

TOP TIER COACHING

Moving to Success

SUCCESS



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Welcome!

Congratulations for embarking on this journey! I look forward to working together and supporting you in achieving whatever it is you really want. This document is designed to help you understand the nature of coaching and how to get the most from our partnership.

▶ What Is Coaching?

Coaching is quickly becoming one of the leading tools that successful people use to live extraordinary lives. Through weekly coaching sessions, my clients identify what is most important to them and align their thoughts, words, and actions, accordingly. As your coach, I work with you to identify what you want personally and professionally, and support you in achieving a life that you really want and love. Having a life you love starts with gaining clarity on your values, enabling more meaningful choices and consistent action. Your commitment to your life through coaching offers a means for more balance, joy, intimacy, energy, financial abundance, focus, and action in every area of your life.

▶ As Your Coach I Will:

- ❑ Encourage you to set goals that you truly want
- ❑ Ask you to do more than you may have done on your own
- ❑ Help you focus better in order to produce results more quickly
- ❑ Provide you with the tools, support, and structure to accomplish more

▶ How Is Coaching Different From Therapy Or Consulting?

Coaching is not therapy, which goes into depth about various issues, usually dealing with the past, nor is it consulting which generally results in giving the client answers. Coaching is more action-oriented and focuses primarily on the present and future. As your coach I enable you to determine your own “answers” through the work done in our coaching partnership.

▶ Who Works With A Coach?

Entrepreneurs, business owners, professionals, and people in transition are some of the people who typically work with a coach. Regardless of their professional endeavor or place in life, all of my clients have one thing in common: they are all successful, resourceful, and intelligent individuals who want to get even more out of their lives. What professional athlete hasn't used a coach to win? Tiger Woods is already one of the best, and yet he understands the value that comes from having someone work directly with him, someone to point out things he can't see, someone to keep encouraging and challenging him to achieve his greatest potential. That's who I am for you. Coaching is like having a personal trainer for your life!

Benefits Of Working With A Coach



Coaching is proven to work when two factors are present:

- ❑ The client is willing to learn, grow, and take action
- ❑ There is a gap between where he/she is now and where he/she wants to be

That's all that is necessary for a successful coaching relationship where you can develop the right strategy, implement a plan of action, and achieve your goals. Anything is possible within our coaching relationship. With a coach you can:

▶ Take More, Better, and Smarter Actions

Our first task together is to find out exactly what you really want for yourself. Once you create objectives that are clearly in line with your personal values and professional vision, you are much more likely to naturally and consistently take actions to reach them.

▶ Have A Balanced Life, Which Works Well

Professional success is maximized when you enjoy a sense of personal fulfillment and life balance. We will discuss how to be selfish yet responsible, and how to carve out enough time so your life outside of work is exactly the way you want it to be.

▶ Make Better Decisions

I will help you become focused as you share ideas with me. I will understand you and be subjective enough to want a lot for you, yet objective enough not to be biased or self-serving. You'll also find that just talking about your options with someone who really listens is often enough to clarify things.

▶ Reach For More – Much More

When you have a partner you trust, you will reach for much more because you can afford to. Are you ready to think big and really live your life fully? I am a partner who will enable you to take your life wherever you want it to go.

▶ Make And Keep More Money

Most people are worth a lot more than they are making. Are you happy with your financial situation? If not, we can look at your beliefs about money and address whatever is keeping you from experiencing financial abundance.

▶ Have More Sustainable Energy

Together we'll identify the things that drain your energy, and create a long-term strategy to eliminate them. In addition, we'll focus on the things that give you energy, and explore how to maximize their impact. When you're happy, productive, and free from tolerations and problems, life is a lot more fun!



How I Coach Clients

As your coach, I will inquire, encourage, advise, challenge, make requests, and listen for your truth so that you remain aligned with who you are, your goals, your values, and your vision. My focus will be completely on you and what you want in life; I stand for you first and foremost, not just your goals. The coaching relationship is designed by both of us, and may be refined through ongoing two-way feedback. Even though I am committed to the journey, you will ultimately be responsible for actions taken (or not taken) in your life throughout the process.

