Life Force Institute
Powerful Transformations

Get Ten Times the Value

1. Make every minute count: Think carefully about what you want to cover before the coaching session so you can make every minute count. If you could cover just one thing, what would it be?
2. Start with a full plate: Make a list of the 3–5 things that would be the most valuable to you right now, before the session, so you will be prepared in case you can go over more things than you expected.
3. First things first: Prioritize the items you want to discuss and put the items in order of importance on your list.
4. Make clear requests: For each item on your list, write down what coaching requests you have in one or two short, clear statements.
5. Prepare: Take a few minutes before the session to mentally prepare.
6. Keep 'chit-chat' to a minimum: Chat with friends who aren't charging you to talk to them; get down to business with your coach.
7. Write the back-story: Prepare the Prep Form and fax it or email it to your coach before the session. This way the coach will have the necessary background information before the session and you can get started right away.
8. Be responsible: Take full responsibility for the coaching and don't expect the coach to do your work for you.
9. Train your coach: Give regular feedback to your coach so he or she knows what works for you or is most valuable for you so they can do more of it. And let your coach know what is not working for you so it can be eliminated.
10. Debrief: At the end of the call take a moment to make a note about discoveries, insights, or themes that were explored during the call. Write down action items if you did not write them down during the call, preferably on the back of your prep form. Note what you got out of the session and what you didn't cover that you want to explore next time.