

## **Tips on Helping Clients Set Priorities and Create Action Plans**

### Introduction

As a coach, you need to help clients set priorities and create workable action plans.

- **The Biggest First**

Ask your clients to identify the one project that would have the greatest impact on their business and life.

- **Breaking it up**

Break large goals up into smaller milestones and action steps that will help you work toward them.

- **Work Backward**

Put tasks into chronological order so that those which need to be done before others are done first.

- **Timing Is Everything**

Create a timeline for each milestone and place the action steps within the timeline with deadlines.

### Conclusion

Major goals shouldn't change, but nothing else is set in stone. Allow for changes as necessary.