



Welcome!

and Congratulations... you have taken a very powerful step! To follow are a few suggestions, a few requests, and several tips that will help you to get the most out of our time together. **Please read this letter carefully**, and know that you can withdraw from coaching gracefully if it is not right for you.

First I'd like to refer you to the *Coachability Index* and ask that you take it. It will give you a sense of your responsibility in our work together (it can be found under "resources" on my website). Provided you "pass" please then answer the *Thoughtful Questions* and fax or email them to me. (That's the hardest stuff, then it just gets more fun—)

Feel free to look over the other materials, paying special attention to those things that "tweak" you either positively or negatively. We can discuss them on our next call if you'd like.

Oh yes, and what will we talk about during our call anyway?

Well, that is primarily up to you. To follow are some tips for preparing for your call :

- Call in on time from a place where you can talk freely. Bring credit card if not previously arranged.
- Keep a Log of your actions, wins, challenges & opportunities since our last call, and review it .
- Decide what you want to focus on for this call
- Tell yourself and your coach the truth
- Relax

As for directing our attention throughout the call, don't worry, that is my job. It is also my job to help you see your strengths, opportunities you may have overlooked, and possible pitfalls. It is most especially my job to *actively listen*.

You can expect from me confidentiality, straight talk, respect, honest feedback, insights, intuitive inklings, humor, and professionalism. I'll gladly share my "network" and other resources as appropriate too.

While working together, you can expect to close the gap from where you are to where you want to be.... and to get to know yourself a whole lot better in the process.

There are only a few **don'ts**, and I'll outline them for the person who flunked the *Coachability Index* ☺ :

1. Don't expect for your coach to fix things
2. Don't spend your valuable coaching time complaining or belaboring your past
3. Don't forget to laugh