



Goal: Assist clients in gaining immediate, behavioral-driven clarity and intentionality.

Recommended Session Time: 60 minutes.

Session Process

1. Call, Skype, or meet with your client.
2. Recap last session ("Last time we spoke about") and ask, "How have you been since our last session? How have you felt and what are you excited about in life right now?" Don't spend too much time here; keep chit-chat to a minimum and jump into the Topic Overview.
3. Guide client through High Performance Discussion below.
4. As a Coach, keep the mindset that this is a long term coaching relationship, not just 12 sessions. Use phrases like "in this initial round of coaching", "coaching journey" and talk about long term, having patience and how personal growth is an ongoing process.
5. Recap what you heard and explain High Performance Homework.
6. Preview and schedule next session.

Session Topic Overview

1. Our goal this session is to understand where you have strengths and gaps in the amount of clarity you have in your life right now.
2. The world's highest performers have remarkable clarity about who they are, how they treat others, and what life principles and practices keep them progressing and performing at their best. Today, we're going to work through those areas together.
3. Clarity, it turns out, is one of the most important topics in High Performance. [Discuss why the topic is meaningful to you.]
4. I'd love to hear how you feel about this topic and how it's affecting your performance, so let me ask you a few questions.

High Performance Discussion

Focus:

1. What do you feel most certain and clear about in your life right now? What areas are you feeling uncertain or directionless?
2. What do you value the most in your life right now?
3. Do you feel clear about who you are and what's important? Do you feel you're living in alignment and congruent with the best of who you are?
4. If you had to explain what makes you most successful to someone you were mentoring, what would you say?
5. I'd like to spend the rest of our time talking through a framework called The Clarity Chart. [Now teach the concepts on the attached High Performance Worksheet called "The Clarity Chart." Your client will not have the Clarity Chart in front of them, so it's your job to just teach them the concepts and then ask them questions so that you can fill it out for them. After the session, you will email them a summary of their responses and send them a blank copy of the Clarity Chart for them to fill out on their own. This helps them reflect and brainstorm on their own.]

Recap and High Performance Homework

1. [After you have finished discussing The Clarity Chart, begin wrapping up the session.] Ok, today was great. The 3 words you used to describe your best self, your best interactions with others, and what makes you successful were...
2. Quick questions: What did you love about this session today? What insight did you grab onto? Do you feel that if you were even more consistent in applying that insight to your life that your life would improve? Awesome, good for you.
3. I've written your three words down and I'm going to email them to you. I'm also going to attach a copy of The Clarity Chart that you can fill out and keep next to your computer or somewhere you can see it every day. I'd like you to fill it out and look at it at breakfast, lunch, and dinner every day until our next session. It will keep you very intentional, and you'll find that if you strive to live each word fully every day until our next session that you'll be very clear and revitalized.

Preview and Schedule Next Session

- Our next session is going to focus on ENERGY. It's about how you can feel more vibrant and energized throughout your day so that you have more joy and stamina in achieving your goals. You're going to love it because who doesn't want more energy to crush it every day?
- In the meantime, please complete and review your worksheet every day between now and our next session.
- Let's schedule our call next week/month.
- End on a high note with an enthusiastic tone.

"Your coaching client is not sleepwalking. They are very aware of their issues and they want to change and improve."

— Brendon Burchard, Founder of High Performance Academy and New York Times bestselling author of THE CHARGE



THE CLARITY CHART

What we focus on and practice is what we become. After you've completed this worksheet, keep it next to your computer or workspace to continually remind yourself of these things **every day** of your life. Consider putting your 3 words in each category below as an alarm to appear on your phone multiple times a day, or set up some other system or habit where you continually refer to this sheet and remind yourself about who to be, how to interact with others, and what will make you successful in life. A life of intentionality is a life well lived.

