

Pre-coaching questionnaire

THANK YOU for accelerating with me.

We are delighted that you have chosen to invest in yourself and a coaching programme with Accelerator Coaching. To prepare for our sessions, please take time to review and fill in this pre-coaching questionnaire.

Name Date of Birth

Address

Telephone Number Occupation

Employed Self-employed Retired

Married Single Number of Children

Hobbies/interests

What do you want to achieve through coaching?

What in life is most important to you?

Pre-coaching questionnaire

Who is most important to you?

What goals have you set aside as unachievable?

What are your natural gifts/abilities?

What aspects of your life/work do you enjoy most?

What aspects of your life/work do you enjoy least?

What do you feel you have been putting up with?

Pre-coaching questionnaire

What personal trait or habit would you like to change?

What areas of your life do you want to move forward in?

Family	<input type="checkbox"/>	Relationships	<input type="checkbox"/>	Finance/Money	<input type="checkbox"/>	Work/Career	<input type="checkbox"/>
Community	<input type="checkbox"/>	Health/Body/Fitness	<input type="checkbox"/>	Recreation	<input type="checkbox"/>		

What area of your life do you want to move forward in?

Any other information you feel is relevant?

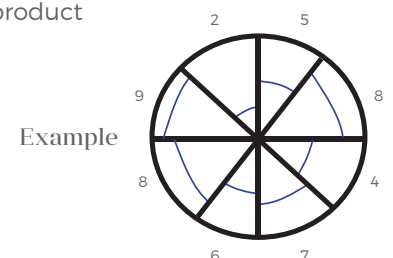
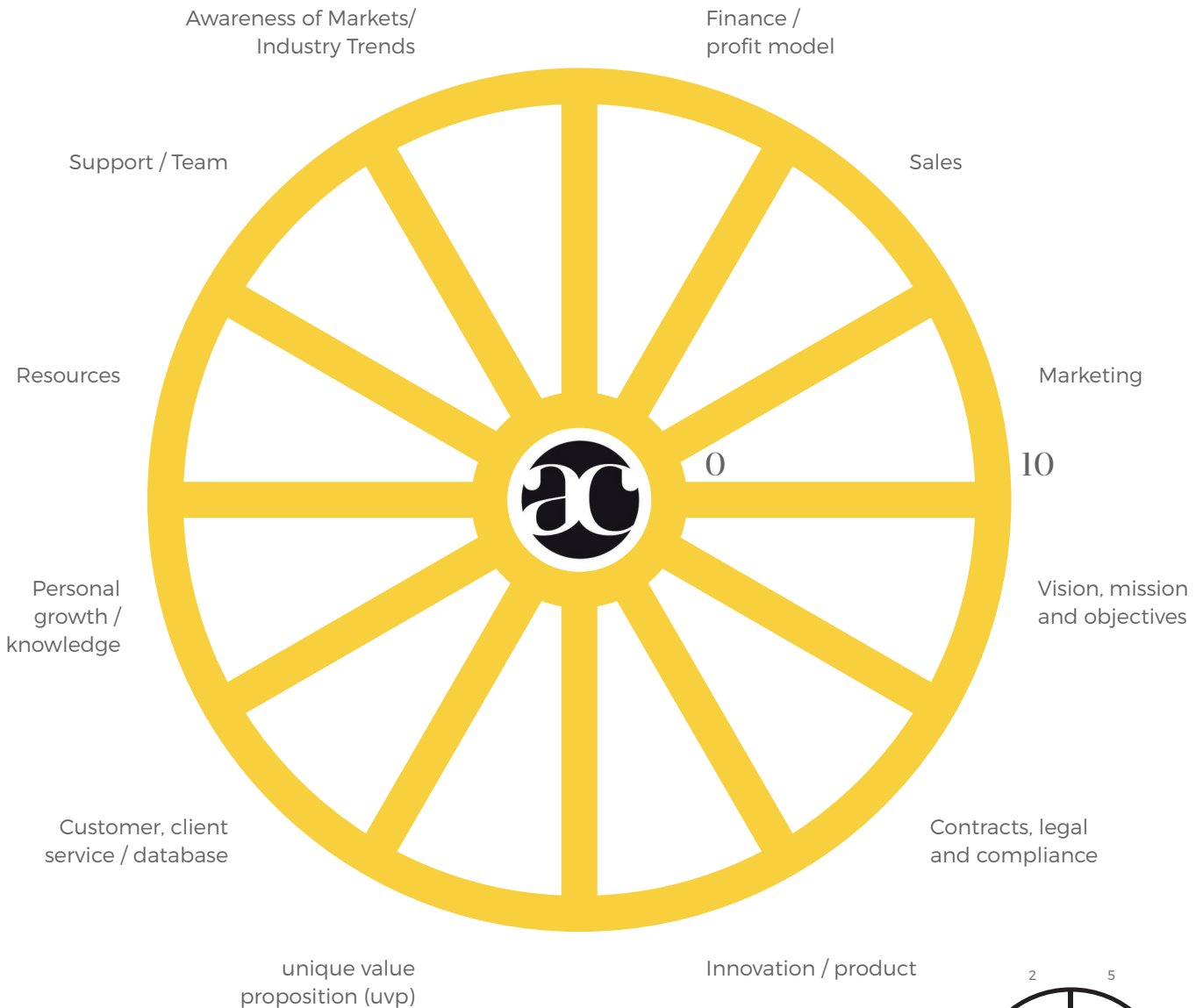
Please email a copy back to us at least 48 hours before your session and thanks again!

