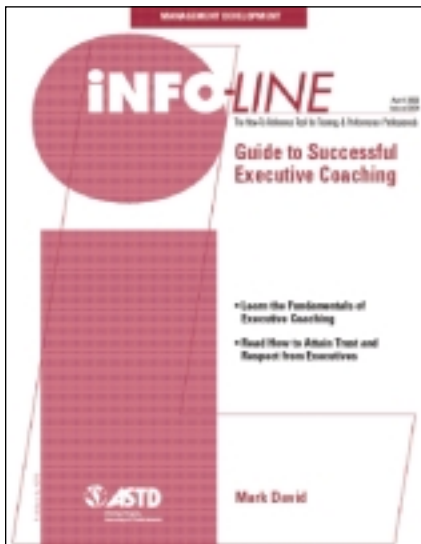


CLIP & SAVE



Info-line is ASTD's how-to reference for training and performance professionals, with practical, concise information in an easy-to-read format that gets readers up-to-speed on training topics in a matter of minutes.

A good coach is blessed with vision: the ability to discern and communicate what others can't. He or she understands the importance of change and has the wherewithal to set the best route and guide executives effectively.

This issue of *Info-line*, "Guide to Successful Executive Coaching," walks readers through the key stages to becoming a successful executive coach and the steps to building trust and rapport with those they serve.

How to Order

You can purchase a copy of *Info-line* No. 250204, "Guide to Successful Executive Coaching," by contacting the ASTD Customer Care Center at 703.683.8100 or the ASTD Online Store, store.astd.org. Use Priority Code ILDTD.

Goals for the Year

The following chart will help an executive create his or her goals for the entire year. Use it as an on-the-job coaching tool.

List your business and personal goals for the year and determine a deadline.

Business Goals: What I want

- _____
- _____
- _____

When I want it

- _____
- _____
- _____

Personal Goals: What I want

- _____
- _____
- _____

When I want it

- _____
- _____
- _____

Vision Statement

Imagine it's the end of the year. Describe what your future world will look like after you have accomplished your goals.

Why did I want to accomplish my goals?

How do I feel now that I've accomplished my goals?

What does my world look like now that I've accomplished my goals?

*Adapted with permission from *The Self-Manager Success Journal*. San Mateo, California: The Mark David Corporation, 2000.