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Welcome to *Women Ever After*—three little words that express my passion for women's life, relationship and divorce recovery coaching. I appreciate your interest, and I'm excited to tell you all about it!

Coaching is a powerful process, one that can help you claim (or reclaim) your own life: to find your voice, to take positive actions, and to improve your own emotional equilibrium.

Coaching is also a progressive journey, one that begins with clarifying steps. In that spirit of clarity, I've designed this *Welcome Packet* to shed some light on my coaching practice:

- By way of INTRODUCTION, I'll begin by addressing some common questions about **coaching in general**.
- By way of INVITATION, I'll give you a glimpse into **my coaching specifically**—who I am, where I've been, why I'm coaching and what I have to offer my clients.
- Finally, by way of INVOCATION, I'll close with my *Eleven Words for Women Ever After*. I wrote them to express my passionate convictions on behalf of EVERY woman. I use them to articulate my vision on behalf of ANY woman, and I share them to extend my deepest desire on behalf of ONE woman...

THAT WOMAN IS YOU.

Supportively Yours,

*“Life changed—
so I changed with it.”*
unknown

PART ONE: Introduction, Invitation & Invocation

1-introduction

1.1	What is coaching?	3
1.2	What is the coach's role? What is the client's role?	3
1.3	What kind of issues prompt women to seek coaching?	3
1.4	How is coaching different than therapy?	4
1.5	How is coaching different than sponsorship?	4
1.6	Is this coaching thing a life-long process?	4
1.7	How do coaches handle logistics?	4
1.8	Where do we even begin?	4

2-invitation

2.1	Who I Am and Where I've Been	5
2.2	So, Why Am I Coaching?	6
2.3	The "S" Angle	6
2.4	It Works... But It <u>Is</u> Work	8
2.5	Positive Environments	8
2.6	Let's Get Started!	9

3-invocation

3.1	<i>Eleven Words for Women Ever After</i>	10
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PART TWO: Policies & Paperwork

<input type="checkbox"/>	To Read: The Business Bits	12
<input type="checkbox"/>	To Read + Sign: Coaching Agreement	13
<input type="checkbox"/>	To Read + Sign: Payment Authorization Form	14
<input type="checkbox"/>	To Read + Sign: Client Contact Form	15
<input type="checkbox"/>	To Read + Sign: Information Release Form (optional)	16

PART THREE: Getting to Know You!

<input type="checkbox"/>	To Read + Write: WEA Wheel of Life Exercise	18
<input type="checkbox"/>	To Read + Write: Coaching Cornerstones and Seven Cs	19
<input type="checkbox"/>	To Read + Write: Client Connection Questions	20

1 - introduction

1.1 WHAT IS COACHING?

Simply put, coaching is a collaborative partnership. Like any good partnership, its purpose is met when both parties invest something—something valuable, something quantifiable and something altogether unique.

In coaching, **the CLIENT** provides three things the coach doesn't possess and cannot manifest unilaterally:

- 1) ownership of the client's own choices
- 2) awareness of the client's own experiences
- 3) expertise about the client's own life.

In coaching, **the COACH** provides three things the client doesn't possess and cannot manifest independently:

- 1) an outside, observational perspective
- 2) professional "support role" training
- 3) techniques designed to help each client help herself.

1.2 WHAT IS THE COACH'S ROLE? WHAT IS THE CLIENT'S ROLE?

Every coach defines this a bit differently. Here's my perspective: As a client, you enter our relationship ready to work (it isn't easy), ready to play (we will laugh, I promise!) and ready to make some very real progress toward your goals. As a coach, I enter our relationship prepared to support you (you are not alone), prepared to champion you (we've both trained for this!) and prepared to help you recognize and celebrate your progress.

1.3 WHAT KIND OF ISSUES PROMPT WOMEN TO SEEK COACHING?

You name it, she's got it. We women are brilliantly successful at caring for others—while simultaneously ignoring our own needs for far too long. Most coaching clients are very high-functioning; we thrive for our families, and we expertly manage the outward aspects of our lives. Life plays out as "normal," until one day, some major change (positive or negative) occurs. This event "shakes up" a woman's external reality—and suddenly, as the result of this shift, a new internal space is created. That space begins to ache for acknowledgement or assurance, longing for attention to some need that isn't being met. From within this new space, something magical begins to happen: a woman rises up with fresh motivation to dust off her issues, rekindle her passions and renew a connection to her own life—all within the context of this "new normal."

1.4 HOW IS COACHING DIFFERENT THAN THERAPY?

Coaching and therapy are "separate-but-equal" fields of personal and professional work. The clearest distinction is also the most simple: Coaches do not diagnose or treat mental health disorders. Here's another: Therapy often involves a journey through your past, seeking to discover what circumstances led you to your present reality. By contrast, coaching begins with your present reality. It clarifies where you stand today, considers where you want to go, then strategizes your best path to get there. Some clients benefit from working concurrently with a coach and another support-team member (therapist, clergy member, mentor, sponsor).

1.5 HOW IS COACHING DIFFERENT THAN SPONSORSHIP?

Twelve Step fellowships (non-professional recovery groups that support addicted individuals and their loved ones) encourage new members to get a sponsor—a fellow member who has “been there, done that and lived to tell about it.” Sponsors guide sponsees through the Twelve Steps, suggesting how they solved similar problems through their experiences, all within the framework of a traditional Twelve Step recovery community. Sponsorship is a non-professional, non-regulated and non-monetary relationship; it’s anchored by the sponsor’s personal experience, and it doesn’t require professional qualifications. By contrast, coaching is a professional, regulated and paid relationship; it may integrate the coach’s personal experience, but it’s anchored by the coach’s formal training, skillset and methodology.

