Coaching

Name: Olivia Miller	
Session number: 3	**Duration:** 1 hour
Coach: Alex Maxwell	

Session focus and objectives

1. Identify the root causes of Olivia's procrastination.
2. Develop strategies to overcome procrastination and increase productivity.
3. Set specific, achievable goals for the upcoming week.

Agenda

1. Welcome and Icebreaker
2. Review of Previous Session
3. Discussion and Exploration of Current Challenges/Opportunities
4. Coaching Exercises/Activities
5. Goal Setting and Action Planning
6. Closing and Follow-up

Coaching questions

1. What tasks do you find yourself procrastinating on the most, and why do you think that is?
2. Can you recall a time when you successfully tackled a challenging task without procrastinating? What was different about that situation?
3. What are the primary emotions or thoughts that come up when you think about starting a task you tend to procrastinate on?

Exercises/activities

1. The Procrastination Reflection: Olivia will journal about her recent experiences with procrastination, noting the emotions, triggers, and thought patterns associated with delayed tasks.
2. Prioritization Exercise: Olivia will create a to-do list and categorize tasks based on urgency and importance, helping her identify where to focus her efforts.

Action plan

1. Break Down Tasks:
• Olivia will break down larger tasks into smaller, more manageable sub-tasks, making them less daunting to start.
2. Set Specific Timelines:
• Olivia will set realistic deadlines for each sub-task and commit to sticking to them.
3. Implement Time Blocking:
• Olivia will allocate specific time blocks on her daily schedule to work on high-priority tasks, minimizing distractions during these periods.
4. Seek Accountability:
• Olivia will share her weekly goals with a close friend or family member who will hold her accountable for her progress.

Follow up

A follow-up session will be scheduled for next session, to assess Olivia's progress, address any challenges, and refine the action plan if needed.

Session notes

Olivia shared that she often procrastinates on tasks that seem overwhelming or when she fears failure. Through the Procrastination Reflection exercise, she identified a pattern of putting off challenging work to avoid discomfort. The Prioritization Exercise helped her visualize the most critical tasks and prioritize them.

Homework

- Complete the Procrastination Reflection exercise.
- Create a to-do list and categorize tasks based on urgency and importance.
- Start using the time-blocking technique for at least three days before the next session.