

ELITE COACHING
TINA MARIE JONES & COMPANY
CONSULTANTS, COACHES & ADVISORS

New Client Welcome Packet

Welcome to the wonderful world of coaching! It is always an honor to cross paths with someone who is hungry and committed in reaching those challenging, and yet ever so rewarding goals! I am personally delighted and honored to be sharing in helping you achieve your heartfelt goals and desires.

- Tina Marie Jones, MS., ACC.
ICF Certified Life Coach, Holistic Nutritionist
Founder and Owner

What you can expect from me

The purpose of our coaching is to get you the results that you have not been able to get on your own. You can expect that I will be asking you tough questions in order to gain more clarity around what is stopping you. And, with your permission I will take you through appropriate processes to eliminate those blocks/ barriers that are keeping you stuck. The more we work together, the more I will know about your comfort zones and limiting patterns. It will be my job to make you aware of these comfort zones, and my job to challenge, encourage, and support you on expanding your comfort zones. Which is uncomfortable to do! You can count on me to be there for you during this growing process, and instead of judging you I will give you the wisdom you need to keep going.

You can also expect to ENJOY this process of growth. If we aren't having fun, then something is wrong! It is my intention for you to look forward to each call, because it is all about YOU! It can't get more interesting than THAT!

I'm always listening...really listening.

If I hear something in your voice or notice something that sounds inauthentic or disempowering, I'm likely to call you on it. Often, it is the little tweaks in belief that bring about BIG shifts.

What will I expect from you?

You are going to always be in a quiet place with no distractions during our calls, because this is sacred YOU time. I am going to expect that you will be honest, open, and committed to grow so we can bust those comfort zones that are holding you back. It will be necessary for you to purchase a hardbound journal for our calls so you can take notes on your breakthroughs, our insights, and your homework. I recommend a hardbound journal because we tend to not lose them, and keep them for years to come!

We are now a team, focused on helping you accomplish more as a result of our relationship than you would alone.

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My sessions with you are of top importance to me. I know just by the fact that you have decided to work with me as your coach that you are an achiever and that you have a strong desire to step up your performance and get more out of the life that you create. I want this process to serve you well and for the momentum that you establish to stay with you for the rest of your life.

A wonderful tool you are going to use for our coaching is a “Coaching Planning Form” designed to prepare us both for each call. You will be capturing the action you completed, challenges you experienced, and what YOUR outcome is for our next call. This will get you in the mindset prepared for each of our calls, and by emailing it to me prior to our session I will be prepared before we even speak. This saves time, enhances focus, and creates massive momentum!

Again, the purpose of coaching is to help you get the results you weren’t getting on your own. Our main focus is going to be on the ACTION you are taking between calls. If you don’t take the action we agreed upon, I won’t judge you, rather we will have an honest conversation about what prevented you from following through. This can be uncomfortable, but necessary. After all, you are paying for RESULTS!

Feedback

You will experience a safe and welcomed environment to give me feedback for how the coaching process is working for you. Everyone looks at the world differently, and when it comes to coaching it is individualized. I am going to come to each session with a curiosity in knowing more about who you are and how you see the world. One of the ways you can help me with this is by letting me know what can be improved in our coaching. When you call me, my ego goes on the shelf. This time is about YOU! I want to serve you, so you reach those awesome goals that make your eyes light up.

***Extra Time – Connecting Between Sessions**

I welcome and encourage you to connect with me between sessions. If you have a question, a challenge, you experience a breakthrough or you just want to bounce some ideas around before a big meeting or event, send me an email or call me. This extra time together is included for you as my client as part of the service and there is no extra charge. I do ask that we keep these calls to around ten minutes.

Communication

I invite you to share with me your stories, your wins, disappointments, anything you like, as well as your thoughts about your coaching experience.

Ways You Can Get More From Your Coaching Experience

Make our coaching sessions a priority. *Come to every call with a clear idea of what you want to talk about.* Take time before and during our time together to become centered, to breathe and be ready to engage.

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Do your own work between sessions. Use what you learn. Apply what you learn. Complete what you agree to accomplish.

Be open-minded. Try new approaches. Experiment.

Get to know yourself as you are now and ask yourself what, if anything, you need to modify to show up as the person that you want to be.

Emulate the behaviors you admire. Success leaves clues!

Stop tolerating. Think of ways you can distance yourself from energy draining people, places and attitudes.

Commit not to settle for less than what you want, PERIOD!