1.6 IS THIS COACHING THING A LIFE-LONG PROCESS?

Not in my book! Believe it or not, coaching is often considered “successful” when the experience reaches its natural end. Because each client is unique, there is no generic timetable for the coaching process. Many coaches ask for a 90 day commitment from clients, then review the situation progressively beyond that.

Here’s how I see it: I consider it my ethical responsibility to help my clients recognize their own personal progress. I teach my clients to measure their process with tangible milestones—including the milestones that indicate when our coaching relationship has fulfilled its intended purpose.

1.7 HOW DO COACHES HANDLE LOGISTICS?

Coaching is a remarkably flexible profession. Some coaches prefer to work in traditional offices, seeing clients face-to-face. Others coach exclusively by telephone, video chat, email and text. Some coaches are public speakers, teach workshops or facilitate groups. Some coaches offer daily support, on-call services and emergency sessions.

This “flexibility factor” is practical and beneficial, both for the client and for the coach. Yet with all these variables, one thing is of paramount importance: that YOU—the client—feel comfortable, safe and personally supported. You deserve to grow in ways that accommodate your preferences, learning style and schedule. As you consider hiring me as your coach, I encourage you to speak up for what suits you best. Ask for what you need. I’ll provide it if I can, or refer you to someone who might be a better fit.

1.8 WHERE DO I EVEN BEGIN?

Toward the beginning of our work together, I often ask new clients to prioritize their needs within these four primary areas—choosing to start with ONE that feels the most urgent and/or important. These four areas prove to be remarkably inclusive, so I’ve begun to refer to them as my four “coaching cornerstones.” Read through the list and see if one jumps out at you:

- **Clarity:** “I need to figure out what’s happening in my life. I also need to figure out how I want to handle it.”
- **Confidence:** “I’m beaten down. I’m disempowered. I’m not sure I have what it takes to rise above this stuff.”
- **Courage:** “I know I need to (fill in the blank), but I’m seriously afraid of what will happen if/when I do.”
- **Conviction:** “Once upon a time, I knew what I believed—about life, love, humanity, womanhood, God, faith, the world and my place within it. Now, very little feels solid or secure. Will any of my convictions survive this experience? Or do I really need to go back and start from scratch?”

2 - invitation

2.1

WHO I AM AND WHERE I'VE BEEN

My name is Gaelyn Rae Emerson (*), and I am utterly, hopelessly, head-over-heels in love... with my job.

I work full-time as a betrayal trauma recovery coach, with advanced training in couples relationships, divorce recovery and sex addiction induced trauma. Within this field, I combine 16 years of personal and professional experience, “down in the trenches” with other women, reeling and healing together from the impact of sexual betrayal.

For the past twenty years, I've walked through various life and relationship experiences. I've been married and divorced. I've been independent and codependent. I've lived within in relationships fueled by passion and anchored by commitment—yet complicated by addiction, depression and religious conviction. I've struggled to hold onto myself within these relationships, often dismayed at the aftermath of my own self-abandonment. I've worked through years of therapy, coaching, mentorship and sponsorship. I've healed my own hurts. I've developed my own boundaries. I've even found my own grownup, indoor voice. It hasn't been easy, but along the way I've encouraged myself with one simple fact: Every single one of these experiences, from the most joyful to the most painful, has proven to be fundamentally transformational. Each experience has contributed something of substance to my life—and by extension, to my work in this field—broadening my perspective, increasing my understanding and deepening my capacity for genuine empathy.

Come to think of it, “Who I Am” is mostly the result of challenges I didn't intentionally choose for myself: jobs I didn't seek, losses I didn't expect, pain that I absolutely DID NOT want to experience. Realistically, my life hasn't played out according to Plan A. Instead, somewhere along the way, I actually began to embrace Plan B. Today, I realize that I genuinely LOVE this life—THIS life, not the one I imagined once upon a time. I certainly haven't “arrived,” and I don't know what comes next. But no matter what tomorrow brings, I know that I can rally the resources I need to meet it with grace and to make it count.

Hmm... maybe I'll call that Plan C.

PS: You can read more about my story on my website: womeneverafter.com/about-me

(*) I'm in the middle of a legal name change! You may know me by one of my previous names, Crystal or Rae—but rest assured, you're in the right place and you've got the right girl. Meanwhile, please excuse some temporary inconsistencies throughout my site and marketing materials.

2.2

SO, WHY AM I COACHING?

The basic answer is really quite simple: I coach because I'm DONE sitting on the sidelines, watching women struggle to get their own lives back. In my experience, when something happens to interrupt (or obliterate) a woman's "life as she knows it," she usually CANNOT get through it by herself—despite the fact that she (and everyone around her) expects that she can, should and will. Feeling disoriented, a woman needs to lean on someone supportive, objective and empathetic—someone who can help her clarify the facts and accept the truth, reflecting that reality without denial. She needs reassurance from someone who believes that her emotional hemorrhage will not last forever. Most importantly, a woman needs someone to "hold out hope" on her behalf—someone who can fast-forward through her current trauma, trusting in what is possible for her on the other side.

The reality of this "new normal" is what prompted me to name my practice *Women Ever After*. While I DO believe that we women can (and do) "get our lives back", I also believe that life as we've known it will simply NEVER be the same—that our emotional landscape has changed forever, that we cannot return to a former way of doing and being. This reality is sobering, and it sometimes takes awhile to accept. Ultimately, we can put this truth to good use—becoming deeper, more grounded and more authentic women.

