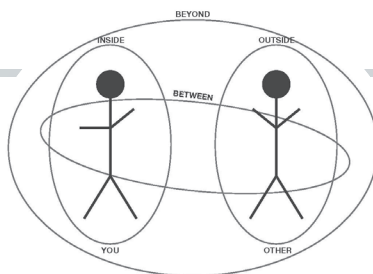


soft skills **HARD RESULTS'** **CHALLENGES TRACKER**

In the book *soft skills HARD RESULTS* there are 10 Principles of Soft Skills divided across 4 Parts (Inside, Outside, Between and Beyond). Each principle has a challenge to the reader for them to put the ideas into practice in their daily life. Here is a summary of those challenges.

INTRODUCTION

Use of soft skills in organization • Impact of better relationships
Learnings/observations for yourself and organization about soft skills



PRINCIPLE 1

STARTS WITH YOU

Initial data about yourself

Values exercise

Learnings/observations about yourself

BONUS: Write your Personal and Professional Identity Narrative¹

Reflect on what you've learned, what worked, what didn't, what's the impact

PRINCIPLE 2

GO DEEPER

More data about yourself

Reputation you want personally and for the organization

Reflect on what you've learned, what worked, what didn't, what's the impact

PART ONE • INSIDE SUMMARY

CONSCIOUS CHOICE 1

Action 1 _____

Action 2 _____

Action 3 _____

CONSCIOUS CHOICE 2

Action 1 _____

Action 2 _____

Action 3 _____

CONSCIOUS CHOICE 3

Action 1 _____

Action 2 _____

Action 3 _____

soft skills **HARD RESULTS'** **CHALLENGES TRACKER**

PRINCIPLE 3

GIVE FEEDBACK

Give positive feedback using
COIN 5x/day for 5 days

Give feedback professionally
and personally

Give constructive feedback

Reflect on what you've learned,
what worked, what didn't,
what's the impact

PRINCIPLE 4

CHOOSE COACHING

Have a coaching conversation using
GROW² 1x/day for 5 days

Coach professionally and personally

One-hour coaching session with a
direct report (1x/week for 4 weeks)

Reflect on what you've learned,
what worked, what didn't,
what's the impact

PRINCIPLE 5

ENGAGE WITH STORYTELLING

Create a minimum of 2 stories

Delivery 1 story this week

BONUS: Write 2 sentences in
4 different tones of voice

Reflect on what you've learned,
what worked, what didn't,
what's the impact

PART TWO • OUTSIDE SUMMARY

Practice combining things you know about yourself (from Part 1) with the models
(Feedback, Coaching, Storytelling) from the Outside Section above

PRINCIPLE 6

ADAPT AUTHENTICALLY

Authentically adapt in a
conversation 1x/day for 5 days

Notice when others are being
authentic – watch the dance

Build a profile of key peoples'
preferences and needs
and motivations

Reflect on what you've
learned, what worked, what
didn't, what's the impact

PRINCIPLE 7

INTERACTION = A BALANCING ACT

Identify your stretch areas
when trying to achieve balance in
your interactions

Practise your stretch

Notice your impact

Reflect on what you've learned,
what worked, what didn't, what's
the impact what's the impact

PRINCIPLE 8

CHOOSE COURAGE & VULNERABILITY

Identify where you could be
more vulnerable

Share 2 vulnerabilities

Capture the reason soft skills
are important to you

Reflect on how it was to be
vulnerable and the impact on
others and yourself

Reflect on what you've
learned, what worked, what
didn't, what's the impact

PRINCIPLE 9

NO REGRETS

Write what you would regret in life and work

Think about the legacy you want to leave

Live a small aspect of a life of no regrets everyday

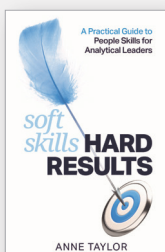
PRINCIPLE 10

GRATITUDE

Keep a gratitude journal every day for 30 days

Use my gratitude template

Reflect on what you've learned, what worked,
what didn't, what's the impact



See my book
soft skills **HARD RESULTS**

for more information.

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DIRECTIONS
COACHING. COURAGE. RESULTS.