



Create Your Life!
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Coaching Services Welcome Packet

WHAT IS COACHING?

A coach helps you and /or your company to:

- Solve problems
- Reach goals
- Design plans of action
- Make decisions

A coach “stays with you”, that is they:

- Coach you through the goal implementation and inevitable changes.
- Maintain a healthy focus between your personal and professional life.
- Keep you looking ahead to take advantage of new opportunities.
- Bring out your best; focus on your needs, values and vision.

WHY DOES COACHING WORK?

Coaching works because it brings out YOUR best. A coach believes YOU have the answers and is trained to bring them out (painlessly).

Specifically, this is what I will do during a coaching session...

- LISTEN: I listen fully. YOU are the focus. I listen to what you say, what you are trying to say and what you're not saying.
- SHARE: After you have fully communicated, I share with you my ideas, comments and views on your situation, dilemma or opportunity. I give personal opinions only when asked, as they should not be a factor in your decision making process. You are my focus and I want to help you get, be, and achieve what you want.
- SUPPORT: I am flexible and work with you and your demanding lifestyle. I track your progress to help you see how you have impacted your life through the process.
- ENDORSE: Anyone who's taking a step to create something or do something outstanding needs an outside voice of endorsement from someone who understands what it takes to achieve a goal.
- SUGGEST: I want the best for you. I want you to be happy, healthy and successful. I want you to be strong - financially, emotionally and physically. I want you to enjoy your family, friends and lifestyle and be an inspiration to others and yourself. Part of my job is to be a few steps ahead of you as well as be with you and as such I will make requests and suggestions to help your journey forward.

HOW DOES TELE-COACHING WORK?

While coaching can be done in a number of ways; the most effective use of everyone's time is the telephone. The way it works is that you call me at a pre-scheduled time once per week, usually at the same time each week. The call duration is 45 minutes. Additional correspondence between calls will occur by e-mail as a means of outlining our discussions, your goals for the week, and any other relevant information you request.

HOW TO GET THE MOST OUT OF COACHING:

- *Make a list of what you really want in life.*
 - Coaching works best when you have clear goals based on your needs and values.
- *Keep focused on the Clean Sweep program.*
 - The Clean Sweep program is a helpful tool in strengthening your personal foundation. Take the assessment test of 100 questions and start handling at least one item per week. Keep me posted on your progress.
- *Get to know yourself anew:*
 - Working with a sensitive and empathetic coach is a healthy way to grow. Most clients hire a coach to accomplish several specific goals and much of the time and focus is on these goals. Yet, with coaching, don't be surprised if you discover new parts of yourself, or if you find your goals adjusting to who you really are. This discovery process is natural so you need not rush it, just realize it will likely happen. Accelerated personal and professional growth is the hallmark of being coached.
- *Double your level of willingness.*
 - Part of working with me as your coach is that I will ask a lot of you, and probably more than you would ask of yourself. I need you to be willing to experiment with fresh approaches and be open to redesigning some parts of your life. This may be necessary to help you reach your goals and live an integrated and fulfilled personal and professional life. These are some of the things I may ask you to be willing to do:
 - Change behaviors that don't serve your best interest
 - Re-examine some of your assumptions
 - Experiment and try new things
 - Tell the absolute truth, regardless
 - Remove sources of stress in your life
 - Redesign how you spend your time
 - Get the support you need to handle challenges
 - Set bigger goals for yourself
 - Raise your personal standards
- *Come to the coaching call prepared, with an agenda.*
 - We have 45 minutes together and you will want to have a written list of things for you to share and us to discuss. Having this agenda helps you get what you want from the call. On this list, include things like:
 - Successes that you have had during the week
 - Report on the homework you completed
 - Challenges you faced and how you handled them
 - What you're currently working on and how it's going
 - New skills you want to develop
 - Insights, aha's and new awareness which excite you
 - Strategies you wish to develop