I've taken LOTS of formal coach training—and it's that education that qualifies me to practice in a professional capacity. (For a list of my current certifications, visit womeneverafter.com.) That training is what equips me, but it isn't what drives me. From my deepest, most passionate place, I do this work because I've lived it AND because I believe in it. **By seeking support from others, I have gotten MY own life back—and that's the greatest testament I can possibly offer to my clients.** As a women's life, relationship and divorce recovery coach, I'm privileged to provide passionate AND qualified support to my clients—inviting them to focus on getting their own lives back, providing an invitation of hope for their futures.

So, that's who I am, where I've been and why I'm coaching. I'm excited! Are you?

2.3

THE "S" ANGLE

This introduction wouldn't be complete without a few words about *The "S" Angle*. That's my attempt to delicately reference the world of compulsive sexual behavior—issues that include addiction to lust, sex, pornography, masturbation, cybersex, phone sex, prostitution, emotional affairs, physical infidelity and more—addressing the ways those issues affect my life as a woman AND how they influence my work as a coach.

By one interpretation, *The "S" Angle* addresses the person who practices these behaviors. It's a legitimate inclusion, but that person is not the focus of my passion or my practice. Instead, I actively address *The "S" Angle* from its equal-but-opposite perspective: **I speak to the women who discover "S" issues in the men they know and love.**

In the interest of self-disclosure, I'm speaking from firsthand experience. I've encountered "S" issues in both of my two marriages. (I won't write many details here, but I'm willing to share them with you one-on-one.)

16 years ago ago, I survived a traumatic divorce following my first husband's online sexual activity, infidelity and abandonment. Since then, I've spent 11 years fighting passionately for the survival of my second marriage (and subsequent divorce), healing from the actions of my second husband, a guy who's severely addicted to internet porn.

Through the abrupt loss of my first marriage, I've developed an intense sensitivity to women whose intimate relationships don't survive—women who heal alone in the aftermath of relationships mortally terminated by sexual betrayal. Through the long-term struggles of my second marriage, I've discovered an equally passionate empathy for women whose relationships continue into the realm of recovery—women who heal in close proximity to the broken men who've so brutally wounded us.

In my capacity as a specialist within this field, there's no single question I hear more frequently than this one: "Should I stay, or should I go?" By combining my personal and professional experience (including input from the hundreds of women I've known, supported and coached during these past 15 years), here's what I've concluded: There's self-love, self-sacrifice and post-traumatic growth involved in BOTH scenarios.

This conclusion is what fuels my conviction that healing requires us, as women, to exercise equal measures of guts and grace, regardless of our relationship status, on any given day. And that's precisely why I chose to specialize in both couples relationships and divorce recovery; it empowers me to promise my clients, "I'm equipped to support YOU, no matter which direction you embrace for yourself and your future." It's a vision initially informed by my own two marriages, deepened by exposure to my clients' collective experiences, and secured by my professional training, supervision and certifications.

Bottom line? I can't promise you (or any woman) that your relationship will survive the trauma of sexual betrayal. That's a disservice in which I refuse to participate. Instead, what I CAN promise is that YOU will survive—and that when your path becomes unbearably difficult (which at some point, it inevitably will), I will have your back. I'll support you as you impress yourself with your own capacity to make tough decisions, and I'll witness your growing ability to take meaningful actions on your own behalf.

Here's the truth that I cannot ignore: Very few women make it through life unaffected by "S" issues. If you're one of them, I'm deeply happy for you. I'd love to hear more! For the most part, we keep "that stuff" to ourselves, isolating from even our closest friends and family. We aren't always sure how to handle these situations, but we tend to acquire tons of emotional baggage about men, sex and relationships. I know how heavy those burdens of shame and secrecy can get, and I know how quickly they morph into a soul-sick way of life. As a woman who cares, I wish that I could prevent the pain of "S" issues altogether. I obviously can't do that. But as a professional coach, I strive to do the next best thing: I work with women to help them sort through their emotions, pick up the pieces and figure out what they want to do next. *The "S" Angle* is one of my niche specialties (along with divorce recovery and couples' relationship dynamics), and it's the area that most closely integrates my personal and professional experience.

If any of this strikes a personal chord, I invite you to be brave! Perhaps it's time to risk being vulnerable, to share about your own brush-ups with sexual compulsivity—for the sake of your own serenity, dignity and emotional wellbeing. My proverbial door is always open, and I'm willing to discuss "that stuff" with you at any point. I've worked with countless women facing "S" issues, so your reality won't shock me. In fact, your story is likely more common than you realize.

In closing, I'll leave you with three thoughts about *The "S" Angle*: (1) If you're in "that spot," you are NOT alone! You're actually in the company of many others—some of the most beautiful, intelligent, spiritual and successful women you'll ever meet. (2) No matter what you're facing, your feelings are important. Your emotional needs are valid, and your experience is legitimate. (3) The concept of "healing" is NOT an empty promise—it's actually a very possible, very practical and very attainable reality.

NOTE: If you'd like a list of resources for facing "S" issues, I want you to have it—independent from my coaching services and practice. Just send me an email (gaelynrae@womeneverafter.com), and I'll get it to you ASAP, with no cost, comment or commitment required.

2.4

IT WORKS... BUT IT IS WORK!

