



**YOUR
ABSTRACT
ASSISTANT**
Your Life. Simplified.

A.C.P

Accountability Coaching Program

with Professional Organizer, Efficiency & Solution Expert, and Life Management Coach, Abbe Hardiman, Owner & Founder of Your ABstract Assistant.

Accountability Coaching is a monthly program where we work together to establish daily, weekly, and monthly habits & tasks for which you want to be held accountable.

I will assist you in prioritizing, managing, and sticking to your goals. Over time, you will become accustomed to creating these and other routines on your own.

WELCOME

Email: help@abstractassistant.com
Text: 603-303-4363
www.abstractassistant.com





NEW CLIENT FORM

Email: help@abstractassistant.com
Text: 603-303-4363
www.abstractassistant.com

Today's Date:

Name:

Physical Address:

Mailing Address, if different:

Same as Physical

Cell Phone Number:

Email:

Remember to add help@abstractassistant.com to your safe senders list.

What are the best days & times of the week for us to schedule sessions?

Notes (For YAA Use)

NEW CLIENT FORM



TELL ME ABOUT YOUR LIFE

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TELL ME ABOUT YOUR LIFE

Why do you need the assistance of an Accountability Coach?

You understand that creating new habits & routines takes time.

You must be patient and gentle with yourself.

Nothing worth having happens overnight.

You are committed, engaged, motivated, and excited about working towards changing your life.

YES NO

Briefly describe your ideal (realistic) day. Things you would do. Routines & Habits you would have.

If you need more room to write, feel free to use the back of this page or another blank sheet of paper.



PROGRAM DETAILS

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ACP Details

Weekly Coaching Sessions: 90-Minutes Per Week

Each week, we will meet either in person at my office, by phone, or by Zoom. This meeting will last approximately 90 minutes. We will talk about what's happening in your week ahead, what we need to plan for, and the tasks & habits we are working on that week. In each session, we will talk about goals, the whys of those goals, and how to reframe your thoughts on achieving these goals. I will coach you through the challenges that have impeded your progress in the past. I will empower you to determine, create, implement, and practice the habits and routines that you have chosen to make your life more simple, less chaotic, happier, calmer, and more successful in all you do. We'll also discuss what challenges occurred the week prior.

Unlimited Texts or Emails*

I am here for you throughout this process. I will coach, answer questions, and give you support & encouragement. I will hold you accountable to your best self who wants to create better habits + routines for your life, (even on the days that you don't feel like it!). You will have a Coach in your pocket at all times; holding you accountable to your goals. I will push you when needed & know when to give you space.

*I may not always be able to get right back to you, but I will reply as soon as I can.



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One-Hour Google Keep Training

I have used many productivity apps & GK is my favorite. We will share info on this app to keep us on the same page about your progress. I will teach you how to effectively use this app as a super helper in your ACP Toolbox.

Program Cost

The total cost of The Accountability Coaching Program is \$450 per month, paid in full prior to our first day working together and then on that same day each month that you choose to continue the program. This can be paid via Venmo, by cash or check, or by credit card.

I do require a credit card number to be placed in your file in case there are any billing issues, and your card will be charged if this occurs.

All credit card charges incur a 3.49% + \$0.49 fee of the total cost.

Add-Ons

Additional Virtual Coaching Sessions are billed separately at \$80 per hour.

In-home organizing can be added on. This is a separate program. Let me know if you are interested.



CANCELLATIONS

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CANCELLATIONS

Cancellations

Life happens. I get it. If you need to cancel a scheduled session with me, please give me 24-hours notice if at all possible. If that is not possible, let me know as soon as you can. You will get one "oops" excuse during our time together. I will do my very best to fill your time slot with another client, and if I am able to, you will not be charged anything, but if that isn't an option, you will be charged \$80 per instance over the one "oops". This can be paid just like any other payment.

My Message to You

I'm so excited to work with you. Every day of this journey together, I will be in your corner, a text or an email away. I want you to be successful in this program. I will challenge you, and push you out of your comfort zone from time to time. I want you to have a life you love; where smooth & calm days are the norm, not the exception. I want to help you to achieve your goals & not feel overwhelmed. I will never expect you to be perfect! I will always show you that things do not need to be perfect to be wonderful. I will remind you to be kind to yourself.

I am extremely passionate about what I do. I believe that my talents, my skill sets, the way my brain works, and my ability to work with everyone in a fun & caring way, while at the same time, pushing you towards your best self, your best life...is my mission in life and I cannot wait to share all of it with you.

Sincerely,
Abbe E. Hardiman