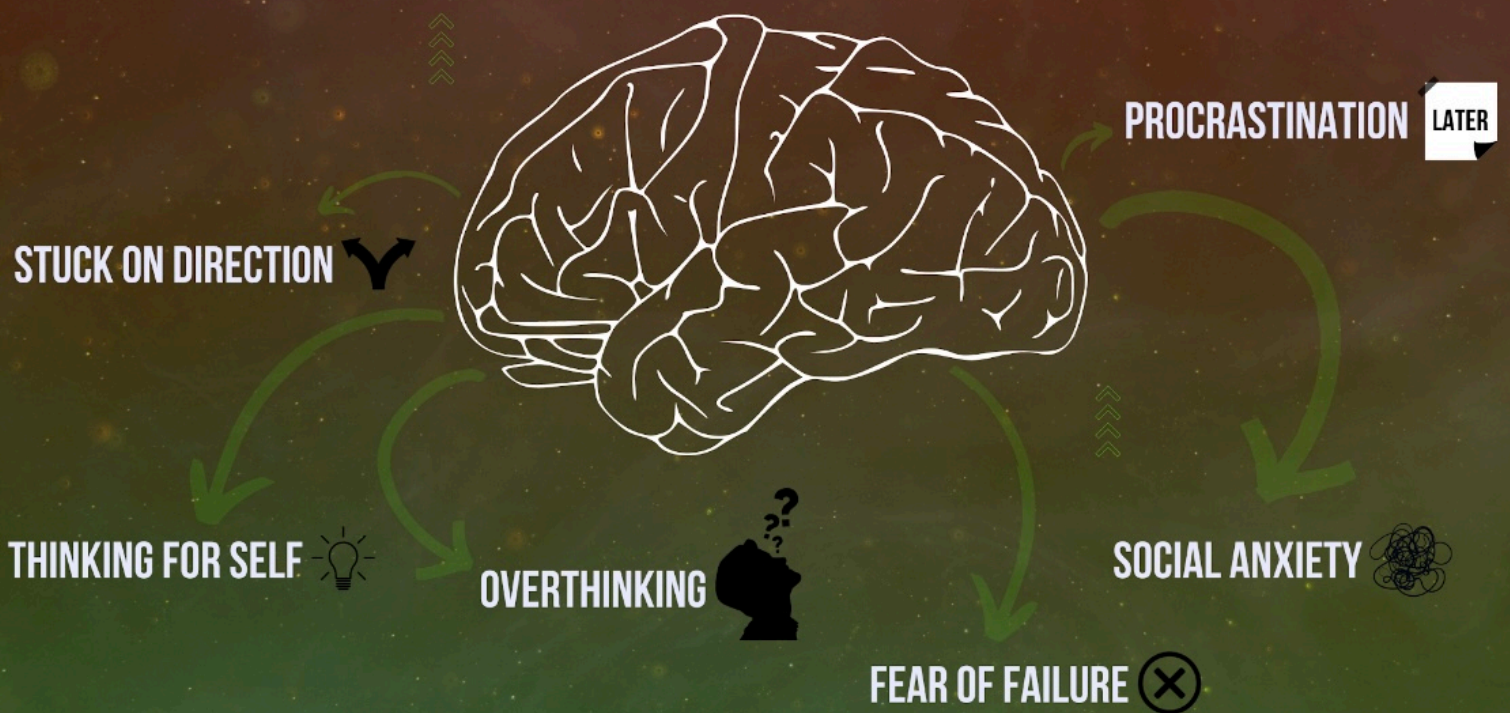


# A KINGSTON COACHING MANUAL

## "OVERCOME YOUR PROBLEMS IN 10 DAYS"



TAKE ACCOUNTABILITY | OWN WHO YOU ARE



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# A Kingston coaching manual



## How to deal/overcome problems in your life in 10 days.

Life will always present us with problems and we have to learn to deal with them in an efficient and effective manner. Growing up there will be fear, there will be obstacles and there will be risks, and if you want to live a life where you can deal with high levels of discomfort, then you must be able to first confront and accept where you are at with each step and then dig deeper and find out truly what's holding you back to be free and at peace in your own mind.

Use this manual as your guide to a better life, complete the tasks when you have time and revisit the topics you feel are most stressful and need time to improve on.

Remind yourself why you chose to start reading this course and what you want to get out of it. Identifying the start and end goal is important, but the journey to get from one to the next is what lies ahead is the middle part, the hardest part Be present with an open mind and look to embrace the journey of developing you and your mind.

