

# **Musicians Self-Coaching Toolbox**

## **Forms and Templates**

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## Introduction

These forms and templates are at the heart of the Toolbox process. It is important that you fully understand the theory before you attempt to complete them.

Their purpose is to identify the issues/areas for which you are going to set goals for yourself and focus your attention on in the immediate future.

Give yourself plenty of time and reflect carefully on your answers. It may take a number of sessions to work through the document, but the insights that you gain about yourself will make the time spent worthwhile.

Summarise the results of the self-assessment questionnaires in the “Worksheet” and then select the issues/areas that you have identified as being most important to you for goal-setting.

You should review the progress that you are making on your goals on a regular basis and take whatever corrective action you consider necessary.

If you are having difficulties with the Toolbox process, we would suggest that you may wish to have a number of one-to-one coaching sessions with a professional coach.

The fact that you are familiar with the Theory and these Forms and Templates should speed up the coaching process significantly and may reduce the costs that might otherwise be involved.

Because of the way the music industry is structured, it is becoming increasingly difficult for individuals to have a sustainable career. By using the Toolbox process, you will be giving yourself the best possible chance of having one

## Tools for Highlighting Issues for Coaching

### Self-Assessment Questionnaires

### INSTINCTIVE FEELINGS

*The purpose of this questionnaire is to identify areas or issues which are in need of attention*

Questions	List
Is there any issue which has been staring you in the face which you are ignoring?	
Are you in denial about something?	
Have you recently received a wake-up call about some issue?	
Anything else?	

## Tools for Highlighting Issues for Coaching

### Self-Assessment Questionnaires

## SWOT ANALYSIS

*The purpose of this questionnaire is to identify areas or issues which are in need of attention*

Please list below what you consider to be your strengths and weaknesses and the opportunities and threats which may affect you in the future

<p><b><u>Strengths</u></b></p>	<p><b><u>Weaknesses</u></b></p>
<p><b>SWOT</b></p>	
<p><b><u>Opportunities</u></b></p>	<p><b><u>Threats</u></b></p>

***Note: it is not possible to input text into this document***

## Supplementary Tools for Highlighting Issues for Coaching for Musicians

### Self-Assessment Questionnaires

### Purpose and Motivation

*The answers to the questions above should enable you to determine why you are pursuing an interest in music and the extent to which you are committed to maximising your potential.*

<b>Why are you involved in music?</b>	Please tick one or more of the boxes
To make the Big Time	
To travel and see the world	
To work as a musician	
To be a music teacher	
To be involved in making music with others	
As part of a band/group/ensemble/orchestra	
To have a full-time career	
To have a part-time career	
To test the limits of what is possible for me	
To be involved in music support activities	
To entertain my family and friends	
For my personal satisfaction	
To get into music school	
To get my grades	
To please someone else	

<b>How motivated are you?</b>	Please tick one of the boxes
I am passionately interested in music	
I am prepared to work hard at my music	
I like my music	
I can take it or leave it	
I am not motivated	

<b>Please rate how motivated you feel on a scale of 0 to 5</b> (0=Not Motivated=Very Motivated)	
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## Supplementary Tools for Highlighting Issues for Coaching for Musicians

### Self-Assessment Questionnaires

### Music Skills

*The purpose of this questionnaire is to identify areas which are in need of attention*

How satisfied are you with the following skills at this time?

