



B.E.S.T.

Become Mindful
of your Best State

ACHIEVE EXCELLENCE
DELIVER OUTSTANDING RESULTS
BECOME THE BEST VERSION OF YOU



Client Progress Tracking Format {Trainer's Goals}

Notes for InnerMost Shift Coach

In the IMSc training you learnt to end every coaching session with goal setting on 4 parameters.

- 1) Internal State goals referred as Yoga-Somatic Mindfulness goals or B.E.S.T. goals
- 2) Behavior Goals
- 3) Outcome or Results Goals
- 4) ROTIE, Return on Time, Investment & Energy

A sample letter is given in the “Client’s copy” of the IMSC goals format as a guidance on what you can share with the client. Feel free to modify this letter keeping in mind the style best suited to your client.

Internal State – InnerMost Shift

/ Yoga-Somatic Mindfulness

/ B.E.S.T Goals



“I hated every minute of training, but I said, “Don’t quit”. Suffer now and live the rest of your life as a champion” – Md. Ali

**To get into the Internal State goals
referred as Yoga-Somatic Mindfulness goals or B.E.S.T. goals,
you have learnt how to set anchors.**

Just like it is not interesting for a sports person to practice the same shot 100 times or for a musician to practice the same tune over & over again, the fact still remains that practice makes perfect. It is as true for a skill, as it is for maintaining internal state.

Note, important point here You don’t wait for the event to occur and then activate the state. It is important to practice getting into the state on a regular basis. For e.g. it is suggested that you practice getting into the Guru State 7 times a day for 3 mins each by placing your hand on your heart center.

Similarly, for any goal you work for during the session, you raise the client’s awareness to the NEW BEST and help your client to set the B.E.S.T. (Yoga-Somatic Mindfulness) goals.

As a coach, practice taking your client in the New B.E.S.T. state, and do not hesitate even if your client finds it repetitive. You will soon get into a phase where you are smoothly navigating the client to the B.E.S.T. without reading each & every question giving for your reference in the tool book.

P.S.: Refer ‘NEW BEST’ sheet for InnerMost Shift / Yoga-Somatic Mindfulness Goals.

While it is important to practice getting into the B.E.S.T. state every-so-often, it is imperative to measure client’s achievement of mindfulness goals in the situation.

Hence there are 2 tracking sheets in relation to the Yoga-Somatic Mindfulness goals:

- 1) Yoga-Somatic Goals - Practice Tracking
- 2) Yoga-Somatic Goals – Implementation Achievement

I] InnerMost Shift -Yoga-Somatic Mindfulness Goals [Practice Tracking]

Managing your internal state is the 1st step towards meeting your goals.
Hence, note the Parameters you'll practice on a regular basis & also the frequency in which you'll practice it.

Mention 2-3 parameters to practice & track on a regular basis

Tracking Parameters			Frequency to Practice (Mention Y/N)			
		Goals	9am	1pm	5pm	9pm
B	Body Posture					
	Breath					
	Body Movement					
E	Experience*					
	Energy					
	Expressions					
S	Sensory Description					
	Somatically Sustain**					
T	Thoughts					
	Thinking					
	Talking about it					

Note:

1. Refer 'NEW BEST' sheet for InnerMost Shift / Yoga-Somatic Mindfulness Goals.
2. Wherever the client does not notice the BEST pattern clearly, leave it blank. If the client has noticed & filled some of the parameters (body posture & self-talk), it can be a good list to track.
3. Simple mark Yes/No (Y/N) for when you have practiced, were not able to practice. It is best to practice 7 times a day, at the same time, set a target that you are comfortable with. We recommend practicing minimum 3 times a day.

I] InnerMost Shift -Yoga-Somatic Mindfulness Goals [Implementation Achievement]

Managing your internal state is the 1st step towards meeting your goals. Hence, on a scale of 1-5 or % age mention how often were *you* in-charge of your state and how much have you improved over the time.

