

Huddersfield life coach and consultant YVONNE CASTLE continues her series helping you to make those changes for the better in your life



■ LIFE COACH: Yvonne Castle has advice for you (Photographs by www.janetjonesphotography.co.uk)

Plan a positive career and manage changes

LAST week we looked at those things that may get in the way and also your beliefs about yourself and your values in life that you abide by.

Can you imagine how much these will differ from person to person. Not everyone gets on at work – you can see why. This week we look at how you can use coaching at your work. Many bosses have their own coach. Someone external to the organisation, someone without any pre-conceived ideas and knowledge about your issues at work. A coach helps people move forward on a work front as well as in their personal lives. Helps them work through their future strategy, their leadership style, particular areas of conflict – all with the intention of improving business and personal performance.

Today we're going to look at two things – your career and managing change.

Career Management

- Now you're familiar with the coaching process – let's look at your career. Do you remember when you first split up your piece of paper into six segments? Do the same again.
- Write the following in each of the segments – Achievement, Relationship Building, Communication, Decision making, Time and Self Management and Delegation and Team Development.
- Score your satisfaction with each of these six areas – on a scale of 1-10, 10 being where you're very satisfied and 1 where you're not satisfied at all.
- What are the positives and negatives of each of these areas right now?
- Is there anything that's happened in the past that you need to learn from and let go of?
- What worked in the past that you would like to remember?
- What would make the future better?

Change Management

■ Organisations go through more changes than hot dinners! There is something that is possibly bothering you at the moment in your work place. List these. This could be a particular new process that's being introduced, a restructure of the business, the fact that you're not getting on with someone, that performance figures are low maybe.

■ Concentrate on one priority area. ■ Take yourself through the coaching process:

■ What is your goal in this area (if you've got Week 2's column to hand, refer back to this). Set out your longer term and then your shorter term goal i.e. a goal you can work on in the next two weeks. Be specific as to what this goal is. What will it look/feel like when you've got there.

■ Look at what's real so far. What have you done already that's going to help you with your work goal? Remember to congratulate yourself.

■ What could you do about this – list all your options. Start with six and then find three more (if you've got Week 3's column to hand, refer back to this). Ask yourself if money, time, other people weren't the issue, then what could you do?

■ Write down your action plan. Be specific – what are you going to do, when are you going to do this by – date and time.

I hope this makes a difference and that if you've been with me from week 1, you'll have taken yourself through the coaching process many times now. Next week we could look at something specific, for example, retirement coaching, health coaching, financial management, parent/child coaching. Let me know what would be most useful to you.

■ Join us at our February local coaching events on Life Coaching and Coaching In Business. For more information visit www.ycchange.co.uk – or ring 0845 862 0525.

Next week: Yvonne on coaching from child care to retirement