



Life Coaching Intake Exercise Instructions

Unleash your full potential!

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Life Coaching

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Introduction

To start your personalised coaching programme we need to establish where you are now in your life. To this end, you need to complete a series of simple exercises which will not only help you clarify your thoughts, values and goals, but will also provide us with the information we need to coach you effectively.

1. The Intake Exercises

These are very powerful exercises and may well reveal some surprising information to you about yourself. Once you start working on them, and as you go about your daily life, you may well discover that you start to get new ideas and insights which you will want to incorporate into your answers. It is a good idea to start consciously noticing any thoughts, emotions and gut feelings that bubble up in to your consciousness. You can think of this as you becoming more aware of your intuition or of your sub-conscious trying to send you messages.

Read through the Instructions in this document, carry out any preliminary work in the spaces provided here and then copy out your answers onto the Exercise Sheets. Please complete the exercises as honestly as you can in the full knowledge that everything you communicate with us will be kept STRICTLY PRIVATE AND CONFIDENTIAL. If you have any queries about any aspect of this questionnaire, please do not hesitate to contact me.

Once you have completed all the Exercises, please photocopy the Exercise Sheets and send them to me in good time ready for your Intake Session.

2. The Intake Session

The Intake Session will be held face-to-face (or if necessary can be held over the telephone) and takes about 90 minutes.

At the Intake Session:

- (i) I will explain what coaching involves and what you can expect from it,
- (ii) We will go through your Intake Exercise answers and see what they reveal about you, and
- (iii) We will discuss the possibilities of us working together to help you achieve your goals.

Attending the Intake Session does NOT place you under any obligation to register for a period of coaching if you don't want to and, at the very least, you will have explored what life coaching is all about and may have discovered some interesting things about yourself.

So for the moment, welcome to Ethos Life Coaching and I look forward to us working together.



George Pirintzi
Life & Business Coach

Intake Exercise Instructions

Please read these Intake Exercise Instructions in combination with the Intake Exercise Sheets.
Follow the instructions here and enter your completed answers into the Intake Exercise Sheet document.

1. Background Information

Enter your personal information and information about any people or matters that are likely to come up in your coaching.

2. The Wheel of Life

The first step in your coaching involves taking stock of how your life is now.

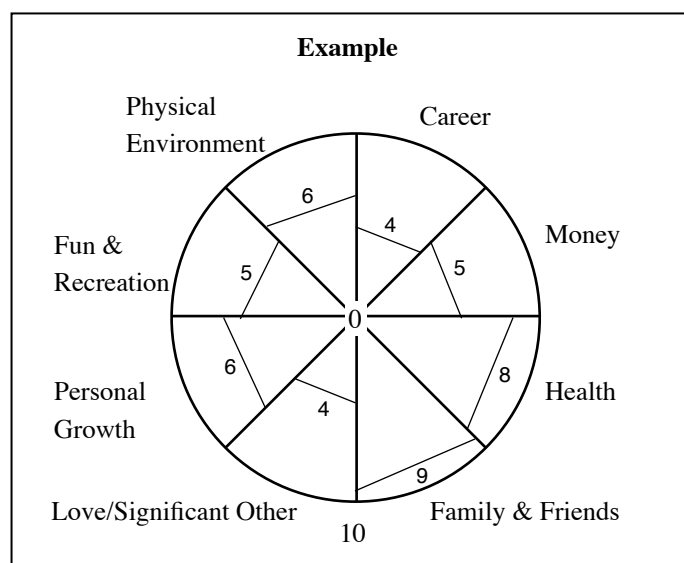
To do this we need to take an 'life inventory', - basically a snapshot of how satisfied **you** are with the various aspects of your life **right now**. This needs to be **your own personal assessment** of your satisfaction, not what someone else (maybe your parents, partner or friends) think and also not what you would prefer it to be. Although life is dynamic and ever-changing, it needs to be a genuine assessment of where you are at now.

The Wheel of Life Exercise is a very useful way of getting a holistic view of what is going on for you now and will allow you to monitor your progress over time.

In the Wheel of Life, the 8 sections represent Balance. Taking the centre of the wheel as 0 and the outer edge as 10, rank your level of satisfaction with each area of your life by drawing a straight line across the appropriate level to create a new outer edge and alongside write your ranking number. (See example below)

If you prefer to substitute other life areas for any of those given, feel free to do so.

The new perimeter of the circle represents your current Wheel of Life. If it was an actual wheel, how bumpy would your ride be?