Tell the truth to yourself, to me, to everyone.

Be willing to change the beliefs that do not serve you anymore.

Session Procedures

Please call me at 832-452-7242 at the scheduled time for our sessions. Calling in for your session right on time is important, as we will need to end the session on time out of respect for other clients.

Lets get started on getting those results your heart is craving to experience!!

Thank you for making this commitment to yourself. When one life improves, it literally impacts a thousand other lives. This is an informal agreement that I like would like for you to review and initial. The purpose of this is to assure that we are both clear about what we expect from our coaching interaction. Please let me know if there is anything below that is not a fit and we can talk about it.

WHAT I DON'T DO AS A COACH:

Diagnose, treat or fix.

Solve your problems for you.

Do your work for you.

Judge you.

Give you legal or financial advice.

Listen to your stories, excuses, or complaints.

Support you in staying stuck.

Lie to you, and only tell you what you want to hear.

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WHAT I ASK FROM YOU AS MY CLIENT

Set the agenda or topic for discussion for each session.
Be resourceful and solution focused.
Make sure you are in quiet place with no distractions for each session.
Be completely truthful to me and to yourself.
Be willing to stretch beyond your current comfort zones.
Take responsibility for you or your actions.
Call me on time.
Give me a minimum of 24 hours notice if you need to cancel a session.
Approach challenges as opportunities for growth.
Let me know if something isn't working for you.
Be open to new ideas and perspectives
Show up physically and mentally for each session.
Have fun and enjoy the process!

WHAT I DO AS A COACH:

Provide a process for helping you create a vision for what you want for your business and life.
Help you build a strategy and action plan that will allow you to live that vision.
Help you eliminate road blocks that are holding you back
Build pace, build tempo, and build momentum to create the results you want!
Show you specific methods for increasing your effectiveness.
Help you organize your life for more power and fun!
Provide support, encouragement, guidance and reinforcement.
Listen openly and actively.
Recommend resources such as books, cds, seminars, etc. for your growth.
Ask powerful questions that create a new level of clarity.
Reflect/mirror back to you.
Offer different perspectives.
Provide structure and accountability.
Assist in setting goals, planning and strategizing.
Trust you to make your own decisions.
Show up with your best interests at heart.
Tell the truth.

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*Tina Marie Jones & Company loves rewarding its clients through our referral program.
Learn how to earn coaching credits by referring your friends.*

All of the team members at Tina Marie Jones & Company, Consultants, Coaches & Advisors are committed to your highest good, best life, and ultimate happiness. If at any time you have concerns about our level of professionalism or service, please feel free to contact our founder, Tina Marie Jones, personally, anytime of day. Her direct line is 888-721-2104.

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CAREER

1. Do you have a vision for your professional life? If so, what is it?

2. How do your career goals support your personal goals?

YOUR LIFE

What would you say have been your three greatest accomplishments in your life?

What special talents, qualifications, interests and gifts do you have that you would like to develop and contribute?

Is your life one of your own choosing? If not, what parts have been chosen for you?

What are your primary stressors?

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List five things that you are tolerating right now? (examples: unorganized office, no sense of urgency from your staff or team, excess weight, disrepair around your house, thinking small)

What is the hardest thing you have ever had to overcome?

What is the most important lesson you have learned to date?

Do you feel that your life is balanced? Why or why not?

What's missing in your life? What would make your life more fulfilling?

Are there any limiting patterns of behavior have you noticed in yourself? Describe.

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COACHING YOU

1. What do you want your coach to do if you get behind on your goals?

2. How will you know that you are getting value from your coaching process?

3. How might you sabotage your path to success?

4. How can your coach best support you in the coaching relationship?

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Life Balance Snapshot

Take a few minutes to rank the following nine areas of your life with regard to your level of satisfaction (rank from 0 to 10). Don't attempt to do this perfectly. It is designed to be a snapshot of your level of satisfaction right now.

Not satisfied at all = 0

Totally satisfied = 10

___ Career

___ Finances

___ Health

___ Friends and Family

___ Significant other/Romance

___ Personal growth

___ Fun & Recreation

___ Spirituality

___ Physical Environment (your home, the city/town in which you live, neighborhood, climate, the part of the country in which you live)

Email these forms prior to your first session (24 hours prior if possible) to

hello@tinamariejones.com

Every quarter we will meet for a longer session to assess progress, count our wins and realign our misses.