- *Enjoy our call.*
 - We have work to do together, but our work can be very enjoyable. You may find that we laugh a lot during the call – at life, the growing process, how things happen – without losing sight of your goals. Feel free to set the tone of the calls and I will respect what you need.
- *Keep yourself well between our sessions.*
 - Coaching and being coached both take energy – emotionally, intellectually and physically. Given this, I want you to take extraordinary care of your health and emotional balance while being coached. Only you know what this looks like, but I suggest you go much further than you ever have in this regard. The place to start is to develop a list of 10 daily habits that keep you well. Some of these habits may be:
 - Walking or exercising
 - Eating more vegetables
 - Meditate
 - Start being early
 - Read
 - Under-promise
 - Listen to great music
 - Take vitamins
 - Floss
 - Handle an unresolved issue
 - Write in your journal
- *Do your homework each week.*
 - This is not homework like grade school. These are tasks, actions, results or changes you are telling yourself and your coach (me) that you will do your best to complete before our next call. Apply yourself and use the homework to help you achieve your personal and business goals.

SOME SITUATIONS TO CONSIDER HAVING A COACH FOR:

- MEETINGS Staff meetings, fact finding and information gathering meetings, initiation of new business, strategic relationship building, hiring/firing employees or a consultant.
- SOUNDING BOARD As small business owners, we need another businessperson who is objective to work through options and potential decisions. I work with you to explore your options; consequences and potential outcomes while you remain at the helm at all times.
- PRESENTATIONS Proposal and project presentations, your promotional story for your business (your elevator speech), Public speaking preparation.
- NETWORKING EVENTS Industry networking events where you want to meet many people and overcome saying hello, hand over your business card and follow contacts to do further business.

Every coach has several specialties. I WORK WITH:

“Driven Dreamers”

While I especially enjoy working with small business owners, or those with small business aspirations, I am not limited to this clientele only! It is my work and my passion to assist anyone with high ambitions to design and create the life that they want. This may include: more free time, financial independence, enhanced relationships, clarifying a new direction, or designing ways to lead a more balanced healthy lifestyle.

I help my clients to, first, clearly identify where he/she is right now, and then embrace and take ownership of their dreams for their life and for the world at large. We work together to create a clear plan of action to successfully bridge the gap. By engaging fully in this empowering process, clients go from feeling overwhelmed or unmotivated, to inspired and in control of their life and their career.

HOW CAN COACHING HELP YOU?

- **BUSINESS/CAREER GROWTH:** Need a specific plan? What’s your elevator speech? Want to focus your marketing & networking efforts to take your business to the next level?
- **PERSONAL GROWTH & DEVELOPMENT:** Identify your true values, source of motivation, passions, and most authentic expressions of that Self. Want to focus your efforts to take your life to the next level?
- **MAKING STRATEGIC CHANGES:** Want to shift your focus from one area to another?
- **HOLD YOU ACCOUNTABLE TO FOLLOW-THROUGH:** Communication, consistent effort, a healthy lifestyle, and an objective perspective are required to make positive changes in your life.
- **HOLD THE VISION OF YOUR BEST SELF:** As your coach I will celebrate your successes, create a safe place for discovery, keep you focused, provide problem solving and brainstorming sessions, and hold the vision of your best self at all times.
- **UNDERTAKING LARGE PROJECTS/TASKS:** Successfully completing large projects and implementing programs requires commitment and focus. Leading a large project can be lonely and demanding. With a coach, you have someone on your side all the time.
- **CAREER DEVELOPMENT/CHANGE:** Many ambitious workers reach a point where they ask – Is that all there is? Is it all worth it? As your coach I can assist you to answer them and many more to ensure you are prepared for your next step into another job, career, business or lifestyle before you actually make the big change.

TARA AS YOUR COACH



Tara Sage Steeves, Founder of *Create Your Life!*

Tara knows the beauty of dreaming and is deeply devoted to making the dream realization process accessible to all those who wish to access it. In 2002, she was in a job she dreaded, buried in debt, living in a basement apartment, had a tumultuous love life, and working through painful family dynamics that ran deep. In her heart she carried dreams of her own business, her own home, healing those life-long wounds, and finding love...all of which have manifested in ways far beyond her wildest dreams!

