



The Kearns Group, Inc.

Coaching, Consulting & Training

Coaching Notebook

**Congratulations
On your Decision to Work with a
Professional Coach!**

**Coach Tom Kearns
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Powerful coaches do not provide answers, they provide questions.

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Welcome from Coach Tom

Congratulations on your decision to create the life you really want.

Please read through all the items in the welcome packet and return the agreement to me.

Before each call, please complete the tracking form and E-mail it to me. The E-mail address is: CoachTomK@verizon.net. This will give me an idea of what we will be working on and will allow us to focus on what is truly important to you.

I want you to know that I am now your coach 24 hours a day. We will be together regularly and my thoughts and energy will be with you each day. I want you to have the life that you deserve and I am here to partner with you to create that life beginning today.

Your partner in Success,

Coach Tom

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Come to the coaching session prepared and ready to move ahead. Your coaching time is valuable. I recommend you spend time preparing for the call.

What you might want to discuss:

- ✓ Wins for the week
- ✓ Struggles and set-backs
- ✓ Concerns
- ✓ Opportunities
- ✓ Obstacles
- ✓ Challenges

How I will support you:

- ✓ Ask powerful questions
- ✓ Listen
- ✓ Bring attention to new perspectives
- ✓ Support you in achieving your goals

Tips for preparing for the call:

- ✓ Spend time reviewing the week
- ✓ Go through your journal – this will help you remember things that happened during the week that you might want to bring to my attention.
- ✓ Fill out your Weekly Progress Report form and E-mail it to me at CoachTomK@verizon.net.

As the client, you can discuss whatever you would like on the call. It is your call, talk about your wins or your concerns, your ideas and your dilemmas. If you want to complain, do so. I will allow five minutes for a BMW) bitch, moan and whine) moment. Then we will move on to creating the life you really want.

Remember that coaching is about being in action. I will require you to develop a strategy that will get you to where you want to go and then I will support you in implementing that strategy. Fieldwork will assist you in achieving your goals and will be co-created on every call.

After the call:

- ✓ Make notes on any fieldwork that is due for the next week. Make sure that your coaching call is scheduled in your planner.

- ✓ **Your coaching call is an investment in your week. Make the most of that investment by preparing for it. Excellent is never an accident – plan for it.**

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What to Expect From Me as Your Coach

Because each Professional Coach has their own style of coaching, I thought you might like to know how I coach, what I expect of you and what you can expect from me.

✓ **I will be direct and tell the truth.**

I find it easier to simply say what I notice, observe and intuit. You can do whatever you wish with the information I provide.

✓ **I expect you to be in action.**

Coaching is about being in action. I expect that you will set goals and work on achieving them. You can stay the same or even make small changes without me. With me, I expect that you are moving towards your goals and creating a major change in your life.

✓ **I will make direct requests.**

The way I coach asks for action to be taken by making a request. Requests are about you and a seek to create a challenge in your life that will support you in moving forward. You can always say no or renegotiate a request.

✓ **I will provide advice and suggestions.**

If I have something to share, I will ask your permission to share with you advice, suggestions or insights. From time to time, I will make specific suggestions to deal with the situation. Regardless of what I suggest or advise, use the best of what I say blended with your own good judgment.

✓ **Life happens between coaching sessions.**

If you have a situation to share between coaching sessions, please e-mail me. I want to know what is happening in your life. I am here to support you during our coaching sessions and in between.

In closing:

I request that my clients make a commitment of at least three months to the coaching process. If at any time either one of us decides to discontinue the coaching relationship, the relationship will be immediately dissolved. You are ultimately in control. I am here to support, assist, mentor and guide you, but all decisions and actions are ultimately yours and yours alone to make.

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Client Policies and Procedures

Welcome

Welcome as a client!! I look forward to coaching you to accomplish exactly what you want in life. On a business note, I want you to be familiar with the following policies and procedures. If you have any questions, please call me.

Missed Calls:

If you miss our scheduled call without a 24-hour notice, the call will not be rescheduled. If you are not available at the scheduled time and request a call back within the scheduled time, the call will still end at the usual time. I have calls and appointments scheduled based upon my staying within the limits of the time agreed.

If you should need more time than scheduled, we can schedule additional time at a later date. I am here for you. Please ask me for what you need.

Changes:

If you need to reschedule your call, please give me at least 24-hour notice. If you have an emergency, we will work around it. If you must cancel a call, we will make it up during the month.

Extra time:

You may e-mail me between calls if you need advice, have a problem or cannot wait to share a success with me. I do sometimes have time between our regular calls to speak with you. I enjoy providing this extra level of service. I do not bill for additional time of this type.

Problems:

If I ever say or do something that upsets you or does not feel right, please bring it up. We will resolve it immediately so that we can continue the coaching session.

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Weekly Progress Report

What has happened since we last spoke?

Things I am proud of that I accomplished this week:

Where am I stuck in accomplishing my weekly goal?

What I would like to focus on during this call?

Where I need the greatest support from my coach right now?

What would be the best way to coach me today?

Fieldwork for next week:

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Next Quarter Goals

Setting specific, positive, attainable goals, in writing is the first step along the road to achieving them.

Measurable Goal	Target Date
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

"The day to start creating your dreams in reality is today." Rachelle Disbennette-Lee

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One Hundred Things I Would Like to Do/Accomplish Before I Die

If you can dream it, you can achieve it. Consider this your dream sheet for what you would like to have happen in your life. Be creative, be outrageous. And most of all don't be practical. It may not seem possible at this very moment. However, we never know what the next moment might bring.

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What I Have Learned From What I Have Done

Keep track of things that are happening to you, what your choices are and what you are learning. Do you see a pattern? Are you repeating the same events over and over – or are you taking what life offers and making the greatest out of it?

What happened?

What I choose to do about it

What I learned

"Failure is success if we learn from it." Malcolm S. Forbes

"Life is a series of choices. What we choose creates our life. Every choice we have ever made has gotten us to the place we are today." Rachelle Disbennette-Lee

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WOW Sheet

Things happen to us that we are just wowed by. Great stuff happens all the time, but sometimes we don't take the time to notice. Keep track of those *WOW* things that happen in your life.

Great things that Happened

Date

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____
- 11) _____
- 12) _____
- 13) _____
- 14) _____
- 15) _____

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Gratitude Page

Having an attitude of gratitude is the first step in creating a joyful life. Unless we appreciate what we already have, we will not appreciate that which we receive. Take time each day to write down at least one thing you are grateful for.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____
- 11) _____
- 12) _____
- 13) _____
- 14) _____
- 15) _____