

5 Steps to Getting Back On Track

(Special Report and Workbook)



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5 Steps to Getting Back On Track

Table of Contents

Step 1: Examination/Analysis Taking Stock	3
Step 2: Visioning.....	6
Step 3: Assessment	8
Step 4: Make a Decision.....	13
Step 5: Take Action	14
Here's what people are saying about Jacqueline A. Kane, Ph.D.:	20
About the Author: Jacqueline A. Kane, Ph.D.	21

5 Steps to Getting Back On Track

It's nice when everything goes according to plan. Unfortunately, as you have probably already realized, that doesn't always happen.

It's quite common in fact to get stuck. Whether you are stuck in a relationship, stuck in your career, or stuck in trying to complete a project, there is hope.

This report and workbook is designed to take you through a simple, step-by-step process to getting you back on track.

As you read this report and do the exercises, I want to encourage you to focus on one area of life where you want to make an improvement, complete a project or achieve some other goal. It might be making progress in a relationship or in your career. It might be starting a business. Or it might just be a simple project you have been meaning to do for a long time.

I want to introduce you to a simple 5 step process to help you get back on track.

Step 1: Examination/Analysis Taking Stock

One of the biggest detractors from success is not having clearly defined goals. People often get off track when they don't have clear goals.

What was it that you wanted to accomplish? Did you have a clear picture in your mind about what it is that you wanted in life? Where are you now? Where do you feel frustrated? Where are you feeling stalled?

Where are you experiencing frustration? What is bothering you? It's easy to get into a pattern of struggle in life. The good news is that you can do something about it.

You can do it!

"Our deepest fear is not that we are inadequate. Our deepest fear is that we are powerful beyond measure."

~ Marianne Williamson

Now, what is the challenge you want overcome?

In other words, where would you like to make progress?

What results do you want to achieve that you feel you are being held back from achieving?

People often experience setbacks along the road to success. People often feel they are standing still and not making any forward progress.

One of the keys to finding true happiness in your life is to be persistent in pursuing your goals.

Persistence requires having a belief in yourself and what you can accomplish.

5 Steps to Getting Back On Track

Another important aspect of your life is integrity. And what I mean by integrity is knowing and adhering to your values. This will help you to become more consistent. It is important to approach this process from a place of honesty, truthfulness, congruity and forthrightness.

You can expect a few bumps in the road. The path will not always be even. Be flexible in your approach. Be patient and caring.

Be willing to forgive people when they step on you or otherwise attempt to thwart your efforts in some way.

People have a tendency to get off track when they face a conflict especially when it involves other people.

Watch out for conflicts or simply having a negative attitude. This is a sign you may be off track. People may question what you are doing or may be negative.

Be willing to forgive people when they seem to be diverting you from accomplishing your goals.

One of my coaching clients felt overwhelmed with everything she had to do. While she was frustrated, she felt like she wasn't getting much accomplished. She felt like she was going in several different directions. Nothing was getting completed. No projects were getting done or moving along. As I was coaching her, she realized she was doing too much. I worked with her to narrow her focus. As a result, she was able to complete one of her top projects. It involved getting something published. She was able to start selling her publication. What a great feeling that was! That one simple change made a big impact on her life. And now she's back on track!

Would you like to get back on track? Would you like to make improvements in your life?

