

**MY**  
**SECRET**  
**MUSE**.services

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**Partnering with Clients to Enrich their Personal & Professional Lives by Honoring their Inner Voice.**

**DEAR CLIENT:**

I thank you for your interest in working together to bring clarity and insight into your life. Please read through the following information about how the “client-consulting/coaching” relationship typically works and the commitment from each of us.

Please feel free to ask questions.

Prior to starting your first session, I will check in with you again, ensuring you have read and understood this piece.

I work with a small, intimate number of clients.

I do not take for granted how blessed my life is, as you allow me to passionately partner with you to enrich your life.

**I look forward to working together.**

-dana

**CO-CREATIVE:**

The relationship between a consultant/coach and client is co-creative, meaning that we are equals, and both of us have an active role. I am not a therapist or counselor. I am a trained coach/consultant using honed communication skills, insight, intuition, reflection and life experience to support you as a detached thinking partner. Together, we create more power for you to effect meaningful change and take dynamic actions towards your goals.

**YOUR ROLE as CLIENT:**

**Client Agenda**

Please take time prior to each session to contemplate a topic for your session, and ideally what you would like to take away from it. You may discuss this in closing during your current session, email it in advance of your next session, or arrive to your session prepared to share it.

This is called your “agenda topic”.

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### **YOUR ROLE CONT'D:**

#### **Expectations:**

Please arrive to your sessions on time.

Please come to your session centered and ready to engage.

I invite you to give me feedback in the moment about your coaching experience, what works, as well as what does not.

### **MY ROLE as CONSULTANT/COACH:**

To listen closely to what you share and respond to what I hear. I follow up with questions, may share an intuitive thought, insight or reflection. Often, it's the small moments that bring about BIG shifts. I welcome your feedback-always. I am never attached to being "right"-

Rather, I am a partner in helping guide you towards your answers and clarity.

Before we close our session, I will frame our conversation to ensure that we are both on the same page. I will also give you something to practice and/or may even call it "homework" for the upcoming week. Sometimes, in deeper coaching sessions, I will simply just ask you to sit with your feelings and sift through your thoughts.

I document notes from our time together and share them with you via email.

### **TIME OUTSIDE OF SESSIONS:**

#### **Emails/Texts/Calls**

Between sessions if you have an "aha" moment, clarity or a shift- a question or brief update, please feel free to email me and share. I will reserve the right to do the same. Often, after a session, I also have "aha" moments. I will normally make a notation in your file, but if it is something I think will benefit you immediately, or our next session is not in the immediate future, I will email you (with your permission).

### **WAYS YOU CAN GET MORE FROM YOUR EXPERIENCE:**

#### **Be Present.**

Make your sessions a priority, come with an agenda and know what you'd like to take away from the session.

Embrace your work and/or homework between sessions by practicing what you have learned.

Be open minded about new approaches- experiment.

Be willing to change your beliefs and patterns if they do not serve you anymore.

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### **SESSIONS:**

The initial session is typically a brief conversation of discovery to give you an idea of what coaching/consulting is, and to answer any questions you may have. This is complementary.

Future sessions are according to your needs.

A typical session is an hour, allowing 15 min dedicated to the agenda/closure and 45 to coaching/consulting. There may be times we want to extend our time together, and if our schedules allow, I will accommodate that. There may also be times whereby you gather an insight prior to the hour and it just feels good to rest with it versus to continue. I will always check in with you before we make that decision.

### **SESSION PROCEDURES:**

The following options are available for coaching sessions:

In person (meeting at your home or in the community at a place of your choice)

Zoom Visual Conference Call (I initiate)

Phone: My Number is 616.422.0302. (I initiate)

### **SCHEDULED CHANGES/OUT OF TOWN:**

We will protect scheduled time for our sessions. Please feel free to request a last minute session if we are in between scheduled sessions and something arises.

I will do my best to accommodate your request.

Please consider our scheduled time a high priority and commitment.

If you must reschedule, please give me 24 hours notice. No shows will not be rescheduled.

Please share any trips that may conflict with our normal time.

I will offer you the same courtesy.

### **CONSULTING/COACHING SESSION FEES:**

Consulting/Coaching is a more "immediate" and "action oriented" way of moving into topics and moving forward in your vision for your life. There will be sessions where we go deeper into coaching and/or depending on the topic may simply brainstorm and plan. It depends on the topic and the client. While clients receive insight in individual sessions, working together for 2-5 sessions gives us an opportunity to really embrace the topics in your life.

Sessions may be purchased alone one at a time, or for a 5 hour retainer, which can then be designed and tailored to your needs. If a session ends early, the extra time can be applied to a session where extended time is needed.

**Session Fees are as follows and paid online via [www.mysecretmuse.services](http://www.mysecretmuse.services):**

\$150 per 1 hour session

\$500 for 5\* hours of time

I encourage you to print/keep receipts as in some cases the fees may be tax deductible.

**THANK YOU!**

