

Achiiva® Quick Start Guide



The future
of coaching
is here.

Introduction

Achiiva® simplifies and strengthens the coaching relationship. It provides a set of key tools that enable you to capture key coaching data, track progress, promote improved self-awareness and drive accountability. It also provides instant messaging between coach and client powering up communications, providing a dedicated communication channel for all your coaching work, and enabling powerful micro-coaching to be delivered.

This guide provides you with an overview of Achiiva® to give you a quick start.

Additional Support

If you have any questions or would like our expert advice on using Achiiva® to power up your coaching, please email support@achiiva.com

- Want some specific advice? Please include your question/s
- Want some general support and expert assistance? Simply include your name, location and preferred means of contact.

We will respond via email if there is a simple answer. Alternatively, we will call or skype you so we can ensure we provide you with the best support possible that is specific to your needs.

Logging onto Achiiva®

Achiiva® is a mobile coaching platform built for apple or android devices. To access, search for and download Achiiva® from the app store, and register an account. If you would prefer to work from your computer, you can access Achiiva® from www.achiiva.com menu item '[Desk Top App](#)'.

What makes Achiiva® Unique

Achiiva® has a look and feel of social media, however it has been created to respect the privacy between coach and client. Privacy is important to great coaching. So in Achiiva® only the coach knows who they are coaching.

This means that even when a coach posts '[Insights](#)' to all their clients, and a client '[Likes](#)' the post, only the coach knows who liked it.

Getting around the Menu

Getting around Achiiva® is simple. Just click on an icon.

Direct Messages and Coaching History

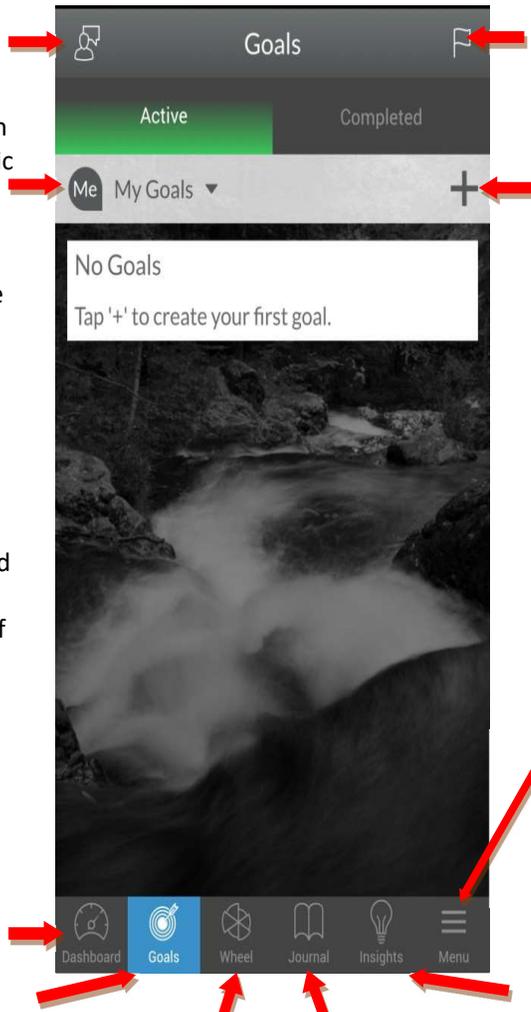
Filter – see information that relates to a specific coach, client or just you.

The filter relates to the menu item selected at the bottom of the screen and works the same way for all functions. This screen is for Goals.

With **My Goals** selected from the filter it will display all your goals. If you select a specific coach or client, it will display only the goals you are working on with that coach or client.

Dashboard Quickly review where things are at.

Goals Create, manage and share goals



Notifications Anytime shared information is changed you receive a notification, just like in facebook.

Create To create a new item such as a goal or wheel hit the + symbol.

What you create will be determined by the menu option selected.

In this screen a new **Goal** will be created.

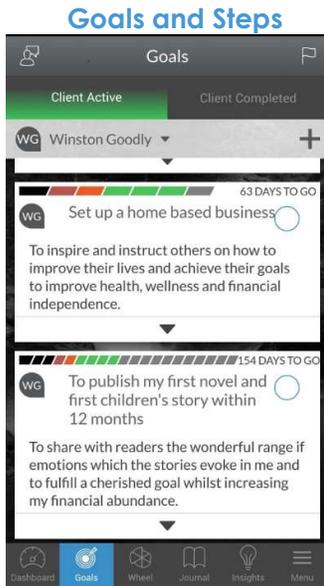
Menu Displays additional options including creating and editing your profile, connecting with coaches and clients, providing feedback, live chat support and logging out.

Insights Coaches can create, share and manage posts to their clients, clients can view insights.

Wheels Create, manage & share coaching wheels.

Journals Create, manage & share journals & notes.

