



ALLISON TASK
PERSONAL COACH

Ready to do this?

My hope is that right now, you're feeling *relief*. And *hope* and *possibility*. You're feeling like you can do this, you *will* do this, this is within your grasp.

You've identified where you'd rather be in the next 2, 3 or 6 months. And you're ready to roll up your sleeves, get to work and get yourself there.

I would love the opportunity to partner with you and help you get there. If you'd like to work together, here's a little more information on how that would work.

Before you go to sleep this evening, you will receive an email with notes from our introductory session. The notes will provide insights, next steps and a coaching goal if you choose to move forward with coaching.

If you would like to move forward with coaching, here are your options:

- Single sessions, as needed (\$550 per session)
- "Weekly" session program (\$1125 per month)
- Fortnightly program (\$900 per month)

Based on our conversation, I have indicated which program I recommend for you. You can find our more details about the program at www.allisontask.com/programs

Coaching programs benefits include:

- Unlimited email support between sessions
- Scheduling priority (regular date and time)
- All sessions can be recorded
- Significant savings over single session rates
- Complimentary copy of *Personal (R)evolution*
- Coaching can be paid upfront or billed monthly
- Reduced price alumni single sessions after program completion
- Referral bonus (complimentary session with each referral & program start)
- Complimentary one-year review and planning session for clients that have received continual coaching for one year.

In the pages to follow, you will find information on [how to get the most out of coaching](#), and a sample coaching agreement. The agreement will share more about office policies, etc.

Before we begin I will also send you a one-page background info sheet and a prep sheet. You'll complete a prep sheet before every session, and I'll review it before we meet, just like we did for today's session.

LET'S MAKE CHANGE HAPPEN.

HOW TO GET THE MOST OUT OF YOUR COACHING

I want you to get the most from the time we have together each week as well as the time between our sessions. This brief guide describes what I recommend you to do get full value from your coaching with me.

MAKE A LIST OF WHAT YOU WANT IN LIFE

Coaching works best when you have clear goals, which are based on your needs and values. We will work on these during your sessions.

COME TO THE COACHING SESSION WITH AN AGENDA

We have a short time together and I suggest that you prepare a written list of topics for us to discuss. Every week you'll complete a coaching prep form. If you have other areas that you would like to focus on please add them to the form.

The form includes:

- Successes and wins from the week
- Challenges you faced and how you handled them
- What you're currently working on and how it's going
- Insights and any new awareness which excites you
- Homework / next steps you completed
- A specific agenda that you've created for our session

Having the agenda helps you get what you want most from the meeting. I recommend a separate journal/notebook for coaching notes during the week as issues arise. Please turn off your cell phone before the session; focus is key.

THERE WILL BE FIELDWORK

There will be tasks, actions and/or changes that come up during our sessions, which you will commit to making between our coaching sessions. You will assign yourself homework during the session while you are enthusiastic and motivated. Please check in with me via email if you encounter roadblocks / lack of motivation between sessions. Don't wait until our the night before our session to remember you haven't done the work you intended to.

SAMPLE COACHING AGREEMENT

This agreement is made between Allison Task (“Coach”), and _____ (“Client”) on _____. Both parties agree to the following:

COMMITMENT:

Coaching is an ongoing relationship between a coach and a client. The opportunity for the coaching Client to reach an objective increases due to goals that are established and new habits that are introduced. The Coach fosters this process.

Coaching is a structure that facilitates the process of personal, professional and / or spiritual development. The Client and Coach agree that the coaching relationship will be designed together.

Coaching is for individuals who are emotionally and psychologically healthy and who want to make changes and move forward in their lives. Coaching is not advice, therapy or counseling.

By entering this relationship, the Coach and Client acknowledge that the Client wants to make significant progress and change in his/her life. Because progress and change happen at rates that are unique to each individual, the Coach and Client have chosen to work together for ____ months. This allows the coaching relationship necessary time to develop and progress through objectives, obstacles and successes that occur.

CONFIDENTIALITY

The coaching relationship is built on trust. The Coach agrees to keep all identifying information from our conversations private and confidential.

FEE

The fee for _____ coaching sessions over _____ months is \$ _____ per month. Fees are payable in advance of the 1st of each month. The Client agrees to pay the monthly fee before coaching services are provided for the month. Payments may be made by check, cash or credit card; the invoice will be provided via email.

After completion of your coaching program concludes, you are a coaching alumnus and are welcomed to a reduced-price single session fees. As of this writing, the alumni session fee is \$450 (standard fee is \$550). Reduced pricing is subject to change.

SESSIONS

You will have a regular session scheduled for a specific time and day: _____
Your final session will be on or before _____

If either of us needs to reschedule our regular meeting, we will find another time. My normal coaching hours are Monday through Friday mornings, 7AM, 8:15AM, 9:30 AM, 10:45 AM, noon and 1:15PM EST. I also hold evening hours Monday, Tuesday, and Wednesday evenings at 6:30 and 7:45PM.

If we meet in person, please have a seat in the waiting room, and I'll greet you at our scheduled time. If we are meeting via Zoom, I've sent you an invitation; please click on the Zoom welcome link. If we're meeting via phone I am at 917-627-5289. Please initiate the call/Zoom session at our scheduled time. If we are meeting virtually, please find a quiet space, without computer or other screen distractions, and have your coaching notebook ready for notes. Coffee/tea and water are also helpful, as we'll be talking.

SCHEDULE CHANGES

If you need to cancel a session, please give at least 2 days notice. In the case of an emergency when you are not able to give 48 hours notice, I'll do my best to schedule a make-up session at another open time that week, as long as you provide 48 hour (business days) notice. If you are not able to cancel prior to the session, or miss the make up session, we will consider that a missed session and you will be responsible for payment.

If you choose to end your coaching early, before half your sessions have been completed, you will no longer qualify for a multi-session discount and will be billed for sessions completed at the single session rate (\$550).

EMAIL

Please email me between sessions if you have questions, meet with a challenge or are eager to share a success. I will respond within 48 hours, Monday to Friday.

Email is my preferred medium; please do not text.

REFER

If you choose to refer me to your friends or colleagues, I would like to thank you. For every new client who you recommend that signs up for a coaching package, you will receive a complimentary coaching session.

_____, Client

Date

Allison Task, Coach

Date