



In the Flow Services

Welcome Packet

I AM SO PLEASED to work with YOU ...

You are receiving this package because you have decided that you are worthy of investment, and because you are committed to making changes that will lead you to live the life of your dreams. You also recognize the added value of hiring a Life Coach to ensure your success. Congratulations! You have just taken the first small step that will lead you in leaps and bounds to your chosen targets ...

Thank you so much for inviting me to be your coach during your introspective journey. I am honored, and hope you feel as excited as I do. You will discover more of who you are and where you truly want to go. I'm living proof that if you have a goal to focus on, and believe that you **WILL** succeed, your life will be balanced, focused and more importantly, fun. I'll support you as you discover what those goals & successes are for you.

Together, in our co-creative partnership, we will:

1. Identify your goals
2. Identify the obstacles/barriers to obtaining those goals
3. Find solutions to the obstacles
4. Find reasons to believe in yourself and why you will succeed
5. Celebrate your efforts along the way

As your coach I will:

1. Be as excited and committed to your goals as you are
2. Take the time to challenge you to define what a winning life means to you.
3. Hold you accountable to make sure you live up to the steps necessary.
4. Provide support and structure to help you accomplish more.
5. Keep you better focused to produce results more quickly.
6. Always be honest and direct.
7. Maintain confidentiality.

As my client I ask you to:

1. Be fully prepared and focused at each session.
2. Be honest with yourself and with me.
3. Let me know what works for you and what does not.
4. Stretch yourself and commit to the work to be done in sessions by writing and taking action steps between sessions.

***I'M LOOKING FORWARD TO A REWARDING, CO-CREATIVE
COACHING EXPERIENCE -***

Tracie'e



Welcome Packet

Our relationship is very important to me and I want you to take advantage of having a partner and resource in your corner. If you have the need to run something by me, or have a question in between sessions, please email me at sharppresident01@gmail.com or call me at (775) 546-0033. I look forward to working with you and supporting you as you create your new future.

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Welcome Packet

HOW WE WILL WORK TOGETHER

My Clients Are Special People

My clients are intelligent, honest, kind, curious, well, and self-aware people, who want to invest in themselves to achieve a fulfilling, balanced lifestyle. It is a pleasure for me to work with you.

The Roles of Coach and Client

I am a trained professional Life Coach, not a licensed therapist, and I do not attempt to provide diagnosis or treatment. If you have agenda issues which I feel are beyond the scope of a coach, I will suggest you talk to your family doctor for referral to a therapist. The relationship between coach and client is one of peers. Our coaching sessions are always about the issues you want to discuss. I will listen, reflect, ask questions, give perspectives and offer options. I will support you, believe in you, and celebrate you.

I am a person of integrity, and will keep all of our conversations and correspondences confidential. I believe in accountability for our actions and their consequences. I will tell you what I want for you, based on what you tell me and the potential I see in you. Ultimately, I believe that you are the only one who knows what is best for you, and I will not try to manipulate you or influence you to do anything you do not want to do.

As my client, I ask you to attend our sessions fully prepared: focused on your agenda issues/concerns; ready to discuss meaningful matters of the heart and emotions; committed to being truthful; accepting of accountability (not blaming or judging); open to stepping outside your comfort zones and stretching yourself; willing to find success in effort, not only attached to outcome. I pledge to do the same.

Always Expecting the Best

Presumably, you hired me because you expect that I am the best person to help you create the future you want for yourself. Conversely, I imagine that you will do all you can to make meaningful changes inside and out.

I Am Here For You

Our relationship is a very important one for me, and I want you to use me as the resource and friend that I am. I will be as excited and committed to your goals as you are.

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Extra Time

Between sessions, if you need to ask questions, talk, or bounce some ideas around, please e-mail me or call me. I do not bill for this time, but I will keep calls to 10 minutes maximum, and keep them limited to two (2) between sessions. You can e-mail me as often as you'd like.

Communication

Our communications will be honest and non-judgmental, based on trust. I want you to share with me what works well about your coaching experience and what does not. I am committed to serving you to the best of my ability, and ensuring that you get the most from your investment in time, energy and money.

I Don't Miss Much

If I hear something in your voice, "read something between the lines", sense a pattern or notice something amiss, I will likely ask you about it. Often, it is the hard questions, the small moments or the fresh perspectives that bring about the A.A.-hahs for you.

Requests

I ask clients to stretch themselves. Frequently, the work done in sessions will involve additional work on your own. These may involve writing, taking some form of action, resolving personal relationships, or completing unfinished business. You may choose to accept or decline. You decide what is right for you and what you are willing to do. Your new future is **your own** creation.

How You Can Get the Most Out of Your Coaching Experience

- Make our coaching sessions a priority. Come to every session with expectancy.
- Co-create the process to suit your needs, personal style and schedule
- Do your work between sessions. Use what you learn. Complete what you agree to
- Be open-minded. Try new approaches. Experiment. Be willing to try and to stretch
- Get to know and understand yourself now. Commit yourself to change - to become the you that you want to be
- Only emulate behaviors you admire
- Stop suffering. Stop complaining. Stop blaming others for your feelings
- Tell the truth, especially to yourself, and to others
- Be willing to let go of beliefs and habits that no longer serve your best interests

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AFFORDABLE PRICES and COACHING OPTIONS :

Note: All prices are quoted in US currency

Choose the option that meets your scheduling and budget needs -

PRE Life Coaching Fees ...

