

WHAT TO EXPECT :: COACHING

Understanding, Agreement, and Commitment to the Process



Understanding Coaching

Coaching sessions will help you work on specific trouble spots and find solutions to move you forward. During 50-minute sessions via phone, the coach will be the guide to help explore what's preventing you from moving forward and develop solutions to help you get unstuck. Coaching sessions are modeled around an awareness, action, and learning cycle. It is goal oriented and not therapy or counseling. The coach will not advise you at anytime during the coaching relationship, but support you as we create solutions together. The coach will help to explore values, strengths, and challenges that will support the coaching sessions and long-term success. Coaching focuses on perspectives and looking at situations in different ways in order to stimulate mindfulness and life change. Through this program you will discover an understanding of your productivity strengths and challenges; find clear solutions that work best for your life style; get more organized; become more efficient; and become free to do more life.

Commitment from The Proper Place.

The Proper Place is committed to working diligently while being respectful of your time, space, opinions, and goals. The coach is dedicated to honoring you and helping you work toward your goals.

As the coach, I commit to:

- Being on time and mentally prepared for our sessions
- Focused on moving you forward and not lingering on the past
- Honest and direct in a respectful manner
- Asking powerful questions that will invoke thought and new perspectives
- Keep conversations confidential and on task
- Respect your story and space
- Treat you as NCRW: Naturally Creative Respectful and Whole
- Refer you to other resources if there are needs beyond my scope of work

Your Commitment.

Once you decide you want to be more productive and organized, you can quickly become overwhelmed and easily begin to have doubts. The work of becoming more productive is a partnership, therefore you must be committed to the process as much as the coach. You are the key to success in this program.

As the client, I commit to:

- Come prepared, on time, to sessions with a topic to discuss as well as learning from previous session
- Be honest and open about values, needs, strengths, and goals
- Have an open mind to learning and seeing things with new/open perspectives
- Taking responsibility, choice, and action, showing up as an equal partner, alongside the coach
- Be open to possibility
- Communicate openly when things are unclear
- Make space in my life and schedule to learn from coaching sessions and implement action steps

Meeting Full Potential

Every client views their situation through their own lens. It is the coaches job to help you see through that lens more clearly. If there is a brain-based condition(s) that you have [such as ADHD, depression, etc], with your permission, it will be discussed and be sure it is complementing our work in a healthy and beneficial manner. This may include referral to other resources, if needed.

[over]

Confidentiality.

The Proper Place conducts business and client work with professionalism. Conversations will always be kept confidential, and only recorded with permission. General stories may be used in blogs or articles, but no names will be used without permission. Note: if at any time the coach feels you are at risk to yourself or others, the coach is obligated to break confidentiality and seek help.

Preparation

In the first session, there will be an assessment to determine big picture goals for the coaching relationship. Clients are asked to come to each session with a topic to discuss. A coaching prep form will be available to the client in order for them to put their thoughts and actions in order prior to coaching sessions. Documents and resources will be provided between sessions as deemed relevant by the coach.

Timeframe.

The Productivity Coaching Program is created as five, 50-minute sessions over a two month period. There is no guarantee that all solutions will be resolved in this time frame. Additional coaching packages are necessary and can be purchased as desired. On average, it takes 6-12 months of consistent coaching to develop new habits and maintain goals.

Cancellation + Scheduling

Scheduling can be done directly with the coach or via the online scheduler. Please cancel your appointment 24 hours in advance if you cannot keep your scheduled appointment. A \$60 cancellation fee will be charged for those who do not give ample notice.

Freedom Points

The more organizing, coaching, and progress you make toward your goals, the more points you earn. Points are redeemed for cash to put toward future classes or services. It's a way to motivate and reward your work!

Liability & Safety

The Proper Place will be guiding the organizing experience, but YOU are the one who will be making the decisions. There is no judgment in your belongings or lifestyle. The coach will help you to make the decisions that are best for you, and is not liable for action of clients nor the items that are donated, shredded, or thrown away by the client.

Ultimately it's up to you! Thank you for trusting The Proper Place. Together we can bring peace to your space, life, and mind!

The Proper Place

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[free to do more life](#)

I have read this Commitment form and understand what is expected of myself and The Proper Place coach:

Client
Initial: _____ Date: _____

Coach
Initial: _____ Date: _____