

## Achieve Ability

“ Set goals that motivate you and move you forward so you’re excited. Instead of deciding you have to get out of a dead-end job, decide you have to find the career of your dreams. ”

- Kerry Lyman, *Owner and Head Coach*

### Achieve Ability Hand Guide

#### **WHAT YOU WILL FIND INSIDE**

- 2 In depth overview of coaching process
- 4 Quick Start Program
- 5 Get to know the coach
- 6 Contact Information

# Achieve Ability Coaching Process

## 5 STEPS TO FINDING YOUR IDEAL CAREER



You know you don't want to be where you are. But do you know where you want to go? "Progress" is defined as a movement toward a goal. With Achieve Ability you will discover your aspirations, have the tools to advance towards them and acquire the motivation to succeed.

The 5 step coaching process will help you break away from your current situation and propel you into a more desirable one – In other words, *help you progress.*

### 1. FREE CONSULTATION

The first step is always the hardest. Let's make it easy. We will set up a meeting time that is most convenient for you - in person, through Skype or on the phone - however you feel most comfortable. This is an opportunity for me to get to know you; but more importantly, for you to get to know me.

Based on your current situation, I will propose a plan that best fits your needs and walk you through the process, the cost and the time commitment necessary to achieve your goals. Once you commit, we can take the next step towards your ideal career direction.

### 2. SEEING THE POSSIBILITIES

Sometimes being yourself comes so naturally, it's hard to pinpoint exactly what makes you unique. Together we will create your personal *SWOT Analysis* - analyzing your Strengths, Weaknesses, Opportunities and potential Trip-Ups.

After this crucial step you will have a deeper understanding of yourself and see all the possibilities in your career direction based on your skills and talents.

Completing this step results in:

- A deeper understanding of your strengths and weaknesses
- Strategy for managing them to achieve your goals
- Highlighted career opportunities
- A recommendation for your career direction
- Inspiration to keep progressing

### 3. CLARIFYING THE VISION

Having a clear understanding of yourself is a huge step. However, achieving your ideal career requires an evaluation of ALL sectors of your life - including financial, relationship, emotional, wellness and spiritual, as well as professional aspects. This culminates into a *Personal Vision Statement*.

The Personal Vision Statement puts your goals into priority order within the context of all that is going on in your life. It identifies your potential roadblocks and develops strategies to manage them. After fully completing this step, you will have:

- A definition of personal success
- Identify areas in your life that need more focus
- A crystal clear vision of your future direction
- The motivation and confidence to progress



*Personal Vision Statement*

### 4. ACTIVATING THE VISION

You're almost finished! Now theory meets practice and we will convert your Personal Vision Statement goals into an achievable *Action Plan*.

The Action Plan is a specific path that will lead you to your ideal career. As you accomplish intermediate goals, you'll strengthen your confidence and remain motivated to keep progressing toward your dream. Upon completing this step you will have:

- A detailed action plan with specific next steps and a timetable
- Effective assignments and deadlines to stay the course
- Continued motivation and confidence to succeed

### 5. TRACKING FOR SUCCESS

Don't stress, we all know that life happens and sometimes it can lead you off track. It is important to stay calm and motivated. Even the best laid out plans require fine tuning as they are implemented.

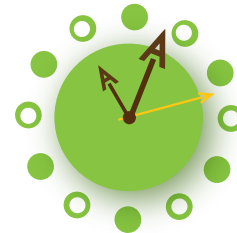
Luckily, in this follow-up session with Kerry, you will receive help with everything from action plan revisions and problem solving to accelerating your progress and *celebrating your successes*.

In **5** meetings you'll be more focused, confident and motivated to achieve your goals.

# QUICK <sup>Achieve Ability Quick Start Process</sup> 2<sup>1/2</sup> STEP PROCESS

## DON'T HAVE THE TIME?

These days, finding the time to really think about your career goals and direction can seem impossible. That is why Kerry has designed a quick and customizable package to easily get you started on your career progress.



## 1/2. Let's Talk

The half-step is deciding you WILL pick up the phone and call Achieve Ability (or sit down and email). From there we will set up a meeting time that is most convenient for you and your busy schedule. Whether it be in person, through Skype, on the phone, Facebook or even Google + chat, we'll make it work. The goal of the half step is to find out if the Quick Start Process is perfect for you and to set up the first official meeting.

The Quick Start process consists of three meetings. In those meetings we will cover 2 out of the 5 steps, the *SWOT Analysis* and the *Personal Vision Statement*, which will get you started and leave you with the foundation to build your own action plan.

## 1. SWOT ANALYSIS

Together we will analyze your Strengths, Weaknesses, Opportunities and potential Trip-Ups. The idea behind this crucial step is to better identify your likes, dislikes, talents and skill set so you will not only be able to confidently and strategically sell yourself to a potential employer, but also discover the job opportunities that would make you most happy and fulfilled.

## 2. PERSONAL VISION STATEMENT

Achieving your ideal career requires an evaluation of ALL sectors of your life - financial, relationship, emotional, wellness and spiritual, as well as professional aspects. The Personal Vision Statement puts your goals into priority order within the context of all that is going on in your life. Together we evaluate potential roadblocks and develop strategies for you to manage them.