▶ I Expect Your Best

We should only be working together if you are ready to *do* and *be* your best. If you are not doing your best, I will ask you to do so. If you cannot be your best at the moment, I will understand and do what I can so that you can be heard, loved, and back on your path.

▶ I Make Specific Requests

From time to time, I will make a direct request, such as "Will you accomplish X by the end of the month?" You may accept the request, counter-offer (e.g.: "I can't do X, but I can do Y") or decline (rare). I will always support you, whichever way you respond.

▶ I Give Advice

If I am sure of the situation, and you are open to it, 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. Regardless, use the best of what I say and use your own judgment.

▶ I Am Direct

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 will not confront you; I will merely invite you to take a closer look.

▶ I Give Homework

I typically ask you to determine two or three goals or actions to focus on between our calls. If I am pushing you too much, say so. If you want to be pushed harder, just ask.

▶ I'm Here for You

I want to hear it all. If you have a personal problem, are upset with something (even me or the coaching), are just starting to realize something big, or can't wait to share a breakthrough, please call or e-mail me — anytime.

How to Get the Most from Coaching

I want you to benefit greatly from our coaching calls and the time in between. This guide briefly outlines some of the things you can do to maximize the value of your coaching experience.



▶ Focus On What You Really Want

Coaching works best when you have clear goals that are based on your true values. First, I encourage you to deeply consider what you want your life to look like. Then, identify the gaps between the way things are now and how you would like them to be. Many people struggle with this, so if you are unsure about what it is you really want to achieve, coaching is an excellent tool that can provide you with greater clarity.

▶ Get To Know Yourself Newly

Working with a sensitive and empathic coach is a healthy way to grow. Most clients hire a coach to work on specific goals, and much of the time focus on these objectives. Yet, with coaching, many clients discover new parts of themselves, and find they can adjust their goals to be more in alignment with who they really are. This discovery process is natural, and you do not need to concentrate on it, just realize it will likely happen. Accelerated personal and professional growth is the hallmark of coaching.

▶ Double Your Level Of Willingness

Part of working with me as your coach is that I will ask a lot of you. Not too much I hope, but perhaps more than you may have been asked recently. I request that you be willing to experiment with fresh approaches and try new beliefs. I will invite you to tell the absolute truth, raise your personal standards, and set higher goals. Ultimately, you need to decide what is best for you; however, the more willing you are to grow, the greater the benefits from coaching.

▶ Come Prepared To Each Coaching Call

To get the most value out of the coaching session, I request that you prepare a written agenda for each call. Many of my clients use the provided "Coaching Prep Form." This does not have to be a big, time-consuming event, but usually only requires 10-20 minutes. Investing that small amount of time to prepare for the call and faxing or e-mailing an agenda to me beforehand, will have a huge impact on our session.

▶ Do Your Homework

Each week you will decide on the actions or goals you want to focus. I expect you to keep the commitments you make and will work with you to make sure you are setting worthwhile, realistic and achievable objectives. If you know that a busy week is ahead, your homework might be as simple as thinking about a new perspective. If you have more time, you might decide to handle a big task. Regardless, I will hold you accountable and encourage you to do your best.

With all of this in mind, Let's get started!

Personal and Confidential Coaching Client Survey



NEW CLIENT CHECKLIST

Welcome! I have selected each item on this list specifically for you. Periodically I will ask that you complete other assessments and forms, as needed. With this in mind, please complete all items prior to our first coaching session and return to me.

PLEASE READ: (Check when complete)

- Client policies and procedures
- What to talk about with your coach

PLEASE COMPLETE THESE FORMS:

- Coaching focus areas
- Goals list
- Spending and debt questionnaire
- How attached are you? Attachment index

LET'S ENJOY OUR TIME TOGETHER!

We have work to do together, clearly... however, feel free to enjoy your coaching sessions with me as we work hard. As you'll see, my job is to listen, advise, champion, and give you new tools to assist you in reaching your goals faster. Our process will begin by me asking you to become more aware of who you are and how you operate.

NOTICE! Notice what happens when you take a particular action. Notice how you are being when you don't. What I want for you is to become acutely aware of who you are being and what you are doing in each of your relationships. While you'll need to apply yourself, this entire coaching process can become a source of inspiration, joy, and pleasure for you.

