

CONDUCTING EFFECTIVE TASKING™ SESSIONS

Tasking™ is one of the most powerful coaching processes that's available today.

Psychologists, coaches and top consultants have often joined our company just to figure out how we were getting such dramatic results.

We only require that each person shows up and does the assignments, which THEY select.

Using behavioral management, this accelerates how they do ambitious goals, using the following tools:

1. Multi-Week – It's held over multiple weeks, typically 8 to 12 week cycles.
2. Commitment – It improves how they meet short-term commitments –by holding them accountable to getting TWO SPECIFIC commitments done per week – one business and one personal.
3. Communication – We create a safe environment so everyone is comfortable talking about sensitive issues.
4. Stretch – Because the process keeps them moving to their goals, and as they see the successes of other members, they get comfortable tackling stuff outside their comfort zone.
5. Simplifying – We are continually breaking complex tasks into bite size pieces, so they're easier to tackle.
6. Quality-of-Life – Moving to personal goals is critical to the process. As a result, people achieve often-life-changing improvements in their lives.

BTW, for many, choosing 7-DAY personal GOALS is often the hardest part of the process. But it's essential to delivering dramatic results.

SESSION RULES AND PROCESSES

- **TIME** – Every session must begin and end on time – no exceptions.
- The process has 7-DAY GOALS at the front and the back, with problem solving in the middle.
- **7-DAY GOALS** – Every session
(1) ENDS with everyone choosing two 7-DAY GOALS, one business pertaining to their TASK, and one personal, anything they want;

then (2) the next session BEGINS with everyone giving a progress report, on whether they did both, one or none of the 7-DAY GOALS.

At the end of a session, everyone chooses a business AND a personal 7-DAY GOAL. If someone has difficulty coming up with either one, do the others and then come back to them for their 7-DAY GOALS.

- **BEGINNING** – Every session begins by asking everyone...

“Were you able to accomplish both, one or none? What were they?”

NOTE: This beginning of the process is NOT about solving problems. It’s about accountability. Later in the session we’ll tackle problem solving, if needed.

- **PROBLEM** – If someone has a problem or issue regarding their 7-DAY GOALS that seems like it will take a while to discuss, tell them this –

“Let me finish with everyone’s 7-Day Goals, then we’ll spend some time getting into more detail with you. Okay?”

Then, make note to get back to them after everyone’s 7-DAY GOALS are done.

7-DAY GOALS

- **Action-Step** – A 7-DAY GOAL is an action “step” towards a goal.
 - If they say their goal is... Start a business – ask... What’s the **first** step?
 - If they say their goal is... Sign up for night classes – ask... What’s the **first** step?
 - If they say their goal is... Find someone to build my website – What’s the **first** step?
- **Ask Day/Time** – For certain 7-DAY GOALS, you may ask, “What day and time will you do it?” For example, if someone says they’ll jog for two days this week, you could ask, “Which two days?” However, in general it’s not crucial.
- **Just One** – In first two sessions, only allow one business and one personal 7-DAY GOAL. Later, if someone wants to do two business 7-DAY GOALS or more, you may allow it. However, if they don’t get BOTH done, you’ll need to restrict them to a single one. This is **NOT** about how many they can list, but about GETTING SOMETHING ACTUALLY DONE!
- **Completion** – It’s essential that everyone is consistently COMPLETING most of their 7-D
- **Multiple** – If a person chooses multiple 7-DAY GOALS, in general, capture the first one only. Let them know, they can do more, but will only be held accountable to the first.
- **Personal Goal** – Everyone has to do the personal goal – no exceptions. I’ve had people ask if they could do two business and forget the personal one. The answer is always NO. Remember, this is not about setting goals. It’s about changing behaviors.
- **Stretch** – Make sure people are choosing “stretch” 7-DAY GOALS. If it’s something they would have done anyways, they don’t need us. Try to make sure they’ve chosen actions that probably wouldn’t get done without a push.
- **Real Progress** – Make sure the 7-DAY GOALS are legitimately moving the person towards their important TASK, and aren’t just filler. Periodically ask, “Is there something else you could do that would get you to your TASK faster?”
- **Changing Their TASK** – As people begin to understand how powerful the process is, some will ask to change their primary TASK to something more meaningful. That’s okay, but only once in-a-long while.
- **2-Week-Rule** – There is a 2-week-rule for 7-DAY GOALS. If a person has **NOT** done their 7-DAY GOAL in two consecutive meetings, they’ll need to select another one after that. If they ask for one more chance, give them one more week, but NEVER more.