Coaching can be fun and exciting and inspiring. But much of the time, it's also hard work. Women don't hire me to water-down the truth, to dumb-down reality, or to offer pretty platitudes. As your coach, I am committed to serve your best interests, and sometimes I may nudge you out of your comfort zone. Here's what that looks like:

- I will ask you to make commitments—to yourself and to me—to practice new skills and habits between sessions. I will only ever ask for commitments we both agree you can handle. Let this be one relationship where accountability meets gentleness and authenticity.
- I will always be honest with you. (In my experience, most women have already been lied to enough for one lifetime.) At times, this may involve saying things you'd prefer not to hear. I will do my best to balance directness with sensitivity. I encourage you to be equally honest with me. Let this be one relationship where honesty is a two-way street.
- I will ask you to try new things. This will come into play when "old ways" of doing things are no longer working. I will ask you to be brave and creative and open-minded. I may push you to the edge of your comfort zone, but I will do so with consideration and respect. Let this be one relationship where you can experiment, taking new risks and exploring new paradigms.

When you're going through something painful, we'll proceed gently, not aggressively. We'll create time and space to facilitate your healing, at your pace. We'll also practice techniques that get you to a stronger, less fragile place.

2.5

POSITIVE ENVIRONMENTS

When it comes to personal healing and growth, positive environments are an ABSOLUTE MUST. (I believe this principle deeply, and that's why I've echoed it into the very framework of *Eleven Words for Women Ever After*, page 10). As a coach, I work to create a safe and productive environment for my clients, one that facilitates your progress and honors your process. I've learned these eleven practices from other women (my own coaches, therapists, mentors and sponsors). I'm now honored to practice them with you, in hopes that you will "pay them forward"—first toward yourself, then also toward others.

- I will **listen** to you—not to judge you, but to understand you. I believe you deserve to be heard.
- I will **validate** you. Your experiences are legitimate, and your feelings deserve to be meaningfully addressed.
- I will **emphasize** the importance of self-care: It's a full-time job that only you can do.
- I will **help** you clarify your own internal convictions—yours, not anybody else's.
- I will **motivate, champion and compel** you. That means, I'll hold you to your own standards.
- I will **urge** you to establish an effective and accessible support network.
- I will **ask** you "the tough questions." I will invite you to practice gut-level honesty.
- I will **expose** you to a broad spectrum of tools and resources, prompting you to discover which suit you best.
- I will **encourage** you to be yourself. I believe that sometimes, you NEED to "just be."
- I will **remind** you, as often as necessary, that you CAN get your own life back.
- I will **believe** the Eleven Words on your behalf—until you can experience them fully for yourself.

2.6

LET'S GET STARTED!

Hopefully by now, I've answered your questions about coaching (in general) and my own practice (specifically). I hope you're excited to move forward with the process! To kick off our potential client/coach relationship, I'll ask you to do four things, right off the bat:

- (1) **Read this Welcome Packet in its entirety**, including *PART TWO: Policies & Paperwork (Pages 11–16)*. If you have any questions about any of this material, please don't hesitate to ask them! You can email me in advance or address them during our *Connection* call.
- (2) **Contact me to schedule your complimentary 1-hour Connection call**. That first hour is my gift to you. It also serves as an exploratory interview between us, ensuring that we're on the same page before your first paid session. Call me (310-415-3614), text me (same), or email me (gaelynrae@womeneverafter.com). And let's get this party started!
- (3) **After our Connection session, if you're ready to formally hire me as your coach, please print and sign the applicable forms:**
 - Coaching Agreement* on Page 13
 - Payment Authorization* form on Page 14
 - Client Contact Form* on Page 15
 - Release of Information Form (optional)* on Page 16
- (4) **Type or write your answers to PART THREE: Getting to Know You!** (Pages 17–24) These answers to these questions/exercises will serve to focus and inform our coaching work from your first session forward.

Together, these steps will enable us to hit the ground running, ensuring that we begin coaching from the best possible starting place. Including our Connection session, these four tasks should take less than 3 hours. Consider this time your initial investment in our coaching journey. You're worth it!

NOTE: Please print, complete, scan/photograph and email your forms to me (gaelynrae@womeneverafter.com), or send them via text message to 310-415-3614. I'll add my own signature to the Coaching Agreement, then return it back to you ASAP.

3-*invocation*

Eleven Words for Women Ever After

- Every woman deserves honesty. She deserves to be honest with herself, first and foremost. She deserves to experience the internal reward of speaking truthfully about her own reality. She also deserves to hear truth from others, establishing environments of authenticity within her relationships.
- Every woman deserves to be heard. She deserves to express her unique voice to others, within environments where her words are valued and validated. She deserves to receive acknowledgment from others, to know that her words are genuinely absorbed, accurately reflected and meaningfully addressed.
- Every woman deserves to be comforted. She deserves “a break” from being “the strong one,” experiencing environments wherein she can be transparent and vulnerable—angry, overwhelmed, conflicted, needy, fragile, afraid, insecure and uncomposed.
- Every woman deserves empowerment. She deserves to access her internal realities, needs, boundaries, spiritual beliefs and sources of strength. She deserves to exercise her empowerment progressively and imperfectly, within environments of trial-and-error, evaluation and exploration.
- Every woman deserves choices. She deserves freedom to navigate her healthy and unhealthy realities, making intentional choices to “live with,” “leave behind” or “lobby for change” within those realities. She deserves to make decisions within pressure-free environments, space that allows her to choose differently—to make “course corrections”—along the way.
- Every woman deserves to experience her own healing, independent from the needs of her significant other or family of origin. She deserves to pursue support for herself, in her own way and for her own sake. She deserves to heal within safe environments that answer her questions, address her needs and advocate for her role within her own life.
- Every woman deserves healthy relationships. She deserves to integrate with others, connecting in ways that are neither self-subsisting (isolated) nor codependent (enmeshed). She deserves to practice healthy relationships at her own pace, within environments that empathize with the complexity of human experience.
- Every woman deserves to love herself. She deserves to believe that she is more than her body, her mind, her family, her faith, her career, her mistakes and/or her accomplishments. She deserves to explore this within environments of others who believe it on her behalf, until she is able to experience it fully for herself.
- Every woman deserves to nurture herself. She deserves to invest time, energy and money into things that soothe or inspire her soul. She deserves to enjoy these gifts without guilt, within environments that prioritize her happiness and wholeness.
- Every woman deserves healthy boundaries. She deserves to establish thresholds that protect and empower her wellbeing, providing environments of emotional safety and personal space. She deserves to adapt and redefine her boundaries when needed, adjusting them to improve her life as it unfolds and evolves over time.
- Every woman deserves a fresh start. She deserves to renew, reclaim and reorient her story, without judgment or presupposition. She deserves to discover her purpose and promise, within environments that fully support her vision for “life ever after.”