Over the Time Overall Improvement / Achievement (on a scale of 1-5 or % age)

1st Review:	2nd Review:	3rd Review:	4th Review:	5th Review:
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Phase of Time: Start Date: _____ Finish Date _____

Mention 2-3 parameters to practice & track on a regular basis

Tracking Parameters			Frequency & Observations			
		Goals				
B	Body Posture					
	Breath					
	Body Movement					
E	Experience*					
	Energy					
	Expressions					
S	Sensory Description					
	Somatically Sustain**					
T	Thoughts					
	Thinking					
	Talking about it					

Note:

4. Refer 'NEW BEST' sheet for InnerMost Shift / Yoga-Somatic Mindfulness Goals.
5. Wherever the client does not notice the BEST pattern clearly, leave it blank. If the client has noticed & filled some of the parameters (body posture & self-talk), it can be a good list to track.
6. 'Parameter Tracking Timeline' would change depending on how frequently the client needs to monitor it. Depending on situation, as mentioned in example it can be fixed Time Slot, or it can be 1st review/phase, 2nd review/phase,

Behaviour & Response Goals



We have automatic responses to a contextual cue i.e. to a particular situation. Don't we?

To achieve the larger goal, it is important to
change our current behaviour, our current response
to the triggers outside coming directly on our path of achieving the goal.

This is why self-monitoring behavior change is essential. Measurement helps practitioners optimize their effectiveness.

The 1st step is to list down the situations (in the path of achieving the goal) in which I have an automatic undesired response.

Situation #1: _____
 Situation #2: _____
 Situation #3: _____

Next step is to list down the current & desired (target) response in that situation.

Tracking Parameters	
Situation #	Behaviour, Response & Actions Goal

You may also ask your client to note down both current & desired response.

Situation	Current Behaviour, Response, Action	Desired Behaviour, Response, Action Goals

The client has to consciously be aware & bring about the change in behaviour whenever a situation, similar to the one stated by the client occurs.

Tracking Parameters		Frequency & Observations			
Situation #	Behavior, Response & Actions Goal				

Behaviour tracking sheet is as given below.

II] Behavior, Action & Response Goals

Whatever be the goal, it requires a shift in behavior, responses, approach or action in specific situations. Mention everything you will expect to change and will be different. It could be as small as shift in tonality or specific words you will use. It is all part of behavior goals.

Record below the set of situations in which you will display a *shift* in behavior, responses, approach or actions.

(mention specific situation where you will track the shift)

Situation #1: _____

Situation #2: _____

Situation #3: _____

Over the Time Overall Improvement / Achievement (on a scale of 1-5 or % age)

1st Review:	2nd Review:	3rd Review:	4th Review:	5th Review:
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Phase of Time: Start Date: _____ **Finish Date** _____

Tracking Parameters		Frequency & Observations			
Situation #	Behavior, Response & Actions Goal				

Note: Refer 'Open the Mind to New Outcome' & 'Begin-Start-Stop-Continue' sheet for Behavior, Actions & Response Goals



Outcome / Result Goals

When one talks about the overall goal, it is a generally a big picture in mind and cannot be continuously measured.

For e.g. Goal: “I want to lose 10kg” is not measurable on a daily / consistent basis plus it is stated in negative.

Whereas, going to the gym 4 times a week or starting a habit of walking every day. This is easily measurable and doable; you are totally in charge of whether or not you reach your goal.

Hence in order to measure your outcome, you have to break down your ultimate goal into something that is:

- Specific and precise
- Observable
- Measurable
- Time-Bound
- Owned by Self

The outcome / result tracking sheet is as given below.

Note: For an intangible goal, like “Feel good for No damn reason” (in a context), you can measure the outcome in % terms, i.e. according to you, what % (0%-100%) of target have you achieved.

For more tangible outcome, like going for a walk, 5 times a week, it can be measured in numbers.

III] Outcome Goals

While continuing to monitor & manage your state and journaling your shift in behavior will bring you closer to achieving your target / your outcome goal, it is best to track your outcome goals on a regular basis.

(refer 4P's page)

Continuously enjoying Powerful End State Energy of being _____, mention the various outcomes you are committed to work on that will have a maximum impact in your life. Note the time you target to accomplish each goal.

On the target accomplishment date, note what % (0%-100%) of target have you achieved.

No.	Outcome Goal	Tracking Parameter	Target Timeline	Achievement (%age)/(1-5)
1				
2				
3				
4				
5				
6				

Mention your New Belief: _____

How will you keep track of this New Belief?

(refer evaluate energetic consciousness matrix)

Being who you are, how will you know you are evolving as _____ ?