HELPING SOLVE PROBLEMS AND ISSUES

- As time permits, after each person has given feedback on their 7-DAY GOALS, spend some group-time with participants who indicated they're having problems or issues.

Remember to allow yourself enough time so you can get new 7-DAY GOALS from everyone, and end on time.

- The best facilitator almost never answers/solves a person's problem UNTIL the person themselves and the group have suggested ideas.
- Here are a few suggestions for helping solve a person's problem or issue...
- Ask the person:
 - What specifically is the problem?
 - What caused it?
 - Possible solutions?
 - What do you feel is the best solution?
- Ask 5-Why –W. Edwards Demming, the father of the quality movement, suggested you ask WHY five times. For example...

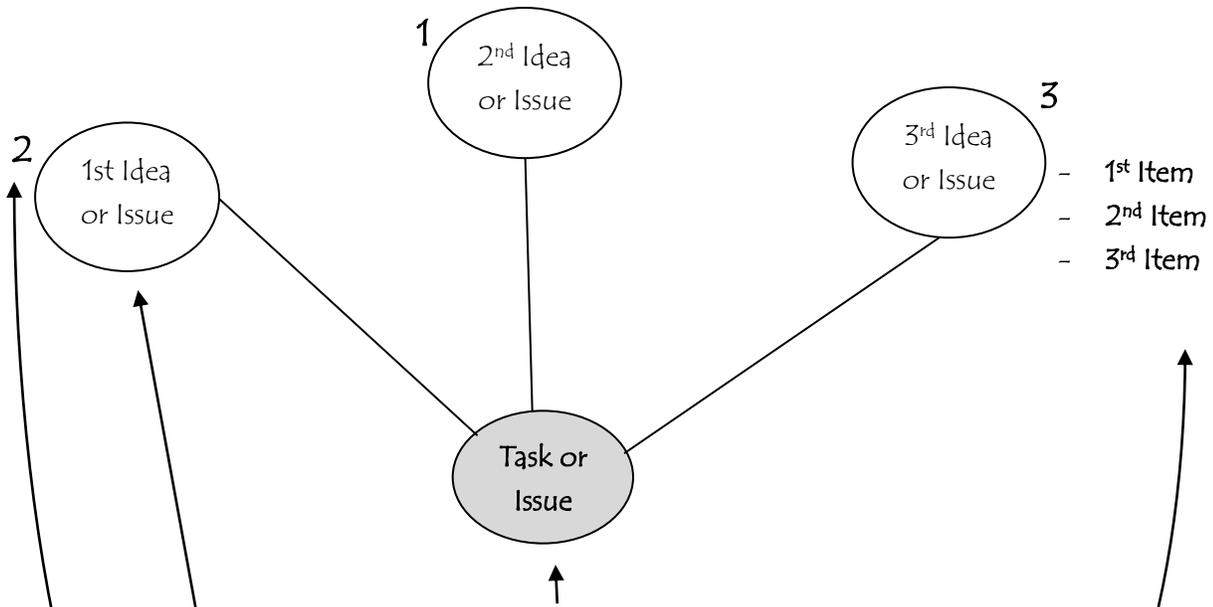
I'm having a problem getting my website built. "WHY?
Probably because I'm trying to build it myself. "WHY are you trying to build it yourself?"
etc.

This doesn't always work, but it could be a good start.

- MIND MAP – At the start, whenever someone identifies a TASK to work on, have them create a Mind Map. This helps them quickly identify all the steps and issues.

Also, you may create a Mind Map with them to help flesh out solutions to their problem.

MIND MAP – TO BRAINSTORM STEPS NEEDED TO COMPLETE TASK



1. Start here by drawing a small circle in the middle of the page, and write your Task or Issue in the circle
2. List ideas around the page, circle them and connect to center
3. List sub-ideas or steps, around the appropriate circle
4. Number the items so they are in a proper sequence

