



- ❖ Focus on what is important to you. We encourage our clients to be results-oriented and we will work to identify actions for your immediate consideration. At the same time, it is important to understand that coaching is more than a quick fix. We want you to get to where you want to be, but by avoiding the big picture. For your personal development it may be necessary to look at a number of variables including how you are perceived by your peers; how you prefer to interact with others; how you make decisions; your strengths and weaknesses; motivating factors; your management and conflict resolution style; and your communications patterns, among others. Our goal is increase your competencies and to do this as expediently as possible.
- ❖ Be punctual and have our assigned tasks complete. In this way, you will be prepared for our sessions. We ask you to take a minimum of 10 minutes prior to the call to reflect on what has previously been discussed. You are encouraged to jot down notes prompting you on the new things you wish to discuss. This allows us to focus on where you want to go. If you are too busy or rushed, you will be wasting valuable time. One of the things you will want to do is learn some personal management techniques , such as how to work smarter not harder. No interruptions are expected while we are in session.
- ❖ Learn to focus on you. Coaching focuses on what it is that you need to do to facilitate the change you desire. It is about identifying and clarifying your issues, enhancing effective action, building capabilities and practicing new behaviors. It is about eliminating things that are not working and establishing boundaries. It helps clarify personal and professional goals, identify ineffective attitudes or blind spots that may be detracting from otherwise satisfactory performance.
- ❖ Be open to learning. Coaching will focus on five key areas: 1) instructing you in understanding your Personality Type; 2) assisting in assessing your core values and life mission (if desired); 3) focusing in on what you want to achieve; 4) taking responsibility for your actions and implementing change; 5) increasing your skill levels.
- ❖ Come prepared to take action. You will be supported as you learn to make the changes needed to achieve your goals. While therapy looks to the past, coaching addresses where you are today and where you would like to be in the future. It is forward-looking and action-oriented.
- ❖ Learn to observe more - to see things differently. Although we will be focused directly on your goals, we will also discuss your strategies in order to achieve these goals. In addition, we will be examining your assumptions, expectations, belief systems and your approach to success. Instead of trying harder, you will be encouraged to try to do things differently.
- ❖ Integrate what you have been learning. By integrating your learning into your daily routine, you will notice yourself evolving. You will grow through a process of self-discovery. Take time to share these experiences with your Coach in order that you feel comfortable with change and the challenges and opportunities being presented to you.