Note: The client to come up with the outcome goals, based on the session agenda client had set. Client to refer the 4P's sheet for the Outcome goals. The client may also refer the 'Open Mind to New Outcome' and the PROBE Outstanding sheet to get a hint of outcome goals. At times in PROBE Outstanding, client comes up with long term goals, in such cases care to note that while client can mention long term outcome goals, Best practice is to also note the immediate (1-3 months) outcome goals, which will lead to the long-term goals.

ROTIE

Return on Time, Investment & Energy



What is the value your client is getting in return of investing Time, Money & Energy with you?

Client's time & energy is as valuable as client's money is, and hence, even for a free session it is important to measure what returns is the client expecting to get as a result of the coaching session.

This can be determined from what 'opportunities' or 'possibilities' client now finds opening up in front of him/her.

For e.g., if you have worked on a relationship goal with the client, the possible ROTIE apart from improved relationship could be:

- 1) Increased focus on work front, resulting in promotion.
- 2) Positive mindset to enrol for a new program, thus increasing Self-Value
- 3) Being more peaceful, I am healthy and have energy to work more.

IV] ROTEI – Return on Time, Efforts and Investment

Having invested in this session, you will continue to invest Time, Efforts & possibly money to work on the session outcome. Note for yourself now, what way has the coaching session made a difference in your life, that you can say with confidence.

Mention the Return on Time, Energy and Investment based on benefit you have got from the session & the value you will get as you continue to work on the session outcomes.

No.	Positive Impact - Benefit / Rewards / Improvements	Value I get
1		
2		
3		
4		

No.	Time / Energy / Investment made	Worth of Positive Impact & Value received
1		
2		
3		
4		

‘Yes! I benefited from the coaching session’ & this is what is making it worthwhile to work on the session outcomes. My recommendations are:

Client Progress Tracking Format

(client name)
Hello _____,

I truly appreciate your openness and willingness to achieve *the* best possible in the given circumstances, and I am happy that you are committed to yourself to develop & transform, so *you* get *better* results.

(session agenda)
We worked together in the session today on:

As you came out with your unique solutions, to work towards the goal you would love to achieve, to sustain the InnerMost Shift you experienced, it is important to list down and track your goal on all the 4 categories:

- 1) InnerMost Shift -Yoga-Somatic (New BEST) Mindfulness Goals
- 2) Behaviors, Actions & Response Goals
- 3) Outcome Goals
- 4) ROTEI – Return on Time, Effort and Investment

(mention time)
I trust that being committed you will fill in the goal sheet by _____, and share progress with me on a _____
(mention timeline & medium)

With your very Best interest in heart

All Smiles

(coach name)

InnerMost Shift Coach

Date of Coaching Session: _____
Session Duration (in minutes): _____

Internal State – InnerMost Shift

/ Yoga-Somatic Mindfulness

/ B.E.S.T Goals



I] InnerMost Shift -Yoga-Somatic Mindfulness Goals [Practice Tracking]

Managing your internal state is the 1st step towards meeting your goals.
Hence, note the Parameters you'll practice on a regular basis & also the frequency in which you'll practice it.

Mention 2-3 parameters to practice & track on a regular basis

Tracking Parameters			Frequency to Practice (Mention Y/N)			
		Goals	9am	1pm	5pm	9pm
B	Body Posture					
	Breath					
	Body Movement					
E	Experience*					
	Energy					
	Expressions					
S	Sensory Description					
	Somatically Sustain**					
T	Thoughts					
	Thinking					
	Talking about it					

Note:

7. Refer 'NEW BEST' sheet for InnerMost Shift / Yoga-Somatic Mindfulness Goals.
8. Wherever the client does not notice the BEST pattern clearly, leave it blank. If the client has noticed & filled some of the parameters (body posture & self-talk), it can be a good list to track.
9. Simple mark Yes/No (Y/N) for when you have practiced, were not able to practice. It is best to practice 7 times a day, at the same time, set a target that you are comfortable with. We recommend practicing minimum 3 times a day.

I] InnerMost Shift -Yoga-Somatic Mindfulness Goals [Implementation Achievement]

Managing your internal state is the 1st step towards meeting your goals. Hence, on a scale of 1-5 or % age mention how often were *you* in-charge of your state and how much have you improved over the time.

