

### **Structure of Review Session**

- Session overview and check in
- Review of goals and progress
- Explore focus area/agenda to discuss /work on
- Explore & build importance and confidence
- Review challenges, learnings and lapse prevention
- Goal setting and planning
- Close

### **Your focus is on working with the client to:**

- Understand the challenges, thoughts, behaviours and habits that are getting in the way
- Brainstorm the strategies, resources and supports that are available to overcome obstacles
- Celebrate achievements, affirming progress, reframing setbacks and discovering strengths
- Create awareness to learn about themselves both from achievements and mistakes
- Review goals and action plans and change as necessary.

### **Begin the session with positive focused questions such as:**

- What went well this week?
- What have you learned about yourself?
- What are you proud of?
- What is the best thing that happened?

### **Review their progress:**

- Did they take action?
- How did they track progress? Was this effective?
- What were the challenges and best experiences?
- What supported them or hindered them?
- What strengths have they demonstrated?
- Are the actions appropriate, too hard or too easy?

### **Scenario 1 - The client took action**

If your client took the actions they committed to:

- acknowledge and affirm their success
- Ask them to identify what were the factors in their success
- Connect them to how they felt when they were successful in taking action - this can build confidence in their self-efficacy
- Link actions back to the overall vision and goals

- Connect to intrinsic motivators: Ask clients to reflect on whether they are experiencing or noticing benefits after performing their healthy behaviours - for example did they notice a change in mood, energy, focus, stress levels, sleep after they exercised?
- Encourage clients to be mindful and self-aware to notice the benefit, and when they do, encourage them to enjoy and celebrate it.

### **Scenario 2- The client took some actions**

If the client took some action but did not achieve all they planned to, the same points as for scenario 1 apply as well as the below:

- Reframe unachieved goals as learning opportunity not failures - ask client what did they learn about themselves?
- Reinforce 'trial and correction' mindset - what could they try instead?
- Acknowledge and affirm their resourcefulness and willingness to try
- Reinforce the growth mindset - focus and affirm efforts made by the process and any progress made
- Discuss obstacles and how they could be overcome
- Ask client to consider which factors contributed to the not taking action
- Invite client to consider whether this goal the right goal.

### **Scenario 3 - The client didn't take action**

If the client did not take action, you may consider that they may not be ready to change, have chosen a goal that is not important or that don't feel confident achieving. Alternatively, the goal might need to be broken down into smaller actionable steps.

- Support the client to explore what they learnt about themselves
- Discuss obstacles and how these could be overcome
- Reassess importance and confidence and if required choose a different behaviour or goal
- Invite them to review the weekly goals and assess any changes are needed.

### **Anticipate any triggers or challenges**

Have your client consider anything (such as competing priorities and lack of time) coming up in the next weeks, and if so, whether they would like to brainstorm a plan to prepare for them.

- Is there anything coming up this/next week or before our next consult that you need to consider?
- What could help you to stay on track in this situation?
- What could you say to yourself that will support you to stay on track?
- What can you do that will make you feel happy after this event is over?
- Do you need to write down what you may say in case you feel pressured by friends/family?

**When you are reviewing a goal, questions to ask are:**

- Is this goal working? Is this plan working?
- Do you need to revise your goal/s and actions or set a new goal and action plan?
- What could you do differently?
- If you haven't achieved the goal check in: Is it the right goal? Is it important? do you feel confident?
- What goal/s would you like to focus on for the next 1-3 weeks? Then assess readiness, importance and confidence

Confirm relevance to longer term goals and overall vision (revisit).

Ensure goal is appropriate for stage of change and is SMART.

**Preparing a client for a review session:**

The goal I am working on is:	My action steps are:
Reflection	
What went well?	
What have I learned about myself and what works for me?	
Obstacles	
What got in the way?	How could I overcome this?
Supports	
What helped me achieve /make progress towards my goal?	
My goal in the next 1-2 weeks is:	My action plan is