

# Accountability Coaching Associates



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Thank you for accessing this stress inventory.  
I trust that it will be helpful to you in creating  
more order, peace and satisfaction in your life.  
You may find that assistance in accountability  
and follow-through, as well as encouragement  
and acknowledgement, may be of value to you.  
In that case, I would be honored to be your  
coach. Please feel free to contact me to discuss  
your coaching needs.

Here's to our mutual success!

*Patricia Clason*

# The Work Stress Inventory

The stress inventory is a list of outstanding tasks you need to complete in order to free up your energy to focus on your most desirable goals. These tasks may or may not be items already on your "to do" list. These may or may not be desirable tasks. These are, however, items that are in the way of being focused **or** achieving your desired goals.

**Step 1.** Using the scale below, rate the level of stress that comes from not completing these tasks:

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Not Stressful</b>	<b>Moderately Stressful</b>	<b>Average Stressful</b>	<b>Significantly Stressful</b>	<b>Extremely Stressful</b>

Work Environment

Rating

T/M/V\*

Example: organizing office space

- |    |       |
|----|-------|
| 1. | _____ |
| 2. | _____ |
| 3. | _____ |
| 4. | _____ |
| 5. | _____ |
| 6. | _____ |

\* Time or Money block/consideration -Value or Emotional consideration

Tasks Related to Team/Department  
*Example: implementing a team meeting format*

Rating

T/M/V\*

1.

\_\_\_\_\_

2.

\_\_\_\_\_

3.

\_\_\_\_\_

4.

\_\_\_\_\_

5.

\_\_\_\_\_

6.

\_\_\_\_\_

\* Time or Money block/consideration -Value or Emotional consideration

Coachees/Customers to Contact  
*Example: complete coachee follow-up calls*

Rating

T/M/V\*

1.

\_\_\_\_\_

2.

\_\_\_\_\_

3.

\_\_\_\_\_

4.

\_\_\_\_\_

5.

\_\_\_\_\_

6.

\_\_\_\_\_

\* Time or Money block/consideration -Value or Emotional consideration

Outstanding Training/Education  
*Example: sign up for time management course*

Rating

T/M/V\*

1.

\_\_\_\_\_

2.

\_\_\_\_\_

3.

\_\_\_\_\_

4.

\_\_\_\_\_

5.

\_\_\_\_\_

6.

\_\_\_\_\_

\* Time or Money block/consideration -Value or Emotional consideration

Long Term Planning  
*Example: update departmental budget*

Rating

T/M/V\*

1.

\_\_\_\_\_

2.

\_\_\_\_\_

3.

\_\_\_\_\_

4.

\_\_\_\_\_

5.

\_\_\_\_\_

6.

\_\_\_\_\_

\* Time or Money block/consideration -Value or Emotional consideration

## Other Tasks

*Example: update website information*

Rating

T/M/V\*

1.

\_\_\_\_\_

2.

\_\_\_\_\_

3.

\_\_\_\_\_

4.

\_\_\_\_\_

5.

\_\_\_\_\_

6.

\_\_\_\_\_

\* Time or Money block/consideration -Value or Emotional consideration

Step 2: Return to the list and determine if the resistance to accomplishing the task is a money consideration (as in not enough money to do "x"), a time consideration (not enough time to do "x") or a value consideration ("I don't have the experience, education, credentials, etc" or "I am not confident that I can accomplish the task successfully") or other emotional block.

Step 3. Work through the list with your coach to clear the considerations and make a plan of action for accomplishment of the tasks. Write your action commitment under each item.

Step 4. Check item off when complete.

The ultimate in fitness is a personal trainer,  
the ultimate in life success is a personal coach

***You deserve the best, give yourself a gift of coaching!***

## Accountability Coaching Associates

[www.lightly.com](http://www.lightly.com)

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# Coaching for Business or Personal \$ucce\$\$

*We will help you clarify your goals and define a plan  
to meet your success challenges.*

*Then we'll be there to coach and guide you to  
the new level of success that you desire.*

Milwaukee (414) 374-5433    Outside Metro Milwaukee (800) 236-4692

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*"I have accomplished more with Patricia's guidance than I ever could on my own.  
My dreams became her dreams and together we made them happen. Thank you Patricia!!  
Mary Angela Theys, Unique Plants and Floral*

*"As a coach, Patricia offers just the right blend of support, assertiveness and a wealth of good  
information on time management, organization, self-motivation and goal setting to help me stay on track.  
The coach concept is extremely effective and so is Patricia. I highly recommend her to anyone serious  
about being accountable for and actually achieving their goals and dreams."*

Laurel Kashinn, Graphic Designer/Writer, Blue Rose Digital

*"Patricia has helped me move rather easily through the fears and resistances I face  
in building my business that used to stop me dead in my tracks before. After our coach call,  
I am once again a locomotive at full steam!"    Jay Edgar, Edgar Resources, Coach*

*"Thank you for all you did for me. I feel much more confident about marketing.  
It has become a way of life."    Colleen Lantzy, Psychotherapist*

*"The business coaching our management team has received from Patricia Clason has been invaluable!  
She has helped us to focus on our goals, develop clear processes to achieving those goals and have fun  
while making it all happen. Patricia has guided us through being a company to becoming a team!  
I recommend her business coaching to anyone that wants to succeed"*

Mark Krause, Krause Funeral Homes