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Publishers

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Worksheet 1

Checklist for Coaching

Initial session checklist

- Copies of worksheets including the Worksheet 10: General Scaling Tool to assess and measure progress.
- Permission has been granted for the young person to attend coaching from the parent or guardian (if needed).
- Quiet, semi-private space is available to conduct coaching sessions.
- Progress journal for young person to keep and record their thoughts and learning.
- Coach has copies of child protection and behaviour policies for school/setting.
- Aware of fire exits and procedures, and location of telephone, main office and first aid kit.

Final session checklist

- Post-coaching measurements have been completed using the General Scaling Tool to assess overall progress.
- Coaching Feedback Form (Worksheet 42) has been completed (if required).
- Additional support or worksheets identified for young people in need, including referrals for further support.
- Ending action plan is completed, highlighting the young person's progress and learning and creating future goals and actions post-coaching.

Worksheet 2

Coaching Appointment Reminder Cards

Coaching reminder card

Your next meetings are on:

..... at

..... at

..... at

Contact: _____

Coaching reminder card

Your next meetings are on:

..... at

..... at

..... at

Contact: _____

Coaching reminder card

Your next meetings are on:

..... at

..... at

..... at

Contact: _____

Coaching reminder card

Your next meetings are on:

..... at

..... at

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Contact: _____

Coaching reminder card

Your next meetings are on:

..... at

..... at

..... at

Contact: _____

Coaching reminder card

Your next meetings are on:

..... at

..... at

..... at

Contact: _____

Worksheet 3

Life Coaching Action Plan

Name of young person:	
School/setting:	
Name of coach:	
Start date of intervention:	

Date:		Session number	
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Focus of session:

Follow-up action/planned activities:

Worksheet 4

Weekly Progress Sheet

Name:		Date:		Session number:	
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This week in coaching we discussed:

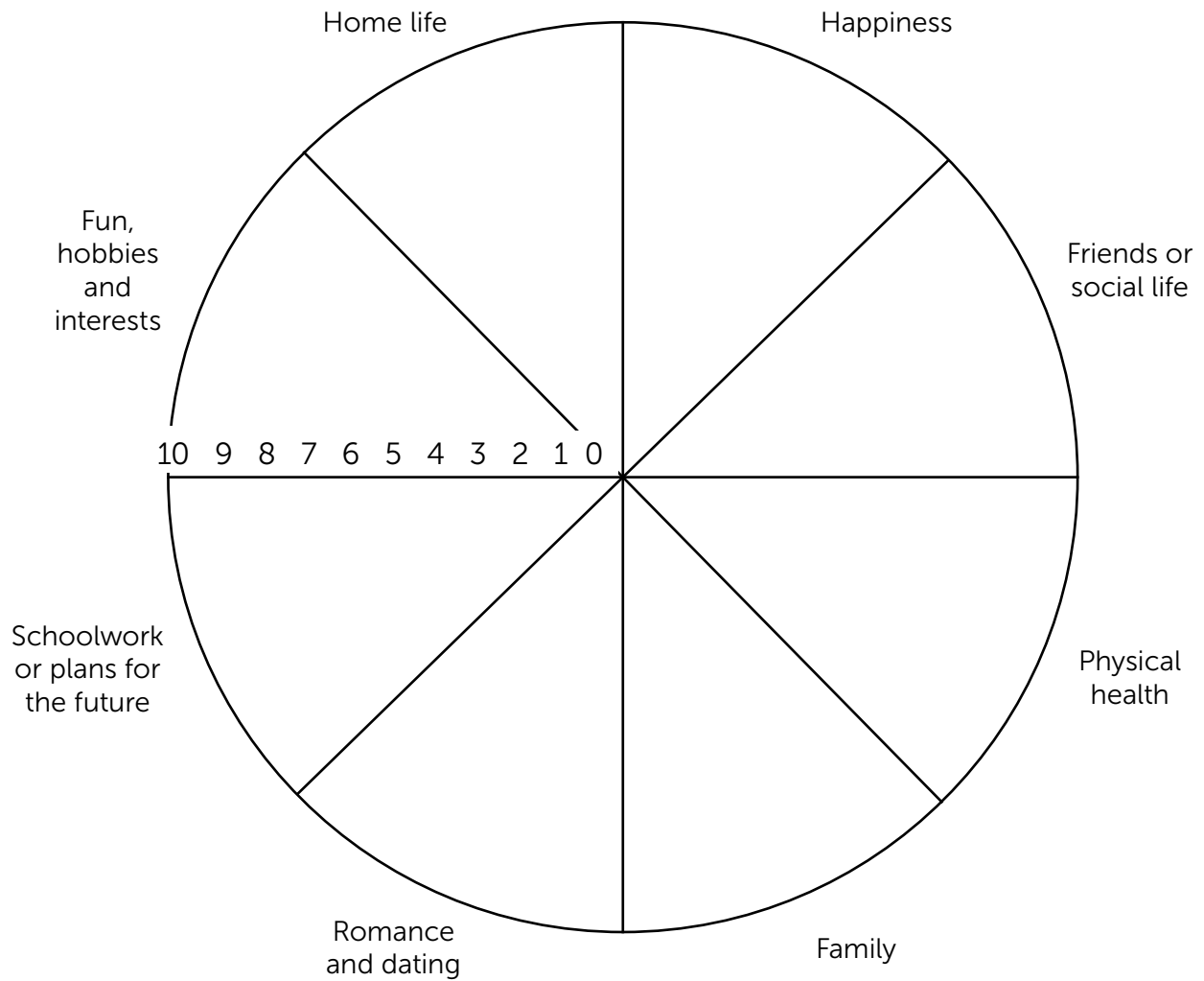
My goals and activities for next week are:

What has gone well this week:

Some of the challenges I've faced this week:

Worksheet 5

Wheel of Life



The parts of my life that need to improve are:

Worksheet 6

Connecting With Feelings

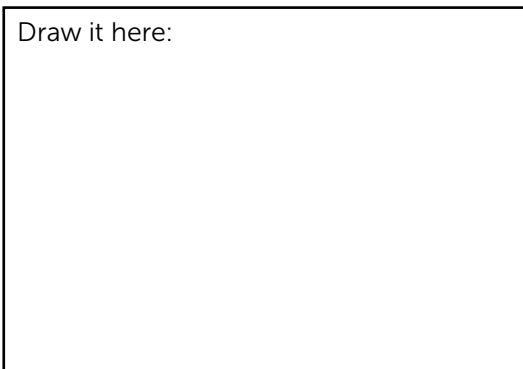
The best feelings I've ever had were...



A time when I felt my best was...

If happiness was a colour, it would be...

Draw it here:



And if I had to describe happiness as a shape, it would be...

If I had to pinpoint where in my body happiness lives, it would be in my:



If I had to use three words to describe happiness they would be:



Worksheet 7

My Priorities

Look at each box below and write or draw any words that come to mind to when you think of that part of your life.

For example, in the 'Friends' box you might write 'happy, play, fun, football' and so on. These might be positive or negative words. There are no right or wrong answers.

Friends	Family
Home	School
Hobbies and interests	Other

Looking at the boxes above, which parts of your life would you say are the most important to you?

Now, look at each box below and this time write how each part of your life makes you feel. It might be a good feeling, a bad feeling or a mixture. There are no right or wrong answers.

Some examples of positive feelings: happy, joyful, excited, calm, relaxed, cheerful, proud, important, safe, satisfied.

Some examples of negative feelings: sad, angry, upset, frustrated, confused, worried, anxious, embarrassed, scared, jealous.

Friends	Family
Home	School
Hobbies and interests	Other

Worksheet 9

Values List

Look at the list of words below and circle the ones that matter the most to you.

