

Be Do Have

You can use this tool to explore everything that your coachee wants to do, be or have. This will assist them to set short, medium and long-term goals. As a coach you can guide them through this exercise or offer it to them as an assignment prior to your first coaching session. The instructions below are given in a way that you will need to use for your coachee.

Stage 1

What are the things that you want to BE, DO or HAVE? Write them down on a piece of paper.

Stage 2

What makes these things that you want to BE, DO, HAVE important to you? Write at least one sentence for each item on your list. If you can't do this with any of them, cross them off your list.

Stage 3

What are the most important areas of your life? Chose from the list below:

- ◆ Family
- ◆ Friends
- ◆ Career/Work
- ◆ Finances
- ◆ Health & Vitality
- ◆ Emotional well-being
- ◆ Social life
- ◆ Fun & recreation
- ◆ Physical environment (where and how you are living and your surroundings)
- ◆ Spiritual life

Add or change the areas of life that are important to you. What does success mean to you in each of the life areas you have identified?

Stage 4

Take each of your Be, Do and Have goals in turn and answer the question:

Will having, being or doing this thing improve the areas of your life that are important to you? If you get this thing, if you become this person, will you be happier? Will it bring you peace? Give one mark for each **Yes** answer.

Stage 5

Put your Be, Do and Have goals in order. What are your top 10 priority goals. These are the ones that you are going to work on first.

Define your goals into 4 main groups:

- ◆ Ongoing goals needing daily input

- ◆ Short-term goals to achieve within a week to a month
- ◆ Medium-term goals that may take between a month and a year
- ◆ Long-term goals that may take longer than a year.

Stage 6

For each goal answer the question: What do you need to do to achieve this goal?

Stage 7

For each of the goals answer the following questions

- ◆ Who can support you in achieving this goal?
- ◆ What skills might you need to develop to achieve this goal?
- ◆ What actions do you need to take to achieve this goal?
- ◆ What do you need to learn?
- ◆ What you need to understand?

Stage 8

Place your goals with their action points, within a time-frame. Put a start and finish date on them. Remember, a goal is a dream with a date.