



All About You
LIFE STYLE

LET ME INTRODUCE MYSELF TO YOU;

I GO BY THE NAME OF ANGIE MOORE;

I AM THE OWNER OF "ALL ABOUT YOU LIFE STYLE "

I AM A TRANSITIONAL LIFE COACH.

WHAT IS A TRANSITIONAL LIFE COACH?

I WILL HELP YOU CREATE A VISION OF THE FUTURE YOU ARE WANTING TO SEE, BY SUPPORTING YOU AS YOU PURSUE YOUR GOALS. WE ARE WHAT AND WHO WE SAY WE ARE. I WANT TO BE SOMEONE WHO ENCOURAGE YOU THROUGH PERSONAL OR CAREER CHALLENGES. HELP YOU TO REACH ULTIMATE GOALS IN DIFFERENT AREAS OF LIFE. TOGETHER WE CAN ACHIEVE. I BELIEVE IN YOU!!!

THANK YOU

Angie Moore

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All About You
'LIFE STYLE'

TRANSITIONAL LIFE COACH

LISTENING IS AN ACT OF LOVE

TOGETHER WE CAN ACHIEVE

BECAUSE I BELIEVE IN YOU...

**MY MISSION IS TO INSPIRE YOU TO BRING OUT THE BEST VERSION OF YOU WHILE
DISCOVERING THE BEST VERSION OF YOU.**

WELCOME LETTER

Welcome to [All About You Life Style]

I am so pleased to begin what I am sure will become a life-changing journey with you! This experience will focus on helping you to create and follow a personalized blueprint for reaching a meaningful goal in your life. Along the way, we'll be using strategies and tools that measure your progress. You're encouraged to voice feedback throughout the process. As your coach, my priorities are the following:

1. Use my advanced knowledge of coaching systems to help you achieve your desired personal-growth outcomes.
2. Create a safe, confidential and supportive environment where you can express your thoughts and use support to the fullest.
3. Listen to all questions and concerns that you have throughout the process.
4. When necessary, provide you with tools, resources, and strategies that can help you reach your goals.
5. Provide input and feedback.

To help you optimize the coaching experience, I recommend you practice the following throughout this coaching journey:

1. Give this experience your full attention and effort. *Halfway effort* can't get you to your full goal!
2. Be honest with both yourself and me during this process regarding what you feel is or isn't working.
3. Keep the focus on personal reasonability.
4. Take ownership of both victories and setbacks along the way.
5. Be open to feedback.

I also ask that you show up on time for appointments, prepare by doing all "homework" between sessions assignments that you will be accountable for at the next meeting. Please leave all distractions behind during coaching sessions. I will do the same as part of my role in this partnership. I'll also be relying on you to bring up any concerns or conflicts as we progress. I'm confident that your decision to make a personal investment in your success will pay off!

Shortly, I'll be sending along some items for a welcome packet that will help us to get started. This will include:

WELCOME LETTER

Coaching contract.
Intake forms.
Your first month's Invoice.
Your goals sheet.
A coaching log that we will be using throughout the sessions.

[Coaches: Add your own personalized items].

I will be including directions for how and when to submit various items from your packet to me.
Some of these documents will be used by you throughout our time together to stay on track with goals.

Sincerely,

[Angela Moore]

Welcome to [All About You Life Style]

To get started, answer the following questions that will help us stay in contact and learn about your needs.

CLIENT INFORMATION		
Full Name:	DOB:	
Street:		
City:	State/Province:	Zip:
Country:	Time Zone:	
CONTACT INFORMATION		
Cell Phone:	Home Phone:	
Email:	Best time to call:	
Can we leave a voice message? <input type="checkbox"/> Yes <input type="checkbox"/> No		
EMPLOYMENT INFORMATION		
Career/Job Title:	No. of years in your field:	
Rate job satisfaction level (1-10):	Highest education level:	
EMERGENCY CONTACT		
Name:	Phone:	
Name:	Phone:	
HOBBIES & INTERESTS		
DO NOT COMPLETE THIS SECTION - FOR COACH USE ONLY		
Client No:	Session Length:	
Start Date:	Session Days:	
Coaching Area:	Package/Plan:	
Session Total:	Payment Method:	
Credit Card No:	Exp. Date:	Security Code:
NOTES		

Answer the following questions honestly and accurately so we can tailor your coaching needs and experiences.

ASSESSMENT QUESTIONNAIRE	
Briefly explain your motivation for seeking coaching at this time.	
Is there a specific goal you want to focus on? If so, how long have you struggled with this area of your life?	
Briefly explain what you're hoping to get out of coaching.	
Briefly explain what the expectations of your coach-client relationship look like.	
In your own words, how will you know that you've obtained the goal you're setting out to reach through life coaching?	
Are there any specific obstacles or triggers that your coach should know about that you feel are relevant to the coaching process?	
Additional Comments	



CLIENT AGREEMENT

Please initial and sign the coaching agreement and return it before your first coaching appointment. This form must be completed to activate the coaching process.

PARTIES

This agreement is entered into by and between [Coach or Business Name] and [Client Name] to provide coaching services starting on [Start Date] with an end date of [End Date].

COACHING

Our coaching services are designed to facilitate personal or professional development through a method of carrying out specific strategies. Per this agreement, the life coach is acting as a wellness professional to support the client in making progress in a specific area of life. A coach is not acting in the capacity of a therapist, counselor or consultant. If a coach deems that a client would be better served by a different service that is beyond the coach's professional scope, the coach will make this known.