Feeling secure

Achieving something

Being in nature

Having freedom

Feeling peaceful

Feeling part of a
community

Growing as a person

Feeling competitive

Beauty

Making a difference

Being popular

Health/fitness

Being confident

Loyalty

Love

Trust

Honesty

Having fun

Money

Learning new things

Friendship

Communication with
others

Having adventures

Happiness

Being independent

Feeling fulfilled

Being alone

Feeling empowered

Being creative

Faith/belief in
something

Now, pick your top ten words from the list above and write them in the first column below. Then rank them in order, from 1–10, with '1' being the thing that is the most important to you out of that list, and '10' being the least.

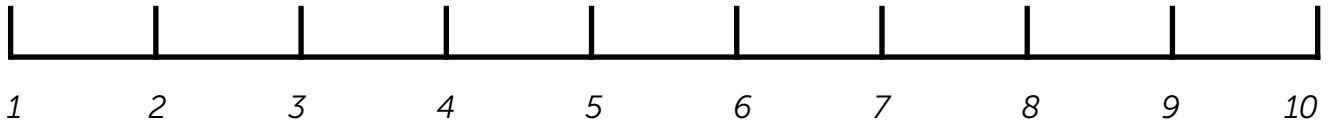
Finally, give a score from 1–10 in the third column to describe how satisfied you are that each thing that is important to you is being met in your life. For example, being independent is really important to you, but you don't feel you can make your own choices or follow your heart, so your level of satisfaction with independence is only 5 out of 10.

Top things I value	Rank (1–10)	Level of satisfaction

Worksheet 10

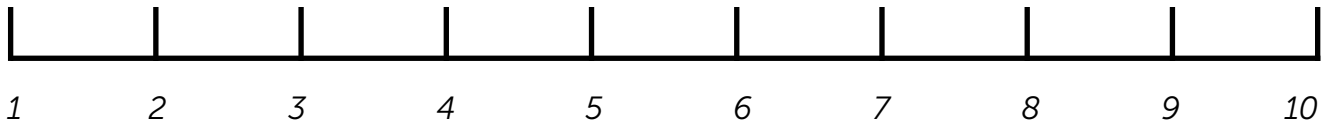
General Scaling Tool

1. Where am I now?



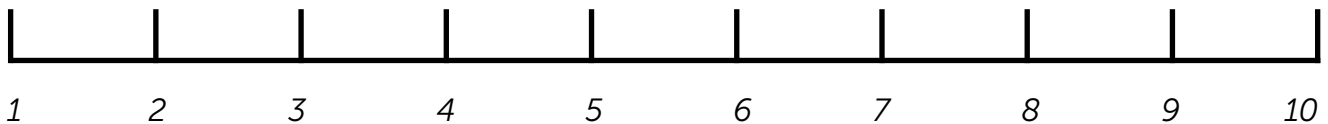
What does this look like? How do you know you're at that number?

2. Where do I want to be?



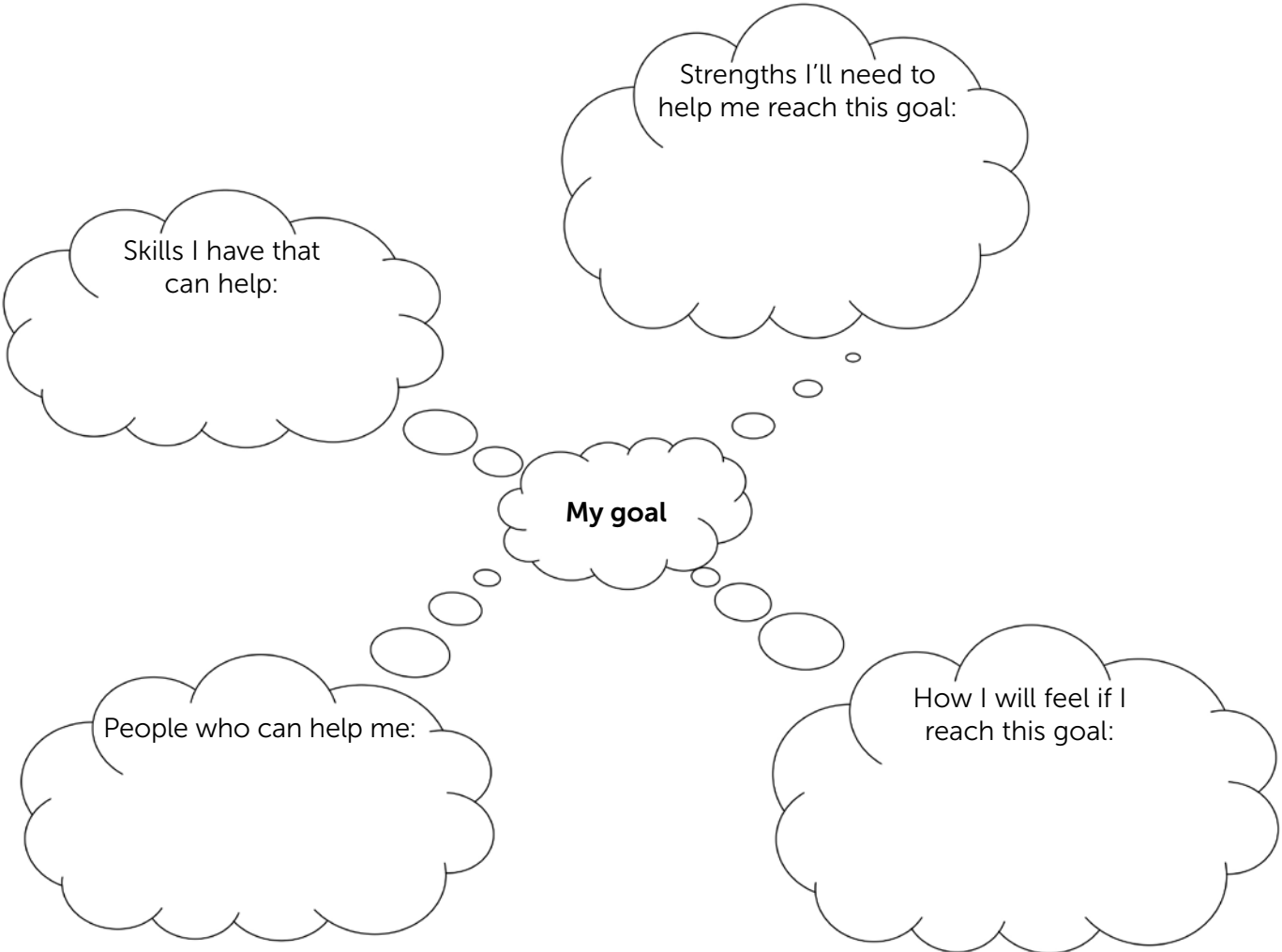
How would you know you were at that number?

