



*Heart Coach*  
INSTITUTE



Mind and Heart  
**COACHING TOOLS**

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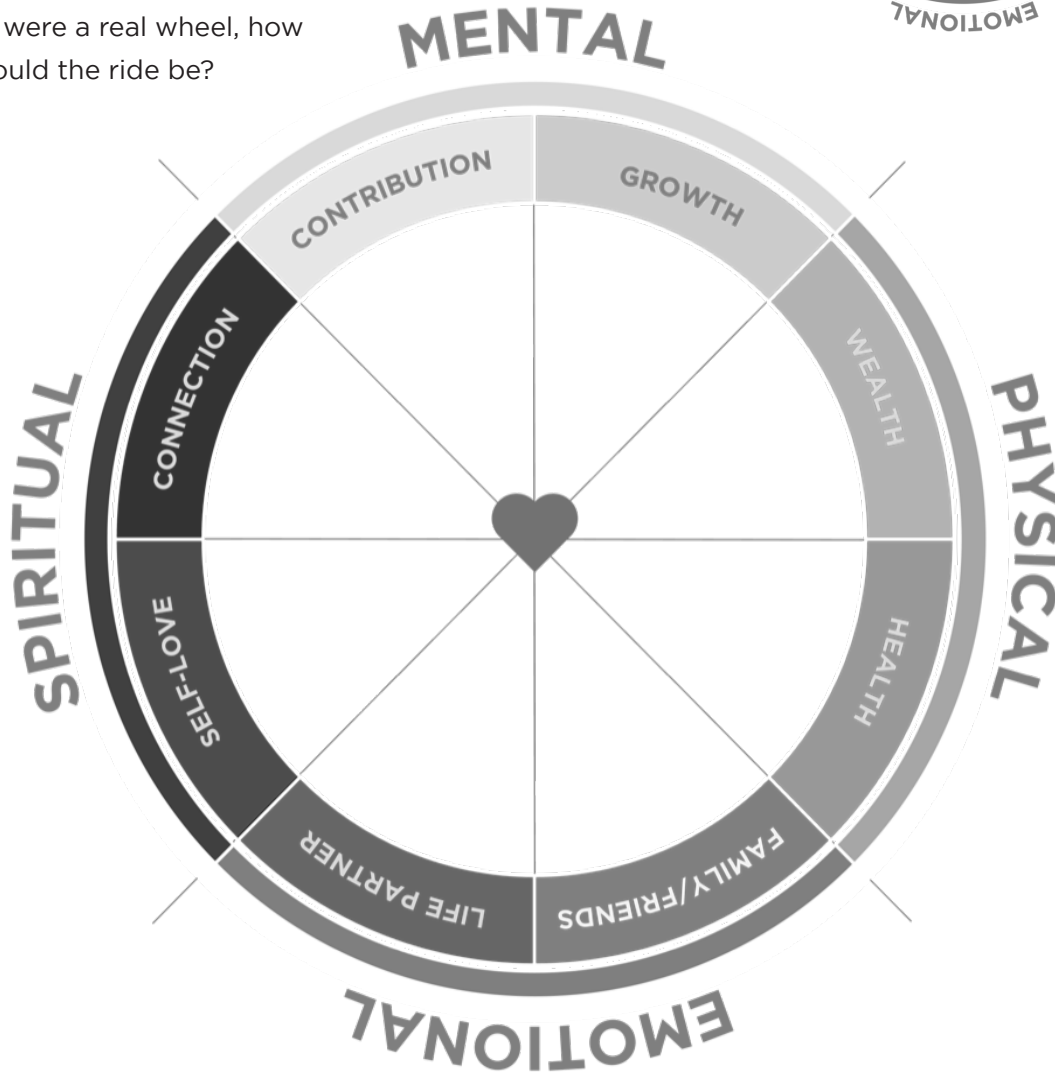
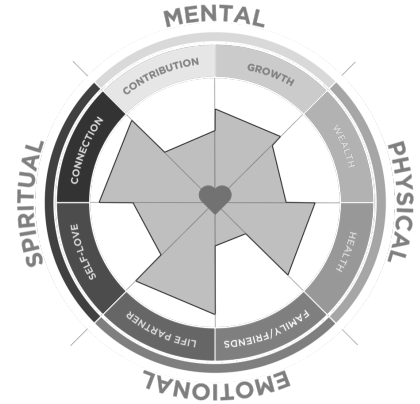