Over the Time Overall Improvement / Achievement (on a scale of 1-5 or % age)

1st Review:	2nd Review:	3rd Review:	4th Review:	5th Review:
-------------------------------	-------------------------------	-------------------------------	-------------------------------	-------------------------------

Phase of Time: Start Date: _____ Finish Date _____

Mention 2-3 parameters to practice & track on a regular basis

Tracking Parameters			Frequency & Observations			
		Goals				
B	Body Posture					
	Breath					
	Body Movement					
E	Experience*					
	Energy					
	Expressions					
S	Sensory Description					
	Somatically Sustain**					
T	Thoughts					
	Thinking					
	Talking about it					

Note:

1. Refer 'NEW BEST' sheet for InnerMost Shift / Yoga-Somatic Mindfulness Goals.
2. Wherever the client does not notice the BEST pattern clearly, leave it blank. If the client has noticed & filled some of the parameters (body posture & self-talk), it can be a good list to track.
3. 'Parameter Tracking Timeline' would change depending on how frequently the client needs to monitor it. Depending on situation, as mentioned in example it can be fixed Time Slot, or it can be 1st review/phase, 2nd review/phase,

Behaviour & Response Goals



II] Behavior, Action & Response Goals

Whatever be the goal, it requires a shift in behavior, responses, approach or action in specific situations. Mention everything you will expect to change and will be different. It could be as small as shift in tonality or specific words you will use. It is all part of behavior goals.

Record below the set of situations in which you will display a *shift* in behavior, responses, approach or actions.

(mention specific situation where you will track the shift)

Situation #1: _____

Situation #2: _____

Situation #3: _____

Over the Time Overall Improvement / Achievement (on a scale of 1-5 or % age)

1st Review:	2nd Review:	3rd Review:	4th Review:	5th Review:
-------------------------------	-------------------------------	-------------------------------	-------------------------------	-------------------------------

Phase of Time: Start Date: _____ **Finish Date** _____

Tracking Parameters		Frequency & Observations			
Situation #	Behavior, Response & Actions Goal				

Note: Refer 'Open the Mind to New Outcome' & 'Begin-Start-Stop-Continue' sheet for Behavior, Actions & Response Goals

Outcome / Result Goals



III] Outcome Goals

While continuing to monitor & manage your state and journaling your shift in behavior will bring you closer to achieving your target / your outcome goal, it is best to track your outcome goals on a regular basis.

(refer 4P's page)

Continuously enjoying Powerful End State Energy of being _____, mention the various outcomes you are committed to work on that will have a maximum impact in your life. Note the time you target to accomplish each goal.

On the target accomplishment date, note what % (0%-100%) of target have you achieved.

No.	Outcome Goal	Tracking Parameter	Target Timeline	Achievement (%age)/(1-5)
1				
2				
3				
4				
5				
6				

Mention your New Belief: _____

How will you keep track of this New Belief?

(refer evaluate energetic consciousness matrix)

Being who you are, how will you know you are evolving as _____ ?

Note: The client to come up with the outcome goals, based on the session agenda client had set. Client to refer the 4P's sheet for the Outcome goals. The client may also refer the 'Open Mind to New Outcome' and the PROBE Outstanding sheet to get a hint of outcome goals. At times in PROBE Outstanding, client comes up with long term goals, in such cases care to note that while client can mention long term outcome goals, Best practice is to also note the immediate (1-3 months) outcome goals, which will lead to the long-term goals.

ROTIE

Return on Time, Investment & Energy



IV] ROTEI – Return on Time, Efforts and Investment

Having invested in this session, you will continue to invest Time, Efforts & possibly money to work on the session outcome. Note for yourself now, what way has the coaching session made a difference in your life, that you can say with confidence.

Mention the Return on Time, Energy and Investment based on benefit you have got from the session & the value you will get as you continue to work on the session outcomes.

No.	Positive Impact - Benefit / Rewards / Improvements	Value I get
1		
2		
3		
4		

No.	Time / Energy / Investment made	Worth of Positive Impact & Value received
1		
2		
3		
4		

‘Yes! I benefited from the coaching session’ & this is what is making it worthwhile to work on the session outcomes. My recommendations are:

Client Progress Tracking Format { Sample Goals }

Hello (Name),

I truly appreciate your openness and willingness to achieve *the* best possible in the given circumstances, and I am happy that you are committed to yourself to develop & transform, so *you* get *better* results.

