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| **Contributor:**  |
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| **What is the Transformation Audit** |
| The Transformation Audit is a structured assessment tool designed to evaluate an individual's progress in implementing changes to achieve their goals. It consists of a list of questions that cover various aspects of goal setting, including short-term and long-term objectives. Its primary purposes include encouraging accountability, identifying strengths and areas for improvement, measuring the effectiveness of performance improvement efforts, and ensuring goals can be achieved and maintained long term. By engaging in self-evaluation, individuals can identify blind spots, apply clear measures, and hold themselves accountable for delivering successful training initiatives aligned with their individual needs. The audit acknowledges that not all questions will be relevant at all times, allowing for adaptability as circumstances evolve. |
| **Nutrition and Exercise Goal Setting:**  |
| Failing to set clear nutrition and exercise goals can result in a lack of direction, inconsistent progress, difficulty measuring success, and the risk of plateauing in health and fitness efforts. To overcome these pitfalls, individuals should establish specific, measurable, and realistic goals that are broken down into actionable steps. By developing a detailed plan, tracking progress regularly, and remaining flexible to adjust goals as needed, individuals can maintain focus, stay motivated, and increase their chances of achieving long-term success in improving their overall health and fitness levels.**Goal Setting –** List 3 goals that you want to achieve and place a sustainable actions and timeframe beside each goal using the SMART method. Is your goal **Specific:** Providing a full description of what you want ensures clarity and specificity.Is your goal **Measurable:** Track progress and hold yourself accountable Is your goal **Attainable:** Is your goal feasible and within reach given your current circumstances, resources, and capabilitiesIs your goalIs your goal **Realistic**: Set goals that are both realistic and achievable to avoid setbacks and maintain motivation |

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| **GOAL**  | **SMART** | **TIMEFRAME** |
| **Complete a 21km running event** | Follow a half marathon training programmeIncremental distance IncreaseJoin a running club or groupInclude hill trainingDiversify training Focus on nutritionInclude cardiovascular workRest and recovery | 16-20 weeksReach the full half marathon distance 3 weeks before the eventWithin one weekOne training session per week1-2 sessions per week Speak to nutritional coach or gym coach1-2 sessions per weekAt least one rest day per week |

**By taking these actions and following a structured training plan, you can increase your chances of successfully completing a 21km running event. Remember to listen to your body, stay consistent, and adjust your training as needed based on your progress and feedback.**

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| **GOAL** | **ACTION** | **COMMENTS AND NOTES** |
| 1 | Are you clear on your ‘why, what, and how’ to achieve your goals? Replace ‘Why I can’t’ with ‘Why I Can’. Determine why you want to make changes, identify small steps to achieve your goals, and implement them for the long term. | *It's crucial to understand the reasons behind your goals (your 'why'), define what you want to achieve (your 'what'), and develop a plan of action (your 'how') to make sustainable changes. Focus on possibilities rather than limitations.* |
| 2 | Envision what you want – the whole picture and evaluate is your vision realistic and sustainable?  | *Visualising your goals can provide motivation and clarity. Ensure that your vision aligns with your values, capabilities, and resources, and adjust if necessary to ensure long-term success.* |
| 3 | Are you clear on the benefits you and others will receive when you implement these changes?  | *Understanding the positive outcomes of your efforts can reinforce your motivation and commitment. Consider how your actions will impact not only yourself but also those around you.* |
| 4 | Can you say you are giving 100% and if not, what resources can you add to support your commitment and performance? | *Reflect on your level of dedication and identify any barriers or challenges preventing you from giving your best effort. Seek support, whether it's through additional education, mentorship, or access to resources, to enhance your performance.* |

