



## **JUMP INTO YOUR BEST LIFE**

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**Dear**

**Welcome to Our Coaching Relationship!**

We are scheduled to talk: set up appointment by calling me or through e-mail

Payment due by credit card or check prior to first meeting: Your fee is: \$385.00/month.

Essentially you have me on retainer for each month. Our first appointment is scheduled:

(Please note that your email prep form has been sent out today, too)

**A few thoughts about coaching in general:**

**COACHING** is proven to work when there are two factors present:

- 1) You are willing to make changes in your personal and/or professional life, and
- 2) There is a gap between where you are now and where you want to be.

That is all that is necessary for me (as coach), and you (as client) to solve your professional or personal challenges, turn your business around, and/or design and implement a plan of action: Through an interactive and developmental process we will help you pursue strategies and solutions designed to move you towards the rapid and satisfying attainment of your professional and personal goals. As a coach, I respect, acknowledge, and protect the vulnerability of each of my clients, while constructively holding clients to high standards of self-responsibility and self-accountability.

**What I Expect:** My clients are high quality people. I only work with people who are serious and ready to make change. I look forward to assisting all my clients to further their personal, professional, and spiritual lives.

**I Expect Your Best:** If you are hiring me, you're probably ready to make some changes and be your best. I will help you set business goals and encourage you to take better care of yourself, so that you can strengthen yourself and enhance your practice and all aspects of your life.

**I Make Direct Requests:** From time to time, I will make a direct request, like "Will you accomplish X by the end of the month?" You can be accountable to me for making changes in your practice and your life, which will help you stay motivated and make real progress.

**I Give Straight Advice:** I will make specific suggestions on how to handle a problem or “go-for” an opportunity. If I am not sure, I will say so. I expect that you will use your own judgment, in combination with my advice, to design your own strategies.

**I Don’t Step Over Much:** When I hear a funny tone in your voice, or notice something amiss, I will ask you about it. Often, it is these small moments that offer the chance to resolve something. However, I won’t push; I will merely invite you to look at something.

**Getting started is a three-step process. 1.** The first step: Contact me to schedule a free, ½ hour “living brochure” in person or by phone. During this time I will want to hear all about you, including your current practice- or business-building challenges. I will also want to hear about your personal challenges and where you want to go in life. You will have time to understand how I might be able to help get you there. This is a mini-coaching session so you can see how it works.

**2.** The second step: Schedule our phone coaching sessions.

**3.** The third step: Prior to each call, e-mail or fax your Coaching Prep Form ( I will e-mail this form) to help focus and structure each call.

That’s it: I really look forward to working with you. Any questions, always feel free to contact me by phone or e-mail.

**POLICY STATEMENT:** Once you have read this, please print out, sign and fax this page back to me.

I will charge your fee to your credit card account at the beginning of each three-session unit. You will be charged even if you miss or forget one of our appointments. If you have a schedule change, please reschedule with me a week in advance.

I agree to the above policies: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Home Address: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

All the best,  
Wendy Allen, Ph.D.