To your success!

Steve Scott - Business and Life Development Coach

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CLIENT PROCEDURES & POLICIES

Welcome as a client!

For Coaching to work best you must have a minimum of a

90 day commitment.



Days 1 – 30 Creating the foundation for your success around who you are and what you desire.

Days 31 – 60 Building and designing guidelines and structure upon the foundation you have created.

Days 61 – 90 Executing the guidelines and structure and creating the business and life you desire.

I look forward to coaching you to accomplish what you really want in life. As we begin our work together, it's important that you are familiar with the following policies and procedures. If you have any questions or comments, please feel free to call me any time.

COACHING FEE

Your coaching fee per month is \$585.00. Your payment needs to be received either prior to or at the time of our session. Payments are expected to be made promptly each time.

GUARANTEE

I am committed to assisting you in successfully completing your program and offer this conditional guarantee: If you can demonstrate that you have completed all assignments (written and other wise), attended all coaching sessions, and are unsatisfied with your results, you may be refunded up to 100% of your enrollment fee within your first 30 days.

Confidentiality—The information in coaching sessions is kept strictly confidential. The only times this would not apply are in cases where the coach is required by legal proceedings to divulge information or if the safety of the others or yourself is in question.

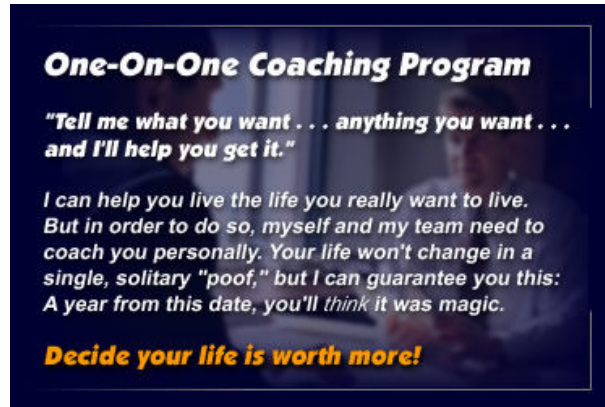
LIABILITY: Client understands these sessions are consultative in nature and that any actions and decisions made by the client are solely the responsibility of the client. The coach shall in no way be held liable or responsible for any actions taken, or not taken, by the client. The coach makes no guarantees or warranties, expressed or implied, about any results to be achieved. This agreement shall be construed under the laws of the state of Texas.

I understand this agreement and by signing below, I agree to comply.
Please print this page and send back to me prior to our first coaching session.

Client

Date

WHAT TO TALK ABOUT WITH YOUR COACH DURING YOUR SESSION:



Because the coaching relationship is unique, it helps to know what is best to talk about during your call or meeting.

▶ HOW YOU ARE

- How you are feeling about yourself- good stuff and bad stuff
- How you are looking at your life
- How you are feeling about others

▶ WHAT HAS HAPPENED SINCE OUR LAST COACHING SESSION?

- What has occurred to you since the last call
- Breakthroughs and insights
- Any new choices or decisions made
- Personal news

▶ WHAT YOU ARE WORKING ON?

- Progress report on your goals, projects and activities
- What you've done that you are proud of?
- What you are coming up against?

▶ HOW CAN I HELP?

- Where you are stuck?
- Where you are wondering about something?
- A distinction
- A plan of action
- A strategy or advice

▶ WHAT IS NEXT?

- What is the next goal or project to take on?
- What is the next goal or distinction to get?
- What do you want for yourself next?



Goals List

A list of popular goals to achieve using the services of a coach.

CLIENT INSTRUCTIONS: Please check the goals you **MOST** want to work on during your first year of coaching.