You will walk away with a clear and concise statement of where you want to be in life. This statement is the final goal you want to achieve and from here you will be able to create an inspiring and achievable *action plan* to get there.



## MEET THE COACH

“ I decided to convert my dream into action by establishing Achieve Ability as a way to help young adults navigate career planning and personal goal setting. Seeing the possibilities is believing in yourself. ”

- Kerry Lyman, Owner and Head Coach

Kerry Lyman's strength and happiness lies in helping others see their own value and potential. After a long history in corporate communications, she finally decided to convert her own dream into action by establishing Achieve Ability™.

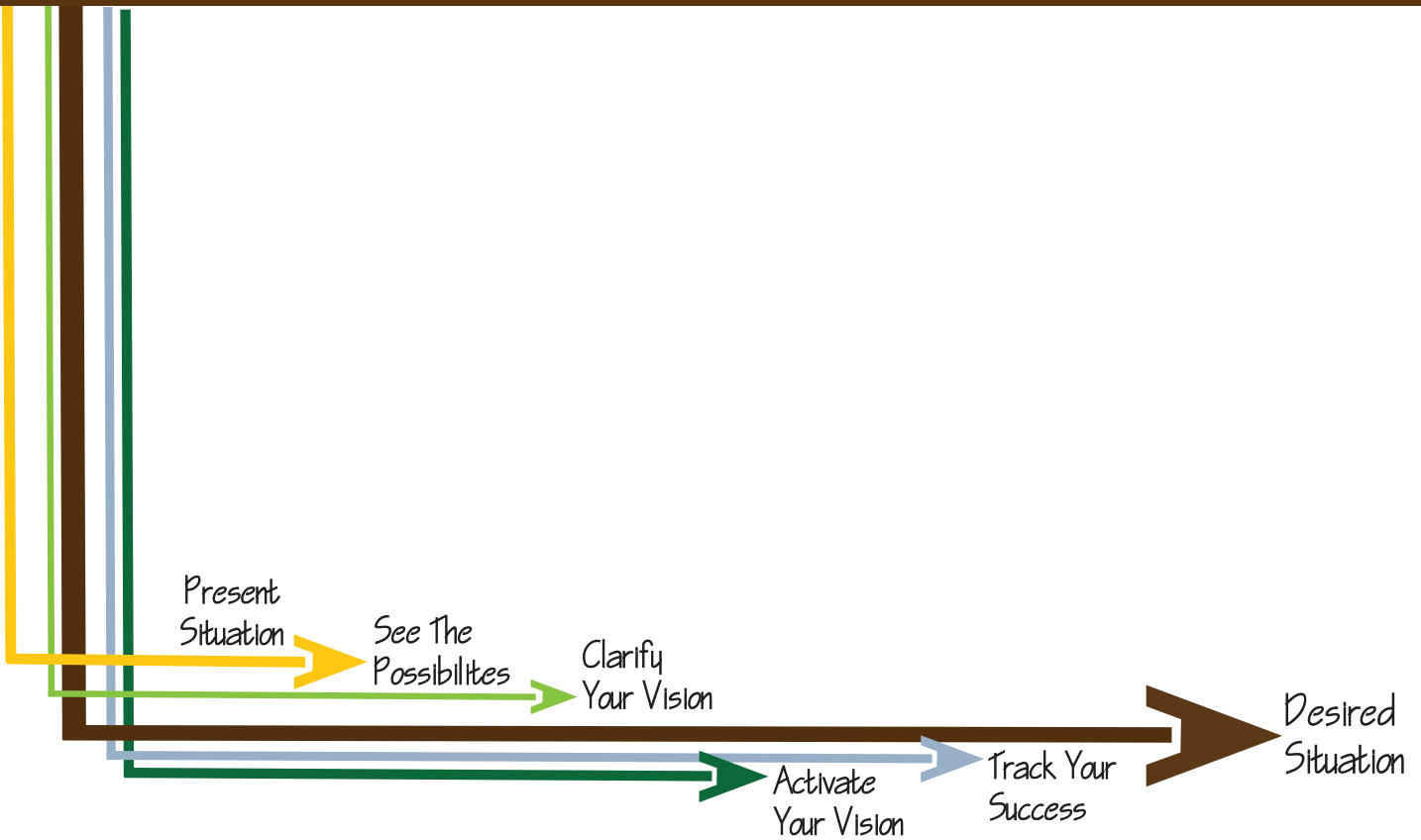
Her goal? To help young adults efficiently navigate career planning and personal goal setting so that they, too, find a career that makes them happy.

During her public relations career in various industries, she worked with associates to help them set and meet business and educational objectives, gain career advancement, manage office politics and obtain an ideal work and life balance.

In 2009, she became a Certified Professional Coach and now, through Achieve Ability, Kerry has the opportunity to share her coaching and mentoring skills with more people.



**MOTTO:**  
CRAP (Communication Resolves All Problems)



## Achieve Ability Coaching Process

BY KERRY LYMAN

Are you ready to take the first step to achieving your career and life goals?  
**Call or email Kerry to set up your free consultation.**

