

Sample Life Coaching Goals and Activities

Goal: Improve sleep.

Activities:

- Go to bed at the same time nightly.
- Create bedtime routine ½ hour before bedtime (ex: warm shower or bath, brush teeth, read, listen to soft music).
- Exercise daily (though not within three hours of bedtime).
- Research non-addictive supplements that encourage sleep.
- If lactose tolerant, consider drinking one cup of milk before bedtime.
- Remove all activities from the bedroom, including video games, TV, using phone, games, budgets and hobbies.
- Try “white noise.” Use fan or white noise sound machine.
- Purchase candle or another means to create relaxing smell such as lavender or vanilla.
- Learn and use progressive relaxation techniques.
- Keep a tablet or planner next to bed to jot down actions to follow up on so that you can give yourself permission to stop thinking about it.
- Eliminate caffeine and nicotine use, especially after 3:00 pm.
- Eliminate or limit alcohol intake before bedtime.
- Don’t eat large or heavy meals just before bedtime.

Goal: Improve study habits.

Activities:

- Limit study time to maximum of two hours at a time.
- Spread classes and homework out throughout the week so that homework and classes are not all crammed into large marathon blocks of time.
- Identify or create and specify a study environment that is conducive to task. Example: campus or public library, desk and upright chair, not on bed or lounge chair, away from TV and distractions. Arrange tools needed such as place for books, paper, computer/printer, access to internet, pens/pencils.
- Consider playing soft classical music to stimulate the brain, yet not distract. MP3 headphones are available in the campus library for this purpose.
- Read with a goal in mind as opposed to reading for comprehension. Example: find and highlight the main point or sentence for each paragraph. Read the chapter summary first and then set goal of finding summary points while reading the chapter. Keep highlighter or pen in hand to improve focus. Write in page margins the main point of the page or how this page relates to class lecture.
- Make use of tutoring resources on or off campus.
- Study with a friend or classmate.

Goal: Limit or reduce use of alcohol or drugs.

Activities:

- Attend weekly AA meetings.
- Attend “Friends of Bill W” meetings on campus.
- Talk with a counselor on campus.
- Make an appointment with a therapist.
- Schedule displacement activities during time of substance use.
- Change network of friends, environments and/or activities that support substance abuse.

Goal: Improve time management.

Activities:

- Meet with counselor or life coach to learn how to create weekly schedule and how to effectively use planner.
- Use only one system, not multiple lists, calendars or planners. Include all personal, academic and work related activities on one planner.
- Include study time in weekly schedule.
- Enter all course syllabi information, such as test dates, paper due dates and quizzes into planner for the entire semester.
- Identify and adhere to a planning time each week for updating planner.
- Always have planner available to write information down as it occurs to you.
- Take a personal development class such as PDC 130 Study Skills and Time Management (1 unit) or PDSS 101 Study Strategies for Students with Disabilities (1 unit) or PDC 120 College and Career Success (3 units).

Goal: Improve parenting skills.

Activities:

- Meet with a counselor, life coach or therapist for tips.
- Create family rules and schedules and be consistent in expecting children to adhere to these rules.
- Create a list of household chores and identify who does what chores (include you). Be specific, i.e., what and at what time/day will it be accomplished. What are the consequences if it is not done?
- Create routines for bed, dinner, getting ready in the morning. Be specific.
- Stick with rules, schedules and consequences. Don’t punish. Punishment only leads to learning how to avoid punishment, not the intended behavior change.
- Talk with teachers to formulate a plan of action for your child if appropriate.
- Find daily periods to just be with your children and listen (not tell). Be available for them to talk even if occasionally they don’t. Be interested in what is important to them, even if it is not an interesting subject for you.
- Create an organized environment at home.

Goal: Improve health.

Activities:

- Take multi- vitamins every morning (more effective than taking in the evening).
- Have breakfast.
- Include Omega 3s, especially fish oil supplements, in daily intake.
- Cardiovascular exercise daily for at least 30 minutes. Examples: walking, running, treadmill, swimming, jump roping, bicycling, aerobic dance.
- Learn meditation or yoga and include in daily schedule.
- Consider seeking neurofeedback treatments.
- Limit use of TV and video games.
- Take a nutrition course such as HED 155 Realities of Nutrition (3units).
- Plan healthy meals ahead of time.
- Eliminate or reduce soda and sugar intake.
- For dinner eat meals light on starch and sugar.
- Eat smaller portions more often during day rather than one or two big meals.
- See a licensed health care professional.
- Take prescribed medication.
- Get a health appraisal.
- If appropriate, research time-tested supplements for conditions such as depression, anxiety, sleep and stress.

Goal: Improve academic performance.

Activities:

- Meet with a counselor at least once each semester.
- Always have an up-to-date academic plan.
- Take one or more personal development courses.
- Sit toward the front of class.
- Regularly meet with instructors during their office hours.
- Use tutoring services.
- Do homework and attend all classes.
- Consider advantages of taking summer and short term courses.
- Consider advantages of taking full-time load.
- Reduce work hours.
- Party less.
- If DSPS eligible, make use of accommodations.
- Make use of priority registration and choose instructors carefully using ratemyprofessors.com website and/or ask tutors and classmates.
- Before enrolling, go to bookstore and examine course textbook to assess if your academic skills match course rigor.
- Organize binders, folders and backpack and separate by course/subject.

- Request instructor progress reports mid-semester.
- Learn more about conditions that may affect you. Ex: write a research paper about AD/HD for a class assignment.

Goal: Improve social skills.

Activities:

- Meet with a counselor or therapist.
- Learn to say “no.”
- Set boundaries for yourself and others.
- Spend more time working on yourself than others.
- Take an effective communication workshop on campus or attend an effective communication class through adult schools or community education.
- Learn when to speak up and when to keep quiet.
- Practice or role-play with your life coach social and/or family scenarios that are challenging you.
- Practice good hygiene.
- Listen more.

Goal: Work on life balance.

Activities:

- Schedule personal time throughout the week.
- Align exercise and/or hobbies with significant others to create time for building and maintaining relationships.
- Set clear written goals for yourself and share with your life coach and significant others. Visualize how you want to be. Refuse to admonish yourself for not living up to your own expectations.
- Establish a daily quiet time for you. Perhaps this can be incorporated with exercise or yoga.
- Organize home. Establish places for keys, purse, wallet, coats, mail, etc. Use drawer organizers to hide and organize clutter.
- Work with your life coaching on following problem solving processes, i.e., clarify the problem, brainstorm possible solutions, choose the best solution(s), act, evaluate results.

Goal: Improve money management.

Activities:

- Monitor expenditures for one month to create baseline.
- Eliminate or reduce unnecessary expenditures such as Starbucks coffee and snack foods that add up.
- Create system using envelopes or manila folders to sort money into categories based on established expenditures. Example: depending on when you get paid, sort money

weekly, bi-weekly or monthly into folders...one for rent, one for utilities, one for transportation, etc.

- Include account or file for depositing 10% reserves for emergencies and unplanned for expenses.
- Take a money management class such as Bus 195 Personal Finance (3 units).
- Meet with financial aid advisor.
- Apply for financial aid.
- Apply for scholarships.