Author of *Are You Pregnant With a Dream?*, Tara believes that dreams are the voice of our soul, and listening is our gift to the world. She is devoted to helping people identify, nurture, and manifest their dreams...and does so with creative vigor! Creator of The Dream Party™, a uniquely transformative event that offers a rare and whimsical opportunity to celebrate the possibilities for your life, she also offers coaching, workshops, and women's retreat weekends to support the creative, and sometimes intimidating, process of dream realization.

Be sure to visit http://createyourlifeinc.com/about_tara.htm to listen to interviews with Tara.

She is known in her community as an innovative leader and creative entrepreneur who specializes in helping people live their dreams. She is passionate about assisting others to set their ambitions high and live a life of integrity, demonstrated through dream realization and the alignment of work and play. She is a strong advocate for self-employment as a tremendous platform on which to constantly evolve, design, and create your life. A self-starter and leader by nature, she thinks big, encourages possibilities, and honors individual wisdom and strengths. Read what her clients say about their coaching experience!

Based on her passion for helping entrepreneurs succeed, she provides one-to-one expert assistance and presents seminars as an Entrepreneurial Training Program Trainer for UMASS through Fish Park Consulting. She is also a volunteer Board of Advisory member for other small businesses through Urban Ventures, a business resource for established RI businesses.

Tara lives in Newport, RI with her extraordinary husband, William "Rocky" Steeves, a professional horticulturist and beekeeper.

Let Tara apply her passion for harnessing the combined power of a holistic philosophy, individual gifts and strengths, authentic expression, and a plan of action in order to help YOU live the life you've dreamed of!

Education & Relevant Experience

After earning a BA in Psychology from Providence College, Tara has spent over ten years in the human services industry, gaining extensive experience. As a behavior modification therapist and integral part of a treatment team for inpatient psychiatric populations, and as a member of an addiction medicine treatment research team at Brown University, she gained a strong practical & theoretical foundation in therapeutic intervention models and client needs assessment.

Deciding to integrate her commitment to client's personal growth with her entrepreneurial spirit, she completed Coach Training through CoachU, as well as Graduate level business courses that earned her a certificate in the "Essentials of Business Development." In 2004, she launched her business, offering coaching services that apply empowerment practices and behavior modification strategies to help individuals realize life goals and dreams for the future.

As a lifelong learner, she is also a recent graduate of The Landmark Education Leadership Forum, and is currently pursuing a Master's degree in Holistic Counseling.

First-hand Experience...

She is passionate about Life Coaching because it demonstrates the power of combining a holistic philosophy with individual gifts, strengths, and dreams to reach a common goal – more authentic, joyful livin'! She has witnessed, first-hand and in the lives of others, what a rapid and powerful impact coaching can have on an individual's life. It is her honor and pleasure to engage fully in the coaching relationship with her clients to get results.

Client Testimonials...

"Working with Tara gave me the ability to visualize a salary that I originally thought would be unreachable. After going over my experience and skills I realized how much I am worth, and how much I had to offer to a potential employer. While interviewing, I was able to successfully negotiate for a salary that was 40% higher than the one I would have asked for before working with Tara! The salary negotiation process went smoothly because I knew I deserved it, and I learned that my employer knew it too because not only did I get the job I wanted, but I got the salary I asked for too!" ~ Ceci, Business Marketing Executive

"After just our first couple of sessions, Tara helped me to make a critical transition: I felt unsettled about work and home. Our conversations energized me to re-see my profession and to fulfill a dream of being a homeowner. A lot has happened in a short time! I attribute that to Tara's capacity to take my dreams seriously and put them within the realm of the possible." ~ Laura, Teacher

"Tara, thank you for a very powerful experience for me and my staff! You have a strong presence. ~ Keely McDonald, Head Coach, Brown University Women's Lacrosse

“Supporting the healthy, enjoyable nurturance of a dream requires the wise support of someone who understands all the phases and stages of its growth and delivery. The dream realization process can be full of as many fluctuating "hormones" and emotions as any human pregnancy and birth. My dream had a mind of its own as it would fly up, fall down and turn itself inside out. Never detecting even a subtle doubt from Tara's coaching presence allowed me to dig deep down to the roots for my own confidence. I always left our discussions feeling respected and yes, even honored. A dream realization coach like Tara fills a sorely lacking space in much of our society. It is to the benefit of every human heart to tend to it's dreams. Big or small, the world is calling for it.”