You can find me at

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# **Contents of problems**

1. **Stuck on direction**
2. **Split decisions**
3. **Overthinking**
4. **Fear of failure**
5. **Thinking for self**
6. **Dealing with problems**
7. **Owning who you are**
8. **Dealing with social anxiety**
9. **Procrastination**
10. **Accountability**
11. **Final takeaway**

## Problem 1 – Stuck on direction

### What would you do if you knew you couldn't fail?

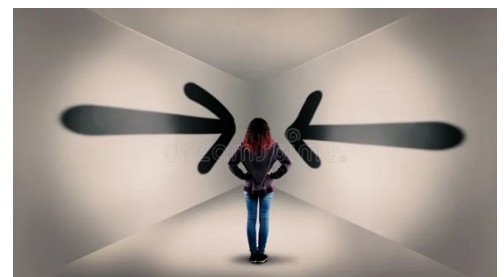
- The answer to that question is probably what you should be focusing on, because as you know and have heard so many times, **anything is possible.**
- Take time to answer this question, allow thoughts to pop in and out of your head, the more reflection and time you give this question, the clearer you will see the future you desire.
- The answer may be scary, but look yourself in the eyes in the mirror and say out loud "I will do/be....."

### What are you good at and what makes you happy?

- Find a notebook and write a list of 10 things that makes you happy and 10 things that you are good at and find some correlations between the 2 sides.
- When you have this think about how you can incorporate these things into your ideal life and what you need to do to keep improving that ideal life.

### What is your next step?

- Promise yourself today to take one step towards your big goal (no matter how small) once you take that step, thank yourself and celebrate that small win, because life is about all the little things adding up.
- You cannot make pounds before you have pennies, and you cannot have a house before you have a foundation!
- When you take that first step, take another step! Don't be shy and get used to taking action and being accountable for what you set yourself.



## Problem 2 – Split decisions

Let's play a game but promise yourself to answer each option quickly... remember decide QUICKLY!

Summer or Winter	Water sports or Indoor sports
Stay in or go out	Movie or Series
Cash or Card	Audiobook or Paperback book
TikTok or Instagram	Android or Apple
Nike or Adidas	To lead or To be led



When you are torn between 2 options, grab a coin and name each option as heads or tails, flip the coin and wait 5 seconds. After you have waited 5 seconds look at the coin and see what option it has chosen for you. Your mind will tell you if it's the right decision, put pressure on yourself to make that decision and watch your mind work in an efficient manner.

Use the philosophy of stoicism and remember anything you do will eventually be okay. Control whatever you can control and don't let anything you can't control affect you. MEAN THIS... it takes time to master this type of higher intellectual thinking but if you are already on your journey of peace then there is no need to be ashamed of how you decide to live.

Being at peace and mastering the voice in between your ears is key in living a fulfilled life.

You must have a good relationship with that voice and accept it will be with you forever.

Work on it, challenge yourself to have deep intellectual conversations with yourself and explore different avenues of possibility for your own growth.

**We suffer more in our imaginations than reality – Seneca**  
**You will always be okay.**

## Problem 3 – Overthinking

### Talk to yourself

- Let out those thoughts, when there are too many thoughts going on inside your head let them out... the same way when your bin fills up you empty it out. Empty out the thoughts into the world to help structure your thinking.
- Build up your flow of words, try not to stutter (you will at first, but its normal!)
- Learn to talk to yourself for periods longer than 10 minutes with no interruption. Have you ever done this? How do you think this could make you feel? Will this help structure your thoughts in a more positive light?

### Limiting beliefs

- What beliefs do you have about yourself that are holding you back?
- How are they serving you on a day-to-day basis?
- Are they holding you back from achieving your goals?
- What would happen if you didn't address these limiting beliefs and let them control your life and what you do?

### Perception on the world

- Do you have a positive or negative view on the world? Are you willing to change it?
- What makes you wired the way you are?  
Think back to your childhood, were you bullied? Did you suffer a heart-breaking loss? Did you feel as if you were lesser than others?  
If so, confront those thoughts, how are they making you better or worse? Change what needs to be changed by taking the first step. Start your journey TODAY! The best time to plant a tree was 20 years ago, but the second-best time to start is TODAY!



## Problem 4 – Fear of Failure

- No one wants to lose or fail, believe me but you have to accept you won't be at the stage you want to be overnight; **change takes time...**
- Stop comparing yourself to others and compare yourself to who you were yesterday, aim to improve yourself at least 1% every day. If you improve yourself in a certain area 1% everyday then you will see a 365% increase by the end of that year!

### 4 Books to read to help understand fear better, MUST READS:

- Feel the fear and do it anyway – Susan Jeffers
- Outwitting the devil – Napoleon Hill
- Can't hurt me – David Goggins
- Little voice mastery – Blair Singer

After you have read these books, make some brief notes on the lessons you have learnt from the books and what you can use moving forward. This is the important part, so take some time in creating these notes, and apply them to your daily life, this is where you would start to grow and change for the better.