Mark out of 10 how satisfied you are in each area then ask yourself what a 10 out of 10, looks/feel or sounds like?

- Please change, split or rename any category so that it's meaningful and represents a balanced life for you.
- Next, taking the centre of the wheel as 0 and the outer edge as 10, rank your level of satisfaction with each area out of 10 by drawing a straight or curved line to create a new outer edge (see example)
- The new perimeter of the circle represents your 'Wheel of Business'. Is it a bumpy ride?

Name

Date

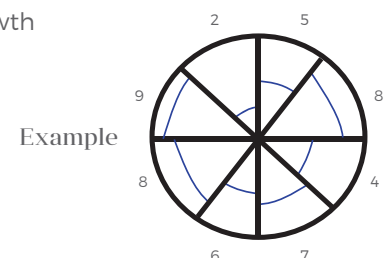
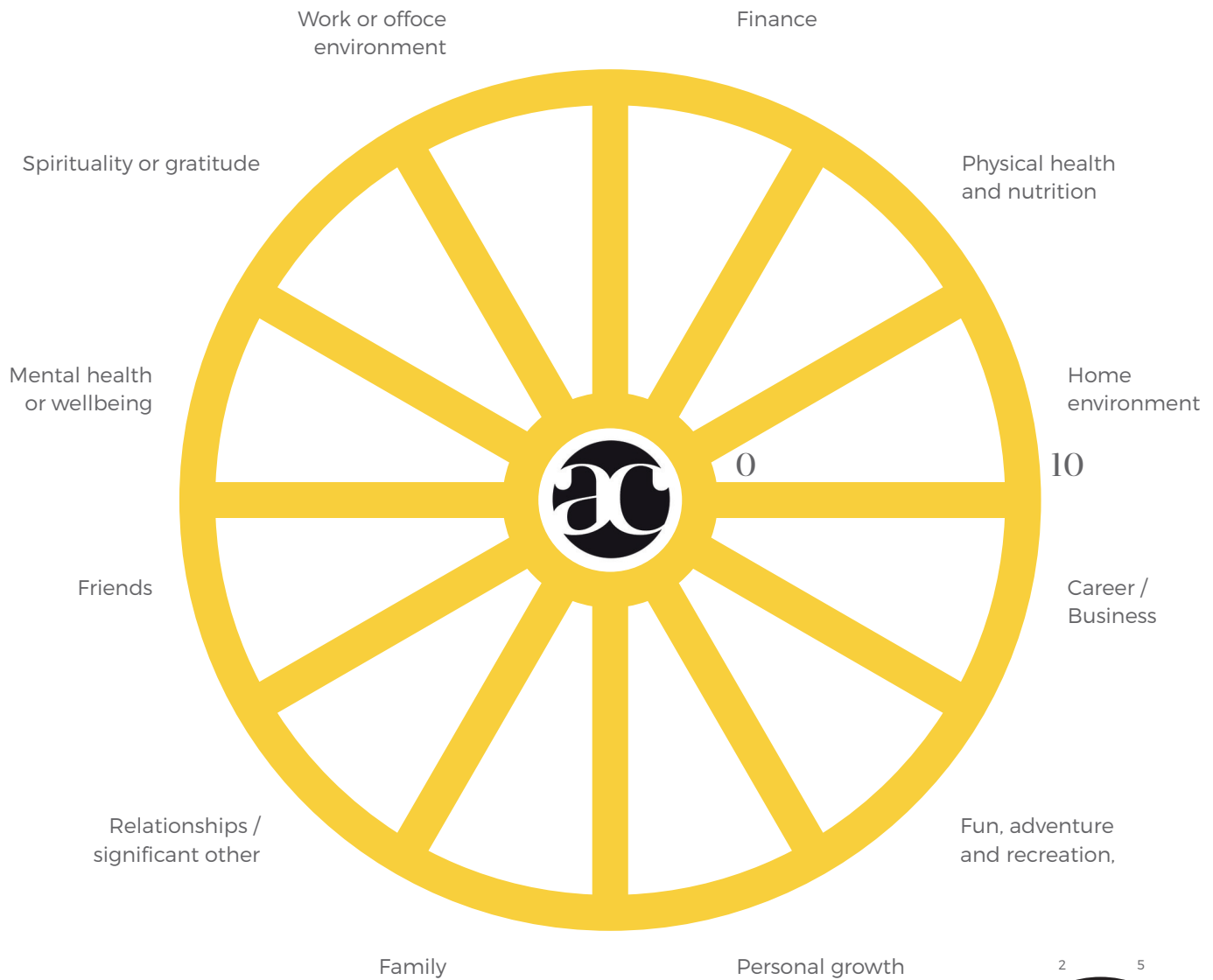


Mark out of 10 how satisfied you are in each area then ask yourself what a 10 out of 10, looks/feel or sounds like?

- Please change, split or rename any category so that it's meaningful and represents a balanced life for you.
- Next, taking the centre of the wheel as 0 and the outer edge as 10, rank your level of satisfaction with each area out of 10 by drawing a straight or curved line to create a new outer edge (see example)
- The new perimeter of the circle represents your 'Wheel of Life'. Is it a bumpy ride?

Name

Date



Preparing for the coaching session will allow you to optimise your results and our time together. Please complete and return this sheet to me at least 24 hours before your next session.

Name

Date of next session

What actions did I complete since the last session? What were my wins?

What actions did I not complete since the last session? What were my challenges?

What have I learnt since the last session?

What do I want to focus on in the upcoming session?

What support do I need from my coach?

We are going to explore everything that you want to do, be or have.
This will assist you to set short, medium and long-term goals.

Please devote ample thinking time to each stage highlighted below.

Stage 1

Write down all the things that you want to BE, DO or HAVE in the columns below

be

do

have

Stage 2

Write in one brief sentence why you want to BE, DO, HAVE each item on your list. If you can't do this with any of them, cross them off your list.

Stage 3

Decide the most important areas of your life – the wheel of life will help

Family Friends Career/Work Financial Health & Vitality Emotional well-being Social life Fun & recreation Physical environment (where and how you are living and your surroundings) Spiritual life.

Add change or delete to include all the areas of life that are important to you. Define what success means to you in each of the life areas you have identified.

Stage 4

Take each of your goals in turn and ask the question:

Will having, being or doing this thing improve the areas of my life that I deem are important? Give one mark for each Yes answer.

Stage 5

For each of your goals, ask if it is right and fair to everyone in my sphere of influence and concern and if it will take you closer to your overall objective.