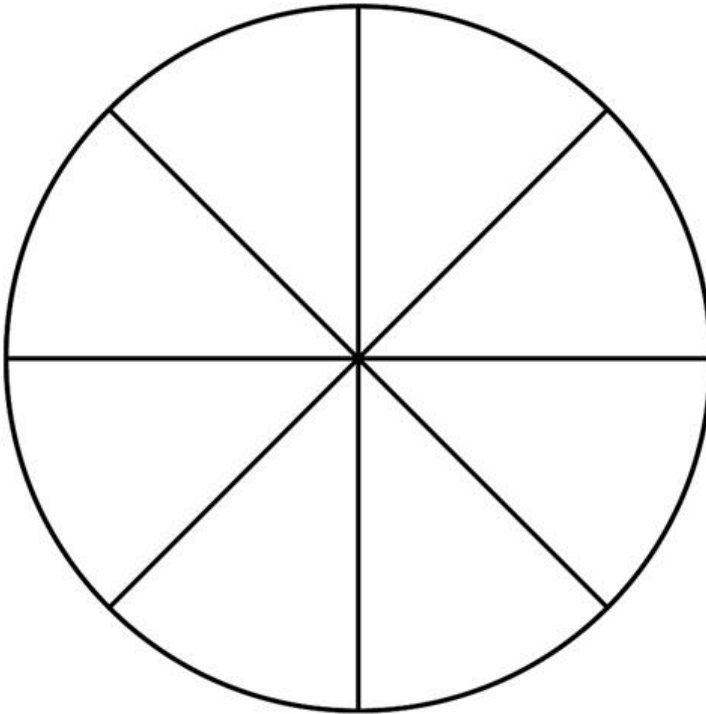
"Every single human being, at every moment of the past, if the entire situation is taken into account, has always done the very best that he or she could do, and so deserves neither blame nor reproach from anyone, including self. This, in particular, is true of you."

~Harvey Jackins

You can do it!

5 Steps to Getting Back On Track

The Coaching Wheel:



The Coaching Wheel is a powerful tool to help you identify which areas of your life you want to work on. One client I worked with wanted to improve her health and fitness. We worked together to determine what the different components were in her health and fitness program to include on the coaching wheel. After identifying the components of her health and fitness plans we placed them on the wheel. I then encouraged her to assign a value from 1-10, with 1 being the lowest and 10 complete success, to each component based on what she thought was her level of success was at the moment in each area.

Our next step was to look at the wheel and determine in what area did she wanted to focus on immediately to make some change to improve her level of success. We then brainstormed some things she could do in that particular area. Looking at the list of things she could do, I assisted her in deciding what action she could take immediately and do repeatedly. We talked about several activities and what difficulties she might encounter. We identified strategies she could use to overcome those difficulties to help ensure that she would be able to follow through with the action she decided take. She selected an activity that she felt she was confident she could do and committed to reporting back to me about her progress.

Here are some of the categories my clients often use for the Coaching Wheel:

- Relationships
- Financial
- Career
- Spiritual
- Career
- Organization
- Health
- Contribution

5 Steps to Getting Back On Track

- Fun
- Stress Management

You can use these categories or select different categories for your life. What categories might you use?

List the categories you might use on your coaching wheel:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Step 2: Visioning

Do you have a vision for your life? What do you want more of in your life? It helps to get clear and set goals.

A vision is having a sense of where you want to be and what you want your life to look like when you have achieved your goal. Your vision should be consistent with who you are and the people you want in your life. It should align with your values.

“You are the designer of your destiny;
you are the author of your story.”
~Lisa Nichols

Let’s take a look at values.

What are your values? Here is a short list of personal values.

Personal Values:

- Love
- Caring
- Productivity
- Accomplishment

5 Steps to Getting Back On Track

- Spirituality
- Integrity
- Learning
- Optimism
- Positive Mental Attitude
- Hope
- Humor
- Freedom

Take a few minutes to write down on a separate piece of paper any of the values that are meaningful to you.

List here 3 values that are key for you:

1. _____
2. _____
3. _____

With these values in mind, I want you to think about yourself in the future.

What is your ideal life?

Describe an ideal day for you. On this day:

- What would happen?
- Who would you meet?
- Where would you go?

One day, I was listening to a teleseminar with Lisa Nichols. Lisa is an author and speaker and has been on the Oprah Show. She was describing how she plans her day. Rather than write to do lists, Lisa writes a vision of how she would like their day to be. She focuses on 2-3 things in her day. That envisioning process helps her see the day and have the day she wants. She gave an example of what she had planned the night before. By the time she had the teleseminar the next day, she had completed all of the tasks.

How can you benefit from using this strategy to plan your day? You can also use the same technique over longer periods of time. Visioning is a process of creating a visual image in your mind about what you want to accomplish. Think about how you will feel and see yourself accomplishing your goals, tasks and projects.

5 Steps to Getting Back On Track

Take a moment to write down your vision of completing your project or achieving your goal:

It's time to get clear about what challenges you are facing in your life.

If when you overcome this challenge and reach your goal, what would your life be like? How would your life be different?

