



Are you experiencing elevated stress, low confidence and self esteem, time management problems, feelings of fear or anger?

I am here to help you create the life you are dreaming of!

Adriana Cara Life Coach

The Art of Coaching

The Key to a successful Life

Congratulations on downloading this free set about The Art of Coaching!

Just the fact that you did it means that you are willing to learn new things that you might not know, and to be open to new ideas and strategies that can catapult you to SUCCESS!

BRAVO!!!

In this chapter we will talk about the magical and transformational work that we can do together!

What is Coaching?

A Life Changing Personal Growth Program, a Comprehensive Process that involves all areas of daily life: Health, Finances, Relationship, Personal Issues, Aspirations, Recreation.

Through Coaching and Supportive Accountability you can make choices and move into your desired Action in order to complete your Goal and achieve your Dreams.

You will have the opportunity to see and explore the World with a different set of eyes, discover greater clarity, shift your habitual patterns that no longer serve you and free yourself of inner conflicts.

Coaching is partnering between Coach and Client in a creative process that inspires to maximize the personal and professional potential.

It means focus on the future, take action, make changes, not just new Year resolutions on a piece of paper that end up in the garbage!!!

With the help of successful tools and strategies you will stop everything you are doing now, take a closer look at your life, evaluate, check the right direction and get the right plan forward to successful completion to move forward in your life.

People are hungry for positive changes but in their busy life they find it difficult to take the steps to make it happen.

Most of us know what we want but we don't know how to achieve it.

Research has shown the more defined one's future is the more likely the goal is achievable.

By our nature as human beings we don't like to be monitored by another person when we want to complete a task.

The client is in fully in control; by holding him accountable for his actions and decisions the Life Coaching process is challenging, inspiring and supportive.

Clients are assisted in expanding the view of themselves by recognizing their own potential and clearly define actions that will transform it into success.

Life Coaching is neither Counseling nor Therapy but a platform for learning and growing as an individual.

Take the time and think of how would you feel to achieve all your dreams...and make a promise to yourself!

Do you want to feel LOVE, ABUNDANCE, SUCCESS, JOY, FREEDOM, EXPANSION?

Coaching areas of specialty

- **Spiritual Coach (Wellness, Fitness, Energy, Stress Reduction)**
- **Life Coach (Transition, Career, Retirement, Teen's issues)**
- **Personal Development Coach (Fear and Phobias, Anger Management, Grief)**
- **Relationships (Marriage, Family, Singles, Parenting, Divorce)**
- **Corporate (Executive, Management, Sales, Marketing Entrepreneur, Small Business start up)**
- **Special Coach (Coaches Coach, Gay/Lesbian Coach, Single Parent Coach)**
- **New Specialties (Adoption Coach, New Parent Coach)**

My Role as a Coach...

It is very important for a Coach to assist the client in order to achieve success in their professional and personal lives.

By implementing the tools and the skills that I master and use them effectively, I can help people change their life. Think of a Football team Coach...the motivation, the positive energy, the determination, the message sent to each and every player!!!

In these hard times people are more and more drawn to look for guidance, assistance advise; don't forget even the President of US has a Personal Coach!

A COACH IS:

- **A sounding board when exploring choices**
- **A motivational mentor**
- **One who gives unconditional support**
- **A wake-up call to reality**
- **A friend during storm time**
- **A nonjudgmental partner**

A Coach is focused on the future so he helps people change in order to achieve success.

There is a strong relationship between coach and client which focuses the client on taking action towards the desired goals.

The Coach guides the client through successfully strategic planning, persistence, focus, positive mental attitude and will create the right environment for the client to become more powerful.

Through the ongoing relationship created between client and Coach we take action together towards the realization of the goal desired for success, holding the client accountable for the actions.

Benefits of working with a Coach

First, the client needs to understand that no one else can create their lives for them.

NO ONE ELSE HAS THE POWER!

They have a lifetime to achieve their success!

The client has to be willing to change and grow.

The client must see the gap between where he is now and where he wants to be and take action.

The Coach will help the client make better decisions, get more energy, clear unsolved issues, see the things in a more positive way and eventually strengthen his support system.

The main reasons a client seeks are:

- Professional Growth
- Happiness and Fulfillment
- Personal Growth
- Improve Communication Skills
- Identify and set Goals
- Not being able to Move Forward
- Relationship Issues
- Money Issues
- Clarify the Life Purpose
- Stress Reduction
- Spiritual Development
- Time Management Issues
- Motivation
- Inspiration
- Find a Life Partner
- Resolve old Issues
- Find Balance
- Career Change and Improvement
- Family Relationship
- Have more Fun
- Acceptance of others
- Boundaries Issues

- **Improve Self Esteem**
- **Gain more Confidence**
- **Simplify their Life**
- **Learn new Skills**
- **Gain more Peace and Serenity**

A professional Life Coach must have a professional conduct with the client, being ethical, legal, private and clear about the nature and the expectations of the process of Coaching.

People are solutions oriented by nature but change is difficult and the goals must be set by the client.

Some people want to work on one goal at a time, others work all their goals at once.

Some people want to “EMPTY” more than others, some are more positive some more negative.

