**Reframing Coaching Tool (E + R = O)**

**Example:**

**1. What is your greatest problem at work or in life which affects your work? How do you feel?**

*I feel that my work is not appreciated. For instance, I have put in the hours and weekends to complete my project on time but Tim, my colleague, got the promotion instead. I felt terrible after hearing the news. I was very demoralized and wanted to quit my job. To be honest, I felt like giving up on work. I think this has now negatively affected my relationship with my boss and colleagues.*

**2. What was the negative response which produced the unwanted result?**

*I think I responded quite poorly by demotivating myself and blaming the boss for being unfair. I also blamed Tim for getting the promotion not based on merit but on being an apple polisher.*

Reframe

**3. What is the outcome you want?**

*I want to feel good and be appreciated for my contributions by my boss and colleagues. I want to get the promotion to the next level in recognition of my work.*

**4. What could you have done differently to get the outcome or result you wanted?**

*Instead of feeling so low, I should have asked my boss for coaching and guidance. I can also ask what I could have done, and what I can do in the future, to get a promotion. I can also speak to Tim to find out what he did right instead of assailing my mind with negative thought. I should have focused on how to get better and not wallow in self-pity.*

**5. Visualize the outcome you want, how does it feel?**

*I find myself happy with knowing that I am not beating up myself about not being promoted. Instead, I will use this as motivation to do better in future and I feel happy with myself.*

**6. What actions are you committed to take? By when?**

*I am committed to take the necessary actions to turn the situation around to obtain the results I want. For starters, I must recognise that my thoughts and mental imagery will affect my actions and hence, the results. With that in mind, I should focus on thoughts and mental imagery which are encouraging and positive, instead of negative, energy-sapping ones.*

*For instance, instead of blaming Tim or my boss, I must be honest about my work performance. Having done that I should approach my boss to find out what areas I can improve upon and to focus on these. Also, I should swallow my ego and speak to Tim to find out did he do so I can learn from his success. When must I do all these? As soon as possible is a weak, non-committal answer so I will get to it by today.*

**Reframing Coaching Tool (E + R = O)**

Name: Date:

1. What is your greatest problem at work or in life which affects your work? How do you feel?

2. What was the negative response which produced the unwanted result?

Reframe

3. What is the outcome you want?

4. What could you do differently to get the outcome you want?

5. Visualize the outcome you want, how does it feel?

6. What actions are you committed to take? By when?