Step 3: Assessment

It's time to assess the situation. Before you begin to identify what action steps you need to take, you must look at your current situation to understand what changes you need to make.

In attempting to reach the goal or address the issue, what have you done?

What has been successful about what you have done?

What are some of the places where you feel you have had difficulty?

What have you attempted that has been successful?

What have you attempted that was not successful?

Take a few minutes to identify if there are any behaviors or actions that have not worked that show a pattern.

What patterns have you noticed?

Has anything else like this happened in the past where you faced a similar challenge and were unable to get past it?

If so, what do you think caused you to get stuck?

Let's take a look at some of the areas that you may be experiencing a challenge in your life. As you read through the following sections, I encourage you to take notes. Pay attention to anything that stands out and write it down on a separate piece of paper.

"I can accept failure, everyone fails at something. But I can't accept not trying."
~Michael Jordan

5 Steps to Getting Back On Track

Weight Loss:

One of the common areas where women face a struggle is with their body image. Many women are not happy with their body in terms of shape, weight or features. You can either accept your body the way it is, or you can make some changes. It's really up to you.

Assessment Questions:

- What do you like about your body?
- What kinds of things do you do to support your health and wellness?
- What are the things you do that don't support your health and wellness?
- What are the situations and times that you have the most difficulty related to your health and wellness?
- What do you think is your ideal weight?
- What size clothing would you like to be able to wear?
- How do you feel physically each day?
- How would you like to feel?
- Are you physically limited in any way?

I meet with a nutritionist regularly. I consider her my coach. When we meet, we talk about what I had done since we last spoke. We discuss how it went and what I learned from it. In the past, I have used NutriSystem and eDiets. I didn't like the packaged nature of Nutrisystem. eDiets delivered food each week to me. I realized I actually like to have a meal every day that I actually prepared and cooked. After trying packaged food which helped me get a better sense of appropriate portions, I decided to cook one meal a day. I began to learn what foods I like. I also got more insight into what kind of foods I like to prepare. It allowed me to make healthier choices around what to eat, what to prepare, and what to have around the house. I now have much more healthier choices in the house. I don't have any packaged foods delivered any more. So, going through the process helped me get clear about what foods I could cook that are healthy. At each step, I figured out what I liked and what I didn't like; what I worked for me and what didn't work.

Individuals who engage in a coaching relationship can expect to experience fresh perspectives on personal challenges and opportunities, enhanced thinking and decision making skills, enhanced interpersonal effectiveness, and increased confidence in carrying out their chosen work and life roles.

5 Steps to Getting Back On Track

Finishing the Dissertation

Many people complete all the coursework and pass all the comprehensive examinations to complete a doctoral program of study only to get stalled at the dissertation writing stage.

Assessment Questions:

- Do you have writer's block?
- Do you have difficulty getting organized?
- Do you have good contacts with faculty in your department?
- Do you have good working relationships with your dissertation chairperson and committee?
- Do you connections with colleagues in your field?

Time Management

Another area is time management. Many people feel overwhelmed and struggle to get things done. Please read the following questions and see if any of these are true for you.

Assessment Questions:

- Do you ever feel like you don't have enough time?
- Do you ever feel like you have too many tasks left undone?
- How often are you interrupted from your work?
- How often are you sidetracked?
- What are the biggest distractions that prevent you from taking action?

Money Management

The next area is a challenge for many people in today's economy. It has to do with finances. If you feel like you are continually short of funds, then you may benefit from answering the following questions. I encourage you to write your answers down.

Assessment Questions:

- Do you ever run out of money before payday?
- Not have enough money to do things you want to do?
- Feel like you're just getting by but not planning and preparing for retirement?
- No savings?
- No emergency funds?

Career Development

Are you happy in your current job? It's amazing to me how many stay in jobs they really don't like. Why does this happen? One reason is that people get stuck in a comfort zone. They feel

5 Steps to Getting Back On Track

comfortable where they are and they really don't want to change. But unfortunately, they are not satisfied.

Assessment Questions:

- Do you ever feel like you are unappreciated?
- Are you not getting promotions or opportunities to do things you would like to?
- Do you have an unpleasant work environment?
- Do you have difficult co-workers?
- Do you receive unreasonable demands from boss or co-workers?

