, starting today. I am here to help you succeed.