HEALTH & WELL-BEING

- | | | |
|--|--|--|
| <input type="checkbox"/> Reduce Stress | <input type="checkbox"/> Begin Exercising | <input type="checkbox"/> More Vim & Vigor |
| <input type="checkbox"/> Reduce Sugar/Fats | <input type="checkbox"/> Look Better | <input type="checkbox"/> Handle Body Problem |
| <input type="checkbox"/> Reduce Alcohol/Nicotine | <input type="checkbox"/> Lose Weight | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Sleep Better | <input type="checkbox"/> Take Responsibility | <input type="checkbox"/> _____ |

FINANCIAL

- | | | |
|--|--|---|
| <input type="checkbox"/> Face a Money Problem | <input type="checkbox"/> Start Saving | <input type="checkbox"/> Buy a Home |
| <input type="checkbox"/> Go Through Bankruptcy | <input type="checkbox"/> Begin Investing | <input type="checkbox"/> Build \$\$ Reserve |
| <input type="checkbox"/> Set Up/Follow a Budget | <input type="checkbox"/> Stop Overspending | <input type="checkbox"/> Learn About Money |
| <input type="checkbox"/> Pay Off Debts/Credit Cards | <input type="checkbox"/> Lifetime Money Plan | <input type="checkbox"/> Review Insurance |
| <input type="checkbox"/> Earn More/ Make More | <input type="checkbox"/> Moonlight | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Design Plan for Fin. Indep. | <input type="checkbox"/> Pre/Post-Retirement | <input type="checkbox"/> _____ |

CAREER

- | | | |
|---|--|---|
| <input type="checkbox"/> Upgrade Profession | <input type="checkbox"/> Get a Raise/Promotion | <input type="checkbox"/> Start Own Business |
| <input type="checkbox"/> Find a New Career | <input type="checkbox"/> Get a Job/Better Job | <input type="checkbox"/> Be More Productive |
| <input type="checkbox"/> Reduce Stress on the Job | <input type="checkbox"/> Job Training | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Design a Career Track | <input type="checkbox"/> Do a Better Job | <input type="checkbox"/> _____ |

RELATIONSHIPS

- | | | |
|--|--|--------------------------------|
| <input type="checkbox"/> Get One/Find Mr/Ms Right! | <input type="checkbox"/> Get Over One/Complete | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Redesign to Get Needs Met | <input type="checkbox"/> Attract Better People | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Socialize More | <input type="checkbox"/> Get Closer to Family | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Get Closer to Spouse | <input type="checkbox"/> Feel More Loved | <input type="checkbox"/> _____ |

TRANSITION

- | | | |
|---|--|--|
| <input type="checkbox"/> Divorce Recovery | <input type="checkbox"/> Retirement Planning | <input type="checkbox"/> 1 – 5 Year Personal Life Plan |
| <input type="checkbox"/> Recovery from Trauma | <input type="checkbox"/> Loss of Loved One | <input type="checkbox"/> Medical Challenge |
| <input type="checkbox"/> New Job | <input type="checkbox"/> Received Large Monies | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Lost Something Big/Failure | <input type="checkbox"/> Big Opportunity | <input type="checkbox"/> _____ |

SPECIAL

- | | | |
|---|--|--|
| <input type="checkbox"/> Have a lot More Fun! | <input type="checkbox"/> Get Some Hope | <input type="checkbox"/> Become More Patient |
| <input type="checkbox"/> Special Project | <input type="checkbox"/> Sexual Concern | <input type="checkbox"/> Grow the Heck Up |
| <input type="checkbox"/> Mediation | <input type="checkbox"/> Design Vision, Purpose | <input type="checkbox"/> Become More Responsible |
| <input type="checkbox"/> Clean Up Something | <input type="checkbox"/> Handle All Needs | <input type="checkbox"/> Wake the Heck Up |
| <input type="checkbox"/> Discover Core Values | <input type="checkbox"/> Start On Spiritual Path | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Begin Path of Recovery | <input type="checkbox"/> Make Big Life Changes | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Be Mentored | <input type="checkbox"/> Learn Distinctions | <input type="checkbox"/> _____ |

Be Listened to Fully

Release Creative Juices

Spending/Debt Questionnaire

HOW BAD ARE YOU?

CLIENT INSTRUCTIONS: Circle the number that comes closest to representing how true the statement is for you right now. Then, score yourself using the key at the bottom of the page.



