

Welcome,

 I am so excited about the work we are about to start together. I know you have a lot of options and I am truly thankful and honored you chose me to guide you through your personal transformation.

 Your welcome packet includes client information paperwork you will need to fill out and return to me 24 hours prior to our first session, and a technical overview of how your sessions will be conducted.

 If you have any questions for me prior to our first session, please feel free to reach out to me via email. I can’t wait to celebrate your successes with you in the weeks to come.

As always sending so much love,

*Kelly*

*New Client Questionnaire*

Full Name

Date

Email address

Date of Birth

 As a coach, it’s important for me to understand how you view the world in general and yourself in particular. Each person has a unique way of thinking and a unique way of interacting with those around them.

 Answer each of these questions as clearly and thoughtfully as possible, expressing the best of who you are. These are “pondering” questions designed to stimulate your thinking in a particular way that will make our work together even more productive. Take your time to in answering these questions and be brutally honest in your response.

Thank you so much,

Kelly

1. What do you want to make sure you get from the coaching relationship?
2. What so you want to work on in coaching?
3. Take a moment to observe the energy of the experiences you have had up to this point, what would you say the major themes of your life have been so far?
4. What can I say to you when you are most “stuck” that will return you to action?
5. What changes might you need to make in order to help your coaching be successful?
6. What are your key career goals? (if applicable)
7. How do your career goals support your personal goals? (if applicable)
8. If there were a secret passion in your life, what would it be?
9. Write down 2-3 things that are really working well for you.
10. What is missing in your life? What would make your life more fulfilling?
11. What activities have special meaning for you? What are some of your hobbies?
12. What are the significant people in your life?
13. What have been the significant events in your life?
14. Do you believe in God or in the concept of a higher power? If so, describe the most useful and empowering aspects of your relationship with your higher power. If not, what reference point do you use?

Click allow editing at the top of the document and type your answers directly into the questionnaire, copy and paste into your own document, or directly into the email. You can return this to me at kelly@sankofacreative.com

*Sessions, Payment, and Cancelation Policy* Your sessions will be done either by Skype video conferencing or phone depending on your preference. Payment is made at the time of booking.

*As a client, your role is to:*

 • Make our coaching sessions a priority. You have chosen to invest in yourself. Please take time before each session to review what we have been working on. Please ensure any action steps or homework you decided on has been accomplished to the best of your ability. The most crucial part is for you to have an idea of what you’d like to take away from the session. Coaching is strongly based on the client’s agenda.

 • Please arrive to every session on time.

 • Come to your session centered and be open-minded. Be willing to change your beliefs and patterns if they do not serve you anymore.

• Give me feedback in the moment about your coaching experience –what works as well as what doesn’t. Do not ever worry about hurting my feelings or fear what I might think. I am here to support you not judge you or make decisions for you. If something I say does not resonate with you, I want to know about it.

 *My Role*

• I will listen closely to you, respond to what I hear and ask questions. If I hear something in your voice or body language that sparks an intuitive idea, thought or image, I’m likely to share it and ask you questions about it. Often it is these small nuances that create the bigger shifts for clients. Remember, if it doesn’t resonate, tell me. I’m not attached to being right.

 • At the end of the session, if you do not mention what actions you are ready to take, I will make a coach request. I ask clients to stretch themselves, deepen the work done in the sessions by either journaling at home, taking a defined action, resolving relationships or tackling things that feel incomplete. You are free to negotiate, accept or decline. Most of the work will be in regard to self- awareness and powerful choice.

*Extra Time*

• Between sessions, if you have questions, a brief update, or want to bounce some ideas around, please contact me by email. Please keep these contacts succinct. If it seems like it will be better served as session material, I’ll suggest that.

 *Cancelation*

• Please give our session high priority and arrange your schedule to honor our agreed upon time. If you must reschedule, I ask you to give me 24 hours notice or as soon as you are able. I will not reschedule no-shows. Because I am holding an appointment for you and will be unable to fit another client in with less than 24 hours notice, a $50 session fee will be charged for sessions canceled at the last minute. Emergencies are an exception.

I (**Type Your Name Here)** have read and agreed to the above cancelation policy.

*Useful Links and Digital Resources*

[Book your one on one sessions.](https://kellybramblett.com/services-and-coaching/ola/services/one-hour-coaching-call)

Contact Me Via Email

[Visit my website](http://www.kellybramblett.com)

[My weekly blog](https://kellybramblett.com/spiritual-blog)

[Numerology](https://kellybramblett.com/sankofa-creative-jewelry?olsPage=products%2Fseven-point-personality-chart-numerology)

[Free Printable Journaling Prompts](https://kellybramblett.com/m/login?r=%2Ffree-journaling-prompts)

I look forward to our time together.

Sending much love,