*Mind Coaching Tools*



# Wheel of LIFE

**INSTRUCTIONS** | The eight sections in the Wheel of Life represent different aspects of your life. Seeing the center as level 1 and the outer edge of the circle as level 10, rank your satisfaction with each life area by drawing a straight or curved line to create a new outer edge. The new perimeter represents the wheel of your life. If this were a real wheel, how bumpy would the ride be?



Contribution | **Difference in Community**  
Growth | **Career, Learning**

Family/Friends | **Quality of Relationships**  
Life Partner | **Romance, Friendship, Intimacy**

Wealth | **Financial Security, Abundance**  
Health | **Wellness, Strength**

Self-Love | **Self-Respect, Self-Compassion**  
Connection | **Spiritual Guidance, God**



# Action BRAINSTORMING

**INSTRUCTIONS** | Use this worksheet to brainstorm new ideas to move you closer to a goal or habit change. Do your best to fill in all 25 squares, coming up with 5 ideas for each category. Complete the worksheet in any order. Remember this is brainstorming, so just because you write it down doesn't mean you have to do it - we're just looking for potential ideas to move you forward!  
To wrap up the exercise, circle the actions you like the look of - or ones you WILL DO!

**WHAT IS YOUR GOAL:**

**HOW COMMITTED ARE YOU IN REACHING YOUR GOAL?**

Thinking about your goal, what could you:

	STOP DOING	DO LESS OF	KEEP DOING	DO MORE OF	START DOING
1					
2					
3					
4					
5					



## SMART Goals

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S

**SPECIFIC** | What is the goal you want to achieve?



M

**MEASURABLE** | How will you be able to measure your success?



A

**ACTIONABLE** | What action items will you take?



R

**REALISTIC** | What feels possible to accomplish with your life and schedule?



T

**TIME BOUND** | What feels like the right time frame for your action steps and goal?



**My SMART goal is:**



## Moonshot TECHNIQUE

The moonshot technique is perfect for clients who can't clearly identify life or work goals that inspire them. They may feel trapped in a meaningless daily routine that is boring and unchallenging. This usually happens when a client has lost their sense of purpose, adventure, and excitement for life.



### INSTRUCTIONS

Use questions that will take them out of their current thinking. The idea is to motivate your client to start thinking bigger and bolder and to remember long lost dreams and desires. Try any of these...

- What is a secret dream you had when you were a kid?
- What are some activities and experiences that fill you with joy, excitement, and enthusiasm?
- What are your bigger dreams - what do you want to do that seems farther off or will take awhile?
- If you had unlimited resources and couldn't fail, what would you set out to do?
- Is there are dream you are afraid to voice, maybe for fear you won't be able to do it?
- If you could use your full capacity, what would it look like if you dreamed bigger?
- If you dreamed in terms of your potential, instead of your current capabilities, what would you dream?
- What are ten things you'd like to do in life purely for the fun of it?
- What do you want to build or create in your lifetime, just for the joy of creativity?

When they've answered your questions, have them start a list of things they'd love to do, be and have. Give them free reign to come up with as many answers as they want. Encourage them to go for "moonshot goals" - goals that feel huge and maybe even a little crazy but highly exciting.

This could be anything. A first class trip around the world, writing a New York Times bestseller or even reversing global warming. When they have their Moonshot Goal list, ask them to circle one to three goals. Goals that feel BIG but within reach. Then work with them to break down each goal into smaller, doable steps. For instance, if their dream is to write a New York Times bestseller, have them start working toward that dream by setting aside time to write every single day. This coaching technique will help them gain or regain a sense of direction, focus, purpose, and balance.