3. How far have I come?



Worksheet 11

Goal Setting Brainstorming

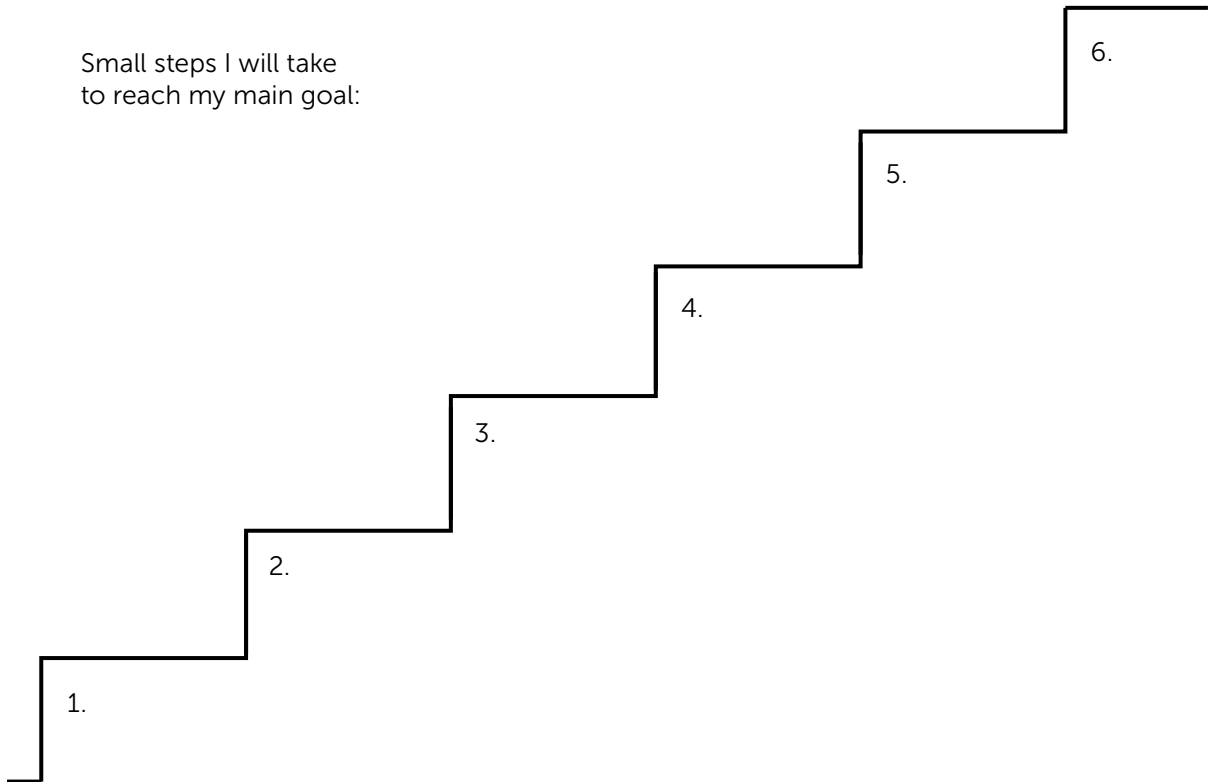


Worksheet 12

Goal Setting Action Plan

My goal is to...

Small steps I will take
to reach my main goal:



How will I know I've reached my goal?

Keeping track of progress

Date	Progress	How close am I to my goal? (%)
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----
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-----	-----	-----
-----	-----	-----

My reward for reaching my goal will be:

Worksheet 13

Gains and Losses Worksheet

If I choose to _____

For myself:

Gains	Losses

For others:

