



**LINKEDIN  
CLIENT  
ACCELERATOR  
WELCOME  
PACKET**

# CLIENT POLICIES & PROCEDURES

Hello Beautiful and Welcome,

I look forward to working with you! Congrats on making a life changing decision for your business. So you can receive the most out of our time together, and to maintain a successful coaching relationship, please review the following policies and procedures. If you have any questions about them, please e-mail me at: [Makayla@MakaylaMcRorie.com](mailto:Makayla@MakaylaMcRorie.com).

## COACHING CALLS

We will meet via Zoom at agreed upon time. Links for these calls will be found in your confirmation email. They will be audio only.

## IF YOU ARE ON A PAYMENT PLAN

All payments are expected to be paid on time. If payments are not made on time your coaching sessions will be paused until payments are up to date.

## CANCELING OR RESCHEDULING

If you need to reschedule, please do so via the link in your confirmation email. I also ask you give me at least a 24-hour notice. If you must cancel WITHIN the 24-hours of your session, I may not be able to reschedule, so please make every effort to stay within these guidelines.

## MISSED CALLS

If you are more than 15 minutes late for a call, I will assume the session is canceled, and will not be rescheduled. In the case of an emergency, I will do what is reasonable to be flexible. If you are late for the call, the session will still end at the designated time.

## PROBLEMS

If at any time I say something that is upsetting or does not feel right to you please discuss it with me immediately. I am committed to providing a coaching partnership that is productive, rewarding, safe and FUN for you. Communication is the key to making this happen..

I have read and agree to the above stated policies and procedures.

Signature:

What are the top 3 results you would like to have accomplished during our time together?



Why are you seeking coaching at this time?



What would you say are the biggest accomplishments in your life to date?



Do you have a personal or professional vision for your life? If so please describe it.



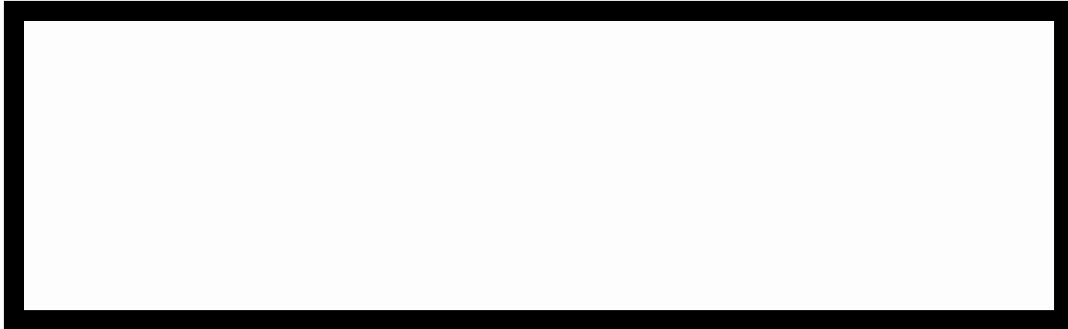
What are your strongest beliefs about yourself and your view of the world right now? Please state both positive and negative beliefs.



How would you know that you've achieved your goals?  
What does that look like?



What are your specific goals for this coaching program and for taking your life to the next level?



What has kept you from accomplishing these goals in the past?



What are your strengths and weaknesses? Be specific.



What did you learn about money growing up? What are your thoughts, beliefs and habits surrounding money now?



What is your ideal annual income?



What do you believe is the biggest obstacle to success and achieving your goals?



Who are the key people in your life, and what do they provide for you?



What energizes you and brings you joy?



List 5 things that you are currently "tolerating" in your life?  
Things such as job satisfaction, room disorganization, broken appliances, etc.



How will you know when you are receiving value from the coaching process?



As your coach, what would you expect me to do to get behind your goals?



Any other information about yourself that you would like me to know?





How might you sabotage this coaching process?



Growing up whose love did you crave more as a child Mom, Dad or both and who did you have to be to receive their love?



What would be the impact on you (and others) if things don't change?