Rank from 1 to 5

(0=not satisfied, 5=very satisfied)

	Rank	Action Required?
		Yes/No
<b>1. PROFICIENCY</b>		
Develop proficiency with your chosen instrument		
<b>2. PRACTICE</b>		
Establish a disciplined practice routine		
<b>3. EDUCATION</b>		
Keep up with and stay focused on your selected class or course		
<b>4. PERFORMANCE</b>		
Develop the capacity to be an effective performer		
<b>5. PERFORMANCE ANXIETY</b>		
Learn to cope with performance anxiety. If relevant		
<b>6. SUPPLEMENTARY MUSIC SKILLS</b>		
Depending on the career in music, which you choose, other skills such as composing, songwriting, voice training, proficiency in other musical instruments will become important for you		
<b>7. MUSICAL AWARENESS</b>		
An awareness of where your activities fit into broad-spectrum of music is an important perspective to have		
<b>8. CONTINUING PROFESSIONAL DEVELOPMENT</b>		
Music is no different from other walks of life where, these days it is necessary to update skills on a continuous basis.		
<b>9. ANCILLARY MUSIC ACTIVITIES</b>		
Be up to speed in the activities you wish to be involved in		
<b>10. CLARITY OF VISION</b>		
Have you a clear sense of direction of what you want to do in music		
<b>11. OTHER</b>		
A skill which is important to you, which may not have been included above		

**Supplementary Tools for Highlighting Issues for Coaching, for  
Musicians  
Self-Assessment Questionnaires  
Non-Music Skills**

*The purpose of this questionnaire is to identify areas which are in need of  
attention*

How satisfied are you with the following skills at this time?

Rank from 1 to 5

(0=not satisfied, 5=very satisfied)

	Rank	Action Required? Yes/ No
<b>1. MANAGING YOUR EDUCATION</b>		
Picking the right course and staying up-to-date		
<b>2. MANAGING YOUR CAREER</b>		
Knowing what you want to do, which is realistic for you and knowing how you're going to get there		
<b>3. MANAGING TECHNOLOGY</b>		
There are many different facets of technology, knowledge of which is now essential for a successful career in music		
<b>4. PROMOTING YOURSELF</b>		
In order to succeed at music you need to be able to sell/promote yourself, or else have someone to do it for you		
<b>5. SKILLS FOR THE ROAD</b>		
Many musicians spend considerable periods of time on the road and there are many skills they require in order to thrive		
<b>6. MANAGING YOUR MONEY</b>		
Many musicians are self employed and a basic knowledge of planning and book-keeping will serve them well		
<b>7. CONTINUING PROFESSIONAL DEVELOPMENT</b>		
As well as keeping up with developments in music is also necessary keep up with developments in some of the skills listed above		
<b>8. MENTAL SKILLS</b>		
These involve the manner in which you deal with your thoughts, feelings and beliefs and the extent to which you are confident and well motivated.		
<b>9. MANAGING YOUR LIFE</b>		
Having firm foundations on which to build your life/career		
<b>10. OTHER</b>		
A skill which is important to you, which is not included above		

## Self-Assessment Worksheet

*Review the results you obtained using the self-assessment questionnaires and list the issues/areas below which you consider to be most in need of attention.*

<b>Issue/Area</b>	<b>Rank by importance out of 5</b>
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Take two or three items with the highest ranking and prepare Goals for them using the Grow Model. When you have achieved your Goals for these items, you can consider preparing Goals for the next highest ranking items

## Coaching Process Tools

### The Grow Model

**G=Goal**

(State your goal clearly)

**R = Reality**

(Where are you now?)

**O = Obstacles and Options**

(List obstacles internal or external to you preventing you from achieving your goal)

(Brainstorm the problems and list options now available to you)

**W = Way Forward**

(List what you are willing to commit to in the immediate future in order to achieve your goal. List action steps, particularly the next action)

## Evaluation & Review Tools

### Focused Analysis

#### What is working well?

Really Well?

Just About?

#### What is not working well?

Very Badly?

Not so good?

#### What Else? /Anything Else?

## Evaluation & Review Tools

### Focused Action

#### Focussed Questions

What do I need to start doing?

- 1
- 2
- 3

What do I need to continue doing?

- 1
- 2
- 3

What do I need to stop doing?

- 1
- 2
- 3

#### My next steps

1 My next action

- 2
- 3
- 4

#### My timeline

- 1
- 2
- 3
- 4
- 5