



TOYINDA L. SMITH

**The Handbook to Coach Yourself  
Using Five Practical Steps**

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## **Introduction**

“...deeper joy comes from peace and love and knowing you are living the life you were meant to live.”

- **Valorie Burton**

The life you were meant to live is your attainable portion. I believe we can get to this life with minimal barriers by committing to memory that there are already plans in place to prosper you, and not harm you, plans to give you a hope and a future.

The ability to coach yourself is a must-have skill as you are progressing in this seemingly uncertain world. With COVID disruptions, financial ambiguity, and workplace or entrepreneurial unreliability, personal coaching techniques and methods can keep you from reaching a low place and making the wrong life decision. An erroneous choice oftentimes will derail you, distract you, and deter you, leading to discouragement and detours that will cause delays in meeting your future goals. This untimely arrival leads to chaos, improper self-care practices, , and succumbing to living the life other people believe you should live.

What does it mean to coach yourself? The self-coaching approach I will teach you in this book involves structured self-guidance, intentional individual solutions, and shifting personal beliefs using humility, introspection, meaningful inquiry, tailored exercises, and the International Champion Influence® SEATS Process™

Model for Coaching. When you follow the steps, you will be positioned to break through barriers and facilitate progress to become the best version of yourself. It is at this place where you can reach higher self-actualization, prosperous plans, and profound joy.

As the Principal at The Coaching Seat®, LLC, a learning and development firm where we improve both the employee experience and your organization's effectiveness, we value the process of holistic transformation. Our company provides professionals with proven revenue-generating methodologies to become certified coaches, speakers, and facilitators so they can successfully enter the industry, strategically help others, and gain flexibility and financial freedom. I have spent a decade positioning people to win, produce, coach, collaborate, communicate, facilitate, transform, lead, execute, generate revenue, and obtain remarkable results.

I have found that the most fruitful people achieve and live the life they are meant to live, not because of talent alone. They achieve and live “the life” because they are willing to face the brutal facts about their thinking, actions, and character. More importantly, they are willing to make the necessary changes and adjustments to be fruitful. In The International Champion Influence® Coach & Facilitator Certification Program we teach our students the following construct: “Healthy adults have the ability to respond to what’s brought to their attention.” To coach yourself to joy, success, and abundance you must

welcome the matters brought to your attention and then choose to become determined and distinctively different.

My purpose in writing this book is to give you strategy, systems, and structure to coach yourself out of any problem, misalignment, or concern you may have in life. When you “do the work,” you will turn yourself into what I call a “Coach-O-Practor.”

In my first anthology book project *The Coaching Posture, Volume 1*, I explain,<sup>1</sup>

“As a “coach-o-practor,” we help you to think outside of the box without prescribing remedies. In fact, we believe a healthy adult can respond to things that are brought to their attention. In general, we understand this to mean the healthy adult is the remedy. Similar to chiropractors, “coach-o-practors” facilitate progress in the musculoskeletal system which works together to help you move. When your musculoskeletal system is altered through misaligned coaching posture you experience pain, headaches, illnesses, fatigue and abnormal movement. Prolonged coaching posture misalignment can cause permanent deformities in every area of your life. What’s the solution? An adjustment by a “coach-o-practor” who helps you move from objective, to action,

to accountability through aligning your posture.” (p.4-5)

As you begin to operate as a coach-o-practor you will have to readjust your limiting beliefs, rearrange nouns that distract you, and rectify emotional interferences. Once you commit to the process, you will notice an increase in joyfulness, fruitful relationships, increased achievement, settled patience, maturity, and most of all the fulfillment of living the life you are meant to live.

As you move through this handbook your confidence will be raised, attention focused and personal coaching skills enhanced. The International Champion Influence® SEATS Process™ Model for Coaching, should you decide to follow it, requires you to settle your objective, explain your experiences, ascertain strategies, tend the tasks, and secure accountability. Coaching yourself will require you to be a disciplined person with disciplined thinking who is willing to take disciplined actions.

**How ready are you to advance because of intentionality? Be Honest.**

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### **About the Author...**

Toyinda L. Smith is purposeful, passionate, and persistent. She is a bestselling author, business consultant, master coach, corporate educator, and TEDx and global speaker. She is the principal of The Coaching Seat®, LLC, a learning and development firm in place to improve both the employee experience and the organization's effectiveness. She also provides professionals with proven revenue-generating methodologies to become certified coaches, speakers and facilitators so they can successfully enter the industry, strategically help others, and gain flexibility and financial freedom along the way.

She has taught coaching skills in large higher education institutions, corporations, and statewide agencies, certified over 75 professionals to be coaches and facilitators and has taught more than 400 individuals to speak with confidence. Through her company, she provides execution-based solutions to increase employee engagement, enablement, and empowerment. With 20+ years of experience in education and business, Toyinda

is passionate about strategically leveraging leadership, personality strengths, and team relationships to drive objectives and profitable outcomes. As a global speaker, she is known for guiding individuals and groups to rewire every area of the mindset, refire to recover passion, and reset self to place individuals back on a championship track.

Toyinda has championed efforts through transformation assignments with clients including but not limited to, corporations such as Syngenta, Amazon, Chick-fil-A, Fifth Third Bank, and Dell Technologies North America. Additionally, she has worked with higher education institutions such as Purdue University, Francis Marion University, and Coker University. She has also completed workshops with non-profit agencies such as The Byerly Foundation, United Way, and South Carolina Children's Trust.

She earned an associate degree in organizational leadership and supervision and double bachelor's degrees in psychology and sociology at Purdue University. She has a master's degree in student affairs and higher education from Indiana State University. Toyinda completed the Diversity, Equity and Inclusion in the Workplace Certificate Program through the University of South Florida Muma College of Business. Additionally, she is a Lean Six Sigma Yellow Belt certified through the University of South Florida, Corporate Training and Professional Education Program.

Toyinda is the creator of the Champion Influence® Institute, a certified Birkman Professional, certified to

facilitate the Real Colors® Personality Instrument, trained to integrate Clifton StrengthsFinder Assessment, and is a certified leadership Speaker, Trainer and Coach with the Maxwell Leadership Team. She also serves as the Executive Director and Founder of the 501c3 organization, Legacy of Women, Incorporated. Toyinda is also a member of Sigma Gamma Rho, Sorority, Incorporated. Toyinda is married to her life partner and co-host of A Choice to Love Podcast, R.L. Carter, Jr. She has two biological adult children.

Visit her website at [www.thecoachingseat.com](http://www.thecoachingseat.com).