Family/Relationships

One of the most important areas in a person's life is their relationships with family and friends. How are your relationships? Is there anything you can do to improve your relationships?

Assessment Questions:

- Do you experience poor communication and interaction with family members?
- Do you frequent arguments?
- Do you have a lack of forgiveness?
- Do you receive a lack of love and affection?
- Are you lacking appreciation?

Balancing the Personal, Family, Business and Community Activities

Some people are active in their local communities. This can lead to a struggle in balancing their personal, family and business lives with their community involvement.

Assessment Questions:

- Too many requests to participate in community activities?
- Do you feel a lack of appreciation?
- Do you have too many demanding commitments?
- Is your work unrewarding?
- Do you have dissatisfactions with what is being done and how it's done?
- Are you not feeling like you're making a difference?

What are some of the things you noted and wrote down?

Think about what have you learned from your successes?

5 Steps to Getting Back On Track

"Setting goals is the first step in turning the invisible into the visible."

~Tony Robbins

Exercise: Identify one specific success you had. Now identify what you think caused you to be successful?

As we wrap up this section, take time to think about what's motivating you. Make a list of motivating factors. Here are some examples of motivators.

Motivators:

- Passion
- Need
- Accountability
- Avoiding negative consequences
- Rewards
- Contest (Sports, Career, Business, Volunteer Work)

Identify any motivating factors for you:

1.

2.

3.

Now, let's consider what is holding you back. You might be very motivated to take action, but feel like something is holding you back. Does that sound familiar? Read the following examples of factors and then add your own.

Inhibiting Factors:

- Fear
- Procrastination
- Not understanding the steps you need to take
- Peer pressure
- Intolerances

5 Steps to Getting Back On Track

- Mindset and beliefs
- Confusion
- Overwhelm

Identify any inhibiting factors for you:

1. _____
2. _____
3. _____

Step 4: Make a Decision

You have choices to make. It's amazing how much you can accomplish when you set your mind to it. Decision begins the process of taking action. You may find that you need to make a series of decisions in order to move forward. Each decision you make help to make your path clear.

“It takes as much energy to wish as it does to plan”
~Eleanor Roosevelt

It is important to clearly identify what you want to accomplish. Identify any decisions you need to make.

What is your goal?

Make a list of 3 of the decisions that you think you need to make to accomplish your goal.

1. _____
2. _____
3. _____

What are some things you think you can do? Take a few minutes to think of as many actions as you can which you could take to achieve your goal. Do not judge any of the ideas; just write them down on a separate piece of paper.

Stretch goals often require a lot of effort to get going. Sometimes it's easier to focus on simple goals. That will help to create momentum to move forward. The law of physics states that an object in motion stays in motion. Once in motion it is easier to gain momentum.

There is a simple and yet powerful concept known as “Baby Steps”. When a child learns to walk, he or she takes very small steps and sometimes falls down. And yet, that is exactly what they need to do in order to learn how to walk. When beginning any large project, it's a good idea to start by taking baby steps. Baby steps will help to motivate you to keep taking action.

5 Steps to Getting Back On Track

What do you have to give up? What would you have to do differently?

In the decision making process, what is holding you back from making the decision?

What will you receive in terms of benefits when you accomplish your goal?

How is your life going to be different?

One of the challenges people often face is that they focus too much on the actions they need to take rather than on the benefits from taking the actions.

Have you ever needed to get something done, but for whatever reason you resisted doing it? It's likely that you were focusing on what you didn't like about the actions you needed to take. Instead, focus on the positive results you will get from taking action. (This is a powerful idea!)

Make a list of the rewards/benefit you will receive experience:

1. _____
2. _____
3. _____

List 3 consequences of not taking action:

1. _____
2. _____
3. _____

Common issues with resisting making a decision:

- Fear of the unknown
- Being uncomfortable making the decision
- Lack of information
- Having to think outside of the box (thinking in a different way)
- Being unwilling to change
- Unwilling to let go of negative feelings in order to move forward in an empowered way
- Having to do something different

It's possible that negative feelings may be having an impact on you.

Review your ideas. What is something you are willing to commit to do that is small enough that you can do immediately?