INCLUDES:

- **FREE Initial 30 minute** Coaching Consultation
- **E-mail support** between sessions

(Emergency Advice telephone sessions extra)



REGULAR LIFE COACHING FEES:

- **30 minute** Coaching Consultation Plan \$ 30
- **30 Minute EMERGENCY ADVICE** Sessions by telephone or e-mail - \$ 40
- **40 Minute Individual Coaching Session** Including Telephone Sessions \$ 60

DISCOUNT PLANS:

- A. **One-Session/Month Plan:**
(One Hour Each) Telephone Sessions \$75
- B. **TWO-Session/Month Discount Plan**
(One Hour Each) Telephone Sessions \$140
- C. **FOUR-Session/Month Discount Plan:**
(One Hour Each) Telephone Sessions \$270

If you commit to three months, you will receive 5% off.

EASY PAYMENT STRUCTURE:

Fees paid one week in advance through either:

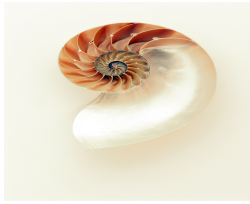
- **PayPal™** (a safe, secure payment system email invoice) – allows you to pay by credit card or bank account withdrawal
- **Check** – Personal Checks will be accepted.
(Note: NSF Checks will be charged a \$60. penalty and sessions will not be renewed)

FLEXIBILITY:

- **ALL SESSIONS** can be scheduled either weekly or every other week, depending on your budget, availability and personal preference

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REGULAR LIFE COACHING FEES

Fees and Payment Procedures ...

- ⇒ I prefer that clients commit themselves to three months of sessions, to fully experience the value of coaching (this is not an obligation, there are no contracts to sign – the commitment is to yourself, not to me).
- ⇒ But if you commit to three months of session, you will receive 5% off.
- ⇒ Refer a client who commits to paid sessions and receive an additional 5% off your next month's sessions.

- ⇒ My fee is paid in advance, payable on the one week before your next session.
- ⇒ If you wish to make credit card payments, I will invoice you through PayPal, a secure internet financial transaction agent.
- ⇒ If you prefer to send a check (monthly, or 3-month post-dated segments), please make it payable to Tracie'e DeMille and mail it to 3765 Imperial Way, Carson City, NV 89706
- ⇒ Please remember to include my fees in your monthly budget

I permit no more than one late payment per calendar quarter. An NSF Check will be charged a \$60. surcharge. If you cannot adhere to this policy, I will ask you to find another coach. However, I can be flexible if you require another arrangement and are prepared to discuss it openly with me.

Session Procedures

- ◆ Please arrange session schedules with me in advance (it is usually a good idea to schedule at least one month of sessions at a time, to get your preferred times)
- ◆ For our sessions, call me at (775) 546-0033. For clients outside my local calling area, I will call you and absorb long-distance charges
- ◆ I try to book by sessions at the top of the hour and keep them to 50 minutes, so that the line will be free for the next caller. If you call for your session and get no answer, please call back after one full minute, to allow me to finish a call with another client.
- ◆ Please do not leave a message and wait for me to call you back. I might not receive your message between clients

Schedule Changes/ Vacations/ Business Trips

Please give our call high priority and arrange your schedule to honor our agreed-upon time. If you must re-schedule our call, please try to give me 24 hours notice. In any case, please let me know as soon as you are able. I will not reschedule no call/no shows.

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If you have vacation or business trips that will conflict with our sessions, please notify me of your itinerary with as much advance notice as possible, and we will discuss rescheduling. I will do the same with you.

I have read and understand “How We Work Together”, the “Fees and Payment Procedures” and “Session Procedures”, and commit to abiding by them. This commitment is a personal affirmation, and is not a binding length of service contract. I understand that I may choose to end my sessions at any time without penalty, and that unused fees paid in advance may be reimbursed at my request. I also understand that my coach has the right to end our sessions together if I do not live up to the commitments to which I have stipulated here.

I further understand that Tracie'e DeMille is not a licensed therapist and agree that I am responsible for all my decisions, actions and feelings.

Our first coaching appointment is scheduled for Mon Tues Wed Thurs Fri

*_____ , 202____ , for approx. 30-40 minutes (per session)
month / day (60 minutes maximum by phone)*

*at _____ am / pm PT, MT, CT, ET, other
Pacific, Mountain, Central, Eastern,*

I prefer to schedule all my sessions for the same day and time each week _____

I prefer to be flexible and schedule sessions individually, as I go along _____

*I will make a personal commitment to three months of coaching,
in order to make an honest, excellent effort to reach my goal _____*

Client Signature / Date: _____

**Please return a signed copy of this page and the completed Client Data Form to
e-mail: sharppresident01@gmail.com
or mail: 3765 Imperial Way Carson City, NV 89706**

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CLIENT DATA FORM:

Date & Time Of Consultation Call:			
Personal Info.:	Name:		Spouse/Partner's Name:
	Children's Name(s) & Ages (birthdates?):		Client's Birthday:
Employment Info:	Occupation:		Employer/Name of Company:
Phone Numbers:	(H)	(O)	(Mobile)
Time Zone PT, MT, CT, EST			
Preferred Time to Call am, pm, evg, wkd, wknd			
E-Mail Address			
Web Site Address			
Mailing Address:	Street:		Apt:
	City:		Province/State:
	Country:		Postal / Zip Code:
Referral Source:			

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How did you hear about me? Who may I thank for referring me?	
Are you a candidate for a Special Offer gift?	Details:

Any other information about yourself that you would like me to know, comments you'd like to make or questions you'd like answered.....

Mail or e-mail or Fax this page to me along with the others. ☺

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Warm Regards, *Laura****