

Overview: Coaching Relationship Timeline

Through your training you will learn every step you need to take with clients to get them successfully to their goals.

Print this timeline off and refer to it as needed.

First Session with a Potential Client

- Explain what coaching is/ is not
- Ask them how they think they could benefit from coaching
- Let them know your fees/ answer any questions they have
- Schedule first official session
- Get client agreement signed

First Official Session with the New Client

- Using questions find out what the client ideal life looks like
- Create goals **using PPS** based on their answers
- Decide upon 1-3 powerful affirmations to begin to increase client's self esteem
- Strategize
- Create action plan
- Agree on this week's actions: Get the **what, how** and **by when** from the client

Additional Sessions with Client

- Discuss how the week progressed
- Discussed changes (if any) that need to be made to the action plan
- Assign as homework any PERSONAL DEVELOPMENT TOOLS that will help the client create a better life
- Agree on this week's actions: Get the **what, how** and **by when** from the client.
- Let the client know of any other products or services you have that you think they may benefit from (weekend retreats, seminars, books, manuals, group coaching, audio products...)

When Goals Have Been Attained

- Set new ones!
- Let the client know of any other products or services you have that you think they may benefit from (weekend retreats, seminars, books, manuals, group coaching, audio products...)



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