We worked together in the session today on: **your session objective to ‘Feel Good for no damn reason’ when I am stuck in traffic.**

As you came out with your unique solutions, to work towards the goal you would love to achieve, to sustain the InnerMost Shift you experienced, it is important to list down and track your goal on all the 4 categories:

1. InnerMost Shift -Yoga-Somatic Mindfulness Goals
2. Behaviour & Response Goals
3. Outcome Goals
4. ROTEI – Return on Time, Effort and Investment

I trust that being committed you will fill in the goal sheet by **6th July – 5pm**, and share progress with me on a **weekly basis by mail.**

With your very Best interest in heart

All Smiles

Siri G. P. Kaur Khalsa
InnerMost Shift Coach

Date of Coaching Session: **5th July**
Session Duration: **45 mins**

Internal State – InnerMost Shift

/ Yoga-Somatic Mindfulness

/ B.E.S.T Goals



I] InnerMost Shift -Yoga-Somatic Mindfulness Goals [Practice Tracking]

Managing your internal state is the 1st step towards meeting your goals.
Hence, note the Parameters you'll practice on a regular basis & also the frequency in which you'll practice it.

Mention 2-3 parameters to practice & track on a regular basis

Tracking Parameters			Frequency to Practice (Mention Y/N)			
		Goals	9am	1pm	5pm	9pm
B	Body Posture	Straight back, Neck Straight Head high Chin parallel to ground	Y		N	
	Breath	Calm, deep in abdomen	Y		N	
	Body Movement				
E	Experience*				
	Energy				
	Expressions	Quiet, Joyous, Forehead relaxed	Y			
S	Sensory Description				
	Somatically Sustain**	Chest out, Lower back relaxed & running a story of success in mind	Y			
T	Thoughts	Yes, it's possible	Y			
	Thinking	I am doing it	Y			
	Talking about it				

Note:

10. Refer 'NEW BEST' sheet for InnerMost Shift / Yoga-Somatic Mindfulness Goals.
11. Wherever the client does not notice the BEST pattern clearly, leave it blank. If the client has noticed & filled some of the parameters (body posture & self-talk), it can be a good list to track.
12. Simple mark Yes/No (Y/N) for when you have practiced, were not able to practice. It is best to practice 7 times a day, at the same time, set a target that you are comfortable with. We recommend practicing minimum 3 times a day.

I] InnerMost Shift -Yoga-Somatic Mindfulness Goals [Implementation Achievement]

Managing your internal state is the 1st step towards meeting your goals. Hence, on a scale of 1-5 or % age mention how often were *you* in-charge of your state and how much have you improved over the time.

Over the Time Overall Improvement / Achievement (on a scale of 1-5 or % age)

1st Review:	2nd Review:	3rd Review:	4th Review:	5th Review:
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Phase of Time: Start Date: _____ Finish Date _____

Mention 2-3 parameters to practice & track on a regular basis

Tracking Parameters			Frequency & Observations			
		Goals				
B	Body Posture	Straight back, Neck Straight Head high Chin parallel to ground				
	Breath	Calm, deep in abdomen				
	Body Movement				
E	Experience*				
	Energy				
	Expressions	Quiet, Joyous, Forehead relaxed				
S	Sensory Description				
	Somatically Sustain**	Chest out, Lower back relaxed & running a story of success in mind				
T	Thoughts	Yes, it's possible				
	Thinking	I am doing it				
	Talking about it				

Note:

4. Refer 'NEW BEST' sheet for InnerMost Shift / Yoga-Somatic Mindfulness Goals.
5. Wherever the client does not notice the BEST pattern clearly, leave it blank. If the client has noticed & filled some of the parameters (body posture & self-talk), it can be a good list to track.
6. 'Parameter Tracking Timeline' would change depending on how frequently the client needs to monitor it. Depending on situation, as mentioned in example it can be fixed Time Slot, or it can be 1st review/phase, 2nd review/phase,

Behaviour & Response Goals



II] Behaviour, Action & Response Goals

Whatever be the goal, it requires a shift in behavior, responses, approach or action in specific situations. Mention everything you will expect to change and will be different. It could be as small as shift in tonality or specific words you will use. It is all part of behavior goals.