Gains	Losses

Worksheet 14

Thoughts and Feelings Graph

Feelings

10
9
8
7
6
5
4
3
2
1

7am 8 9 10 11 12pm 1 2 3 4 5 6 7 8 9 10 11 12am

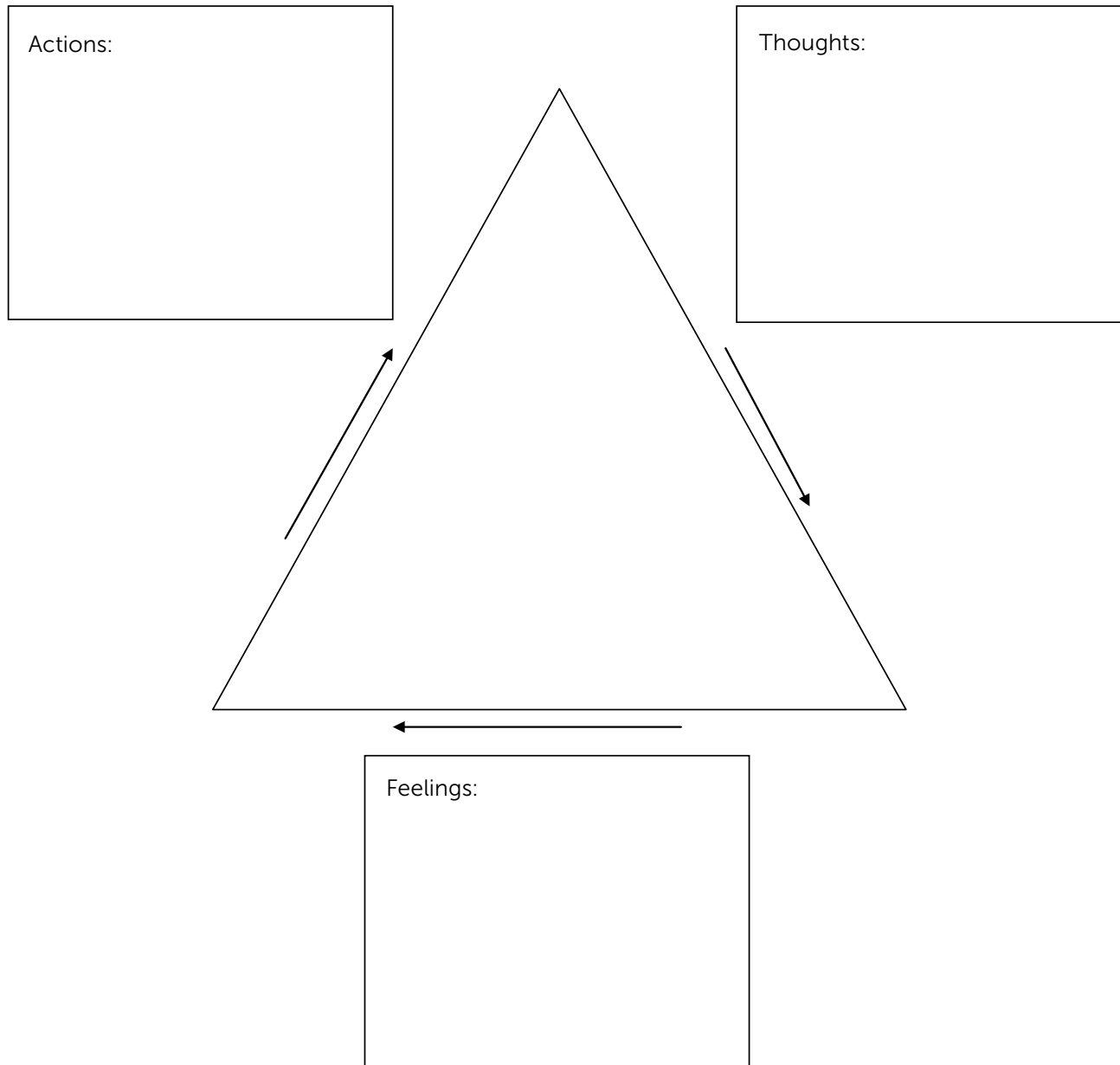
Time of Day

Worksheet 15

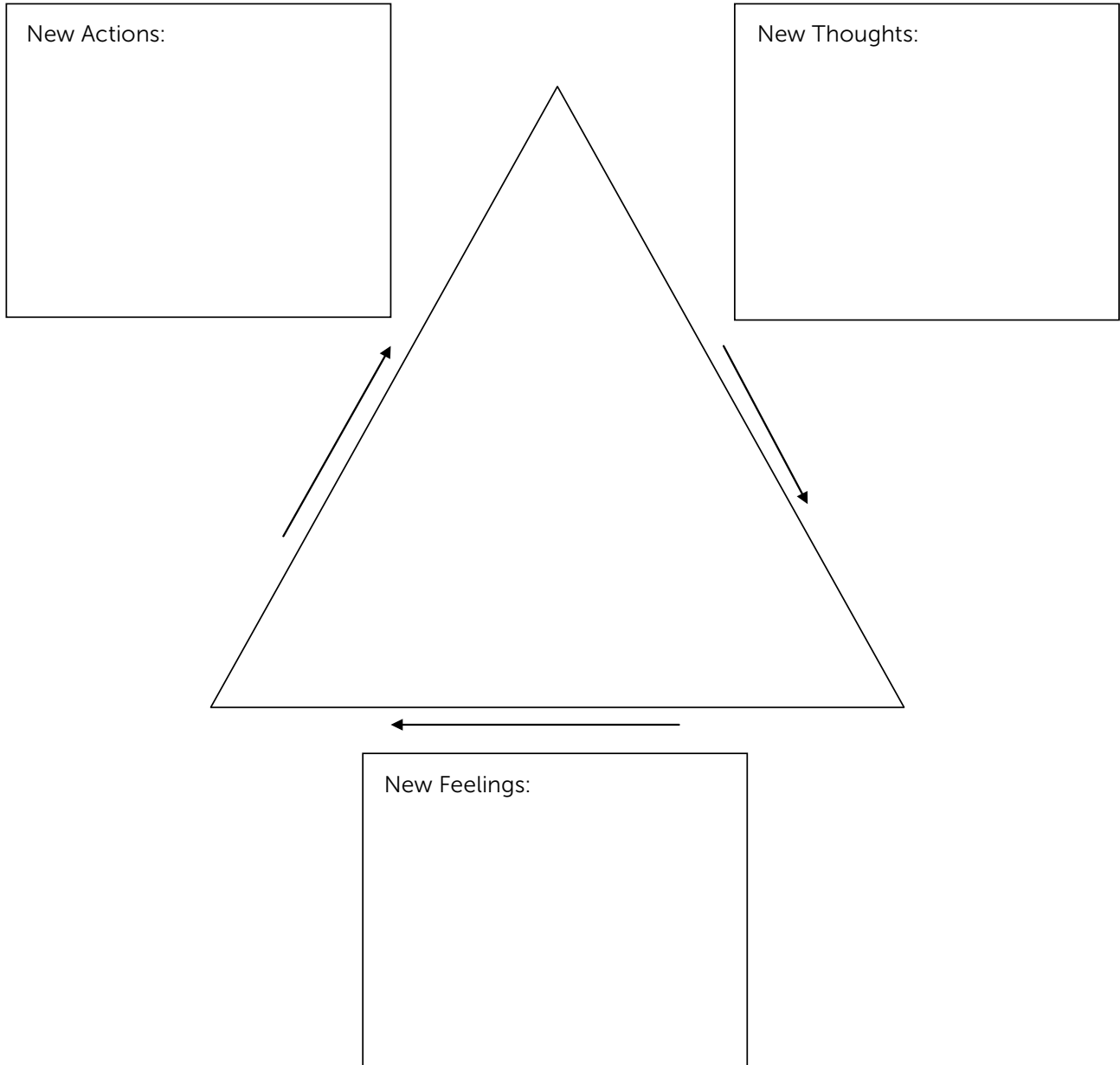
Thoughts, Feelings, Behaviours

Describe the situation you are struggling with. _____

In the boxes below, write what you were **thinking** at the time, how you were **feeling**, and what you **did** (your actions).



Now, consider how you could change that situation. What thoughts could you think instead, to create better feelings and different actions?



How will things be different if I change my thoughts about this situation?

Worksheet 16

Automatic Thoughts

Date	Situation	Feelings	Automatic thoughts	Possible alternatives	Results
	<i>What happened, or what were you thinking about?</i>	<i>How did you feel inside? How bad was the feeling? (1-10)</i>	<i>What thoughts popped into your mind? How much did you believe them? (1-10)</i>	<i>What could be alternative thoughts you could think? How much do you believe them? (1-10)</i>	<i>How do you feel now? What action will you take now?</i>

Worksheet 17

Belief Labels

I am a good person	I deserve good things in my life
I am beautiful, inside and out	I am pretty and attractive
People like me	I am accepted for who I am
I am wanted	I am intelligent
I am good at certain things	I have a great future ahead of me

The world is a safe place	Life is fun
I am creative	I am talented
I have something to contribute to the world	Life is an adventure
I am healthy and strong	Exciting things are in my future
I am confident	My thoughts and opinions are valued

I am not good enough	I need to change how I look
I am not pretty enough	I am dumb
There's nothing I'm good at	I am stuck where I am
The world is unsafe and dangerous	People are out to get you
I am weak	I am not confident

Nothing good will happen to me	I can't make positive changes in my life
Life is hard work	People don't like me
People wouldn't like me if they knew the real me	I need to keep people at arm's length
It's dangerous to let people get too close to you	I am different to others
People don't respect me	People will only like me if I give them what they want

Worksheet 18

Challenging Limiting Beliefs

Unhelpful belief	<i>For example, 'I believe I am ugly'</i>
Reasons why I don't want to believe this is true	<i>For example, 'I feel bad about myself when I think I'm ugly. It makes me upset, I don't like going out with my friends. I feel like everyone is better than me'</i>
Reasons why I might want to believe this is true	<i>For example, 'When I think I'm ugly it stops me from trying new things and meeting new people which scares me. My friends give me sympathy when I say stuff about my looks'</i>
A new, positive thought I could believe in	<i>For example, 'I am unique and special, just the way I am'</i>

Worksheet 19

Changing Beliefs

<p>Unhelpful belief</p>	<p><i>For example, 'I believe I am stupid'</i></p>
<p>Choose a number to describe how true this belief is for you</p> <p>Rate it from 1–100%, with 100% being completely true</p>	<p><i>I believe I'm stupid, 99%</i></p>
<p>Why might this belief not be true?</p> <p>What evidence can you find that makes you feel it might not be true?</p>	<p><i>I got an 'A' on my science test; I am good at reading</i></p>
<p>How much do you believe it to be true now?</p> <p>Rate it from 1–100%, with 100% being completely true</p>	<p><i>I now believe I'm stupid, 50%</i></p>
<p>What new, positive thoughts could you think to change that belief?</p>	<p><i>I am good at some things. I have talents. I need help with some things but not all</i></p>
<p>Choose a new, empowering belief</p>	<p><i>I have talents and strengths</i></p>

Worksheet 20

Mood and Thought Record

Date		
Feelings	How do you feel inside? Rate it from 1–10.	
Thoughts	What thoughts are you thinking? How helpful are they from 1–10?	
Triggers	Did anything happen to trigger these thoughts or feelings?	

Worksheet 22

Daily Habits

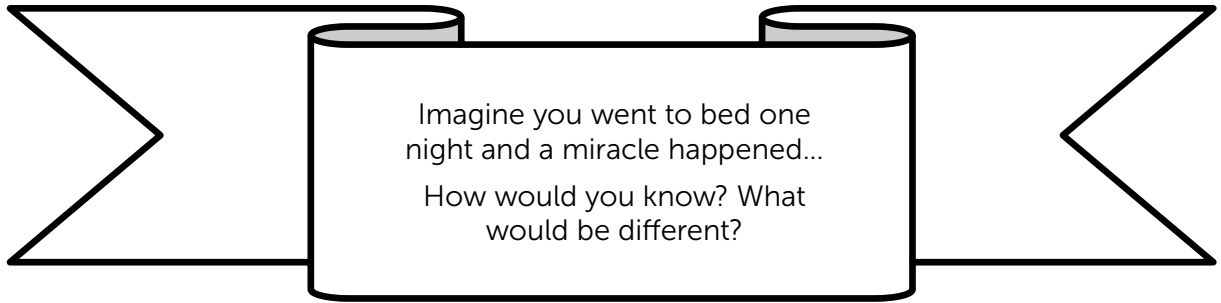
It is easy to get into habits of behaving a certain way on a day-to-day basis. Sometimes these habits are positive, like drinking lots of water each day or setting our alarm clock so we're not late. Sometimes these habits can be negative, often without us realizing, such as smoking, making fun of people, or thinking that we're not good enough.

