# Cognitive & Behavioural Coaching Tools – Combined Coach Guide & Client Tracker

This document contains structured, step-by-step guides for eight core Cognitive & Behavioural Coaching Tools. Each section includes fillable areas for coaches to track progress, client insights, and outcomes.

## Cognitive Restructuring

### Step 1: Identify Limiting Belief

Record the client’s current thought or belief causing difficulty.

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### Step 2: Evidence Gathering

List supporting and contradicting evidence for this belief.

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### Step 3: Challenge Belief

Identify cognitive distortions (e.g., all-or-nothing, catastrophizing).

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### Step 4: Create New Belief

Reframe into a balanced, empowering alternative belief.

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### Step 5: Test & Apply

Note how the new belief influences choices/behaviors in real contexts.

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### Progress Log

Track shifts in thinking and resilience over time.

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### Outcomes & Insights

Record observed changes in behavior and mindset.

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## Habit Loop Mapping

### Step 1: Define Habit

What behavior is being addressed?

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### Step 2: Identify Cue

What triggers this habit? When/where does it occur?

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### Step 3: Identify Routine

What is the specific behavior or sequence followed?

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### Step 4: Identify Reward

What payoff is gained from this habit?

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### Step 5: Replacement Strategy

What new routine can replace the old one with similar reward?

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### Progress Log

Track attempts and consistency of new routine.

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### Outcomes & Insights

Results of habit change.

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## Mindfulness & Grounding Exercises

### Step 1: Present Moment Awareness

Guide client to focus on breath, senses, or environment.

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### Step 2: Grounding Technique

Apply 5-4-3-2-1 sensory method or similar grounding exercise.

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### Step 3: Body Scan

Have client note physical sensations without judgment.

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### Step 4: Emotional Awareness

Identify emotions and label them neutrally.

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### Step 5: Daily Practice Plan

Define when and how client will use mindfulness.

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### Progress Log

Note changes in presence, calmness, or focus.

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### Outcomes & Insights

Impact on stress regulation and decision-making.

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## Thought Journals / CBT Thought Records

### Step 1: Capture Situation

Describe triggering event/time.

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### Step 2: Automatic Thought

What thought first came to mind?

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### Step 3: Emotion & Intensity

Label the emotion and rate intensity 0–10.

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### Step 4: Evidence & Alternative Thoughts

Challenge thought with balanced alternatives.

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### Step 5: Re-rate Emotion

Reassess intensity of emotion after reframing.

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### Progress Log

Review entries across days/weeks for patterns.

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### Outcomes & Insights

Key shifts in thinking and emotional response.

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## Strengths Identification Exercises

### Step 1: Assessment

Identify client strengths (e.g., VIA, Gallup).

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### Step 2: Reflection

How have these strengths shown up in past successes?

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### Step 3: Application

Plan how to use strengths in current challenges/goals.

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### Step 4: Stretch

Explore underutilized or overused strengths.

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### Step 5: Action Plan

Define specific tasks leveraging strengths.

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### Progress Log

Track applications of strengths over time.

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### Outcomes & Insights

Observed benefits of strength-based approach.

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## Values Clarification Exercises

### Step 1: Identify Core Values

List top 5–10 values (freedom, honesty, family, etc.).

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### Step 2: Prioritize

Rank values in order of importance.

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### Step 3: Conflict Check

Note any value conflicts or tensions.

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### Step 4: Alignment Assessment

How aligned are current behaviors with values?

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### Step 5: Action Plan

Define adjustments to live more in line with values.

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### Progress Log

Track alignment improvements.

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### Outcomes & Insights

Observed clarity, motivation, and satisfaction.

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## Wheel of Life

### Step 1: Define Categories

Choose life areas (career, health, relationships, etc.).

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### Step 2: Self-Rating

Rate satisfaction in each area 0–10.

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### Step 3: Visual Mapping

Draw wheel or chart of ratings.

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### Step 4: Reflection

Which areas need attention? Which are most satisfying?

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### Step 5: Goal Setting

Define specific improvement goals for low-rated areas.

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### Progress Log

Revisit wheel periodically to note changes.

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### Outcomes & Insights

Observed balance improvements.

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## Triggers & Tolerance Mapping

### Step 1: Identify Triggers

List common triggers of stress/emotion.

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### Step 2: Physical/Emotional Response

Note body sensations and emotions tied to triggers.

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### Step 3: Current Coping Strategy

What is the current way of handling trigger?

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### Step 4: Tolerance Mapping

Rate tolerance level and threshold for each trigger.

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### Step 5: New Regulation Strategies

Define healthier responses (breathing, pause, assertiveness).

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### Progress Log

Track use of new strategies and trigger frequency.

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### Outcomes & Insights

Improved resilience and emotional regulation.

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