Record below the set of situations in which you will display a *shift* in behavior, responses, approach or actions.

(mention specific situation where you will track the shift)

Situation 1: **When I am stuck in a traffic**

Situation 2: **Once I reach my destination – how I greet people**

Situation 3: **My response to wife/colleague/boss/subordinate/any other**

Over the Time Overall Improvement / Achievement (on a scale of 1-5 or % age)

1st Review:	2nd Review:	3rd Review:	4th Review:	5th Review:
-------------------------------	-------------------------------	-------------------------------	-------------------------------	-------------------------------

Phase of Time: Start Date: _____ **Finish Date** _____

Tracking Parameters		Frequency & Observations			
Situation #	Behavior, Response & Actions Goal				
Situation-1	Smile, talk to co-passenger in a friendly tonality				
Situation-1	Listen to music				
Situation 1	List down things to do / make other notes				
Situation 1	Make a pending call				
Situation 2	Greet people around with a genuine smile				
Situation 2	Ask – ‘How was your day?’				
Situation 3	Listen & give fruitful reply impacting outcome				
Situation 3	Make subordinates feel heard & be open to their ideas				

Note: Refer ‘Open the Mind to New Outcome’ & ‘Begin-Start-Stop-Continue’ sheet for Behavior, Actions & Response Goals



Outcome / Result Goals

III] Outcome Goals

While continuing to monitor & manage your state and journaling your shift in behavior will bring you closer to achieving your target / your outcome goal, it is best to track your outcome goals on a regular basis.

(refer 4P's page)

Continuously enjoying Powerful End State Energy of being **more productive, more balanced & be more efficient in my performance**, mention the various outcomes you are committed to work on that will have a maximum impact in your life. Note the time you target to accomplish each goal.

On the target accomplishment date, note what % (0%-100%) of target have you achieved.

No.	Outcome Goal	Tracking Parameter	Target Timeline	Achievement (%age)
1	Improved Relation with colleagues. Colleagues feel comfortable in approaching me 100% of time	Seeing them talking to me in a joyful of voice tone with a happy face	3 months 5 th Oct	
2	More respect from subordinates. Subordinates come up with new ideas without hesitation	Hearing them excited, sitting close to me at a comfortable distance and sharing things in a comfortable voice tone & laughter.	4 months 5 th Nov	
3	Increase in Performance	25% more outcome in reports and in project completion in terms of time & quality	2 months 5 th Sept	
4				
5				
6				

Mention your New Belief: **it is possible to remain balanced & composed when stuck in traffic**
How will you keep track of this New Belief?

Note how many times I allow the thought of likely future traffic effect my work.

(refer evaluate energetic consciousness matrix)

Being who you are, how will you know you are evolving as **a calm & quite person?**

When people around start mentioning to others that '(name)' is very calm & composed & it's so easy to approach him at ANY given point of time.

Note: The client to come up with the outcome goals, based on the session agenda client had set. Client to refer the 4P's sheet for the Outcome goals. The client may also refer the 'Open Mind to New Outcome' and the PROBE Outstanding sheet to get a hint of outcome goals. At times in PROBE Outstanding, client comes up with long term goals, in such cases care to note that while client can mention long term outcome goals, Best practice is to also note the immediate (1-3 months) outcome goals, which will lead to the long-term goals.

ROTIE

Return on Time, Investment & Energy



IV] ROTEI – Return on Time, Efforts and Investment

Having invested in this session, you will continue to invest Time, Efforts & possibly money to work on the session outcome. Note for yourself now, what way has the coaching session made a difference in your life, that you can say with confidence.

Mention the Return on Time, Energy and Investment based on benefit you have got from the session & the value you will get as you continue to work on the session outcomes.

No.	Return / Benefit	Value I will get
1	Being more peaceful, I am healthy and have energy to work more.	Peace/ Health/Productiv e
2	Known as an approachable & friendly person	Recognition for 'Balanced me'
3	Productivity increase by 25%	Promotion / Salary Increase / Higher Responsibility
4	Getting a coach as my partner and learning new way of being	Evolving new style
5		
6		

‘Yes! I benefited from the coaching session’ & this is what is making it worthwhile to work on the session outcomes. My recommendations are: