

Dear Client,

Welcome and thank you for choosing me as your coach to support you in finding and releasing your inner masterpiece to achieve your career and life goals! Here are the details for the program we had discussed.

The promises of the Michelangelo Method Program that we'll be using to help guide you in clarifying and achieving your career and life goals are to:

- Develop a new way of thinking about your life, career, creativity, and personal mastery
- Provide a proven and guided process for discovering your uniqueness and ways of developing its expression
- Create an awareness of the source of your current limitations and the ability to alter that source
- Empower you to achieve a life-long transformation in your ability to produce extraordinary results

At the completion of this three-month coaching program most clients have identified their passions and life and career goals and have developed an initial plan to achieve those goals. Your results will depend on your commitment and efforts.

I have attached two documents that will help us to get off to a great start. Please complete the form for listing up to three top goals that you want to achieve in the next 90 days. Next, in order to support you in addressing areas of your life that may be energy drains and holding you back from achieving your goals I have attached the Top 10 Tolerations worksheet to list up to ten things that you are currently putting up with and are draining your energy that you would like to change. We can work on any of those tolerations that you want.

I do not require a contract with my clients, and the ground rules are simple:

- The coaching program we discussed includes three one-hour calls on the telephone per month, assessments (behavioral style, motivators, and competencies) and e-mail support, for an initial period of three months. The fee is \$xxxx total for the initial three months.
- You'll call me at the agreed upon day and time unless we have made prior arrangements. If you need to change an appointment please give 24 hours' notice if possible. I usually will be able to accommodate you at other times or days.
- Coaching services beyond the initial three months are available at the rate of \$xxx/month, or you can choose to pay three months in advance and receive a 10% discount.
- My monthly retainer fee includes unlimited e-mail access, such as for review of resumes, business plans, marketing plans, etc. and an occasional brief call between our regularly scheduled calls if needed. I usually will respond to e-mail within 24 hours except on weekends.
- Telling the truth is extremely important in the coaching relationship. I may be direct, but I will always be unconditionally constructive and supportive. Likewise, if you feel uncomfortable with anything that I say or do, please let me know so that we can quickly resolve any issues that surface.
- My service also includes access to my networks of business professionals, more than 200 current and former clients, and other professional connections for assisting you

with information and contacts (such as for informational interviews) to help you achieve your goals.

- The value that you get from coaching is directly proportional to the quality and amount of commitment and action that you put forth. I will often make direct requests, and if you accept, then I expect your best efforts to follow-through.
- You are accountable for reaching the goals that you set; I am accountable for empowering you and providing context and perspective for your success.
- While working to achieve your goals can be hard work, it can also be fun--so let's focus on having fun!

Please let me know if you have any questions. I'll order the three on-line assessments and send you the access links shortly. After you complete these assessments and I analyze the results we can set up a call or lunch meeting to debrief your reports. I'll also send a copy of *The Michelangelo Method: Release Your Inner Masterpiece and Create an Extraordinary Life* and the printed and e-workbook versions of the companion workbook, *Sculpt Your Personal Masterpiece* (the e-workbook is attached—feel free to begin working with it).

Please contact me if you have any questions. I look forward to assisting you in achieving your career and life goals!

Warmest Regards,
Ron

Ronald V. Paxton

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Co-Author, *"The Michelangelo Method: Release Your Inner Masterpiece and Create an Extraordinary Life"* (McGraw-Hill, Jan. 2007)

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