

come to the coaching session prepared with an agenda

We have 45 minutes together and you'll want to have a written list of things for you to share and us to discuss. On this list include things such as:

- Successes and wins that you have had during the week
- Problems you have faced and how you handled them
- What you're currently working on and how it's going
- Insights, aha's and new awareness which excite you
- Report on the Action Items you have completed
- Advice you want from me regarding a particular situation
- New skills you want to develop
- Strategies you wish to develop

Having this agenda helps you get what you want from our session. For your benefit, I have included a Coaching Session Prep Form in this WorkStyle Wallet (document 09) and an electronic version of this is available in the Client Resources area of our website www.belindam.com (password mm21i7n9c9!). It will also help our session by emailing your prep form to me the day before so that we can skip over some items quickly leaving more time to discuss more pressing issues. We can also run through your prep form in detail during the call. Many BelindaM clients are surprised at the **Power of the Prep Form** so I do encourage you to fill one in.

enjoy your session

We have to work together, clearly, but feel free to enjoy the session with me. After several sessions you may find that we take time to catch up on those parts of your life that mean a lot to you. You will also find after a while (or sooner) we even laugh a lot during the session - at life, how you've grown, how things happen. Coaching sessions aren't gabfests, but they are enjoyable - for both of us. They need not feel intense or an effort. Please feel free to set the tone of the sessions and I will respect you in this area.

complete your Action Items

This is not homework like in school. These are actions, tasks, results or changes you are telling yourself and your coach (me) that you will do your best to complete before the next session. You must apply yourself and use these Action Items to help you achieve your professional and personal goals.

keep yourself well between our sessions

Coaching can require energy; emotionally, intellectually, spiritually and physically. Given this I want you to take extraordinary care of your well-being while being coached. Only you know what this looks like. The place to start is to develop a list of 10 Daily Habits (or Rituals) which keep you well. This will be one of the things that we can work on in an early session if you request, so have a think about it.