~ Bonnie Lee Perry, artist

“My experience with Tara was incredibly productive, more so than I ever imagined when I began the process. She offered me a number of valuable tools to assist me in refocusing my life, so that I have more time and energy to reach my goals. She offered a clear perspective that has assisted me in releasing old patterns that were no longer serving me. Her positive encouragement & affirming attitude has provided me with the accountability I needed to stick to my plan and get to where I want to be. I would strongly encourage anyone to hire a personal coach, & highly recommend it be Tara!” ~ Kathy, Program Director

“Meeting Tara was an intensely positive experience. I gained the courage to see what I really want to do. My confidence grew as Tara helped me to recognize how many skills I have...I even began to really enjoy the transition process! I now have the tools to manage both my personal and professional life, and by applying them every day, my life has changed for good. Tara always kept a positive attitude! She was always calm which was good because I was not calm. She had total confidence that I was going to get what I wanted, and I began to think: ‘If she thinks I can do it, then it must be true.’ Parts of my personality that I had forgotten resurfaced, and with renewed confidence, I began to face my fears and overcome them with a positive attitude. Now, I’m on a fast-track to the career I’ve always wanted.” ~ Cecilia, Small Business Owner

“I was feeling lost with career choices I faced and overwhelmed at my options. I wanted to make a living as a visual artist but faced many financial and psychological roadblocks. Tara’s questions prompted me to define my priorities and helped me to see my goals more clearly. Through our conversations and my “homework”, I came up with a unique solution for the creative path my life wanted to take. Tara is an excellent listener and it’s clear that she sincerely loves what she does. She’s a natural at coaching.” ~ Carianne, Visual Artist and Art Professor

"Tara has this natural effervescent personality that’s engaging and contagious. Working with her to tackle my challenges and pursue my goals was FUN and exciting, and when it wasn’t she was right there cheering me on. Although I appreciate her use of humor and compassion in our sessions, I believe her top strength lies in her ability to pinpoint the core issue within my layers of concern." ~ Jenae, Life Coach & Personal Assistant

“Tara, I am ever grateful for your amazing presence and inspiration in my life. Your enthusiasm and support and your wonderful ideas mean a great deal to me! You are so good at your job!!! What a blessing for the world that you became a life coach!!!” ~ Ginny Fox, Director of The Peace Flag Project

COACHING PACKAGES

It is recommended that coaching agreements be established for a 3-month minimum investment. Most situations, including business growth and major life and career changes, will occur within 3-6 months.

Weekly Wellness \$300/ month

To ensure you are building and maintaining your momentum and commitment, weekly sessions are recommended in order to achieve fastest results. Work on what is important to you and be held accountable for what you do each week. Four 45-minute telephone coaching sessions per month. Email support between sessions.

Fortnightly Focus \$170/ month

Set some big goals, get to work, and be held accountable to achieve them. Two 45-minute telephone coaching sessions per month. Email support between sessions.

Monthly Manager \$95/ month

Review and re-prioritize monthly goals. One 45-minute telephone coaching session per month. Email support between sessions.

Promotions & Reminders:

- Be sure to join our newsletter list for discounts and promotions!
- With 6-month coaching contract, the 6th month is half price!
- Are you a business owner? If so, coaching fees are tax deductible!

COACHING AGREEMENTS

Welcome! Congratulations on taking this courageous step to begin a new journey to a more fulfilling and satisfying life. Life coaching is about you and making it an experience to move you forward. This agreement is designed to provide the framework for our work together.