5 Steps to Getting Back On Track

"I don't look to jump over seven-foot bars: I look around for one-foot bars that I can step over."

~Warren Buffett

Think back to Step 2: Visioning and what you wrote about your vision of completing your project or achieving your goal.

Make a list of 3 easy actions that you could take which are not already doing.

1. _____
2. _____
3. _____

Which of the above steps are you willing to take now?

Step 5: Take Action

It's time for the last step in the process. Are you getting excited? You've come a long way. I'm proud of you!

The last step is the most important. You've done the planning. Now it's time to take action.

Let's start with a few questions.

What do you need to do?

State here what the action is that you have decided to be taken:

Get clear about what actions you need to take. If there are a lot of steps, be sure to write them down. Or at least make a list of the next 3 steps you need to take and get started right away.

List at least 3 of the next steps here:

1. _____
2. _____
3. _____

What changes will you have to make? Sometimes, you may need to change your mindset or adjust your behavior to accomplish your goals. Identify and changes and take one action that will move you forward.

5 Steps to Getting Back On Track

What obstacles might you encounter? Take a few minutes to think of at least one strategy you will use when you encounter this obstacle.

Write it down here.

What are the components of this action step? It's time to get specific. If you need to call someone, find their phone number and write it down. If you need to go to a website, write it down or book mark it on your computer. This will save time later.

When will you start? Can you get started right now? Or do you need to wait for a few days?

Write your start the date here: _____

How will you know when it's accomplished?

It's important to know when your goal is completed. Projects tend to take on a life of their own. Know when to declare victory and celebrate.

Write down here how you will know when your goal is completed:

Is there anyone you need to call to get further information to accomplish this goal? Write down here who that is: _____

Who can you share your goal with to create some accountability and support? Write down here who that is _____

Who will you share your success with? Write down here who that is:

Write or type your goal on a sheet of paper and post it on the wall or on a bulletin board. Or put it in your day planner or electronic calendar and/or place it on a bulletin board.

Keep your goal top of your mind. Take a few moments throughout the day to remind yourself of what you want to accomplish.

5 Steps to Getting Back On Track

“Everything that happens to you is a reflection of what you believe about yourself. We cannot outperform our level of self-esteem. We cannot draw to ourselves more than we think we are worth.”

~Iyanla Vanzant

Having affirmations is an effective technique for keeping your goal in mind.

You may want to have a few affirmations to use.

An affirmation is a short, powerful statement that focuses on a positive outcome.

When you compose an affirmation here are some suggestions for making them effective ones:

- Start with the words I am.
- Use the present tense.
- State it in the positive.
- Keep it brief. It needs to be short enough and memorable enough to be easily remembered.
- Make it specific.
- Include an action word ending with – ing.
- Include at least one dynamic emotion or feeling word. Some commonly used words are enjoying, joyfully, happily, celebrating, proudly, calmly, peacefully, delighted, enthusiastic, lovingly, secure, serenely, and triumphant.
- Make about you, not others.
- Include adding the phrase “or something better”.

Examples of affirmations are:

I am relaxedly enjoying living in my beautiful beachfront villa on the Ka’anapali coast of Maui or somewhere better.

I am joyfully celebrating the completion of my dissertation and participating in my hooding at graduation.

I am confidently handling anything that life hands me.

Write down several positive affirmations that will help you accomplish your goal.

1. _____
2. _____
3. _____

Are you willing to commit to read your affirmations for the next 28 days?

5 Steps to Getting Back On Track

Tips for taking action:

- Create a plan of action
- Take a baby step
- Break down large tasks into smaller tasks
- Pick something you can easily commit to doing (It is easily achievable)
- Block out time on your calendar for 15 (the Flylady recommendation) to 25 (the Pomodoro technique) minutes to take action
- Share your goal or action step with one other person for accountability and support

**"Vision without action is daydream. Action without vision is nightmare."
~Japanese Proverb**

Stretch goals often require a lot of effort to get going. Sometimes it's better to focus on simple goals. That will help to create momentum to move forward.

One of the ways to encourage yourself to keep achieving your goals is by rewarding yourself. Take a few minutes to think about what will motivate you to take action.

Evaluate what you have done. Determine milestones when you can reward yourself. Determine in advance what your reward will be.