SELF	INTERACTIONS	SUCCESS MARKERS
3 words that will now define the best of who I am and that will be used to guide my personal life, including my thoughts and actions, include...	3 words that will now define and guide how I will engage and treat others whom I meet in life, including my loved ones and strangers, include...	3 words that will now remind me of what it is that made me the most successful and will make me successful even more include...
The reason I chose this word and that it is important to me is...	The reason I chose this word and that it is important to me is...	The reason I chose this word and that it is important to me is...
The reason I chose this word and that it is important to me is...	The reason I chose this word and that it is important to me is...	The reason I chose this word and that it is important to me is...
The reason I chose this word and that it is important to me is...	The reason I chose this word and that it is important to me is...	The reason I chose this word and that it is important to me is...

SOMETHING WORTH FIGHTING FOR

My big WHY in life right now, something that is driving me that is worth my struggle and journey, something that is bigger than just me, something that I am willing to fight for (or love for) is... and the reason it's important to me is...

Source: This tool is based on proprietary concepts from High Performance Institute's Certified High Performance Coach Program™. Do not duplicate or distribute without permission.



SHAWN M. CARLIN

SESSION #2 CLARITY QUICK-WINS

Sample Email Follow-up to Client

Below is a sample email you could send to your client after your coaching session. Feel free to edit as desired.

Dear [Client Name],

It was a pleasure speaking with you today!

I really enjoyed our high performance coaching session, and I want to congratulate you again on all your momentum.

Today, we discussed the concept of clarity. We also defined 3 words you would use to describe your best self, your best interactions with others, and what makes you successful. These words can help keep you focused and intentional every day.

The 3 words you used to describe your best self were...

The 3 words you used to describe your best interactions with others...

The 3 words you used to describe what makes you successful were...

In case you would like these words as a worksheet, please find the attached document called "The Clarity Chart." I encourage you fill it out on your own, as it may inspire even more clarity for you.

As discussed, our next high performance coaching session will take place on DATE/TIME. Please call me at PHONE NUMBER then.

Talk soon!

Signature



SHAWN M. CARLIN

CLIENT OBSERVATION SHEET

Client Name: _____ Date: _____ Session#: _____

Productivity

My client was making these things happen...

Persuasion

Relationships and areas of influence my client discussed...

Psychology

My client's mindset and mood today was...

Physiology

My client's energy and health today sounded like it was...

Presence

The areas my client seems engaged or disengaged in their life right now include...

Engaged

Disengaged

Purpose

My client seems clear or unclear in the following areas...

Clear

Unclear

Notes

Key events, topics, phrases, struggles, requests, goals or successes my client discussed...

Follow-up

To-do items or resources I committed to my client...



Client Name: _____ Date: _____ Session#: _____

The most important part of becoming a masterful coach is in taking time to reflect on what worked well and what could be improved with each of your coaching sessions. Take the time to complete the following sentences after each coaching session with a client.

Strengths

What I liked best about this coaching call was that...

The topics I felt I did a great job coaching on were...

I felt I really connected with my client when...

Something my client said that made me feel they were really "getting it" was...

Areas for Improvement

The best way for me to have added even more value on this call would have been to...

A discussion point that I feel I could have hit home even better was...

A question that I could have asked that might have led to another a-ha moment for my client would have been...

Something I want to work on to become an even better coach is...

Aligning with Our Outcomes

This section will help you evaluate your performance as a coach based on the areas we discuss the most in the program: clarity, energy, courage, productivity, and influence. Rate yourself on a scale of 1-10, with 1 being "bad" and 10 being near-perfect.

Clarity:

"I was clear when explaining the topics and asking my questions to the client." 1 2 3 4 5 6 7 8 9 10

Energy:

"I had a high level of presence and vibrancy on the call." 1 2 3 4 5 6 7 8 9 10

Courage:

"I challenged my client and called them out on their 'stuff' when I needed to." 1 2 3 4 5 6 7 8 9 10

Productivity:

"I feel I was well-prepared for my call and I've been organized in my practice." 1 2 3 4 5 6 7 8 9 10

Influence:

"I believe I had an impact with my client and helped them grow and improve." 1 2 3 4 5 6 7 8 9 10