*part two:
policies & paperwork*

- To Read: The Business Bits 12
- To Read + Sign + Return: Coaching Agreement 13
- To Read + Sign + Return: Payment Authorization Form 14
- To Read + Sign + Return: Client Contact Form 15
- To Read + Sign + Return: Release of Information Form (optional) 16

THE BUSINESS BITS

FEES: Effective June 1, 2018 my designated fees are as follows: \$100 per each 50-55 minute session, or \$150 per each 80-85 minute session. I acknowledge that full payment is due BEFORE the start of every coaching session, and that each payment serves to confirm and secure my scheduled appointment.

PAYMENTS: I process my billing exclusively through PayPal, using this link: [PayPal.me/GaelynRae](https://www.paypal.com/mef/GaelynRae). This enables clients to pay by credit card, debit card or bank account. To create a PayPal account, visit [paypal.com](https://www.paypal.com).

DISCOUNTS: Based on my belief that every woman deserves support, I strive to accommodate a limited number of low-fee clients. This is based on availability, and may not be appropriate for every situation. Please contact me for more information.

SCHEDULING: In most situations, it's ideal to schedule evenly-spaced sessions, once per week, for at least the first six to eight weeks of coaching. Some clients prefer to book double sessions in two-hour increments, while others schedule two sessions every week to kickstart their coaching progress. I'm more than happy to discuss YOUR unique needs in this area, so please be brave and ask for what suits you best!

RESCHEDULING: Life doesn't always happen as planned. Rescheduling is sometimes necessary, and that's okay. I do request 24 hours notice to cancel appointments, except for emergencies. I will strive to provide you the same courtesy.

MISSED OR LATE SESSIONS: When we schedule your coaching sessions, I consider that time reserved for YOU. I will be prepared, present and available, during that entire timeslot. If you miss an appointment without advance notice, I consider that time spent; I do not provide a refund or credit. If you arrive late to an appointment, we can begin at that point—but we cannot extend beyond the pre-scheduled session end-time.

BETWEEN-SESSION UPDATES: When you face a really difficult challenge (or experience an exciting development) between sessions, I want to know! Feel free to update me with a quick call, text or email. I will NOT charge anything extra for this; it's included in your regular coaching fees.

CONFIDENTIALITY: Because trust and intimacy are vital to coaching, it's important to me that you feel safe sharing details about your own life. As your coach, I'm committed to practice VERY HIGH standards of confidentiality. I'm prepared to hear your truth, whatever it is—and it will remain safely in my professional care.

REFERRALS: Of course, I appreciate them! You're welcome to share my name, phone number, website and email address. Most importantly, remember this: if an acquaintance of yours should EVER become my client, I will NEVER discuss your story with her, or vice versa. Period.

RELEASE OF INFORMATION FORM (OPTIONAL): I invite you to complete this form IF you want me to consult with another member of your professional support team (therapist, counselor, clergy member, medical doctor, attorney, etc). This form is entirely optional, and you may provide or withdraw it at any future point.

SATISFACTION GUARANTEE: Within our first two paid sessions, if you don't feel you're getting the value you expected (for any reason), **please feel free to request a full refund of fees paid to date.** Your success and satisfaction are truly important to me. If you wish, I can refer you to another coach or other helping professional.

COACHING AGREEMENT

AS A CLIENT, I commit to the following:

- I have read and understand this entire Welcome Packet, including *PART TWO: Policies & Paperwork* (Pages 11–16).
- I will read, complete and return my answers to *PART THREE: Getting to Know You!* (Pages 18–24), before our first paid session, if at all possible.
- I will fulfill the amount and terms of payment, as outlined by the *Payment Authorization* form (Page 14).
- I will actively value this process—to be punctual, respectful and truthful, to the best of my ability.
- I will bring my best to our coaching relationship—I will participate fully, practice new skills, complete my assignments and keep my commitments. I am aware that investing less than my best will diminish the positive impact of this experience.
- I understand the nature of this coaching relationship, including the imperative value of making my own personal choices. I acknowledge that I alone am responsible for myself; this includes any actions I take or don't take as a result of our coaching relationship. I hold my coach, Gaelyn Rae Emerson, harmless from all legal action relating to this coaching relationship, its services and its recommended resources.