[One thing to keep in mind when using this technique is that clients may face a Possibility Hangover - they start overthinking about their ambitious goals and get stuck. This is where you step in to coach them out of that thinking spiral and into taking action.]



## The Four ZONES

Understanding the process of growth is powerful. While it would be nice if growth were easy, it requires that we get over our fears, be willing to learn something new, and be open to success. As your clients work through their doubts and fears, help them identify what zone they are in, and recognize what zone they are headed towards.

### ZONE 1 | **COMFORT ZONE**

The comfort zone might be better described as the “not scary zone.” We’re used to it. We know the result it gets us. But it’s certainly not comfortable. If this zone were comfortable, we wouldn’t desire more. We would be content. But, contrary to its name, the longer we sit in it, the more uncomfortable it becomes. What keeps us stuck in this zone isn’t being comfortable where you are, it’s being afraid of what’s ahead. It’s the illusion that where you are right now is safer than where you could potentially journey to. The first step on this journey is to recognize that your comfort zone doesn’t really exist. It’s just a place where you experience the discomfort of stagnation rather than the discomfort of growth.

### ZONE 2 | **FEAR ZONE**

None of us are immune to fear; it is ingrained in us to keep us safe. But there comes a point where safe is too safe. Where safety becomes dangerous, because it prevents us from growing and becoming the person we need to be. So if we logically know leaving our comfort zone isn’t dangerous, why are we still engulfed in the fear zone immediately after leaving the comfort zone? Our fears arise when we believe there will be more negative outcomes than positive from taking a certain action. The good thing is that it’s just your perceptions that are creating the fear - and you can control your perceptions.

