



## Follow-Up

# Time to Breathe: Using the Practice Based Coaching Cycle to Manage Time and Stress

Coaching Corner Webinar, December 18, 2014

Thank you for participating in the December Coaching Corner webinar!

Please let us know how you used the webinar ideas in your coaching. Email us at [ncqtl@uw.edu](mailto:ncqtl@uw.edu).

## Presentation Summary

The following are **key practices** that relate to using the PBC coaching cycle to manage time and stress:

- Mindful S.T.O.P.
  - Stop
  - Take a few deep breaths
  - Observe your experience
  - Proceed with something that will support you in the moment
- Notice and respond intentionally to your thoughts and help teachers do the same
- Practice gratitude
- See the big picture and the small steps—hold in mind the vision that your organization has for PBC, along with the growth that you see in teacher practices
- Create systems for organizing time and paperwork

Use the Coaching Companion to streamline communication and tracking.

Use the Practice-Based Coaching cycle to guide your implementation of stress management and organization.

### **Collaborative Partnerships**

- Think about and strengthen your own support network
- Take part in opportunities to connect with other coaches
- Form or participate in a coaching Community of Practice
- If possible, work with a mentor coach
- Focus on building collaborative partnerships with your coachees

## Presentation Summary

### Shared Goals and Action Planning

- Determine needs—what is working well? What isn't working in your coaching practice? What makes you feel stressed? When do you feel most fulfilled as a coach?
- Based on this needs assessment, develop a **goal** and an **action plan** that lists the specific steps you will accomplish and when you will accomplish them

### Focused Observation

- Notice how your responses to stressors change as you implement your action plan
- Keep a log of how you spend your time
- Keep a log of what happened and how you felt
- Videotape your coaching sessions and look for ways that you worked to strengthen the collaborative partnerships you have with your coachees

### Reflection and Feedback

- Consider the **data or anecdotal notes** you collected during focused observation
- Reflect on what worked and what didn't work as you implemented this action plan, and consider why
- Ask yourself questions like,
  - "What am I thinking and feeling?"
  - "How might these thoughts influence my behavior?"
  - "How can I shift to more positive thoughts?"
- Maintain commitment to strengths and positive action steps

## Presentation Summary

### Try it Out

- ✓ Practice taking deep breaths before each goal setting and action planning session, focused observation, and reflection and feedback session
- ✓ Start your own coaching gratitude journal—take a few minutes each day or at the end of the week to reflect upon things you appreciate and are thankful for
- ✓ Use the Coaching Companion and other organizational tools to manage time
- ✓ Check out the resources listed in the next section for more ideas

### Resources

- Talk Back to Your Unhelpful Thoughts [http://www.ecmhc.org/documents/Common\\_Unhelpful\\_Thoughts.pdf](http://www.ecmhc.org/documents/Common_Unhelpful_Thoughts.pdf)
- Coaching Companion  
Email [ncqtl@uw.edu](mailto:ncqtl@uw.edu) for access if your organization does not have an account

#### Books Related to Mindfulness to Share with Coaches and Teachers

- *The Mindful Brain: Reflection and Attunement in the Cultivation of Well-Being*, by Daniel Siegel
- *10 Mindful Minutes*, by Goldie Hawn
- *You Are Here: Discovering the Magic of the Present Moment*, by Thich Nhat Hanh

### Looking ahead:

Don't miss next month's Coaching Corner webinar on **Thursday, January 15, 2 p.m. EST/11 a.m. PST!** Bring your questions and ideas about using PBC to support problem solving skills. Coaching Corner webinars take place the third Thursday of each month.

**For more information, contact us at: [ncqtl@uw.edu](mailto:ncqtl@uw.edu) or 877-731-0764**

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