Client Name: _____

Signature: _____ Date _____

AS A COACH, I commit to the following:

- I will honor your current reality—without judgment or blame or shame.
- I will partner with you, exploring new ways to reclaim yourself and strengthen your emotional wellbeing.
- I will actively invest my best experience, education, skills and resources into our coaching relationship, and I will inform you of external resources that may support your learning, healing and personal growth.
- I will respect you by demonstrating punctuality, flexibility and reliability. I will practice high standards of confidentiality and professionalism, across our entire coaching relationship.
- I will support you, champion you and challenge you. I will coach you to advocate for yourself, within your own life and relationships. I will frequently make specific requests of you (including homework) to facilitate your progress between sessions and maximize our coaching time.
- **I will clearly state I am NOT qualified to diagnose or treat medical or psychological conditions.** If you experience medical or psychological issues (now or in the future), or should they become factors that impact our coaching relationship, it is critical that you promptly seek the proper professional assistance.
- I will firmly adhere to the code of ethics as outlined by the International International Coach Federation (ICF). You can review this code at www.coachfederation.org/ethics.

Coach Name: Gaelyn Rae Emerson

Signature: _____ Date _____

PAYMENT AGREEMENT

I commit to pay the following fees as designated: \$100 per each 50-55 minute session, or \$150 per each 80-85 minute session.

I understand that Gaelyn Rae Emerson receives payment through PayPal, using this link: [PayPal.me/GaelynRae](https://www.paypal.com/paypalme/GaelynRae). This enables clients to pay by credit card, debit card or bank account. If I do not have a PayPal account, I will create one before my first session ([paypal.com](https://www.paypal.com)). I acknowledge that full payment is due BEFORE the start of every coaching session, and that my payment serves to confirm and secure my appointment.

If I miss an appointment without advance notice (24 hours), I will not expect a refund or credit.

SPECIAL PAYMENT TERMS (by prearrangement only):

Client Name: _____

Client Signature: _____ Date _____

CLIENT CONTACT INFORMATION:

Full Name: _____ Time Zone: _____ Age _____

Street Address: _____ City, State, Zip: _____

Preferred Email: _____ Permission to use this email for coaching correspondence?

Preferred Phone Number: _____ Home Phone Cell Phone Work Phone

Alternate Phone Number: _____ Home Phone Cell Phone Work Phone

Permission to use your preferred phone number for coaching correspondence? Okay to Call? Leave Voicemail? Text Message?

Permission to use your alternate phone number for coaching correspondence? Okay to Call? Leave Voicemail? Text Message?

FAMILY AND ROMANTIC RELATIONSHIPS (please check all that apply):

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> I am currently married. | <input type="checkbox"/> I am currently divorced. | <input type="checkbox"/> I was divorced (past). | <input type="checkbox"/> I am planning to divorce (in process). |
| <input type="checkbox"/> I am casually dating. | <input type="checkbox"/> I am in a serious relationship. | <input type="checkbox"/> I live with my partner. | <input type="checkbox"/> My partner and I are engaged. |
| <input type="checkbox"/> I have young children. | <input type="checkbox"/> I have grown children. | <input type="checkbox"/> I have no children. | <input type="checkbox"/> My children do not live with me. |

CURRENT SUPPORT RESOURCES (please check all that apply):

- | | | | |
|---|--|---|--------------------------------------|
| <input type="checkbox"/> individual therapy | <input type="checkbox"/> group therapy | <input type="checkbox"/> couples therapy | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> individual coaching | <input type="checkbox"/> group coaching | <input type="checkbox"/> couples coaching | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> twelve step meetings | <input type="checkbox"/> twelve step sponsorship | <input type="checkbox"/> faith-based recovery | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> spiritual direction | <input type="checkbox"/> spiritual counseling | <input type="checkbox"/> online support group | <input type="checkbox"/> other _____ |

CURRENT MEDICAL/MENTAL HEALTH ISSUES (please check all that apply):

- I am currently being treated by a therapist, doctor or mental health specialist.
- I am receiving treatment for this/these condition(s): _____
- I prefer to discuss this during our first session.
- I prefer not to share this information.

IS THERE ANYTHING ELSE YOU WANT ME TO KNOW ABOUT YOU?

EMERGENCY CONTACT: Please note: I will ONLY use this emergency contact information in the event that I am unable to reach you and/or am severely concerned about your personal wellbeing. Your privacy and autonomy are extremely important to me; I will always respect and protect those principles, even under emergency contact circumstances.

Name: _____ Relationship to Client: _____

Phone Number _____ Email: _____

RELEASE OF INFORMATION (ROI):

I (client) give my permission to Gaelyn Rae Emerson (Women Ever After, LLC), **to discuss, disclose and/or exchange information** (verbally and/or in writing) from our coaching sessions, relationship and related correspondence, to/with the individual and/or institution indicated below, per her professional and ethical discretion.

This release also authorizes Gaelyn Rae Emerson (Women Ever After, LLC) **to receive information** related to my communications (verbally and/or in writing) with the individual and/or institution indicated below, also per her professional and ethical discretion.

This permission is for the singular purpose of improving my coaching and/or clinical care experience, healing process and relational growth, by co-creating an collaborative partnership between myself and another member (or members) of my professional care team.

I understand my right to decline this permission. I retain full authority to revoke this permission, by written notice, at any time. I understand that revocation is not valid to whatever extent Gaelyn Rae Emerson has already acted in reliance upon my previous authorization.

