

# PLAY



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THE COACHING ACADEMY

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FOR LEADERS

# BOOK

2020

The Coaching Academy for Leaders

P

P L A Y B O O K

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*Coaching Program*

This playbook is a tool for you to print and use in your coaching binder. You may print off as many copies of each template (page) as you require, or you can type directly into this digital copy.

Need help? Reach out to us for more guidance.

[corryrobertson.com/contact](http://corryrobertson.com/contact)



# TABLE OF CONTENTS FOR YOUR TEMPLATES

## BENCHMARKS

### STEP 01

big picture tracking of your goals beginning the program,

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Print one description page, and as many goal worksheet pages as you need.

### STEP 02

## SMART GOALS

## SMART GOAL PLANNER

### STEP 03

Use this planner to drill down even further into your SMART goals.

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Use your portfolio to track your success story. Duplicate the series for as many goals as you have set.

### STEP 04

## COACHING PORTFOLIO

## BONUS PLANNER

### STEP 05

Daily, monthly and weekly planner to help you stay organized.

DEFINE YOUR AREAS OF FOCUS

# BENCHMARK

01

Describe your area of focus

What makes this important now?

What will be better when you're successful?

Possible obstacles

DEFINE YOUR AREAS OF FOCUS

# BENCHMARK

02

Describe your area of focus

What makes this important now?

What will be better when you're successful?

Possible obstacles

DEFINE YOUR AREAS OF FOCUS

# BENCHMARK

03

Describe your area of focus

What makes this important now?

What will be better when you're successful?

Possible obstacles

## COACHING HANDBOOK

# NOTES

DATE

TOPIC

NOTES

RECOMMENDATIONS

WHAT ARE SMART GOALS?

# SMART GOALS

S

Specific

*Specific means that your goal is detailed enough to explain how it is viable.*

M

Measureable

*Measurable means you can observe and track your progress towards the goal and describe and track your results.*

A

Achieveable

*Achievable means you can describe HOW you will achieve your goals.*

R

Realistic or Relevant

*Relevant means you can describe what makes your goal important NOW.*

T

Time-Framed

*Time-framed means that you can track the goal in a set time frame. The progress of the goal can be seen weekly, monthly or yearly.*



TRACK YOUR GOALS

# MY SMART GOALS

***SPECIFIC** - What exactly do I want to do?*

***NOTE:***

***MEASURABLE** - How will I track my progress?*

***NOTE:***

***ACHIEVEABLE** - How is this attainable?*

***NOTE:***

***RELEVANT** - Why am I doing this?*

***NOTE:***

***TIME-FRAMED** - When will I have this completed?*

***NOTE:***

# SMART GOAL PLANNER

# 01

Your Goal:

Target Date:

Today's Date:

IDEA

ACTION

CHALLENGE

DATE

RESOURCE

# 02

IDEA

ACTION

CHALLENGE

DATE

RESOURCE

# 03

IDEA

ACTION

CHALLENGE

DATE

RESOURCE

# COACHING PORTFOLIO

*Use this portfolio to share your success story at the end of the program. Recap your goals and report the results of your efforts. Remember to align your energy to the goal of the program.*

WHAT WAS YOUR SMART GOAL, DESCRIBE WHAT YOU ACHIEVED

DATE STARTED

DATE ACHIEVED

DESCRIBE THE OUTCOME

# PRESENTATION

# COACHING PORTFOLIO

DESCRIBE THE IMPACT YOUR EFFORTS HAVE HAD ON YOURSELF,  
YOUR TEAM, YOUR COMPANY AND FOR YOUR COMMUNITY

A large, empty white rectangular box with a thin grey border, intended for the user to describe the impact of their coaching efforts.

DESCRIBE THE LESSONS YOU HAVE LEARNED ALONG THE WAY

A large, empty white rectangular box with a thin grey border, intended for the user to describe the lessons learned during their coaching journey.

# PRESENTATION

# COACHING PORTFOLIO

WHAT DID YOU STOP DOING - WHAT DID YOU START DOING?



DESCRIBE THE LEADERSHIP BEHAVIOURS YOU IMPROVED UPON



# PRESENTATION

# COACHING PORTFOLIO

WHAT GOALS DID YOU ACHIEVE DURING THIS PROCESS?



GIVE EXAMPLES OF HOW YOU BENEFITTED FROM YOUR EFFORT



GIVE EXAMPLES OF HOW THOSE AROUND YOU BENEFITTED FROM YOUR EFFORT



# PRESENTATION

# COACHING PORTFOLIO

EXPLAIN WHAT YOU WOULD LIKE TO WORK ON NEXT



WHAT ARE THE WINNING CONDITIONS, INCLUDING HELP, SUPPORT, OR RESOURCES THAT YOU NEED TO SUCCEED AS YOU MOVE FORWARD?



# PRESENTATION

# MONTHLY

MONTH: \_\_\_\_\_

## HABITS

### GOALS

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### STOPS

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### STARTS

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### NOTES:

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# WEEKLY

LOG YOUR EFFORTS AND PRACTICE

**MON**

**TUE**

**WED**

**THU**

**FRI**

**SAT**

**SUN**

Date:



WHAT I DID WELL



WHAT I STRUGGLED  
WITH



QUESTIONS I HAVE



FRUSTRATIONS  
I HAVE



WINS!



OF COACHING  
CONVERSATIONS

Notes:

# DAILY

## PLANNER

M T W T F S S  
● ● ● ● ● ● ●

Date: \_\_\_\_\_

### TO DO LIST

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

### PRIORITIES

\_\_\_\_\_

### COACHING APPOINTMENTS


### NOTES

### IDEAS

“Coaching is partnering with another person in a thought-provoking and creative process that inspires them to maximize their personal and professional potential, which is particularly important in today’s uncertain and complex environment. Coaches honour the other person as the expert in their life and work and believe that they are creative, resourceful and whole. Standing on this foundation, the coach’s responsibility is to discover, clarify, and align with what the person wants to achieve, encourage self-discovery, elicit solutions and strategies generated by the other person (not the coach), and hold the person responsible and accountable.

This process helps people dramatically improve their outlook on work and life while drawing out their skills and unlocking their potential.”

- Corry Robertson

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