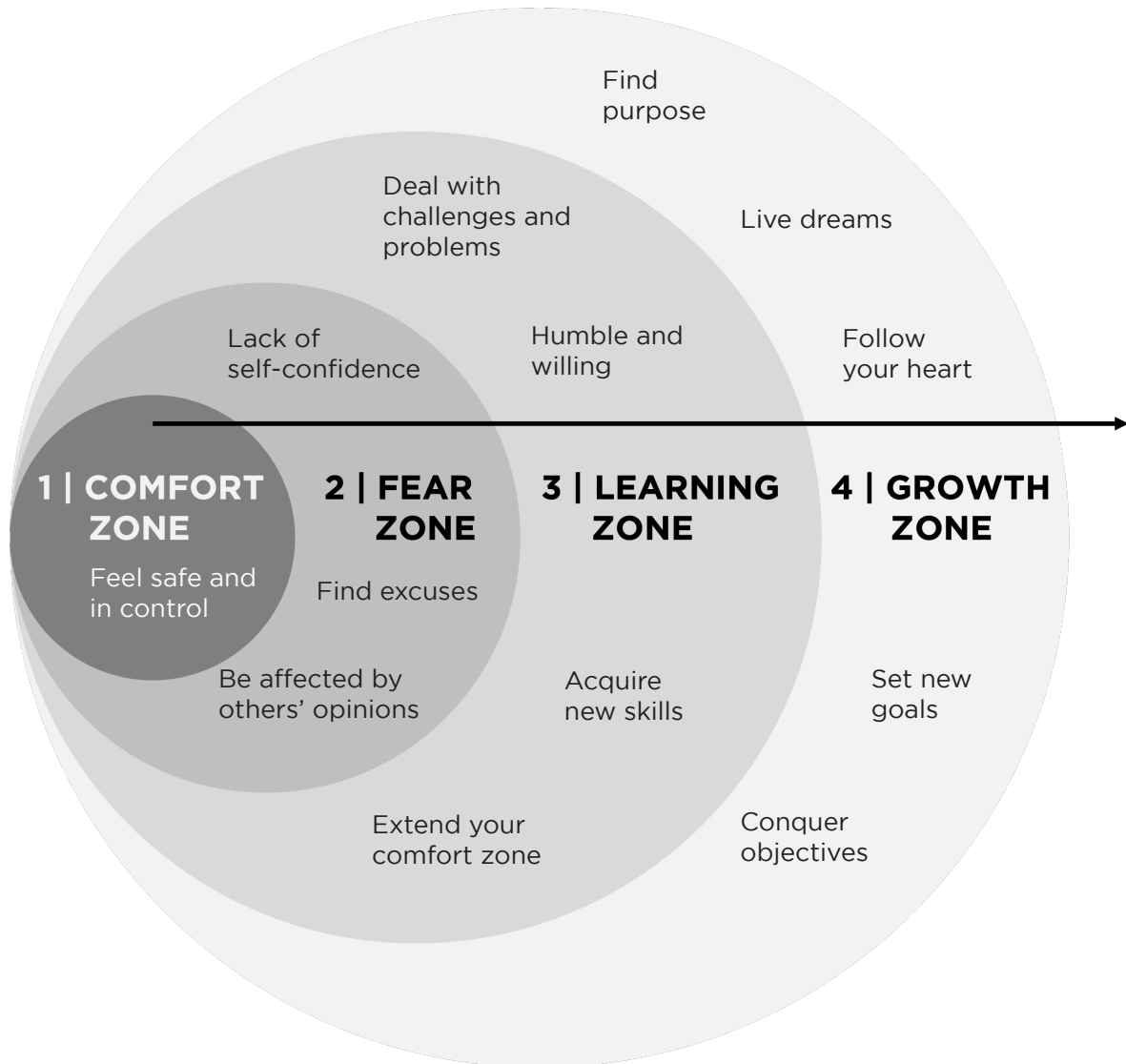
### ZONE 3 | **LEARNING ZONE**

The learning zone can feel like a purgatory. We’re out of the fear zone, but things are still chaotic, and we aren’t sure what we’re doing. We’re expecting rapid growth and expansion to happen, but we are met with a new obstacle at every corner. Each new level of growth comes with new, often more complex challenges that we don’t yet know how to manage. The learning zone is preparing us to take on those new challenges. Work on both your skills and your mindset, as both will need to be strengthened to make it to the growth zone. You will not transcend this level until you are strong enough to deal with the new challenges and responsibilities that are to come.

### ZONE 4 | **GROWTH ZONE**

Once you reach your final destination (for now at least, until this becomes your new comfort zone), admire the compounding effects of all the hard work you’ve been putting in to get here. Expect and accept challenges with the same amount of grace and gratitude you would have for support. Both are serving you. Welcome in your higher self and evaluate how you can use this expanded version of yourself to better serve the world and create a more fulfilling life! Remember the four sequential zones of the journey. Growth (Zone 4) isn’t what happens directly after you leave your comfort zone (Zone 1).





QUESTIONS TO ASK YOUR CLIENTS:

- Which zone are you in right now?
- How do you feel about being in that zone?
- What would help you feel safe to move out of the (1,2,3,) zone?
- What is it costing you to stay in your (1,2,3) zone?
- What are you gaining by staying in the (1,2,3) zone?
- What would being in the next level zone do for you?
- If you had no fear, what zone would you be in and why?
- What would it take for you to get there?







*Heart Coaching Tools*



## Heart-Centered Breathing

There is an amazing and beautiful connection between the physical heart and the emotional heart. Here are some facts about the physical heart:

- The heart starts beating in the unborn fetus before the brain has been formed.
- There is a constant two-way communication between the heart and brain.
- The heart sends more information to the brain than the brain sends to the heart.
- The heart helps synchronize many systems in the body to function in harmony.
- The heart signals especially affect the brain centers involved in strategic thinking, reaction times and self-regulation.