- Everybody knows that you can grow from mistakes so why are you letting them affect you?
- Say to yourself always 'I win or I learn'
- Would you rather try now or regret it later?
- Remember you and all those around you will be dead in 100 years, so think now, about what kind of legacy and memories you will be leaving behind. What do you want to be remembered by, by others?

Action Time: Think of something that will be uncomfortable for you, i.e., complimenting a stranger, dressing up in clothes you wouldn't usually wear or anything else that screams 'scary' to you. Choose 3 tasks to do and complete them by the end of the week. Once you do this celebrate your win and tell yourself 'I will be ok no matter what!'

## Problem 5 – Thinking for self

Let me ask you a question... **Would you rather lead your life or let life lead you?** And what I mean by that is, will you start taking the action that will take you to a next level or will you just coast through life getting the same results and putting effort into something for someone else?

What style of leadership are you adopting, every great person must know how to lead. How are you leading the people around you to a better life? What could you do to become a better leader? When will you develop your leadership skills to help yourself and others around you?

Being a leader is extremely important in becoming the best in what you do, make an effort to teach people about how they could become better.

Understand not everyone is the same and situational leadership is required by the person. Personalities are different and you should expect conflict if you use the same leadership approach with different individuals. Learn to understand people and the value and art of treating different people equally, and helping them grow



### Can you defend your points clearly and well?

- Think ahead... practice in your mirror, anticipate what others will say about you and think about a comeback prior to the conversation. Thinking ahead is winning before anything even starts. **Failing to prepare is preparing to fail.**

### Can you accept blame or fault?

- Promise yourself the next time you are called out on being wrong, take 3 seconds to analyse whether you are right or wrong. Then own up for being wrong or discuss your point clearly. If you truly believe you are right there will always be something to say.
- Be honest with yourself first, and remember its ok to be wrong. It might feel bad but we often make more mistakes than accomplishments at the start of a journey. **ITS OK TO BE WRONG!** The sooner you understand that, the sooner your life will feel free and you will be liberated by yourself.
- I know we want to be right and understand something thoroughly but usually the smartest people in the room are the ones that can accept blame and wrong doing. Give it a go!



## Problem 6 – Dealing with problems

### Stoicism – the art of having indifference to pleasure or pain

- Can you adopt a stoic mindset when problems out of your control arise. (Do not let things out of your control affect you)
- Are you cool, calm and collected when problems arise or do you panic. - The next time a problem comes your way think 3 C's **COOL, CALM and COLLECTED** and then make your next move.
- Remind yourself every day before you leave your home, 'there will be at least one person trying to disrupt my peace today', This will set you up for success, because you've already acknowledged there will be a problem and the only thing you can do is deal with it as it comes. **Failing to prepare is preparing to fail.**

### Acceptance

- Do you agree there will always be problems in your life? If yes, then why do you allow yourself to get so worked up over them, waste your energy and develop a bad mood, remember, **happiness is a choice and you can choose to be happy.**
- Have you accepted there will be hard times in your life and you will have to deal with it as it comes?
- Could you have an exit strategy for each individual situation, how do you get out of each situation. **Organisation is the key to life**



### 3 simple step process to overcome any problem

1. Define and accept there is a problem – the faster you accept there is a problem, the quicker you can start to overcome it
2. Analyse what you can do to overcome it - Think, think again and then... Think again
3. Implement the solution to the problem and take action - no growth will happen without action so you better get used to taking action!

## Problem 7 – Owning who you are

### Who are you?

- No seriously, answer that question in as much depth as you can, who are you to yourself, who are you to others and who are you to the world? – this will start to help you become more self-aware of who you are. Self-evaluation is scary, but so important.
- Are you happy with who you are? And are you willing to change it? – first step is realising you aren't who you want to be, the second step is changing.
- What would happen if you didn't change it? – reality is, if you don't feel 100% sure about who you are and aren't willing to change it, then you will stay as that person you don't respect, it will lead to a bad spiral into a dark place. Do yourself a favour and never get to a dark place because your actions will define whether or not you will be there or not. **Depression is your mind and body telling you to change.** And trust me, being there in my past taught me that change can be the most liberating thing internally.



### Who can you be?

- What do you want to be remembered for? – everyone is remembered for something whether it's being successful in a certain field, or it being unsuccessful in life. Don't expect anything from yourself right now but, think what it is you want to be remembered for and just keep taking steps towards it. 1 small step everyday = 365 steps per year towards where you want to be.
- When you look in the mirror are you happy? – are you uncomfortable within yourself? If so there needs to be some sort of change. Change can be uncomfortable and painful but will lead to growth. You will see new perspectives on life and be able to analyse your next steps clearer and in more detail.

