

Name:

Date:

<p><b>TOPIC</b></p> <p>Decide on the subject for discussion. Look for specific topic rather than a general one.</p> <ul style="list-style-type: none"> <li>• What topic do you want to address?</li> <li>• What would be the most valuable subject to focus on for you?</li> <li>• What would you like to discuss today?</li> </ul>
<p><b>GOAL</b></p> <p>Agree measurable output / outcome</p> <ul style="list-style-type: none"> <li>• What would you like to take away from this session?</li> <li>• What specific output would make this session worthwhile for you?</li> <li>• What goal would you like to achieve as a result of this session?</li> <li>• What is your SMART (Specific, Measurable, Agreed, Realistic and Time-framed) goal for this session?</li> </ul>
<p><b>REALITY</b></p> <p>Describe the current situation. Uncover real issues <b>FACTS, FEELING, FINDINGS, FUTURE</b></p> <ul style="list-style-type: none"> <li>• Describe the current reality as you see it. What's going on? Who is involved?</li> <li>• What have you done already? What has stopped you doing more?</li> <li>• What do you want to happen? What are the obstacles? What resources do you need?</li> </ul>
<p><b>OPTIONS</b></p> <p>Draw out all possible solutions. Select preferred solution/s</p> <ul style="list-style-type: none"> <li>• What could you do? What options do you have? What ideas have you had? What have you tried?</li> <li>• What have you seen others do? If you were the expert, what would you do?</li> <li>• If you could do anything, what would it be? If you had no fear, what would you do? Intuition?</li> </ul>
<p><b>WRAP UP</b></p> <p>Discuss possible implications / obstacles. Commit to action steps. Identify support. Check goal achieved</p> <ul style="list-style-type: none"> <li>• What options appeal to you? How do you feel about your options?</li> <li>• What is it about these that appeal to you? Are there any connections in the options chosen?</li> <li>• Before deciding on the final option, do the others have merit? What is the reason to discard?</li> <li>• Which option are you certain you should take? Which will make the biggest difference?</li> <li>• What are the implications? Is it practical and realistic? Any risks or blocks?</li> <li>• When will you do it? On a scale of 1-10, how certain/determined are you? Will you do it?</li> </ul>



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