Name of Practitioner to Release Information: _____

Practitioner' Relationship to Client: _____

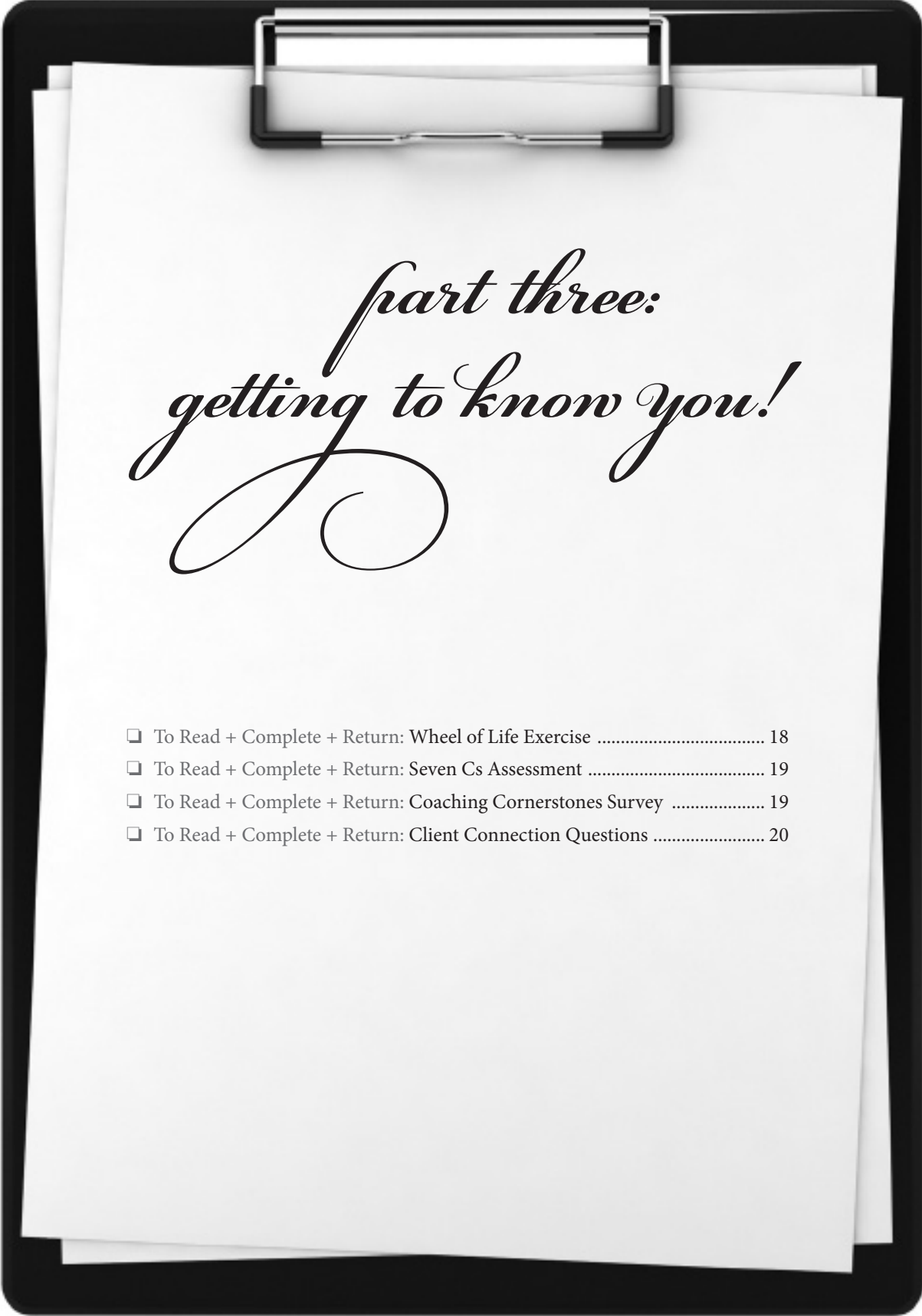
Practitioner's Address (if known): _____