**Be the change you want to see**

## Problem 8 - Dealing with social anxiety

### Breathing

- When you feel butterflies before you go out work on your breathing. Take deep breaths by breathing out all of the air in your lungs. Letting all the negativity out of you and focusing only on improving your state at this current time.

### Manifestation

- Remind yourself you are in life's present, so choose to enjoy this time to its fullest rather than worrying about what could go wrong.
- Yesterday is history, tomorrow is a mystery, but today is a gift that's why they call it the present.
- Tell yourself whatever happens you will be ok, enough times after saying this you will be ok!

### Confidence

- If you have social anxiety like I used to, you probably also lack confidence in yourself and are comparing yourself to others way more than needed.
- First of all, take a step back, YOU ARE YOU, and no one else, learn to work on you and bettering yourself to become a better version of yourself.
- When you have time to yourself, exercise, work on new projects and work on sharpening your social skills,
- Record yourself and listen to your voice, tone and message. Are you stuttering (train not to use filler words). Could you talk with more emphasis? Are you giving off a positive message to the world?



### Giving

- Learn to give in conversations and expect nothing back. Just give as much as you can to a person and watch the dynamic of people switch up on you
- **Whatever you give into the world, the universe will reward you 10 folds.**

## Problem 9 – Procrastination

**Procrastination is the action of putting something off**

### What makes us do it?

- The difficulty of the task increases chances of you putting it off
- Fear of failure... You miss 100% of the opportunities you don't take. Learn to fail and be ok with it, remember failing leads to growth and you can learn from your mistakes! Don't worry about other people, they have their own problems to deal with as you do.
- People with lower self-esteem are more likely to procrastinate – how to build self-esteem? – Build an affirmation and gratitude list and say it to yourself apart as your morning routine. Manifestation is key.



### Ways to overcome it?

- Address and reduce your negative emotions
- Break down tasks into smaller parts
- Journal why the task stresses you out and address it (writing things down helps you to see your emotions a lot clearer than what your feeling)
- Remove your distractions, Phone or other distractions out of room if you can't contain yourself (remember, the phone or other distractions will always be there to go back to, focus on the now and get your task done and move onto the next!)
- TAKE ACTION – the more wins you can get on just taking action, the more tolerance you will gain in actioning your tasks. Start with small steps and build your tolerance consistently and slowly. Believe in yourself, before you believe in others!

**Short-term pleasure leads to long term pain and short-term pain leads to long term happiness.**

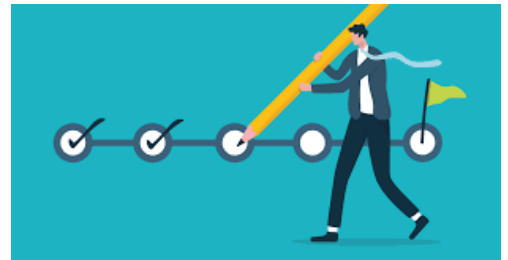
## Problem 10 – Accountability

### Discipline

- **Accountability is key in mastering self-discipline**
- If you say something to yourself, how likely are you to follow through with what you say?
- Focus on just taking the next step rather than overwhelming yourself with the end goal
- Invest in your own self development, start your journey today!

### Honesty

- Your mind always knows the truth of what you should be doing, whether or not you choose to follow it, that's on you.
- Be vulnerable with yourself
- Reflect on your decisions
- Develop a self-awareness that will allow you to see the bigger picture



### Clarity

- What do you want to see in your future? – write down these questions and answer them  
Analyse who you want to see?  
What kind of things you want to be doing?  
How you want to spend your free time?  
Why will you never stop?  
Who can you go to for guidance and advice?  
Are you ready to get to the place you want to be?  
Have you accepted the amount of work you will need to put in?
- Find clarity on the why you are choosing to do this, then make sure you constantly remind yourself of that why... only you know the reason so make sure the why is strong enough

**Be accountable to the outcomes rather than the tasks**

## **11 - Final Takeaway**

You will not master these in one read, you have to act on all of them...

My humble advice... is to take 10 weeks to really develop each problem and turn each problem into an opportunity, by focusing on one problem at a time per week...

Start with a topic you find that resonates with you and really dig deep into it...

Explore what it means and why is it not just a problem for you, but for other people too...

Understand it on a surface and deeper level and become self-aware of how it is holding you back...

Create mini exercises/tasks to achieve and celebrate the victories when they come about...

First try to create challenges tailored to you, and if you are still stuck, use google to find something that could help you become uncomfortable to grow...

The journey of mastering these problems never stops...

Take away at least one point from each problem and try to use and apply it to your daily life...

Remember you define you, and don't let anyone tell you otherwise... Best of luck...