**Mindset**

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| 5 | Are you giving yourself permission to make mistakes and learn from the obstacles along the way?  | *Embrace setbacks as valuable learning experiences rather than failures. Cultivate a growth mindset that allows you to bounce back stronger and wiser from challenges encountered on your journey.* |
| 6 | Are you regularly celebrating milestones on your journey? | *Celebrating milestones is essential for maintaining motivation and recognising progress. It provides a sense of accomplishment and can boost morale during challenging times.*  |
| 7 | Are you making time for yourself? Monitoring screentime and being mindful with daily usage? | *Making time for oneself is crucial for overall well-being. It allows for relaxation, reflection, and recharging, which are essential for managing stress and maintaining balance.*  |
| 8 | Are you sharing your achievements with others, learning from others and can you ask for the support of others? | *Sharing achievements with others fosters a sense of community and accountability. It allows for the exchange of knowledge, experiences, and insights, promoting continuous learning and growth. Additionally, seeking support from others can provide encouragement, guidance, and perspective, helping to navigate challenges and stay on track towards achieving goals.* |
| Top Focus | The one aspect of my mindset that I need to focus on is: Action: | I will know I am on top of this action when: |

**Nutrition**

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| **GOAL** | **ACTION** | **COMMENTS AND NOTES** |
| 1 | Are you well hydrated every day? Are there times you are less focused on hydration and if so, what can help remind you? | *Keep a water bottle with you throughout the day to track water intake. Set reminders on your phone or use hydration apps to prompt you to drink water regularly, especially during busy times.*  |
| 2 | Do you have a food system in place of when you do your food shop, meal prep and have a clear idea of what you’re eating regularly? | *Plan your meals for the week ahead, create a grocery list, and shop accordingly. Dedicate time for meal prep to ensure healthy options are readily available. Utilise meal planning apps or journals to streamline the process.* |

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| 3 | Are you eating high quality food filled with nutrients? Are you consuming over 5 fruit or vegetables per day? | *Prioritise whole, nutrient-dense foods such as fruits, vegetables, lean proteins, whole grains, and healthy fats. Aim to incorporate a variety of colourful fruits and vegetables into your meals to ensure adequate nutrient intake.* |
| 4 | Are you proactively planning your food for the day rather than reactively just eating on the go? | *Plan your meals and snacks ahead of time to avoid impulsive food choices. Pack healthy snacks and meals to take with you when on the go to prevent relying on convenience foods.* |
| 5 | Are you meeting your protein target? | *Calculate your protein needs based on your activity level and goals. Include protein-rich foods such as lean meats, poultry, fish, eggs, dairy, legumes, tofu, and nuts in your meals to meet your protein requirements.* |
| 6 | Is your alcohol within a sensible range or are you binge drinking? | *Monitor your alcohol consumption and aim to stay within recommended limits. Limit alcohol intake to moderate amounts and avoid binge drinking. Seek support if you find it challenging to control alcohol consumption.* |
| 7 | Is your food plan supporting your training programme? | *Ensure your nutrition plan aligns with your training goals and supports optimal performance, recovery, and overall health. Adjust your food intake based on energy expenditure and training demands.* |
| 8 | Are you tracking your meals nutritional values? If so, are you doing this with precision? Weighing your foods? | *Use a food diary or nutrition tracking app to log your meals and monitor nutrient intake. Be precise with portion sizes by using measuring cups, kitchen scales, or visual estimation guides to ensure accurate tracking*. |
| Top Focus | The one aspect of my lifestyle that I want to focus on is: Action: | I will know I am on top of this action when: |

