



Transition Coaching Tools:

Techniques you can test
and add to your tool kit

WORKBOOK

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YOUR TOOLKIT

CHECKLIST

INSTRUCTIONS: Thank you for joining the first of three sessions where you will bring one of your goals to fruition. In today's workshop, you'll follow five steps that will help transform your idea into an actionable goal.

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- ☐ 1 DECIDE
 - ☐ 2 GOAL
 - ☐ 3 CHANGE
 - ☐ 4 MINDSET
 - ☐ 5 PROTOCOL
 - ☐ 6 ACTION
 - ☐ 7 NOTES
 - ☐ 8 QUESTIONS

DECIDE ON THE TRANSITION

INSTRUCTIONS: Use this space to write notes and brainstorm ideas about the transition you want to make. In one sentence, write decision about what you're going to change.

CREATE A GOAL

INSTRUCTIONS: Follow the GREAT! model to create a clear goal.

QUESTION #1: DEFINE YOUR **GOAL**. WHAT RESULT DO YOU SEEK?

QUESTION #2: WHAT'S YOUR **REASON**?

QUESTION #3: WHAT **ENERGY** WILL YOU BRING TO YOUR GOAL?

QUESTION #4: WHAT **ACTIONS** WILL YOU TAKE?

QUESTION #5: HOW MUCH **TIME** WILL IT TAKE? BY WHEN?

QUESTION #6: WHAT'S MISSING THAT YOU'D LIKE TO ADD?

BE SPECIFIC ABOUT CHANGE

INSTRUCTIONS: Using your GREAT! goal for reference, answer the following questions.

QUESTION #1: WHAT WILL YOU NEED TO STOP DOING?

QUESTION #2: WHAT WILL YOU NEED TO START DOING?

QUESTION #3: WHAT THOUGHTS DO YOU NEED TO LET GO OF?

QUESTION #4: WHAT NEW THOUGHTS DO YOU NEED TO BELIEVE?

QUESTION #5: HOW WILL THESE CHANGES HELP YOU GROW, PERSONALLY AND PROFESSIONALLY?

ADOPT A WINNING MINDSET

INSTRUCTIONS: Take an example of a past failure. Answer the following questions.

QUESTION #1: WHAT IS THE FAILURE?

QUESTION #2: WHAT DO YOU MAKE IT MEAN?

QUESTION #3: WHAT DID YOU LEARN?

QUESTION #4: HOW DID YOUR FAILURE WORK FOR YOU?

QUESTION #5: WHAT ELSE COULD YOU MAKE IT MEAN?

PLAN A FAIL PROOF PROTOCOL

INSTRUCTIONS: Create a protocol by answering the following questions.

QUESTION #1: REWRITE ONE ACTION STEP SO IT BECOMES SLIGHTLY OUT OF REACH.

QUESTION #2: IN WHAT WAYS MIGHT YOU FAIL?

QUESTION #3: WHAT OBSTACLES MIGHT GET IN THE WAY?

QUESTION #4: WHAT WILL YOU DO TO OVERCOME THOSE OBSTACLES?

QUESTION #5: WHAT WILL YOU DO WHEN YOUR PLAN FAILS?

QUESTION #6: WHAT WILL YOU CHOOSE TO BELIEVE ABOUT YOURSELF?

TAKE ACTION

INSTRUCTIONS: Identify one action for each of these strategies .

START BEFORE YOU'RE READY:

BE DO HAVE:

COMMIT TO SOMEONE ELSE:

COMMIT TO YOURSELF:

PAIR PLEASURE WITH PAIN:

PAIR WEAKNESS WITH STRENGTH:

LET IT BE EASY:

INVEST:



NOTES

A large, empty rectangular area with a light gray background, intended for taking notes.



THANK YOU

Thank you for joining me and taking part in this workshop. It has been a pleasure to connect with you, virtually.

I would love to hear from you with any questions about the session, reports on your takeaways or progress you make toward your goals.

Please email me at:

pprice@uplevellawyercoaching.com.

Wishing you every success,

A handwritten signature in black ink that reads "Paula Price". The signature is fluid and cursive.