A Coach has to keep his client focused and honor his core values, which could be money, fun, family, time with friends.

The more the Coach keeps the client connected with his core desires the more he can establish a smart goal, create a plan, take action and achieve a result.

The Coach is helping discover clarity and alignment in what the client wants to achieve, he is a nonjudgmental friend encouraging him to find inspiration, explore new possibilities, opportunities, amplify creativity, master the emotions, attract love and create a happy and brilliant new version of himself.

Don't forget: the Power and Success begin in your Mind!

Coaching versus Consulting and Therapy

Coaching is not similar to Consulting or Therapy

The Coach is the collaborative partner with the client, guiding him by using coaching skills and asking questions, allowing the client to explore and find answers, helping identify what is happening now and what could happen in the future.

A Consultant or Mentor advises the client, giving him information and suggestions.

Therapy and Counseling

Counseling and Therapy are dealing with deep issues as family of origin or emotional trauma, mostly rooted in the past, issues that most of the time need to be solved with the help of the medication.

The following are also issues where a Therapist is necessary:

- **Alcohol or Chemical Dependency**
- **OCD**
- **Rape and Incest**
- **Suicidal Tendencies**
- **Physical and Emotional Abuse**

A Coach is not trained to guide the client through all these situations, it is also unethical and against the law to practice therapy, that eventually can damage the client.

If the client exhibits all these issues he will be referred to a Therapist.

Let's put it this way...

The Therapist is the Archeologist who digs deep into serious problems and works to find the roots of them.

The Coach is the Architect helping the client rebuilt the future step by step.

The Vision of possible SELF

Planning is The Key to Success in Life and Work and knows in which direction you are heading. Everything that has been created began as an idea or an image in someone's mind, which we call VISION.

Without a Vision of where we want to go or what we want to do we become less certain about the future, so many times we give up hope and power to design our own life.

But Vision is not sufficient if it is not becoming a Goal.

True Success comes from Vision but you need a Strategy and a Plan.

Strategy is Planning in action.

Planning helps clarify the steps needed to reach out to the Vision.

When Planning consists of Goal Setting, Action, Steps and Timelines it becomes Strategic Planning.

Another very important factor in the process of Coaching is creating Accountability in order to measure Actions, Knowledge and Awareness.

After we reach each Goal we reward ourselves; this is the rule to guide you learn to self reinforce and one of the valuable Key to Success.

When you start reaching your Goal and become successful you become more self aware of who you are.

Self Awareness is essential for Success in our life in order to develop a clear picture of our Self Esteem.

Self Esteem and Self Love will impact your success, so right now who you believe you are is WHO YOU ARE!!!

Positive Mental Attitude will boost your Self Esteem, so choose to be positive!

We have the Power to change our habitual Mind Set by the way we begin to think, understand, shift Perception and we need Exercise, Persistence, Commitment , Focus Attention to create Balance in our Life.

WHEEL OF LIFE

A very important and complex exercise that I recommend to all my clients as an important activity in the Holistic Process of Life Coaching is to complete the Wheel of Life.

Our life consists of many parts that cannot be separated from each other:

- Family Relationship
- Career and Work
- Health and Fitness
- Personal Growth
- Finances
- Physical Environment
- Fun and Joy
- Romance and Love

Imagine a big pizza with 8 slices, each one a Life Part and see each “slice” is the most important for you and try to label it using a scale from 1 to 10, 1 being of low importance and 10 of very high importance.

For example if you have a brilliant career you will label Career-Work with 10, but if you miss a partner in your life you will label Romance –Love with 1 or 2 on the scale of the Wheel of Life.

Would your Wheel give you a smooth ride or a rough ride?

Which area would you need to work on?

Think, Reflect, Try to Answer all the Questions when you are ready!

Use an Affirmation that will resonate with your desires, write it down, say it loud, memorize it throughout the day. This helps set the Positive Thoughts about ourselves in our subconscious leading to achieve our goal.

Some examples of Affirmations are:

- I am happy, healthy and wise!
- I am the best I can be!
- I have enough money to pursue my dreams!
- I am loved!

Food for Thoughts

I will not end before I write a few “Inspirational Quotes”

- THE BEGGINNING IS HALF OF EVERY ACTION (Greek proverb)
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- OUR ASPIRATIONS ARE OUR POSSIBILITIES (Robert Browning)
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- LIFE IS EITHER A DARING ADVENTURE OR NOTHING (Helen Keller)
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- WE LIVE BUT A FRACTION OF OUR LIVES (Henry David Thoreau)
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THE FUTURE BELONGS TO THOSE WHO BELIEVE IN THE BEAUTY OF THEIR DREAMS
(Eleanor Roosevelt)

My dear friends

Thank you for taking your time and reading the material I prepared for you.

I wish you a lot of LUCK , SUCCESS, DETERMINATION, PATIENCE, TRUST in YOURSELF!

You will need them if you want to start this amazing Life Journey of Transformation from a common Cocoon to a beautiful Butterfly!

Don't forget:” IT'S ALL ABOUT YOU”, and Life Coaching is a big part of it!

The next chapter I am currently working on is “Time Management”

Until then... **all my best wishes go to you!**

Your best friend,

Coach Adriana

