



GLOSSARY OF COACHING TERMS

Clearing: Clearing benefits both of us- client and coach. If you are preoccupied with a situation or a mental state that interferes with your ability to be present or take action, I may assist you by being an active listener while you vent or complain. This will then allow both of us to temporarily clear the situation out of the way and focus on taking next steps.

Agenda: The agenda guides each of us in the direction that is most resonant and alive. It is free from circumstances, fear and the inner critic and calls each of us forth to our highest potential and authentic self.

Request: A request is designed to forward your action. It includes a specific action, conditions of satisfaction and a date or time by which it will be done. There are three possible answers to a challenge: Yes, No, A counter-offer. This empowers you to accept complete responsibility for actions to be taken.

Inquiry: An inquiry is a broad thought-provoking question to spend some time with between coaching sessions, often assigned at the end of a session. It is intended to deepen your learning and provoke further reflection. If you write in a journal you may want to spend some time writing about your inquiry during the week. You always have editorial privileges on inquiries – if the question I come up isn't quite right, we will reformulate it together. There is no right or wrong answer to an inquiry.

Designed Alliance: Each coaching relationship is custom designed to meet the needs of the client and the coach. The design of this alliance begins with our first discovery meeting. It is the relationship we consciously create together as coach and client. This alliance may shift over time and need to be visited frequently. Should you require a different alliance depending on your needs that day, all you have to do is ask.

Accountability: Accountability is a commitment that you say you are going to do. It stems from 3 questions: 1. What are you going to do? 2. By when will you do this? 3. How will I know? There is no blame or judgment for unfinished homework or inquiries- accountability stems from your vision and goals and what you truly want to accomplish. There is learning whether an intended action is taken or not.

Challenge: A challenge is an outrageous request (see left). At times I will challenge you to do something that stretches you beyond your self-imposed limits. This is different than a request in that the challenge is mostly given to for you to "think out of the box." A challenge includes a specific action, conditions for satisfaction and a date or time for completion. There are two possible answers to a challenge: No, A counter-offer.

Perspectives: As the coach, I will often ask you to take on a new perspective or another point of view about a situation. I may offer different perspectives for you to step into as this will allow you to expand the lens through which you view life. An expanded viewpoint will allow you to move from old ways of thinking, seeing possibility and change. This will allow you to take control of your circumstances with an outlook of resourcefulness rather than limitations.



Inner Critic: The inner critic is a concept that embodies a group of thought processes and feelings that maintains the status quo in our lives. Often operating as a structure that would seem to protect us, it in fact keeps us from moving forward and getting what we truly want in life. The inner critic is linked to limiting beliefs (see *limiting beliefs*).

Interrupt/Intrude: I may sometimes interrupt you if you seem to go into “story-land”. While I am here to create a secure place for openness and honesty, my role is to maintain the focus on your understanding of what’s important about the details of your life. When I intrude I will ask you “what’s the bottom line?” or “what’s important about that?” This will have you look at what’s important about the story, speak the bottom-line essence of it so that you can move out of a focus on circumstances and into learning. Intrusion is considered rude in some cultures but in coaching I will use it to be direct with you so you can honestly assess and immediately learn from situations.

Limiting Beliefs: Limiting beliefs are ideas that we have about ourselves and the world that prevent/limit us from moving forward with our dreams and goals. A limiting belief may show up in the form of an excuse. For example: “I don’t have enough money” or “I don’t have the time”.

Bottom-Lining: This is the essence of your communication - the importance of the story you are telling. It is the heart of what you are trying to say/communicate.