Stage 6

Put your goals in order. Take your top 10 goals. These are the ones that you are going to work on first.

Stage 7

For each of the goals on the list, expand your WHY. Explain to yourself fully why you want to have this goal and what it will mean to you. Write this down.

Stage 8

Take each goal in turn and make 2 'to do' lists for each to show:

- What you are prepared to do to achieve it
- What you will need to do to achieve it. Stage 9 Make a list of:
 - The people you need to work with or
 - The people who can help you
 - The skills you might need to develop
 - The actions you need to take
 - What you need to learn
 - What you need to understand.

Stage 10

Complete the rocking-chair test. Take yourself out into the future as age 82. Imagine a wonderful life you have designed for yourself. Visualise it. Fully associate with this.

Write down the story of your incredible life, the amazing things you've done, fantastic things you've seen, the people you have touched and the changes you have made in your own life.

Place your goals with their action points, within a time-frame. Put a start and finish date on them. Remember a goal is a dream with a date.

It's time to have an MOT and give yourself a safe space to think, and accelerate your self-awareness. This thought sheet will help you gain clarity and focus, both personally and professionally,

Each person has a unique way of thinking and a unique way of interacting with those around him or her.

I invite you to answer each of the questions below as clearly and thoughtfully as possible, expressing the best of who you are.

These are “pondering” questions designed to stimulate your thinking in a particular way that will make our work together even more productive.

This may take you several hours or days compose your responses to these questions so please feel free to keep revisiting your responses.

1. What is your greatest memory?

2. What do you consider to be your major achievements?

3. If there were a secret passion in your life, what would it be?

4. What's missing in your life? What would make your life more fulfilling?

5. What do you like to do to relax?

6. What motivates you to go the extra mile?

7. What are some of the current priorities in your life at the moment?

8. What concerns/challenges have taken most of your attention in the last 12 months?

9. Looking forward, if we were to meet in 3 years-time from now, what would you have to have happened for you to feel happy with your progress?

10. What are your personal and professional strengths?



GOAL SHEET

TERESA PETERS – PERSONAL PERFORMANCE AND EXECUTIVE COACH

If you are committed to making change or transformations and are willing to take the necessary actions, you can achieve anything that you believe is possible.

Name:

Problem/goal/issue statement

Use this space to explore what is going on in your life right now and how you would like it to be. This will help you come up with ideas or goals that you might like to start working on.

CURRENT SITUATION OR PROBLEMS IN YOUR LIFE RIGHT NOW	IMPACT ON YOUR LIFE RIGHT NOW	DESIRED STATE YOU WOULD LIKE TO ACHIEVE What you are willing to do differently about the issue now?
1.		
2.		
3.		
4.		

5.		
6.		

Confidentiality

I deal with all matters relating to yourself and your affairs in the strictest confidence unless you ask me to talk with another party on your behalf or to set up a useful introduction for you, or there is evidence of abuse, neglect or threat of harm to yourself or to someone else.

Standards I am an accredited EIA senior practitioner level coach and work within the Global EMCC ethical standards framework.

Coaching services are not provided as psychological counselling or therapy. The Client understands and agrees that services shall not be construed as such and understands and accepts that all responsibility for any decisions pursuant to the coaching are the Client's sole responsibility.

Payment Terms Payment terms are 15 days from date of invoice unless otherwise stated.

Please advise if you wish to quote a Purchase Order number for this work, and to what address the invoice should be sent.

Cancellation and Postponement

Once dates are agreed and confirmed, I will be making commitments of time and resources on your behalf. If you need to postpone the event or session, I will do my best to be flexible and helpful with alternative dates. However, please be aware that a cancellation or postponement by you may cause alternative business loss; therefore I work with the following cancellation and postponement terms:

- Cancellation or postponement within 24 hours of the scheduled start of the session - 100% of the total amount quoted for that session
- Cancellation or postponement between 24 hours and 7 calendar days before the start of the session 50% of the total amount quoted for that session
- Cancellation or postponement 7 or more calendar days before the start of the event - no fee.