

Client Policies and Procedures

I am really looking forward to coaching you to accomplish exactly what you REALLY want.

On a business note, I want you to be familiar with my policies and procedures. If you have any questions, just ask at our next session, or e-mail me.

FEE

Your fee for three (3) monthly sessions is ___ payable to Jeffrey F. Spar and should be received by the first of each month at 9485 Sunset Drive Suite A222, Miami, Florida 33173.

Timeliness is a standard that I value. Your payments should be made on time unless prior arrangements have been made. If you are having a challenge, just let me know.

PROCEDURE

Call me at (305) 279-0333 or (305) 254-8228 for our scheduled sessions, unless otherwise arranged. You may also e-mail me anytime at JeffTHP@aol.com, and I will respond as soon as I can within 24 hours.

CHANGES

I would appreciate you trying not to reschedule calls, however if it is essential that you do so, please give me 24 hours notice. If you must cancel a call, and do so within 24-hours, we will make it up to have three calls during that month. There may be a time that I am forced to reschedule a call as well, but I will let you know as far in advance as possible.

CHALLENGES

If I ever say or do something that doesn't feel right, please bring it up. I promise to do whatever is necessary to have you be satisfied. We will work on all things like this as a team. I value your truth and expect you to tell me if I overstep.

Request

I request that you get access to e-mail if you do not already have it. Our work will be much more expedient and direct if you have it.

Well, that is basically it.

If there is anything I haven't covered in your welcome materials, just ask.

Here is a list of questions I would like you to address. Please take some time to answer them and e-mail the answers back a couple of days before our first session. Thanks.

1. Where do you get your energy?
2. Where are you most irresponsible?
3. What is the gift that you have that you'd feel great about orienting your life around?
4. Why have you engaged my services?
5. What are the five changes for you to make in a week in order to get you off to a good start?
6. How might you sabotage our professional relationship?
7. What motivates you?
8. How willing are you to make substantial changes?
9. How will you know if our work has been effective?
10. How can I best coach you?
11. Do you understand that I stand for YOU, not your goals?
12. What are the business opportunities you are not availing yourself of, at this time?
13. What consumes your time that does not contribute to your present or future?
14. What are you addicted to?

15. Should you be in therapy and be resolving something?
16. What gets you excited or lit up; tells you that you are alive?
17. What is your lifelong dream, that's worth living, starting now?
18. How strong is your Personal Foundation?
19. What percentage of the life you are leading is actually YOUR life?
20. How much profit do you think your business should be making?