Write down some of your positive and negative habits below. Remember that habits are not just obvious things we do, like skipping school. They can be thoughts, or subtle behaviours.

	Positive habits		Negative habits
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
10		10	

Worksheet 23

The Magic Question



Worksheet 24

Powerful Questions

If you could wave a magic wand, what would you change about your life?

If you could have a **super power**, what power would you have and **why**?

What is the **BEST** thing about being you?

What could be different in your life, right now, if you changed your thoughts?

What does the perfect life mean to you?

If you could do anything your heart desired, what would you do?

If you could be an animal, what animal would you be and why?

Worksheet 25

My Future Self

My awesome future self looks like...

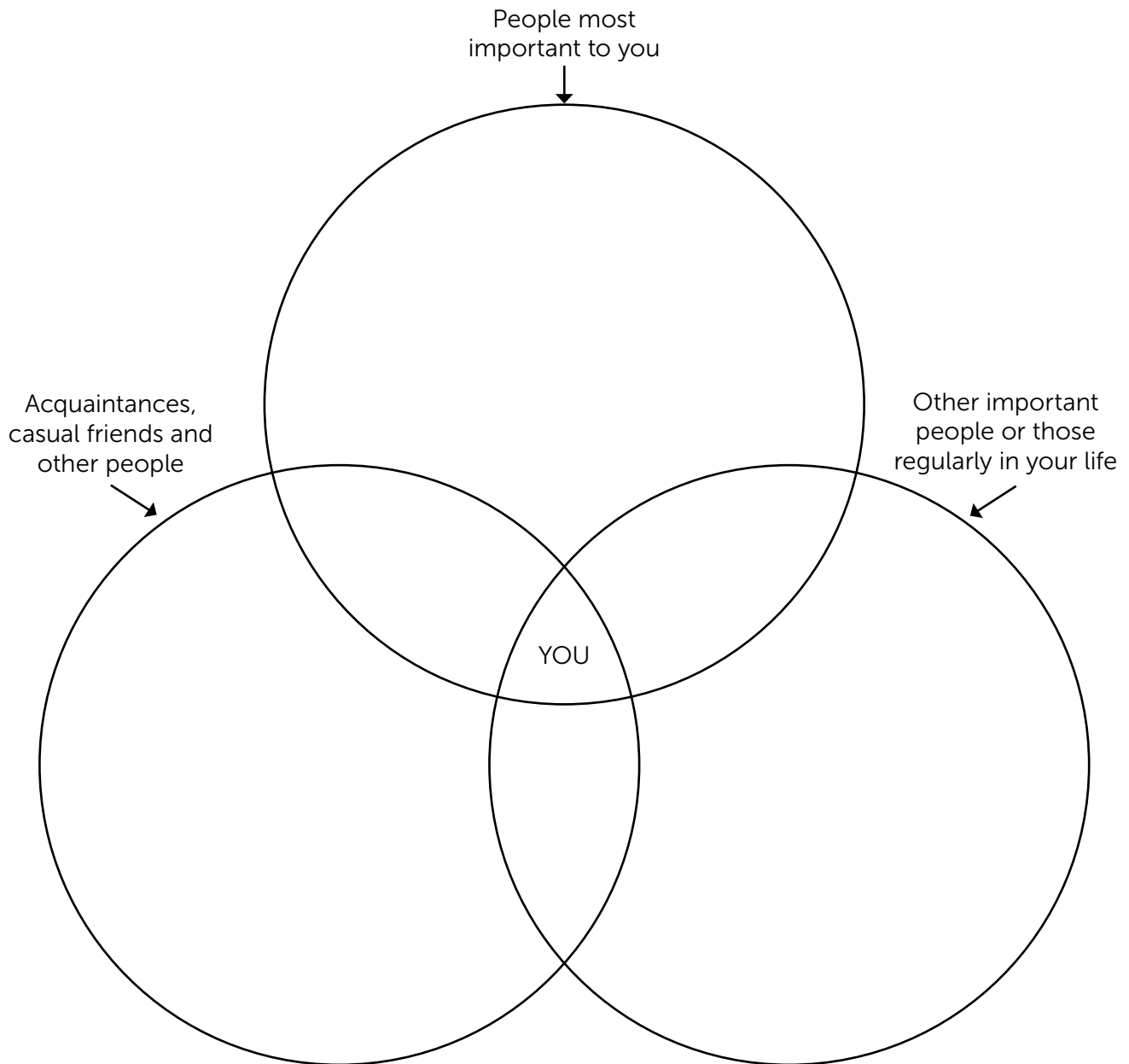
Sounds like...

Is doing...

The steps I need to take to get to my awesome future self are...

Worksheet 26

Circle of Influence



What would each group say about you?

What positive words might they use to describe you?

Worksheet 28

The Wise Friend

Sometimes we think or say things to ourselves that aren't very helpful. Sometimes we notice ourselves doing it, and other times we don't. Take a minute to stop and listen to the voice inside, and see if that voice is actually helpful or not. What is it saying? Is it making you feel better or worse? Is it a positive or negative voice?

You can easily turn your internal voice into that of a really helpful, supportive and loving friend who only wants what's best for you and who is always positive and optimistic – what could be better!

Think about what the wise friend would look and sound like.

Would they be gentle, supportive? What tone of voice would they use? List some aspects of your wise internal friend below.

Think about a negative event happening, for example, someone making a mean or nasty comment about you.

What would a wise friend say? How would they react?

Worksheet 29

Forgiveness Script

Read aloud the following visualization script using a calm, soft tone of voice. Be cautious when completing this exercise if you feel it might be traumatic for the young person to try a forgiveness process – he may not be ready or able to forgive someone for hurt or pain they've caused. You might instead want to give the young person a copy of this script so he can read and undertake the process himself, at his own rate.

Close your eyes and relax. Notice your breathing getting slower and slower, deeper and deeper. Feel your body start to uncurl and relax.

Imagine you are seated in a big, comfortable chair in your favourite room. You feel relaxed and at ease, curled up in a soft chair in this happy, safe place. In front of you is a big TV screen – it's so big it fills the whole wall, and you have the remote control for the TV in your hands. You know you are in complete control of what appears on this TV and can switch it off at any time.

In your mind, press a button on the remote control and bring the TV to life. In a moment you can invite anyone who has hurt, upset or wronged you to appear on the TV so they can apologize to you. Each person wants to ask for your forgiveness, and tell you how much they care about you. Some of these people might have a special message to help you.

When you are ready, press a button on the remote control and see the first person's face on the TV. Remember, you are in control of the TV and can pause or stop at any time. Take your time to see this person's face. Their eyes are full of love and care for you. They are asking for your forgiveness, and you can see how genuine they are. Take a moment to listen to what they say if you want to.

(Pause for a moment to let the child visualize this.)

If you feel ready and able, you can choose to forgive this person in your mind for whatever it is they've done to you, knowing that forgiveness doesn't mean forgetting or pretending everything is okay. By forgiving them you are letting go of the hurt and bad feelings you've kept inside. Take a moment to feel that forgiveness in your body if you are ready to do so, and feel that big weight lifting off your shoulders. Listen to hear if they have a message for you. Take a deep breath and let those hurt feelings slip away as you breathe out.