LESS TRUE	MORE TRUE	STATEMENT
1 2 3 4 5		This month's bills come in before I've paid last month's bills.
1 2 3 4 5		I receive at least one cutoff/past due notice per month.
1 2 3 4 5		I have a stack of unopened bills/notices.
1 2 3 4 5		I keep a negative running balance in my checkbook.
1 2 3 4 5		I get excited about how much credit line I have left.
1 2 3 4 5		I get at least one cash advance per month from my credit card.
1 2 3 4 5		I am frequently short of few dollars and borrow from friends, etc.
1 2 3 4 5		I get high from telling the clerk to "charge it."
1 2 3 4 5		I am always interested in getting new charge cards.
1 2 3 4 5		I feel inordinately good when I pay routine bills like the phone or the rent.
1 2 3 4 5		I am reticent to discuss the subject of money and walk away from social conversations about it.
1 2 3 4 5		I've had an account closed in the last 6 months and am angry about it or have blamed others for it.
1 2 3 4 5		When my paycheck or loan money comes in, I experience a great sense of relief.
1 2 3 4 5		I rarely keep a running balance in my checkbook.
1 2 3 4 5		My credit card balances run near the maximum credit line.
1 2 3 4 5		I have little or no savings, investments or assets; nothing available for contingencies.
1 2 3 4 5		I bounce more than 3 checks per year.
1 2 3 4 5		I have only a vague idea of my various financial obligations.
1 2 3 4 5		Money is tight, but there is always someone I keep turning to who won't let me starve.

_____ TOTAL SCORE (add up all numbers)

SCORING KEY:

20 – 35	Doesn't look like a problem.
36 – 50	Get on a budget!
51 – 75	Borderline situation. Work with your coach.
76 – 100	Clearly a problem. Work with your coach.

Attachment Index



HOW ATTACHED ARE YOU?

CLIENT INSTRUCTIONS: Circle the number that comes closest to representing how true the statement is for you right now. Then, score yourself using the key at the bottom of the page.

LESS TRUE	1	2	3	4	5	MORE TRUE	STATEMENT
	1	2	3	4	5		I watch more than 10 hours of TV/Videos per week.
	1	2	3	4	5		I smoke more than 5 cigarettes per week.
	1	2	3	4	5		I drink more than 5 alcoholic beverages per week.
	1	2	3	4	5		I have more than 1 caffeinated beverage per day.
	1	2	3	4	5		My thoughts OFTEN revolve around sex and having sex.
	1	2	3	4	5		I critique my appearance in the mirror more than 4 times per day.
	1	2	3	4	5		I gamble more than once pr month or lose more than 10% of my take-home pay per month.
	1	2	3	4	5		I use cocaine/dope/other drugs more than once per month.
	1	2	3	4	5		I virtually always get my way.
	1	2	3	4	5		I must be in a relationship to feel great.
	1	2	3	4	5		I put myself and my needs last, usually.
	1	2	3	4	5		I suffer or tolerate far too much.
	1	2	3	4	5		I barely pay my bills, often late.
	1	2	3	4	5		I go shopping more than 4 hours per week.
	1	2	3	4	5		I attend more than one workshop/personal growth seminar per month.
	1	2	3	4	5		I sleep more than 9 hours per day.
	1	2	3	4	5		I am often late and/or rushed.
	1	2	3	4	5		I try to manage the impressions people have of me.
	1	2	3	4	5		I eat sugar (cakes, candy bars, drinks) more than 4 times per week.
	1	2	3	4	5		I often think about food and my next meal.
	1	2	3	4	5		I work more than 45 hours per week.
	1	2	3	4	5		I have to be the best at everything I do.
	1	2	3	4	5		I use adrenaline to get the job done or to meet deadlines.
	1	2	3	4	5		I over-promise or don't keep my word.
	1	2	3	4	5		I am always busy.

_____ TOTAL SCORE (add up all numbers)

SCORING KEY:

- 25 – 50 You are very free.
- 51 – 75 You are human, but would benefit from some detachment work.
- 76 – 90 You are human, but are being held back by your attachments.
- 91 – 100 You are human, but not really yourself. Work with your coach.
- 101 – 125 You are an attachment machine! Work with your coach.