All of these powerful functions of the heart affect our emotional state, our reaction to life, our results each day and the level of stress we are experiencing in our lives. We know what it feels like to be in a state of harmony, where heart and mind are working together and we feel a genuine connection to others. We enjoy this state of inner harmony but often don't know how to create this alignment consciously.

What empowers our ability to create more balance and harmony in ourselves, our relationships, our work and how we handle our challenges? Through twenty years of applied research the HeartMath Institute identified a core element, a physiological state they call "heart coherence," that supports a balanced partnership in the interactions between our heart, mind, emotions and physiology. To create this coherence within you, try this simple exercise:

1 | **Focus your attention on the area of the heart.** Imagine your breath is flowing in and out of your heart or chest area, breathing a little slower and deeper than usual. Let the chest rise and fall with each breath.

2 | Activate and **sustain an uplifting feeling** such as appreciation, care or compassion.

3 | **Radiate that renewing feeling to yourself and others.**

This simple process can bring the heart into a state of coherence. Take five minutes to do this exercise with your client. Invite them to notice how their mind feels before and after you do it. Notice where they are holding stress in the body. The results after five minutes of breathing through the heart while you connect to positive feelings are surprising. Acknowledge the new state of coherence and peace.



## *Letters to* GOD



As you meditate on a current issue that you need answers for, try writing a letter to God. You can simply use paper and pen, or buy a journal for this specific intent of writing letters to God.

Begin by addressing your letter with “Dear God,” (or Jesus, Heavenly Father, Holy Spirit - whomever you relate with the most).

In your letter, write about situations in your life that are difficult and challenging.

Share from your heart what you are worried about and the feelings that you have.

Ask for guidance by asking any questions that you have.

As you end your letter, take time to be still and center yourself again in the heart.

Imagine that you can hear a letter back to you from God.

Trust what you hear, and proceed to write a letter back to yourself from God.

Address it to yourself from God and allow God’s message to flow to you through your pen.

An ongoing dialogue with the Lord has now begun.

When your message ends, you can always ask, “Is there more?”

When finished, express gratitude for your divine message.

Feel free to utilize this process as often as you feel prompted to do so.

Over time, you will enjoy going back over the letters and finding great pearls of wisdom - spoken just for you!



## TAKING OUT THE *Trash*



When someone is overwhelmed with a variety of the negative thoughts and voices in their head, use this technique to help them empty the negative out. Then spend an equal amount of time connecting to the truth.

- 1 | Make two columns on a piece of paper.
- 2 | In the first column, write the title “I’m afraid of...”  
Have them write down all the negative thoughts, voices or blocks they are hearing and feeling
- 3 | When complete, title the second column:  
“But my soul wants me to know...” - or - “The truth my soul is telling me is...”
- 4 | Have them **connect to their heart** and listen for the truth.
- 5 | Have them write down all the truths that the soul wants them to know.

Spend time anchoring into the new truths they have connected to. Visualize how this will change things moving forward.

I'm afraid of...	The truth my soul is telling me is...



## Working through ANGER

Anger can be a positive emotion when it inspires just action. But more often, anger becomes a depleting emotion that weighs us down. It is a strong emotion and it is difficult to work around anger. It is better to work through it.

**Anger is a secondary emotion.** When we feel anger, it's a response to something else that we felt first. You can think of this like an iceberg - anger is the tip that we see, but there is a lot of emotion underneath the line of visibility. We may feel something vulnerable, like feeling insignificant, out of control, deep sadness or rejection. We don't like feeling that way and so we get angry because it makes us feel stronger and in control. Use the following questions to see what the real cause is, and to find resolution.

What triggered your anger:

Describe the reasons or thoughts that made the anger worse:

Describe the physical reactions you felt when you got angry:

Describe how you acted out in anger:

How did the anger serve you?

### Connect to your heart.

What is the emotion that you felt before the anger?

When you felt that, what thoughts showed up?

How did those thoughts make you feel?

When have you felt those same feelings before?

Can you see a pattern in your life?

