

## HOW TO WORK WITH ME AND YOUR FIRST "TO DO" LIST

1.) Make a list of what you really want in life. Coaching works best when you have clear goals, which are based on your needs and values. If you are not sure what your goals/needs might be, we can discuss them during your next session.

2.) Keep focused on your Clean Sweep Program. (Included in this package under Assessments). The Clean Sweep program is an essential element in a strong personal foundation and all my clients work this program. As soon as you can complete and fax the results of this 100 question questionnaire. Start handling at least one item per week. The ultimate goal is a score of 90!

3.) Get to know yourself. Working with an empathic and sensitive coach is a healthy way to grow. Most people hire a coach to accomplish several specific goals and much of the focus and time spent is on these goals. Yet, with coaching don't be surprised if you discover new parts of yourself or finding your goals adjusting themselves to who you really are. This discovery process is natural; so you needn't rush it, just realize it will likely happen. There are several assessment programs that you'll be working on that will directly help this process. Feel free to discuss this with me when you wish. I deal with the whole person.

4.) Double your level of willingness. Part of working with me as your coach is that I will ask a lot of you. Not too much I hope, but certainly more than you might have been asked recently. I need you to be willing to experiment with fresh approaches and to be open to redesign the parts of your life that you are able to right now. This, so you can more easily reach your goals and live an integrated and fulfilled personal and professional life, using the gifts you have and enjoying life as it was meant to be enjoyed. I'm going to need you to be able to do the following:

- Change your behavior
- Experiment and try new things
- Remove the sources of stress in your life
- Redesign how you spend your time
- Set goals that are much, much bigger
- Start treating people much, much better
- Reevaluate the assumptions/decisions you've made
- Start telling the absolute truth
- Eradicate all triggers of adrenalin
- Get the support you need to handle a problem
- Raise your personal standards to be very, very high
- Stop tolerating or suffering about your life

5.) Come to the coaching call/session prepared with an agenda. We have a set amount of time together and you will want to use the Client Prep Form: a written list of things you want to share and discuss. This form includes things like:

- success and wins you had during the course of the previous week
- problems you've faced and how you handled them
- what you're currently working on and how it's going
- "aha's" and insights and new awareness, which excite you
- report on the homework you've completed.
- guidance you want from me.
- new skills you want to develop

6.) Enjoy our sessions. We do have to work together, but please enjoy the sessions with me. After several sessions you may find that we take a little time to catch up on those portions of your life that mean a lot to you; or you may want to share something personal and confidential. And after several months (probably sooner), you may find that we laugh a lot during the session-at life, how you've grown, how things happen. Coaching sessions are serious, but that doesn't mean they're not enjoyable, for both of us. That doesn't mean they have to be intense, exploring the possibilities of your life can be exciting! But feel free to set the tone and I will respect what you need in this area.

7.) Keep yourself well between our sessions. Coaching can require energy. Emotionally, intellectually and physically. Given this, I want you to take extraordinary care of your well being while being coached and always. Only you know what this looks like, but I suggest you go much further than you ever have in this regard. Develop a list of Ten Terrific Daily Habits, which keep you well. They will and need to change overtime. Here are a few examples to trigger your thoughts:

- Exercise: walking, yoga, running, martial arts whatever you enjoy.
- Reading
- Listen to great music
- Write in your journal
- Start being early for everything
- Handle a completion (work on finishing something that you've started, that has been in limbo).
- Under promise
- Meditate
- Create something tangible
- Eat healthy

Add anything to the list that works for you. Make yourself a promise to do these things for your SELF.

8.) Do your homework each week. This is not homework like school. These are tasks, actions, results or changes that you are telling yourself and me that you will do your best to complete by the next session. You must apply yourself and use your homework to help you achieve your personal and professional goals.

9.) Please write a personal biography. Make sure you include the following:

1. A thumbnail description of your life to date.
2. What is your passion in life? What makes you the happiest or most fulfilled.
3. What is your life purpose? What do you want for yourself, others and your life? What is truly most important to you?
4. Your business mission-what do you want professionally? Why do you do what you do? What do you offer that is unique and/or excites you?
5. Your Legacy? What do you want to leave for others after you are gone? Be specific.

Well, that is just a start!!! It's a lot to begin with, but all of this work will help you facilitate your personal and professional growth as time goes on. The more you REALLY know about yourself, the clearer your path to personal fulfillment and success. Have fun with this!

I look forward to the journey we are embarking upon together!