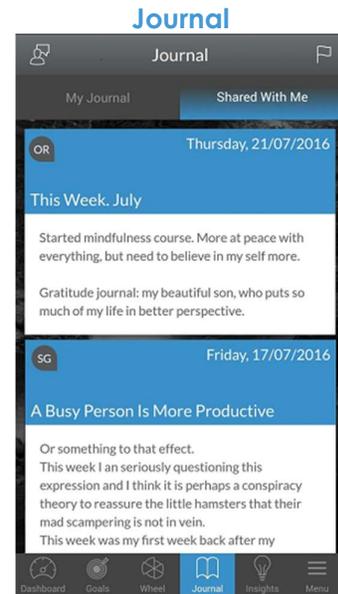
Achiiva's® 6 Key Tools



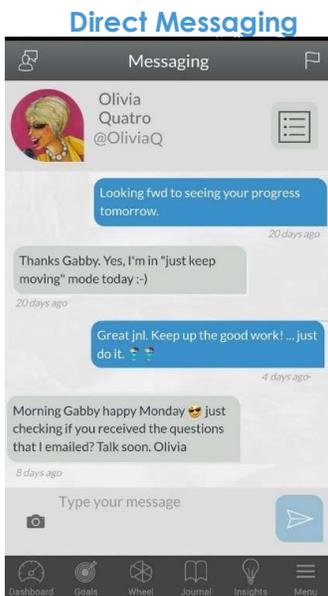
Simplify accountability and focus by capturing and tracking goals, steps, action taking and progress.



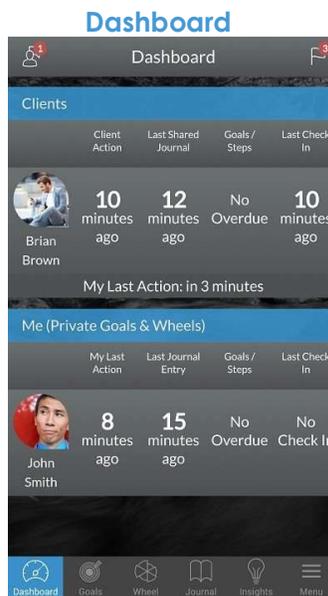
Easily measure progress toward your key coaching outcomes. You can have multiple wheels at any one time.



Drive self – awareness, achievement and success through targeted reflection and capturing learnings.



Simple and immediate communication and private platform to drive powerful micro coaching communications.



Quickly check where things are at. Drive real time motivation, and increase coachability, accountability and more.



Coaches can send education, information or other insights to all or specific groups of clients, similar to a facebook feed.

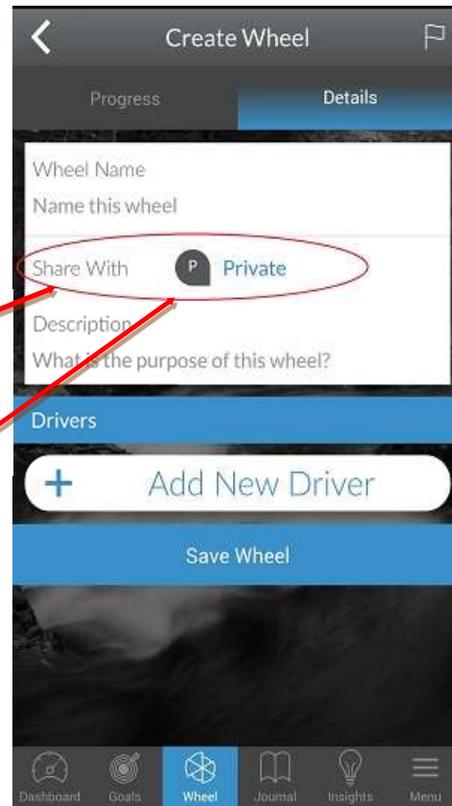
Share Information or Keep It Private

In Achiiva®, you can share information such as goals, journals and coaching wheels with your coach or client. When information is shared the coach and client see exactly the same information. If anyone changes shared information (such as changing the date on a goal) the other person is immediately received a [notification](#). This makes it effortless to keep each other up to date, stay motivated and achieve great outcomes together.

To share information simply click on the 'Share With' field and select the coach or client. The name of the coach or client will then appear on the screen.

In Achiiva® you can also keep information [Private](#). Keeping it private means only you can see it. You can use all the coaching tools for yourself and work on personal goals and dreams as well as ones forming part of your coaching relationship in the one place. No need to change apps.

When you create a goal, coaching wheel or journal they all start as [Private](#). To keep it private simply add your details then save the information. You can always [Share](#) it later if it feels right.



More About Sharing

- [My Goals](#) – Once you have shared a goal you cannot 'un-share' it. Once shared, both the coach and client can continue to update and edit the goal and step information. Notifications are sent when information is changed or updated.
- [Coaching Wheels](#) – Once you have shared a coaching wheel you cannot 'un-share' it. Once shared, the coach and client can continue to update information related to the wheel, but only the [client](#) can 'check in' their progress. Notifications are sent when information is changed or updated.
- [Journals](#) – Once you have shared a journal (unlike the above) you can 'un-share' it at any time. Once shared, only the originator of the journal can edit and update it.

Connecting with a Coach or Client

To connect with a coach or client select [Connections](#) from the bottom right hand menu.

Once selected click on the '+' symbol to search for your coach or client.

If that person is registered, you can invite them immediately.

If not, you will be prompted to enter their email address, and Achiiva® will send them an email to invite them to join Achiiva® and connect with you.

Connection instructions will be provided in the email.

Updating Your Profile

You can update your profile at any time by selecting [Profile](#) from the same menu.

If you are a LinkedIn user you have the option to import your Profile summary and other key information directly from LinkedIn. Once imported, you can edit and update your information as you choose.

When using Achiiva®, only your coaches or clients can see your Profile information.