If the situation involved another person, imagine that  
you could look at them from the compassion of the heart.

When you look into their eyes, what emotion do you see?

How do you feel when you see that?

Is there something you would like to say to that person?

Is there something they would like to say to you?

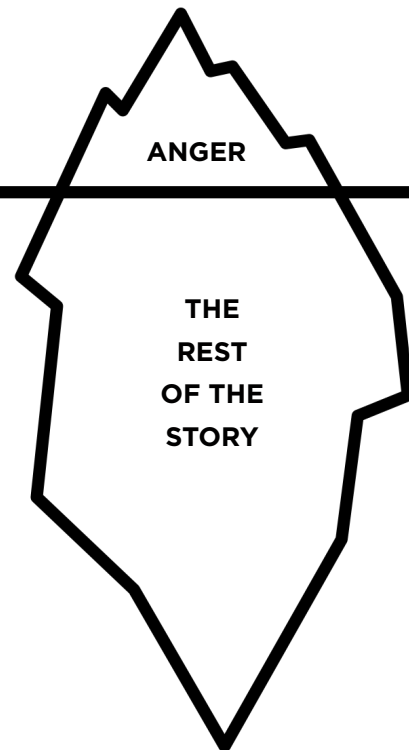
How do you feel when you hear that?

How do you feel holding that anger now?

Would you like to release the anger?

How would you like to let the anger go?

Is there anything you need in order to truly be OK?



## *Stop. Drop. Breathe.* CHOOSE.

As we begin the process of creating change in our lives, it is common to fall back into old thought patterns. Instead of getting discouraged, doubting self, or feeling shame, use this simple technique to stop your negative thoughts and make the conscious choice to believe in the truth.



WHEN A NEGATIVE THOUGHT ARISES:

**STOP** what you are doing and acknowledge the thought.

**DROP** into your heart space and **ask your heart** if that thought is true.

**BREATHE** taking a deep breath and bring it up from the bottom of your feet. When the inhale energy gets to the mind, exhale the breath releasing the negative thought with the breath, and bring the breath all the way back down to your feet.

**CHOOSE** what you are going to believe. Replace the negative thought with a thought that is grounded in truth. To anchor the new thought in say to yourself - out loud if you can - "I choose...." and then fill in the blank.

- What is the negative thought I am thinking?
- What does my heart tell me about that thought?
- What is my truth?
- I am going to choose:





*Would you like to become certified as a Life Coach?*

If you are passionate about becoming a professional life coach, or simply want to become a better leader, communicator or parent, you're going to love the training we offer. The skills you gain can be applied to all areas of your life:

**CAREER PATH** | Life coaches leave our training ready to start taking clients. You will know the next steps to start a business and create success!

**COMMUNICATION** | Trained to masterfully listen, ask powerful questions, and navigate emotions, you will uplevel all areas of communication in your life.

**RELATIONSHIPS** | The powerful connection to your heart mixed with the new communication skills can create real and lasting change in your relationships.

**LEADERSHIP** | Life coaching skills invite transformation in your leadership style that will empower others to rise in their confidence and success.



#### **PROGRAM OFFERINGS:**

Our program is a 22 module course that we offer in two training schedules:

We offer a **6 month training program** where you meet in class online once a week, or in an accelerated **3 month training program** where you will meet for class twice a week.

Our program is accredited by the **International Coaching Federation** as a Level 1 Education Provider.

Contact us at **801.923.2011** or [Robin@HeartCoachInstitute.com](mailto:Robin@HeartCoachInstitute.com).  
To learn more, or to apply please go to:

**[HEARTCOACHINSTITUTE.COM](http://HEARTCOACHINSTITUTE.COM)**

#### **INCLUDED IN BOTH PROGRAMS:**

- 400 page manual with workbook
- Card deck of Coaching Tools
- Business plans to get started
- 10 Mentoring Hours
- 16 Peer Coaching Skills
- 16 Practice Client Sessions
- Training in the Heart
- Community Support