COACH RESPONSIBILITY

The coach will guide, support and be an accountability partner to the client. The coach will ask powerful and thought-provoking questions along with using coaching tools and resources deemed useful to the coaching process. The coach has the responsibility to attend all scheduled appointments, let the client know about cancellations before start time and alert the client if ethical or practical circumstances make it inadvisable for the coach to proceed with services.

CLIENT RESPONSIBILITY

For coaching to be successful, the client must give maximum effort and exercise honesty. The client may be asked to complete homework or assignments during the coaching process. As part of the coaching agreement, the client agrees to complete all assignments to facilitate maximum progress. If the coaching sessions are not going as desired, it is the responsibility of the client to make known to the coach.

CONFIDENTIALITY & ETHICS

The coach agrees to never disclose or share information that pertains to the client without the written consent of the client. All information will remain private except in the case of a court subpoena. Please note that any legal protections that apply in therapy/counseling settings do not apply to the coach-client relationship.

SESSION PROCEDURES

The client and coach will agree to session times and locations. If the coach needs to cancel or postpone a session, the client will be notified ahead of time. The client should also notify the coach in

CLIENT AGREEMENT

advance if a session must be canceled. Missed sessions or sessions not canceled in [x hours] of the scheduled session slot will be billed the full session rate.

TERMINATION

The coach and client both have the right to terminate this contract in written notice [x amount of time] at any time. The client agrees to provide compensation for all coaching services provided up through the effective termination date.

COACHING FEES

Coaching fees are requested in advance of all coaching services. Coaching is conducted only after payment is received. When purchasing monthly packages, payments are due before the start of the coaching month. Payment needs to be made [x amount of time] before the scheduled coaching session to avoid possible session cancellation by the coach.

Payments will be made in advance using an approved payment method. Select one: [Check] [Credit Card] [PayPal] [Electronic Payment]

- Coach's hourly rate is [\$ hourly rate].
- Coach's monthly rate is [\$ monthly rate].
- The client's total cost per month is [\$ Total].

LIABILITY

In the coaching process, nothing that amounts to psychological, medical or legal advice is supplied. Coaches do not diagnose, treat or provide any assistance for psychological, physical or medical conditions. Please note that the client is responsible for their results during this client-centered coaching process. Client retains full responsibility for their actions, well-being, emotions, behaviors and the like.

By signing your signature below, you acknowledge that you have read and agree with the above.

Client Name: _____

Date: _____

Coach Name: _____

Date: _____

SMART GOALS

In coaching, a goal is a milestone or success you'd like to achieve by working toward that goal using effort and strategy. By writing down our goals, we can obtain clarity and accountability. Please write down up to three primary goals below following the SMART method. The importance of using the SMART method for reaching goals is that you can identify and refine your goal, purpose, strategy and expectations to obtain success. These goals will become reference points for us during the coaching experience.

SPECIFIC	S	What is it you want to accomplish?	I want to apply for a loan to purchase my first home.
MEASURABLE	M	How will you know that you've accomplished this goal?	I will get a minimum credit score of 620 to get competitive rates.
ATTAINABLE	A	What is needed to accomplish this goal?	To achieve this goal, I must improve my credit score by paying my bills on time and improving my saving habits. I will also complete a monthly budget spreadsheet.
REALISTIC	R	What makes this goal <i>worth</i> pursuing over other goals?	I would like to stop renting and become a first-time homeowner. I would also like to feel more independent and in control of my life and future.
TIMELY	T	What is the time frame/end date for accomplishing this goal?	I will apply for a loan in 12 months.

COACHING LOG

Please complete this form before your next session so your coach can review and prepare.

Client Name:	Client ID:	
Date:	Session No:	Next Appt:

☒ What have you been able to accomplish since the last session?

☒ Can you list some strengths within you that have revealed themselves as you've worked on your goals since the last session?

☒ Is there a particular challenge that popped up since the last session?

☒ Have you noticed any new goals emerging?

☒ What steps/actions do you anticipate needing to do following this current session to move forward in success?

☒ Is there anything that your coach should know about regarding your personal experiences or thoughts regarding this coaching path that has changed since the last session?

COACHING LOG

Please complete this form before your next session so your coach can review and prepare.

Name:		Client ID:
Date:	Session No:	Next Appt:
Session topic		
What are your gains/wins?		
What are your challenges and barriers?		
Are there any goals you want to update or add?		
What steps/actions do you need to complete?		
Is there anything you want to notify your coach about?		
Feedback/Comments		

CONSULTATION

Date ____/____/____

Thank you for your interest in [All About You Life Style]! To help us gain an understanding of your needs and expectations, please answer a few brief questions below.

CLIENT INFORMATION

First Name

Last Name

Street

City

State

Zip

Country

Time Zone

Phone Number

Email

What is your preferred method for being coached?

☐ In person coaching ☐ Online Coaching ☐ Phone Coaching

Where did you hear about our coaching services?

☐ Website ☐ Online search ☐ Referral ☐ Social media ☐ Other: _____

Are you able to commit to a focused, strategic coaching plan?

☐ Yes ☐ No

Have you ever worked with a life coach before?

☐ Yes ☐ No

When seeking coaching, which applies to you:

- ☐ I'm looking to make improvements in my health using nutrition and healthier eating.
- ☐ I'm looking to obtain a professional goal that relates to my career.
- ☐ I'm looking to improve my approach to relationships.
- ☐ I'm looking to obtain a goal faster and more easily.
- ☐ I'm looking to improve some aspect of my emotional or spiritual life through thought and behavioral changes.
- ☐ I'm looking to improve organization and accountability in an area of my life.
- ☐ Other (Explain Here): _____