What are some of the reasons to accomplish your goals? Here is a short list:

Internal/Inner Rewards:

- Improved self-esteem
- More self-confidence
- Developing a different point of view or a more positive perspective
- Financial rewards
- Greater visibility and recognition
- Greater satisfaction and happiness
- Better sense of well being
- Feeling of giving back or contributing

External/Outer Rewards:

- Massage
- Pedicure
- Movie
- Dinner at your favorite restaurant with a friend

5 Steps to Getting Back On Track

- Buying something that you have budgeted for
- Buying a clothing accessory for your favorite outfit

How do you plan to reward yourself and celebrate your success?

Write down how you will celebrate here:

With a life coach a client is more comfortable taking bigger strides to getting the job done and making the appropriate changes toward a better life.

The next step is yours. I shared a powerful process to get any project or goal back on track.

Will you get started now to accomplish your goal?

Do you want help completing a particular project?

Are you having difficulty getting and staying on track?

If you found value in this report, then I encourage you to take the next step and visit www.kaneconsultingandcoaching.info to determine if coaching will help you complete your projects and achieve your goals.

*I wish you a future with a full,
exciting, satisfying, and fulfilling life.*

5 Steps to Getting Back On Track

Here's what people are saying about Jacqueline A. Kane, Ph.D.:

"Dr. Kane listens well. She quickly understands the issues that you bring to her. She usually offers practical and reasonable solutions to problems."

"Good at getting to the core of issues. She is respectful."

"Jackie is always available and she is well informed."

"Dr. Kane is extremely effective at articulating issues, ideas for improvement, and the resolution of difficult issues."

"She will tell you how she can help and when in your process she will best be able to assist you."

"Dr. Kane presents a steady, professional and highly competent demeanor. She is well respected by her colleagues for her intelligence and quick and thorough grasp of situations."

"She is a good listener, is responsive and is available."

"She was a delightful and caring person with whom to work. She was helpful, cooperative, diligent and responsible. She said what she meant and meant what she said."

"Jackie brings great wisdom and discernment to all she does, along with her strong suite of skills."

"She has proven herself to be a competent and experienced professional, a skilled practitioner able to establish and accomplish goals and someone who is willing to go the extra mile to succeed."

"Jacqueline is a systems and agile thinker with exceptional analytical skills. She possesses a work ethic that is steeped in self-assessment/self-improvement with a keen ability to challenge and inspire."

5 Steps to Getting Back On Track

About the Author: Jacqueline A. Kane, Ph.D.



Dr. Kane has a bachelor's degree in sociology with a minor equivalent in math from Morgan State University and a master's degree in counselor education from the State University of New York College at Oneonta. She also earned a Ph.D. in sociology from the University of New York at Albany.

Jacqueline worked as a caseworker with the New York City Department of Social Services, a counselor and coordinator of counseling and academic advisement in an undergraduate collegiate program at State University of New York College at Oneonta. At the NYS Education Department, she worked as a

supervisor of a number of academic support programs and as an academic program reviewer.

She taught both undergraduate and graduate courses on topics related to race, class, gender and public policy at the University at Albany.

She is an active member of her local chapter of Delta Sigma Theta Sorority, Inc. having served in numerous leadership roles including president. She has been active in numerous community and professional organizations, including being the founding president of the Association of Black Women in Higher Education, Inc. She also involved in a peer-to-peer counseling program to support participants to be fully themselves living full lives.

She has numerous interests but is especially interested in health, wellness and self-actualization. She has been involved in companies that use emerging knowledge and technology to assist people in being their best and reaching their goals.

She grew up in New York City in the Bronx, the oldest of three children. Although she left New York City many years ago, she still thinks of it as home. She likes to be in different places, but is not often fond of getting to these places. She recently traveled by train in a sleeper car and she could get used to that as a nice way to travel. She likes to drive but more than 5 hours is too long a trip. She lives alone: never married and has no children or pets but she does have a few very hardy, drought resistant plants.

When she retired from full time paid employment, Dr. Jackie decided to start coaching as a natural outgrowth from her friends who regularly asking for her assistance in their achieving their goals.

To full, exciting, satisfying, and fulfilling lives!!!