3. My Personality

- (i) List below all the personal qualities you think you have.
Think about what are you especially good at? What do you do well? Think of every context in your life in turn and start writing a list for at least 10 minutes.
e.g. Are you decisive, organised, a good listener, optimistic, diplomatic, stable, proactive, generous, versatile, practical etc

- (ii) After 10 minutes look at the list on the next page and notice any other qualities that you may have over-looked. Tick another 10 to 15 qualities that best describe you and add them to the list on this page.
- (iii) Identify your 10 Top Personal Qualities from those you wrote above and write them, in order of priority, in the first table in the Exercise Sheet document.
- (iv) Now reviewing your 10 top distinctive qualities, if you were going to describe yourself to somebody in just 3 qualities, which ones would they be? Which 3 contain the **genuine essence** of your personality? Enter these, again in order of priority, in The Winning Formula table.
- (v) Returning to the list of personal qualities on the next page, circle 5 more qualities that you don't currently adequately have but that you would like to develop. Enter these, again in order of priority/desirability, in the 5 Top Aspirational Qualities table.

Able to chose	Empowering	Organised
Able to lead	Energetic	Patient
Accountable	Engaging	Peaceful
Adaptable	Enthusiastic	People-Person
Alert	Entrepreneurial	Persistent
Ambitious	Ethical	Persuasive
Analytical	Excited	Planner
Anticipates others need	Expressive	Playful
Appropriate	Extrovert	Poised
Articulate	Fair	Polite
Assertive	Faithful	Politically aware
Astute	Financially independent	Practical
Attentive	Firm	Pragmatic
Authentic	Flexible	Proactive
Aware	Friendly	Problem solver
Balanced	Fun-loving	Productive
Big-picture oriented	Generous	Professional
Calm	Genuine	Punctual
Candid	Goal-oriented	Reliable
Centred	Grateful	Resourceful
Challenging	Happy	Responsible
Charismatic	Health-conscious	Self-aware
Clever	Healthy	Self-reliant
Committed	Helpful	Self-starter
Communicator	Honest	Sensible
Compassionate	Honourable	Sensitive
Confident	Humorous	Sensual
Considerate	Independent	Sincere
Consistent	Innovative	Sociable
Conscientious	Inquiring	Skillful
Constructive	Inspiring to others	Spiritual
Courageous	Intelligent	Spontaneous
Creative	Intentional	Sporting
Curious	Intimate	Straightforward
Decisive	Intuitive	Straight-talking
Detail-oriented	Joyful	Supportive
Determined	Knowledgeable	Tactful
Diplomatic	Loyal	Talented
Disciplined	Managerial	Tidy
Dynamic	Methodical	Truthful
Easy-going	Meticulous	Trustworthy
Effective	Network builder	Understanding
Empowering	Non-judgmental	Versatile
Efficient	Nurturing	Visionary
Emotionally stable	Open-minded	Wise
Empathetic	Optimistic	

4. My Values

Your values are the principles and concepts which are important to you - they are the fundamental principles that you want to live your life by. They help you distinguish the things you give priority to and enable you to choose what to commit to in your life. In essence they steer your motivation in a forward direction. Whereas your Emotional Needs above are about you, your values fit into a wider environment such as your family, your society and the world in general.

Some examples of values might be honesty, security, love, respect, looking after my family, money, self-expression, peace, democracy, creativity, human rights, faith, inspiring others, making a difference, working hard, art, music, education, being adventurous, helping the under-privileged, having no regrets, freedom, fun, looking after my health etc.

If you commit resources such as time, energy and money to something which violates or neglects one of your core values, you will begin to feel resentful, frustrated, out of balance and that something is wrong and missing from your life.

- (i) In the box on the next page, list your most important values.
- (ii) To further help clarify your values,:
 - (a) Ask yourself: What inspires me? What is important to me? What do I care about?
 - (b) Think of the peak experiences in your life, those times when you were most happy, fulfilled or exhilarated. What was it about those experiences that was so important? What values were you honouring?
 - (c) Think of the things that frustrate you, drive you nuts or make you angry. What will you not put up with? Which of your values are being violated by these events?
 - (d) Are there any invisible values, ones that are so deeply ingrained in you that you haven't even thought about putting them on this list?

- (iii) Select your ten most important values from the box above and list them, in order of priority, in the My 10 Top Values table in the Intake Exercises Sheets.
- (iv) In the second column give each value a mark from 1 to 10 depending on how well you are currently honouring it in your life.

(* Leave the My Possibility table empty until the Intake Session).

5. My Abilities

In the My Abilities box in the Exercise Sheets, list all the things that you are good at e.g. I am a good driver, cook, friend, parent etc. I am good at managing my finances, organising events, playing guitar etc.

6. My Primary Areas of Focus for Coaching

- (i) Reviewing all the previous exercises you have done, identify which are the main areas or problems you want to focus on during your coaching period and list them in order of priority in the first column of the table.
- (ii) In the second column enter how you ideally want these areas to be, and
- (iii) In the third column, describe what has so far stopped you achieving your goals.
e.g. lack of confidence, laziness, indecision, time, other people etc.

Once you have completed all the exercises, please photocopy the complete Intake Exercise Sheet document staple it together and send the copy to Ethos Life Coaching, in good time for your Intake Session.