

Olympia Life Coach Center

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"WELCOME TO COACHING WITH ME!"

Hello _____,

00/00/2015

Congratulations on your decision to take that very first step towards reaching your desired goals. For that, I'm very happy you chose me to work with you as your life coach. We have a lot to look forward to, much work to get done, and your goals to achieve! Let's get started!

Enclosed you will find the following documents:

- | | |
|---|---|
| <input type="checkbox"/> Welcome Letter | <input type="checkbox"/> Session Preparation Forms |
| <input type="checkbox"/> Coaching Agreement | <input type="checkbox"/> The Wheel Of Life Form |
| <input type="checkbox"/> Client Intake Form | <input type="checkbox"/> Self-Assessment Forms |
| <input type="checkbox"/> Role Of The Coach & Client | <input type="checkbox"/> Goals & Action Form Worksheets |

INSTRUCTIONS & HELPFUL TIPS:

So we both can prepare for your first coaching session, please have the following documents completed, signed and sent back to me BEFORE your first coaching session with me.

FORM

1. *Coaching Agreement*

2. *Coaching Terms & Guidelines*

3. *Client Intake Form*

ACTION TO TAKE

Complete and mail (or scan and email) to me.

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If you have any questions in advance of the first session, do not hesitate to call or email me. I look forward to our first coaching session.

Tina-Marie Cusano
Olympia Salon inc.
(865)982.9911