

RAPIDER PERFORMANCE

INTRODUCTORY CLIENT WORKBOOK

Understand where you are.
Clarify where you want to go.
Take your first step.

Productivity & Performance Coaching

YOUR NAME	
DATE	
COACH	

Structure. Consistency. Progress.

1. WELCOME TO RAPIDER

RAPIDER Performance helps busy professionals build better habits, improve focus, create structure and turn goals into consistent progress.

This workbook is designed to help you pause, reflect and identify what matters most before deciding what your next step should be.

There are no perfect answers. Be honest rather than impressive.

2. YOUR STARTING POINT

What is going well in your life and work right now?

What feels difficult, frustrating or inconsistent?

If nothing changed over the next 12 months, what would concern you most?

3. YOUR LIFE & PERFORMANCE CHECK-IN

Rate each area from 1 = needs significant attention to 10 = working very well.

AREA	1–10	WHAT WOULD IMPROVE THIS?
Time management	_____	_____
Focus & concentration	_____	_____
Organisation	_____	_____
Goal clarity	_____	_____
Daily habits	_____	_____
Consistency	_____	_____
Productivity	_____	_____
Work-life balance	_____	_____

Which score would make the biggest difference if you improved it?

4. WHAT IS GETTING IN THE WAY?

Tick the areas that feel relevant.

- ☐ Procrastination
- ☐ Distractions
- ☐ Too many commitments
- ☐ Lack of structure
- ☐ Unclear priorities
- ☐ Inconsistent habits
- ☐ Poor time management
- ☐ Low follow-through
- ☐ Work-life imbalance
- ☐ Other: _____

5. WHERE DO YOU WANT TO GO?

Imagine your life 90 days from now if meaningful progress has been made.

What would be different?

My three most important 90-day outcomes are:

1. _____
2. _____
3. _____

Why do these outcomes matter to me?

6. THE RAPIDER APPROACH

A simple framework for turning reflection into consistent progress.

LETTER	STEP	MEANING
R	REFLECT	Understand where you are now. Gain clarity on your habits, challenges and goals.
A	ALIGN	Connect your actions with what actually matters.
P	PRIORITISE	Focus your time and energy on the highest-value actions.
I	IMPLEMENT	Turn plans into action through simple, sustainable routines.
D	DEVELOP	Build stronger habits, skills and mindset.
E	EVALUATE	Review what is working and make adjustments.
R	REPEAT	Keep improving through consistent action.

7. YOUR FIRST RAPIDER ACTION

Keep it simple. Your first step does not need to change everything.

MY ONE PRIORITY	_____
THREE ACTIONS	1. _____ 2. _____ 3. _____
ONE HABIT	_____
REVIEW POINT	Date: _____ What will I review? _____

8. YOUR COACHING CONVERSATION

Bring these questions to your introductory conversation.

- What would you most like to change?
- What has stopped you from changing it so far?
- What would success look like in practical terms?
- What would improving this give you?
- How ready are you to take action?
- What support would help you stay consistent?

My biggest takeaway from completing this workbook:

9. YOUR NEXT STEP

RAPIDER coaching is built around practical action, accountability and continuous improvement.

■	I want to continue working on this independently.
■	I would like to explore the 3-month Foundation programme.
■	I would like to explore the 6-month Development programme.
■	I would like to explore the 12-month Transformation programme.
■	I'd like to discuss what would be right for me.

A better you starts with a better next step.

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