(Pause for a moment to let the child visualize this.)

When you are ready you can press fast forward and invite another person to show up on the TV. Take some time to see each person in your life who is asking for your forgiveness. Notice how much they care for you and love you and how good it feels to let go of your

anger and hurt. Listen to hear if they have some kind, encouraging words for you. Feel that upset and anger slip away each time you breathe out.

(Pause for a longer moment to let the child visualize this.)

Now when you're ready, you can invite anyone you have ever wronged or hurt to appear on the TV screen, so you can apologize and be forgiven. Take a moment to see those people appear. They are smiling and happy, full of love for you. They only want what's best for you and you can see any bad feeling that was there just floating away.

(Pause for a longer moment to let the child visualize this.)

Now, when you are ready, and if you choose to do so, you can press the special button on the remote control that will allow all those people who love and care about you to step out of the TV and into the room, so they can surround you with love and support.

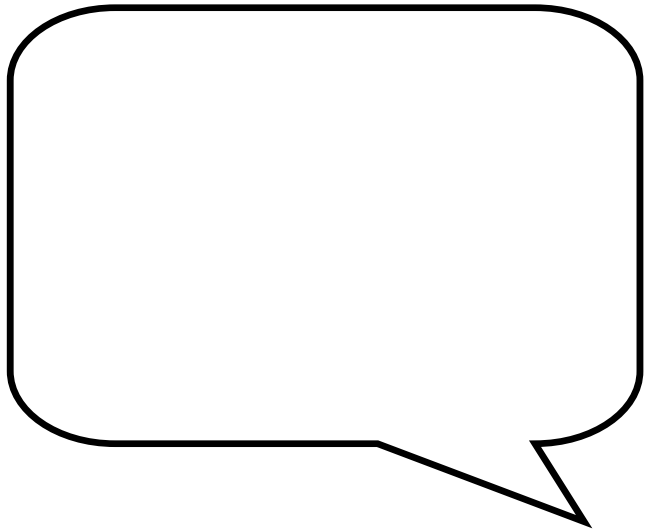
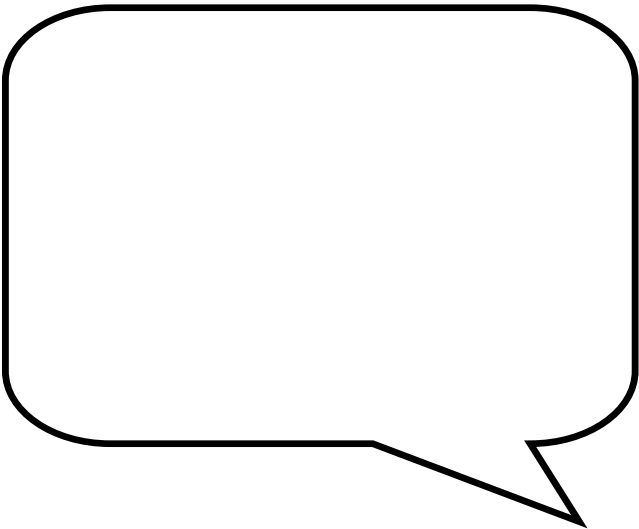
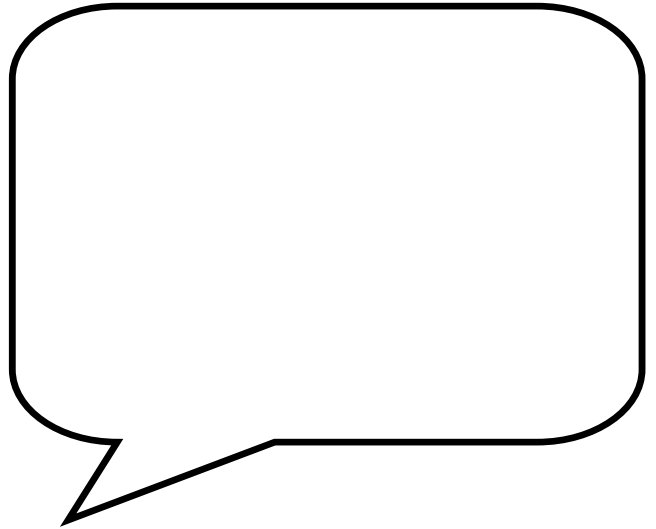
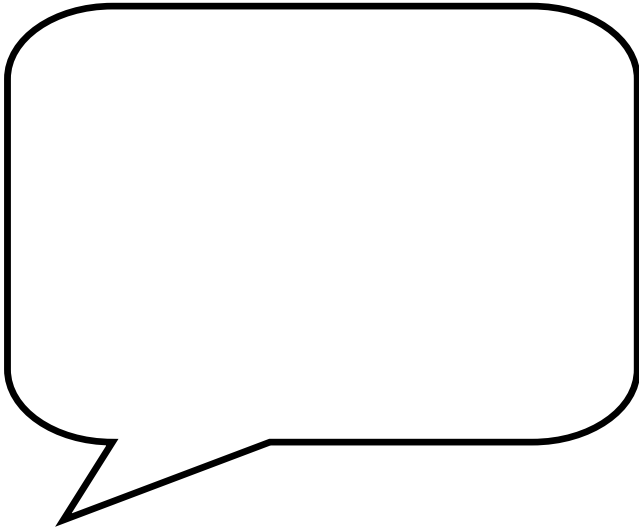
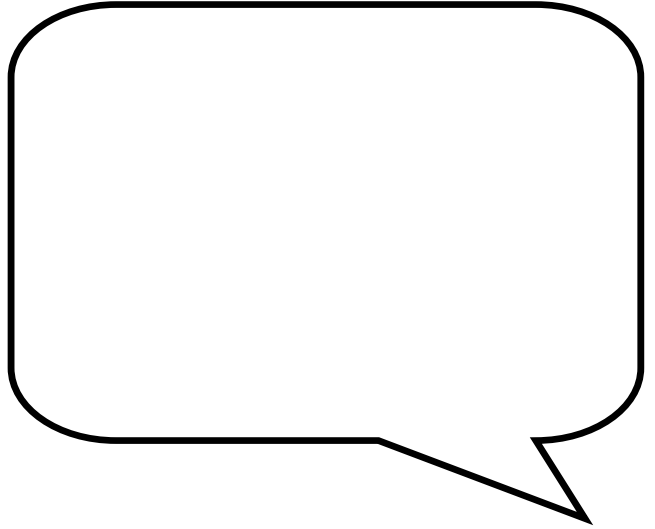
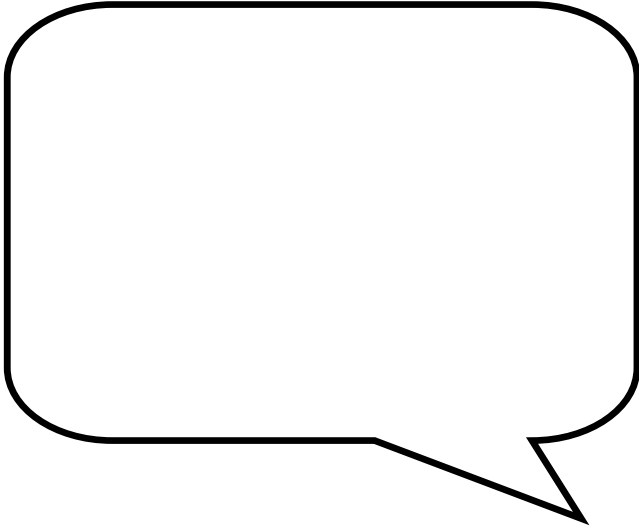
If you want to, and when you're ready, press that special button and see all those people who care about you appearing around you. Look how happy they are to be with you. They're cheering and clapping for you – they know what an amazing person you are. Some of them might be telling you how proud they are of you or giving you some special words of encouragement. Notice how good it feels to be you right now, with all that love and support surrounding you. Notice how light and joyful your body feels right now.

You know you can call upon these feelings at any time and remember how it feels to be here.

When you are ready, press the button on the remote control again and watch as the TV powers down. You know you can return to this special room at any time.

Coming back to the here-and-now with all those lovely, supportive feelings, slowly start to wriggle your body and stretch, opening your eyes, and bring yourself back in this room.

Worksheet 30
Self-Talk



Worksheet 31

Being Me

Sometimes we hide the real us behind a mask – we pretend to be something we're not, because we're afraid people won't like the real us. Think about how you might describe the three versions of you. An example is provided to help you start.

The fake me

Sometimes I pretend to be...

popular and cool, hanging out with the 'cool kids' and doing stuff like smoking to fit in

The negative me

Sometimes I'm afraid I am...

boring and geeky...too boring for people to want to be friends with me

The real me

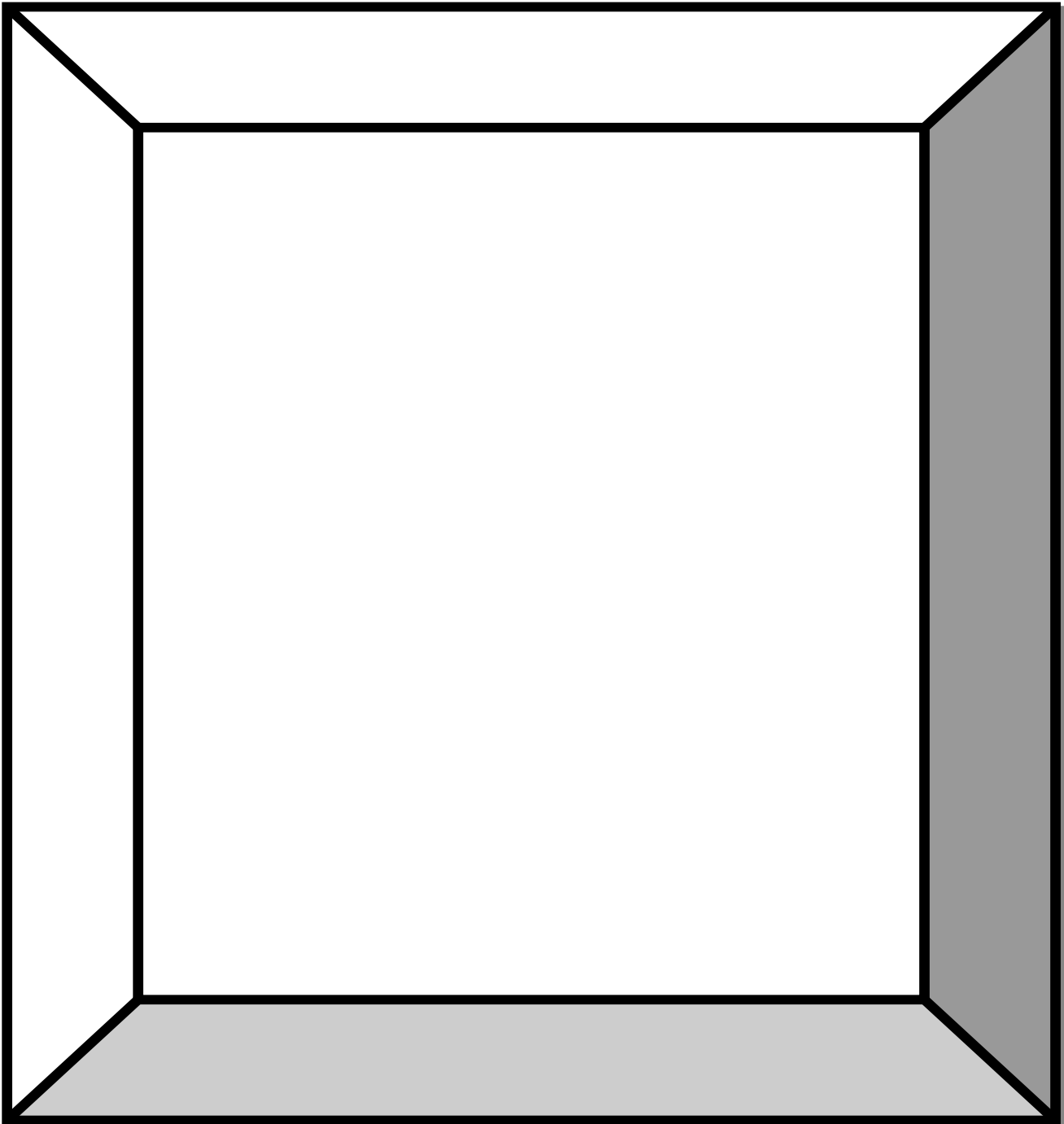
Who I really am is...

a caring, thoughtful person, a good friend, a fun person

Worksheet 32

Mirror, Mirror

Think about all the beautiful parts that make you. What do you see when you look in the mirror? What do other people see when they look at you? List or draw them in the mirror below.



Worksheet 33

Reframing Bullying

Sometimes when people say mean and nasty things to us we can start to believe them and think that what they say is true. Take some time to think about the unhelpful things people say to you, and write down the truth in the second column. Finally, write down some examples of evidence to prove that your positive thoughts are true.

**Some people
say to me...**

*For example, 'I'm stupid
and ugly'*

In reality I am...

*For example, 'A good
person to know, I am
smart and pretty'*

**I know this is
true because...**

*For example, 'I scored
A's on my test last week
and my best friend tells
me I'm pretty'*

Worksheet 34

Being Assertive

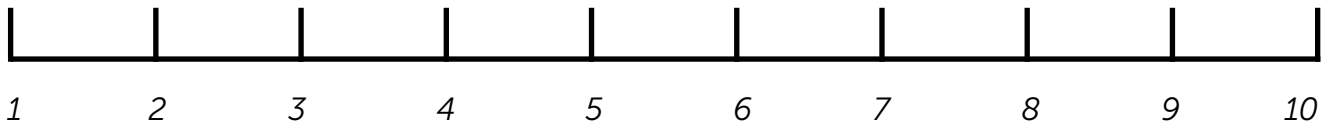
	A passive person	An aggressive person	An assertive person
Description of the person			
Language they may use			
Behaviours they may use			
How they present themselves			

<p>Not standing up for themselves – allowing others to choose for them and not expressing themselves clearly.</p>	<p>Quiet, doesn't speak up or goes along with the crowd. Sounds like 'I don't mind' or 'Whatever you think'.</p>	<p>No eye contact, looking down, shoulders hunched.</p>
<p>Using their power over others to get what they want, putting themselves first, controlling others.</p>	<p>Insults, commands, loud or threatening, speaking over people. Sounds like 'You listen to me'.</p>	<p>Staring, arms folded, standing in someone's personal space, intimidating stance.</p>
<p>Stands up for themselves without hurting others, acting with confidence and being clear and direct.</p>	<p>Speaks clearly and respectfully, confidently communicating their thoughts and feelings. Sounds like 'I feel hurt when you leave me out'.</p>	<p>Confident, shoulders held back, head up, direct eye contact, stands tall.</p>
<p>This person has no authority or doesn't care what happens. This person is weak.</p>	<p>This person is a scary person to know. I don't feel safe with them and can't trust them.</p>	<p>This person will be honest and accepting; they are a good communicator. I feel safe with them. They won't abuse my trust.</p>

Worksheet 35

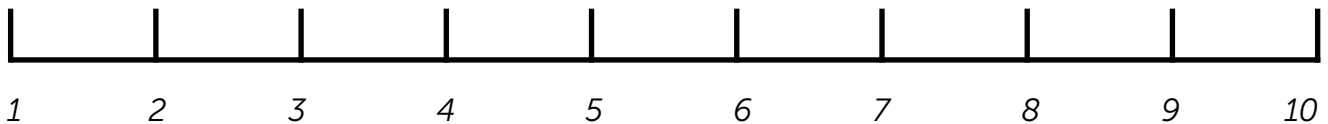
Confidence Scales

1. How confident am I?



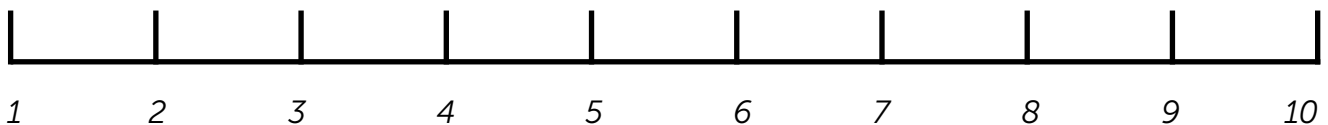
What does this look like? How do you know you're at that number?

2. How confident do I want to be?



How would you know you were at that number?

3. How far have I come?



Worksheet 36

Confident Me

A time I was feeling my most confident was:

When I am confident my body feels like:

When I am confident I think these thoughts:

When I am feeling confident I look like this:

When I am confident I say things like...

Worksheet 37

Things That Make Me Feel Good or Bad

Think about all the things in your life that leave you with a good or bad feeling. These might be people, situations, things you do, places, and so forth. There are no right or wrong answers.

Things That Make Me Feel Good:

Things That Make Me Feel Bad:

Worksheet 38

Positive Thoughts

Thinking positive thoughts helps to keep our minds healthy. Sometimes when we feel angry or upset with someone, our thoughts can become so negative they take over other parts of our life.

Name some people in your life and think of a positive thought you can send them, for example, your parents, friends, classmates, teachers, etc. You might like to think about what you could say to the person, or what the person might need to hear. Start with a positive thought that you might need yourself!

Name of person	Positive thought I can send to them
You!	

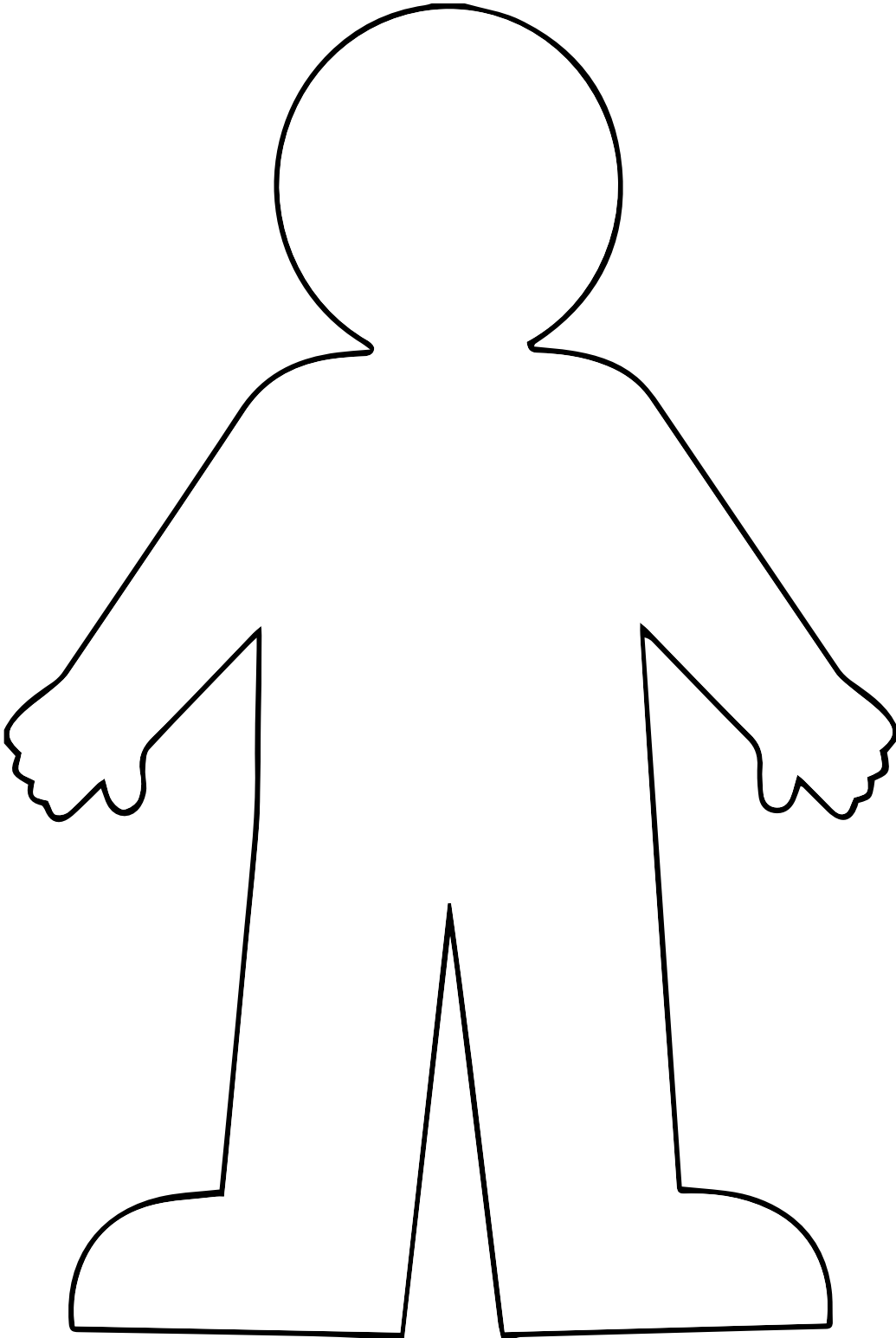
Worksheet 39

Affirmation Cards

I am a valuable person	I have something important to contribute to the world
I am good company for others	Life is fun and enjoyable
I can be whoever I want to be	I am warm and kind hearted
I am a good person to know	I treat people with warmth and respect
I am likeable and liked	I have many gifts and talents to share

I am special and unique	Other people want to be around me
Life is a game, and can be fun	I am in control of how I feel
I am trustworthy	I care about others
I can choose what to think about and focus on	I forgive myself for any mistakes I make
My focus is on the present moment	I believe in myself
I am relaxed and at ease	I am proud to be who I am

Worksheet 40
Address the Stress



Worksheet 41

Shrinking Worries

The things I worry about

How realistic they are (1-100%)

Four empty rounded rectangular boxes for writing are provided under each heading.

Worksheet 42

Coaching Feedback Form

Name: _____

School: _____

Date: _____

Think about your time in coaching and take a few minutes to answer the questions below. There are no right or wrong answers. The ratings are as follows:

1: Totally disagree 2: Disagree 3: Maybe 4: Agree 5: Totally agree

1. Coaching sessions have helped me:

1 2 3 4 5

2. I learned something about myself in coaching:

1 2 3 4 5

3. Coaching has helped me to set and reach goals:

1 2 3 4 5

4. I now have a clearer idea of how to help myself in the future:

1 2 3 4 5

5. I would recommend coaching to someone else:

1 2 3 4 5

6. Any additional comments?

Thank you for your time!