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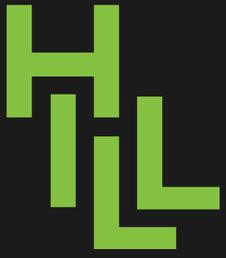
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## **EMPLOYING 7 STEPS TO SUCCESS**

### REFERENCES

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**MASTERING**

THE SLIGHT EDGE

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## THE SLIGHT EDGE - AND HOW TO MASTER IT

You have the potential to achieve great things and to take complete control of the direction your life is going. However, if you want to be successful you need to be willing to do the things that unsuccessful people are not willing to do. These are not big, difficult things – instead they are a series of daily actions that turn into habits, fuelled by the right philosophy. What's hard is being committed to completing these habits every single day, without allowing your focus to waver. Master these repeated, consistent actions to give yourself the Slight Edge – and move towards great success.

A well-loved example of the Slight Edge in action is the story of the tortoise and the hare. The slow-yet-consistent progress of the tortoise helped him win the race ahead of the speed-loving hare, who flamed out before the finish line. This fable demonstrates perfectly how small steps in the right direction add up significantly, helping you achieve incredible results that, on paper, may have looked impossible.

### WHY ONLY 5% OF PEOPLE GAIN THE SLIGHT EDGE

Given that the formula for this proven strategy for success is so simple, why do so few people achieve the results they say they so desperately want?

1. These small actions are easy to do – but they are also easy not to do.
2. There is no instant gratification – the results are invisible for a long time.
3. Habits seem insignificant – many don't believe they can make a difference.

To gain the Slight Edge you must be willing to **master the mundane**, and most people give up. The truth is, it's not your will that's your ally but **time**. Stick to your tasks over time and you will enjoy the results you are looking for. This is not a dramatic process – it's using **small actions to tip the scales in your favour**.

## THE IMPORTANCE OF HAPPINESS

What do you think will make you happy? Perhaps you believe that once you've achieved the goals you have set for yourself, you will finally achieve ultimate happiness. This is an illusion.

***Happiness is available to you right now  
and will help you move towards success.***

The perfect partner of the Slight Edge is positive psychology. You should focus on what makes you happy and how to achieve more of it. To do this, you need to develop happy habits.

These are the happy habits that author Shawn Achor – a leading expert in human potential and happiness psychology – suggests everyone should develop.

1. Write down 3 things you are grateful for every day of your life.
2. Spend 2 minutes writing about something happy that occurred within the last 24 hours.
3. Meditate daily – even if you only have a few mins.
4. Practice one act of kindness every day and don't expect anything back.
5. Exercise for 15 minutes daily.

You don't need to try them all at once. Just pick one and make it a habit, then move onto the next. A positive change in one area of your life will have a positive impact elsewhere.

## APPLYING THE SLIGHT EDGE IN YOUR LIFE

You should begin with reflection. Take a look at the different areas in your life and assess where you are right now.

1. **Health** – how fit are you? How often do you get ill? Etc.
2. **Happiness** – how happy are you in life? What makes you happy?
3. **Relationships** – not just romantic but friendships, family, work – how are those important connections going?
4. **Personal Development** – are you turning into a better person each day?
5. **Finances** – what is the overall state of your financial affairs?
6. **Career** – are you working in a job you love? Are you working towards improvement? Do you earn enough money?
7. **Positive impact on the world** – do you influence people in a good way? Are you a good role model? What will your legacy be?

*“A goal is nothing but a dream with a deadline”*

Having assessed your current situation, you now need to **get very clear** about your **goals**. They must be specific, and you need to have a **plan in place** of how to achieve them.

1. Write dreams down – you need descriptions and deadlines
2. Look at it every single day – constantly remind your brain and conscious thinking where you are headed so it becomes like autopilot.
3. Start with a plan – it doesn't have to be elaborate and perfect, but you have to take a first step.

Wherever you go from this moment forward, you will either be moving towards success or failure. You can choose which direction to go in, but you will need help and support to get to where you want to go.

## SURROUND YOURSELF WITH THE RIGHT PEOPLE

The **five closest people** in your life will have the **most profound influence** on you. So, it is vital that you ensure they are **on-board** with your goals and that they aren't hindering your progress. You should also **seek out** other people who want to be part of the 5% of successful people because they will have a positive impact on you and **inspire you** to keep moving forward. It's also a good idea to **have a coach** – somebody to help you be your best.

## USING YOUR INNER VOICE WISELY

Nobody has a more profound effect on you than **yourself**. So, you need to use your inner voice wisely and engage in **regular personal development** to broaden your horizons and change how you think.

- Get a mentor and watch them at work
- Read 10 pages of a personal development book every day
- Put the things you learn into practice
- Do things to help others and create a ripple effect of positivity.

## THE FOUR SLIGHT EDGE FORCES

These forces can become either your **allies or enemies**, it's up to you to decide which.

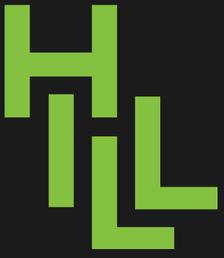
1. **Momentum** – steady movement is better than growing too fast.
2. **Completion** – it's important to finish the incomplete things in your life. They draw you back into the past, so you need to get them out of your life. Spend 15 minutes a day completing things.
3. **Reflection** – being productive and being busy is not the same thing. Reflect on what you have done every day. Did you achieve anything? Write down what you did achieve at the end of the day.
4. **Celebration** – acknowledge when you do something right, no matter how small.

## THE POWER OF HABITS

To harness the power of the Slight Edge, you need to be **consistent** and **develop the habits** to move you towards success. These are the **seven habits** that will get you there.

1. Show up
2. Be consistent
3. Be committed for the long haul
4. Have a positive outlook
5. Stoke the fire of your desires with faith. You need to have a vision.
6. Be willing to pay the price - give up something that consumes too much time but doesn't add value.
7. Practice Slight Edge integrity - stick to your values when nobody's watching because that is when it counts.

Dreams are like magnets - they pull at you and make you move towards them. Most people forget about their dreams because they get too comfortable and don't want to rock the boat. This is a mistake because in order to achieve the life you dream of, you need to be willing to embrace living uncomfortably. So, don't let negativity and what other people think disrupt your course. Practice the Slight Edge and make the life you want happen.



**APPLYING**

THE GROW MODEL

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# THE GROW MODEL: ACHIEVE YOUR GOALS

If you want a realistic shot at achieving your goals, you need to be precise and detailed in your approach to goal-setting. It's a good idea to work with a peer, your manager or a coach to go through this process, somebody to help you develop your ideas and to keep you accountable. It can also work well if you establish a reciprocal coaching relationship with a friend or colleague, where you guide other through this assessment, monitoring your progress and comparing the challenges you encounter. In doing so, the aim is to replace dreams with tangible goals that are broken down into achievable steps.

## WHAT IS THE GROW MODEL?

Developed by Sir John Whitmore, a leading expert in coaching for performance and leadership, the GROW model breaks down the goal-setting process into five different categories. Each section asks you to delve deep, taking the time to truly understand where you are, what you want and what challenges or opportunities are ahead for you. By working through a GROW model assessment, you can gain clarity and direction.

### STEP 1: GOAL

The first step of this process is to identify your goals. It could be that you have very clear short and long-term goals already in mind, or you may feel a little lost or unsure of what you want. In your coaching conversation, it's important to stimulate this discussion by asking questions that generate reflection and introspection.

#### QUESTIONS:

- How satisfied are you with your life right now?
- Do you feel fulfilled by your work or personal life?
- Are you utilising all your talents and strengths?
- What makes you happy?
- Is there anything you think is missing in your life?
- What is the goal of this conversation for you?
- Do you have specific goals you want to achieve?
- Are you thinking in the short term or the long-term right now?
- If you have a goal in mind, do you know when you want to achieve it by?
- How would you measure success for your goals?
- Can you put in performance goals that will take you towards an end goal?

## THINGS TO CONSIDER:

You need to distinguish between your END goal and your PERFORMANCE goals. While your END goal is the ultimate destination, your PERFORMANCE goals are the behaviours that will get you there.

Be realistic. By all means, dream big but good goal setting means being honest with yourself too. Make your goals SMART - specific, measurable, attainable, realistic and time phased.

## STEP 2: REALITY

This is your chance to look at where you are right now to assess the foundation from which you will build towards your goals. By taking an inventory of your current position, you can think clearly about what - and who - you have to work with, and to identify the opportunities they present.

### QUESTIONS:

- What is happening right now (consider what, when, where, how much)?
- Who is involved in your work life or personal life?
- Have you already started to work towards your goal?
- What steps have you taken towards this goal so far?
- What were the factors that informed your choices?
- What results did your actions produce?
- What is happening both internally and externally?
- What are the major constraints to finding a way forward?

## THINGS TO CONSIDER:

When you reflect, consider the context. You are invited to explore things that are under your direct control - the internal stuff - but also the external factors that could apply. In business scenarios, this could mean measuring your performance against the industry standard.

Remember, taking action is vital to moving forward, even if that action doesn't always help you get to where you are going directly. It's important to assess the things that went wrong or stifled growth, as well as those strategies that worked.

## STEP 3: OPTIONS

It's time to get creative. When we consider our options in life, it's easy to allow negativity or limiting beliefs to inhibit us. So, when you look at the options for your goals, it's important to write down as many as you can think of. It doesn't mean that every single one will be right for you, but by giving yourself the freedom from your 'rational' mind, you can think creatively and imaginatively. You never know where such thinking can take you.

### QUESTIONS:

- What options do you have?
- What else could you do?
- What if money/time/distance/etc was no object?
- Would you like another suggestion?
- What are the benefits and costs of each option?
- Take a moment to rank these options in order of importance.

### THINGS TO CONSIDER:

Having unshackled your mind and given your imagination the chance to run free, what new or different ways of thinking have come up for you? Problem-solving and action-planning needs to be precise, but you may be holding onto false beliefs about your ability to take different options. Make sure you test any of these 'truths' before you rule out an option completely.

## STEP 4: WILL

Now it's time for action and honesty. You need to get clear on what you WILL do and be identify anything that could get in your way. By taking ownership of your actions and choosing when you will do them, you put yourself in charge of your destiny. You can also recruit allies and find the strategies that will help you stay on course.

### QUESTIONS:

- What are you going to do?
- When are you going to do it?
- Will this meet your goal?
- What obstacles could you face?

- How will you overcome them?
- Who needs to know?
- What support do you need?
- How will you get that support?
- Rate yourself on a one-to-ten scale on the likelihood of you carrying out this action.

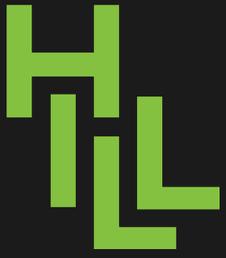
## **THINGS TO CONSIDER:**

If your goal relates to your work, it's unlikely that you operate in isolation. That's why it's crucial to identify those who need to know and to get them on board. The people around you at work and at home may be a useful support system - and could bring skills and strengths to the table that will help you.

It's important to be very specific on when you are going to complete the actions you give yourself, and to be clear on why this action is moving you towards your goal. By being forensic and time-specific in this planning, you know exactly what you are accountable for and the time-scale you are working to.

## **FURTHER HELP AND ADVICE**

If you need any help with goal-setting or establishing this as part of your company culture, please get in touch with **Oliver Hill at [oliver@hillcoachingcompany.co.uk](mailto:oliver@hillcoachingcompany.co.uk) or call 01603 567794.**



**EMPLOYING**

7 STEPS TO

SUCCESS

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# **BUILD A STRENGTH BASED CULTURE - 7 STEPS TO SUCCESS**

If you want to get the best out of your workforce, you need to play to their strengths - and creating a company culture with that focus is critical. This process can be daunting for businesses who are new to strengths-based development, but you can implement cultural change and see results more quickly than you might imagine. We support clients going through this process by taking them through 7 steps to success. Today we're sharing them with you.

## **STEP 1: UNLOCK STRENGTHS**

It's essential to begin by mining for knowledge - specifically about you and your employees. We use the Gallup CliftonStrengths assessment, which we ask all members of a business to take to identify their natural skill-sets. Once you've taken the comprehensive test, you'll know your innate top five talents - and those of the people around you - so, you can begin a group effort to turn them into strengths and boost everyone's performance.

## **STEP 2: UNDERSTAND MOTIVATION**

If you want to fine-tune performance, you need to understand what motivates a person. To discover this, we use Motivational Maps - a powerful tool that gets to the heart of what drives us all. Each person's map will show the deeper levels of motivation at work in their lives, and you can use it to enhance their experience at work and engagement levels. As well as building a clear picture of the motivations at work today, you can use the tool time and again to see how things change over time. Now you've got the knowledge, you can begin to use it.

## **STEP 3: CLAIM STRENGTHS**

Despite being gifted with natural talents, it's easy for them to be ignored or forgotten in the daily grind. Now you've discovered what a person's top five talents are, you can help them reflect on their past achievements. This allows them to celebrate and claim these moments of peak performance and remember how good it felt to work to their strengths.

## **STEP 4: AIM STRENGTHS**

Now strengths have been identified and claimed, it's time for action. This crucial step is where you encourage and enable your employees to do what they do best every day. Research shows that people working to their strengths can achieve near perfect performance. Imagine the level of productivity in your workforce when everyone is working to their strengths - it's going to be a gamechanger for your business.

## **STEP 5: LEAD WITH STRENGTHS**

As part of this process, all leaders in your organisation will have gone through the same process of naming and claiming talents. Those in senior positions are responsible for a vital part of building a strengths-based culture - communication. Give your people the information they need in a way that resonates with all of them, schedule regular catch ups and ensure that everyone understands what is required of them. Breaking down barriers to communication will encourage closer collaboration and mitigate misunderstandings.

## **STEP 6: BUILD TEAMS**

It should now be much easier for managers to build teams that work brilliantly together. You can ensure you partner up people who have complementary skill-sets and allocate the right work to the right employees. Teams formed in this way are formidable.

## **STEP 7: SIT BACK**

Congratulations, you've successfully implemented a strengths-based culture in your company. You can now focus on leading - and trust your teams to deliver. As you survey your business, notice:

- Your happy, engaged and more productive workforce.
- The impact of this boost on your profitability.
- A better rate of retention as happy staff stick around.
- Interest from new talent, who've heard from your people that this is a great place to work.



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