 **Training**

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| **GOAL** | **ACTION** | **COMMENTS AND NOTES** |
| 1 | Are you regularly scheduling your training times into your working week? Prioritising this time for you. | *Block out dedicated time slots in your calendar for training sessions to ensure consistency and prioritise your physical health and wellbeing. Treat these appointments with the same importance as other commitments.* |
| 2 | When training, are you training with intent? Focusing on the movement and executing the exercise effectively? | *Concentrate on the quality of each movement, focusing on proper form, range of motion, and muscle engagement. Mindfully connect with your body during workouts to maximize effectiveness and reduce the risk of injury.* |
| 3 | Are you logging your training sessions and aiming for progression every week?  | *Keep a training log to track workouts, including exercises, sets, reps, and weights used. Use this data to monitor progress over time and set realistic goals for improvement. Aim to gradually increase intensity, volume, or difficulty to ensure continual progression.* |
| 4 | Are you performing a warm up and cooldown for each training session? | *Incorporate dynamic warm-up exercises to prepare the body for activity and prevent injury. Include static stretching or foam rolling during the cooldown phase to promote recovery and flexibility.* |
| 5 | Are you taking a rest every 3-4 days? | *Schedule regular rest days or active recovery sessions into your training program to allow for physical and mental recovery. Listen to your body's signals and adjust training intensity or volume as needed to prevent overtraining and burnout.* |
| 6 | Are you regularly evaluating your form.  | *Pay attention to body alignment, posture, and technique during exercises. Use mirrors, video recordings, or feedback from a trainer to assess form and make necessary adjustments to prevent injury and optimize performance.* |
| 7 | Are you auto-regulating your sessions based on energy availability, recovery, injury or sickness? | *Listen to your body's cues and adjust training intensity, volume, or exercise selection based on factors such as energy levels, recovery status, and any signs of injury or illness. Prioritise rest and recovery when needed to avoid setbacks and support long-term progress.* |

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| 8 | Are you completing all of your sessions? If so, are you doing them to the 100% best of your ability? | *Commit to completing scheduled training sessions with full effort and focus. Strive for excellence in every workout, pushing yourself to the best of your ability while maintaining proper form and safety.* |
| Top Focus | The one aspect of my training that I want to focus on is: Action: | I will know I am on top of this action when: |

 **Coachability**

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| **GOAL** | **ACTION** | **COMMENTS AND NOTES** |
| 1 | Are you taking time to regularly reflect on your progress by tracking your progress to the best of your ability reflecting on the highs, lows and actions needed to facilitate optimum level of progress? | *Set aside dedicated time each week to review your progress, noting achievements, challenges, and areas for improvement. Use a journal, app, or spreadsheet to track metrics and reflect on your journey.* |
| 2 | Are you regularly connecting with others to help support yourself on your journey? | *Seek out mentors, coaches, or peers who can provide guidance, accountability, and encouragement. Join support groups, online communities, or training partners to share experiences and learn from others.* |
| 3 | Are you giving this process 100%? The more you put in, the more you will get out? | *Commit fully to your personal development journey, investing time, effort, and energy into your growth and improvement. Embrace challenges as opportunities for learning and growth, and stay dedicated to your goals.* |
| 4 | Are you taking a genuine interest in other people succeeding and offering help? | *Foster a supportive and collaborative environment by celebrating the success of others and offering assistance when needed. Share knowledge, resources, and encouragement to contribute to the success of your peers.* |

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| 5 | Are you sharing wins, lessons, and experience with others? Are you being a great team player? | *Be open and transparent about your experiences, sharing both successes and failures with humility and honesty. Embrace a team-oriented mindset, actively contributing to the collective growth and success of your group.* |
| 6 | Are you researching for the answers to any questions you currently have and regularly upskilling yourself? | *Take initiative in seeking out information, resources, and opportunities for learning and development. Stay curious and proactive in expanding your knowledge and skills to enhance your performance and effectiveness.* |
| 7 | When faced with an obstacle, are you approaching it with curiosity to find a solution or frustration? | *Cultivate a growth mindset and approach challenges with curiosity and resilience. Instead of getting discouraged by setbacks, view them as opportunities for problem-solving and growth, seeking creative solutions and learning from the experience.* |
| 8 | Are you happy with your results at this stage? If not, why not? | *Reflect on your current progress and assess your level of satisfaction with your achievements. Identify any areas of dissatisfaction or areas for improvement, and develop a plan to address them effectively.* |
| Top Focus | The one aspect of my training that I want to focus on is: Action: | I will know I am on top of this action when: |