



Planning and action tracking tools are valuable allies for the Ikigai Coach, enabling them to guide the client in transforming their aspirations into concrete achievements. Indeed, discovering their Ikigai is only the first step of a journey that continues through daily action and commitment. The Ikigai Coach must therefore be able to propose pragmatic tools to help the client structure their approach, prioritize their goals, and track their progress in a tangible way.

Among the essential planning tools, we find the action plan. This is a document that breaks down the client's objectives into concrete steps, specifying for each action the necessary resources, deadlines, and success criteria. The Ikigai Coach can guide the client in developing their action plan, ensuring that the goals are SMART (Specific, Measurable, Achievable, Realistic, and Time-bound), as mentioned in the sub-module on the GROW model. They may also encourage the client to incorporate actions aligned with their values and intrinsic sources of motivation, to strengthen their commitment and perseverance.

The calendar is another essential planning tool, allowing you to visualize the arrangement of actions over time and identify potential conflicts or overloads. The Ikigai Coach can invite the client to report the actions from their plan in a physical or digital calendar, helping them find a balance between the various spheres of their life (personal, professional, family, etc.). They can also suggest time management strategies, such as time blocking (reserving time slots for specific tasks) or the Pomodoro technique (alternating periods of intense work and regular breaks), to optimize the client's productivity and well-being.

To ensure effective action tracking, the Ikigai Coach can suggest that the client keep a log or tracking table. These tools make it possible to record achievements, learnings, and challenges encountered over time, thus providing a tangible trace of the path taken. The

coach can encourage the client to celebrate their "small victories" and learn from their failures, fostering a mindset of continuous growth and learning. They can also invite them to use customized progress indicators, such as satisfaction scales, before/after photos, or testimonials from loved ones, to make subtle but significant changes visible.

Digital tools can be valuable allies for planning and tracking actions. Project management applications, like Trello or Asana, make it possible to create task lists, assign responsibilities, and track progress in real time. Mindmapping tools, like XMind or MindMeister, can help clarify ideas and visualize the links between different actions. Habit tracking apps, like Habitica or Strides, reinforce positive behaviors and create routines aligned with one's Ikigai. The Ikigai Coach can explore with the client which tools are best suited to their style and needs while ensuring not to overwhelm them with technology.

Beyond the "classic" tools, the Ikigai Coach can also show creativity by suggesting original and inspiring supports. For example, they can invite the client to create a "vision board" by sticking up images and words evoking their Ikigai, to stimulate their motivation and imagination. They can also suggest they keep a "gratitude journal," noting three things they are grateful for each day, to cultivate a positive attitude and a compassionate view of their journey. The key is to find the tools that resonate with the client's sensitivity and deep aspirations, to make them levers of action and transformation.

It is important to remember that planning and tracking tools are not an end in themselves but a means to serve the client's fulfillment. The Ikigai Coach must ensure that these tools remain flexible and adaptable, to adjust to unforeseen events and the evolution of the journey. They can encourage the client to regularly review their tools, question them, and evolve them according to their needs and learnings. The challenge is to maintain a subtle balance between structure and flexibility, discipline, and creativity, allowing the client to move forward with confidence and agility on the path to their Ikigai.

By integrating planning and tracking tools into their support, the Ikigai Coach provides the client with a safe and stimulating framework to take action and realize their aspirations. They help them develop their autonomy, responsibility, and ability to pilot their life project in a fulfilling and aligned way. By cultivating a living and creative relationship with these tools, the client gives themselves the means to become the artisan of their Ikigai, shaping a meaningful and committed life day by day.

Key Points:

- Planning and tracking tools are essential to help the client transform their aspirations into concrete actions and maintain their commitment on the path to their Ikigai.
- The action plan allows us to break down goals into concrete steps, specifying resources, deadlines, and success criteria. The Ikigai Coach ensures that the goals are SMART and

aligned with the client's intrinsic values and motivations.

- The calendar helps visualize the arrangement of actions over time and find a balance between different life spheres. The Ikigai Coach can suggest time management strategies to optimize productivity and well-being.
- The logbook or tracking table allow recording achievements, learnings, and challenges, offering a tangible trace of the path taken. The Ikigai Coach encourages the client to celebrate their "small victories," learn from their failures, and use customized progress indicators.
- Digital tools (project management apps, mind mapping, habit tracking) can facilitate planning and tracking, but must be chosen based on the client's needs and preferences.
- The Ikigai Coach can suggest creative and inspiring supports, like a "vision board" or a "gratitude journal," to stimulate the client's motivation and imagination.
- The tools must remain flexible and adaptable to adjust to unforeseen events and the evolution of the journey. The Ikigai Coach encourages the client to regularly question and evolve their tools according to their learnings.
- By integrating planning and tracking tools into their support, the Ikigai Coach provides the client with a safe and stimulating framework to become the artisan of their Ikigai and shape a life full of meaning and commitment.