FORMS FOR A FABULOUS FOCUS

Here are the forms that will help you and your client on track to allow success!

FORM#1: GETTING TO KNOW YOU SHEET

Focus of this form:
Prequalify your client to see if s/he is a good fit for LOA/AYS Coaching

This form:
→Gives you a glimpse to see how committed your potential client is to the process
→Gives your potential client the opportunity to practice her/his ability to focus
→Helps you discover the best way to communicate with your potential client
→Gives you a feel for how familiar s/he is with LOA/Allowing
→Allows you to see if your schedules are compatible
→Gages if this individual prefers more flexible or specific goals/action items
→Includes positive-focused questions that will encourage your potential client to contemplate feel-good subjects, creating a feel-good response & positive association with YOU and your work even before they hire you!
→Gives your material for creating positive anchors & triggers as needed
→Helps your potential client get clear her/his "why"
→Establishes the idea that being open and willing is a key component to experiencing good results

When/how to use this form:
→Use once an individual has expressed serious interest in coaching
→Have your client fill this form out in advance & send to you prior to your interview
→Use this form during your interview

More about the interview process in the "Coaching Program Flow: The Interview" video

FORM#2: ALLOWING DAILY SUCCESS SHEET

Focus of this form:
Gives your client a mega-tool right off the bat for attracting and allowing success!

This form:
→Establishes a "mission" to recognize and focus upon good-feeling thoughts & manifestations throughout the day
→Encourages your client to keep a record of good things to create her/his own evidence that good stuff always happens and surrounds her/him daily
→Builds confidence in her/his ability to attract and allow good things
→Gives your client a positive, powerful daily affirmations/intentions
→Gives your client a tool to focus on good-feeling thoughts before sleeping to encourage restful sleep

→Gives your client go-to thoughts and ideas for waking with a fabulous focus & establishing positive momentum for the coming day

When/how to use this form:
→Introduce this form once your client has officially decided to work with you, signed an agreement and made her/his first payment
→Encourage your client to use this form on a daily basis and continue to do so as this is a core element of your program
→Have your client start her/his day asking, "What good things do I attract and allow today?"
→Make it your client's mission to make a note of feel-good things that s/he witnesses or experiences throughout the day (and no thing is too small!)
S/he can either keep this list with her/him and add to it throughout the day
OR
Take photos throughout the day
OR
Make audio recordings throughout the day
OR
Create texts/e-mails to her/himself/etc.

→When preparing for bed, encourage your client to review her/his photos/audio recordings/etc. and put these items on the list. Review this list (or photos/audio recordings/etc.) before sleeping

→Encourage your client to keep this list (or photos/audio recordings/etc.) by her/his bedside, so upon awakening, s/he can review her/his successes and start her/his day with great Mojo!

→It is still good to put some items on the lists since your client will draw from these lists to share weekly and monthly success stories

→If you client likes the idea of an extra measure of accountability, you can encourage her/him to send this to you daily

More about when to use this form in the "Coaching Program Flow: Your First & Recurring Sessions" video

FORM#3: COACHING SESSION FOCUS SHEET

Focus of this form:
Keeps you and your client on track to feed her/his success, address questions and offer additional tools

This form:
→Gives your client a positive affirmation/intention before beginning to maximize retention & help them make the most of your time together
→Starts your session with success, giving your client evidence that s/he is on a great track and that your work together is truly helping her/him
→Gives you the opportunity to address questions
→Establishes a focal point for each session and allows you to share new insights, stories and tools
→Establishes your client's chosen tool to play with for the next 30 days
→Establishes the date of your next sessions to allow you both to plan in advance
→Gives your client the opportunity to focus on an intention for the next 30 days
→Ends the session with a powerful, positive affirmation/intention of appreciation

When/how to use this form:
→Have your client fill out page one of this form prior to your first (and recurring) monthly sessions
→Have your client bring this form with her/him (or send to you) during your monthly sessions

→Use this form during your monthly sessions
→Print a copy of this form for yourself to be able to take notes during your session or make a copy of this form once you've completed your session

More about your first and recurring monthly sessions in the "Coaching Program Flow: Your First & Recurring Sessions" video

FORM#4: ALLOWING WEEKLY SUCCESS SHEET

Focus of this form:
Gives you and your client weekly touchstones for celebrating & feeding the success s/he has already enjoyed & allows MORE success to flow!

This form:
→Gives your client a powerful, positive intentions to help her/him focus on success
→Gives your client accountability check-points each week
→Gives your client the opportunity to revisit feel-good thoughts and ideas
→Builds confidence in your clients' ability to let good happen
→Amplifies your clients' successes by giving an extra measure of validation/confirmation/encouragement
→Guides your client & gives her/him the opportunity to have solution-oriented, feel-good, success-focused conversations
→Helps your client continue to feed feel-good momentum

When/how to use this form:
→Introduce this form during your first monthly session
→Have your client fill out the form prior to your weekly sessions
→Have your client use this form during your weekly sessions to share her/his success stories
→Take notes or ask your client to send this form to you AFTER your weekly session if you feel it could be helpful

Keeping a record of your client's success stories can be extremely helpful in reminding her/him that things ARE always working out, that your time together IS making a positive difference and these success stories can serve as positive triggers

More about your flow during weekly sessions in the "Coaching Program Flow: Your First & Recurring Sessions" video

BONUS FORM: ALLOWING ALIGNED ACTION SHEET

Focus of this form:
Use this optional form if your client wants to get more specific about action items and/or is looking for accountability to accomplish certain tasks that are more specific to her/his business/work/relationships/wellness

This form:
→Helps your client consider the idea of choosing actions that feed her/his well-being and experience of success rather than just creating a list of a billion "to-dos"
→Creates a bridge between helping your client fulfill what s/he feels to be "required" actions and inspired actions
→Helps your client prioritize a starting point (and depending on how you customize this can be monthly or weekly)
→By encouraging your client to choose 1 thing for the month (or week), you help your client focus in on what matters

most & if s/he accomplishes more than one item it will only add to her/his sense of accomplishment
→Powerful closing affirmation encourages your client to align with actions that contribute to enjoying her/his journey

BTW…a little side note:
If you or your client find yourself grappling with a giant list of to-dos and don't know where to start, I highly recommend the book, The One Thing

When/how to use this form:
→Entrepreneurs, business-oriented clients or someone starting a fitness program may appreciate this form
→Customize this form to have a monthly focus or list of action items to choose from for the month and use this during your monthly coaching sessions
→Customize this form to have a weekly focus or list of weekly action items to choose from for each week and use this during your weekly coaching sessions
→Your client can use this form for her/his purposes only or have her/him share a copy with you if s/he is looking for accountability

**Note: Use your best judgement as to if, when or how to use this form if you feel it would be particularly helpful for an action step-oriented client. Remember that your goal is to guide your client but not overwhelm her/him with too much to do. This is an optional form to use only as needed and is not a core element of the LOA/AYS Coaching program.*

FORMS FOR A FABULOUS FOCUS: The List

Here is a list of the forms you will use to feed a fabulous focus and flow!

1. "Getting to Know You Sheet"

→Use with potential clients for your interview

2. "Allowing Daily Success Sheet"

→The first "tool" you will offer & a form that your client will continue to use on an ongoing basis

3. "Coaching Session Focus Sheet"

→Use during your monthly sessions

4. "Allowing Weekly Success Sheet"

→For your client to use during weekly sessions

Bonus Form: "Allowing Aligned Action Sheet"

→An optional form that you can customize for your client to use monthly or weekly if s/he wants help prioritizing more specific action steps or is seeking accountability to stay on track