Coach: Tara Sage Steeves – Create Your Life!, LLC (401) 569-7017

Client: _____
(Name, Address, Phone & Email)

Coaching Start Date: _____. This is a ____ month agreement.

Fee plan: \$____/month for ____ 45-minute calls and unlimited email exchanges for the length of the agreement. All payments are due on the 1st of the month, in advance of receiving services.

Payment procedure: Please make payments at www.createyourlifeinc.com/shopping.htm through PayPal or mail check or money order to Create Your Life, 8 Fair Street, Suite 14, Newport, RI 02840.

Session time: While we will strive to have a standing appointment day and time, day and time of next call will be confirmed at the end of each call.

Client Agreements:

- I understand that coaching is a partnership, formed with the shared goal of my success based on my own individual definition and terms.
- I understand that my coach regards me as whole and healthy, and will help me to focus on my present and future actions and choices.
- I understand that coaching is not therapy, counseling, or mental health care. The coach is not functioning as a licensed mental health professional, and coaching is not intended as a replacement for counseling, psychiatric interventions, treatment for mental illness, abuse recovery, professional medical advice, financial advice, or legal counsel.
- I am willing and ready to make shifts, even leaps, in my life.
- I am eager to move to a higher level of functioning.
- I am eager to design my future – to live on purpose.
- I recognize that I have my own inner wisdom, and my coach is there to aid in the ongoing process of accessing this wisdom.
- I understand that coaching can involve brainstorming, the completion of written assignments, goal setting, identifying plans of action, examining lifestyle, questioning, and accountability.
- I give my coach permission to make specific requests of me at which point I can accept, decline, or modify the request. Once accepted, I agree to be accountable for following through with the action.
- I accept full responsibility for any actions or inactions I may take as a result of coaching.
- I understand that I will, at times, be challenged & this may be uncomfortable.
- I will be open and honest.

- I can financially afford the coaching fee at this time. I agree to promptly pay, on the first of the month, for that subsequent month's fee.
- I agree to call my coach on time. I understand that if I call late & my coach does not have time open after my appointment, my late arrival will mean that our session will be cut short. I understand that 24 hours notice is required to cancel or reschedule an appointment & that I will be charged for a session cancelled with less than 24 hours notice or for no show. All makeup calls must be completed within the current month.

Coach agreements:

- I will provide unconditionally constructive and supportive feedback, expand on available opportunities that are consistent with the client's values, assist in clarifying goals and developing action plans, give support during disappointment, & celebrate successes.
- I am committed to my client's success. If a client makes me aware of a part of our coaching relationship that isn't working, I promise to do what I can to resolve the issue & will appreciate, respect, & value the client's honesty.
- I will hold the vision of my client at their best & will encourage self-care.
- I will act as facilitator, not director, and will always tell the truth.
- I will maintain a high level of courtesy and integrity.
- I will be punctual for sessions and give notice of cancellation.
- I will refer the client to appropriate professionals as required.
- I will adhere to strict Standards, Practices and Ethics of the International Coach Federation, a copy of which is available at www.coachfederation.org.
- I do not earn referral fees from trainers, recruiters, therapists, counselors, consultants, or other coaches. Any referral I make is exclusively in the client's interest.
- I will adhere to strict confidentiality laws.
- No reason or cause shall be required to terminate this agreement. If at any time, coach or client wishes to terminate, I will promptly refund any unearned fees.

The parties agree that this agreement will be considered signed when the signature of the client is delivered by email. Such email shall be treated in all respects as having the same effect as an original signature. In the event that contract is extended beyond the dates listed, receipt of payment for additional sessions will serve as acknowledgement of contract renewal in lieu of additional signatures. Each of the parties whose signatures appear below agrees that this agreement represents their mutual understanding of the coaching relationship.

Client signature and date

Coach signature and date

(Optional):

I agree to allow Tara to document my name and coaching hours for submission to the International Coach Federation when applying for certification.

Client signature and date