Practitioner's Email: _____

Practitioner's Phone: _____

Client Name: _____

Client Signature: _____ Date _____



*part three:
getting to know you!*

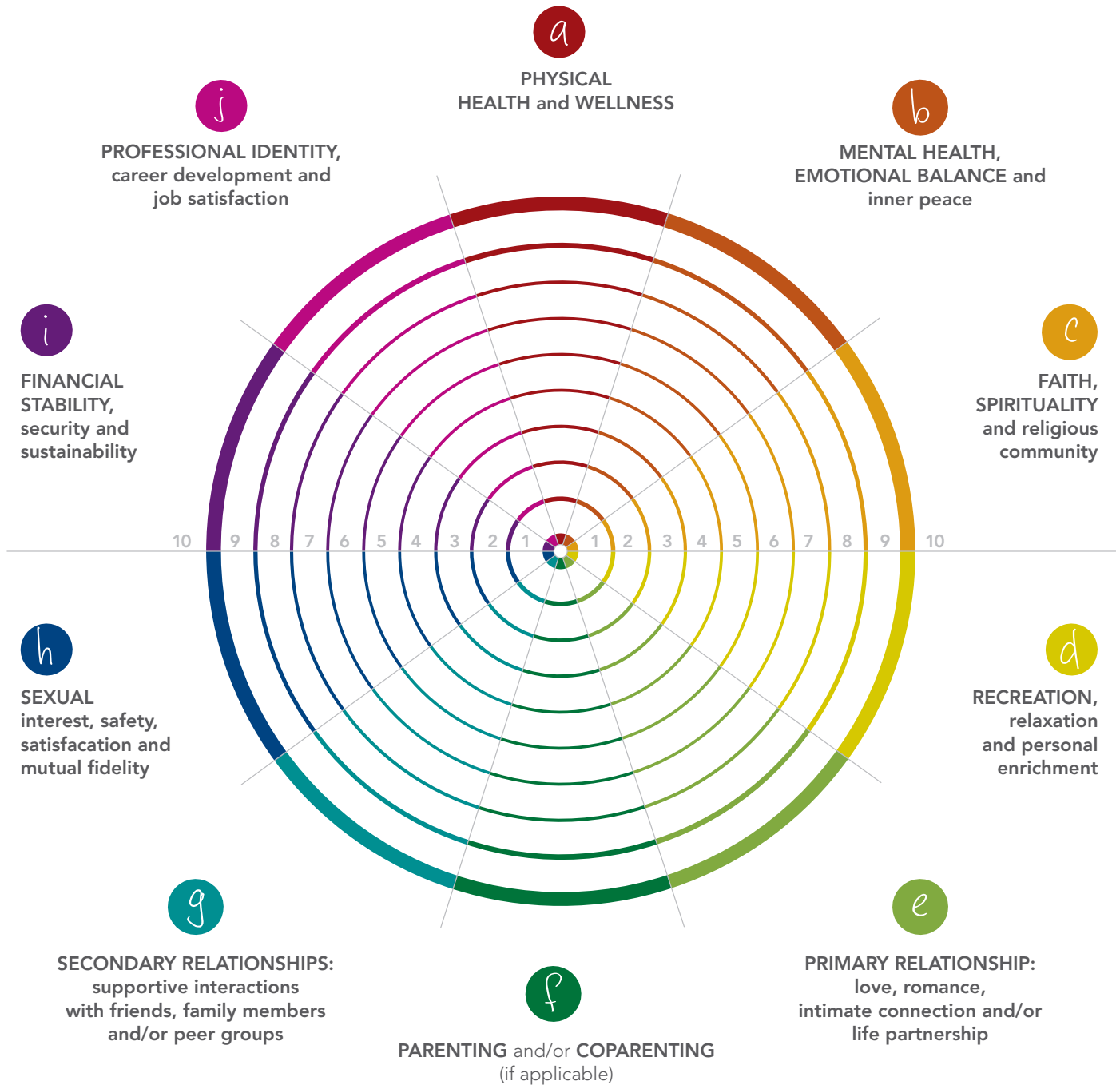
- To Read + Complete + Return: Wheel of Life Exercise 18
- To Read + Complete + Return: Seven Cs Assessment 19
- To Read + Complete + Return: Coaching Cornerstones Survey 19
- To Read + Complete + Return: Client Connection Questions 20

women ever after "wheel of life" exercise

For this exercise, use a pen or pencil to fill in each of the ten sections highlighted below.

10 = "I'm completely satisfied. This area of my life is working beautifully, with zero need for improvement."

0 = "I'm deeply unsatisfied. This area of my life is NOT working well, and I can see significant need for improvement."



SEVEN Cs ASSESSMENT

- a Please read each of the "Seven Cs" statements below.
- b Circle the answers best reflect your truth today.
- c Record your reflections on page 23.

TRUE FALSE UNSURE . . . I didn't CAUSE my guy's "S" issues:

TRUE FALSE UNSURE . . . I can't CONTROL my guy's "S" issues:

TRUE FALSE UNSURE . . . I can COMMUNICATE effectively with my guy about his "S" issues.

TRUE FALSE UNSURE . . . I still CONNECT with my guy, in ways that are unaffected by his "S" issues.

TRUE FALSE UNSURE . . . I am COPING with my guy's "S" issues in ways that feel healthy and sustainable.

TRUE FALSE UNSURE . . . I am COMMITTED to my own healing, regardless of whatever happens with my guy and his "S" issues.

TRUE FALSE UNSURE . . . I am free to make my own CHOICES, no matter what happens in my relationship.

COACHING CORNERSTONES SURVEY

- a Please read these four primary areas or "Coaching Cornerstones," below.
- b Consider where your current needs and priorities lie.
- c Number the list in order of urgency and/or importance.
- d Record your reflections on page 24.

_____ **CLARITY:** I need to figure out what's happening in my life.
I also need to figure out how I want to handle it.

_____ **CONFIDENCE:** I'm beaten down. I'm disempowered. I'm not sure I have what it takes to rise above this stuff.

_____ **COURAGE:** I know I need to (fill in the blank), but I'm seriously afraid of what will happen if/when I do.

_____ **CONVICTION:** Once upon a time, I knew what I believed—about life, love, humanity, womanhood, God, faith, the world and my place within it. Now, very little feels solid or secure. Will any of my convictions survive this experience? Or do I really need to go back and start from scratch?

almost done!

CLIENT CONNECTION QUESTIONS

COACHING IS A DEEPLY PERSONAL PROCESS.

So, before we hit the ground running, I'd like to know a few more things about you! Your answers to these questions will give me an overarching idea of where you're at, and how that compares with where you'd like to go next. **Please answer with as much honesty and detail as you can—but also feel free to skip any questions that overwhelm you or simply don't feel relevant.** If possible, please send me your answers at least two days before our first coaching session. If you prefer a "cut and paste" list of these questions, let me know, and I can send that to you via email.

Acknowledgements: This is my own curated collection of Client Connection Questions. Many thanks to my life coaching colleagues Terri Hase and Dorit Reichental, for their contributions, inspiration and usage permissions throughout.

PART A = THE SWEET STUFF

(A1) What parts of my life are “working” for me right now?

Example: I actually really like my job. It's one place where I feel productive and appreciated and rewarded.

(A2) What, if anything, am I involved in that is greater than myself? Any particular faith/religious orientation?

Example: I'm passionate about the environment, so each year I organize our local recycling awareness event.

(A3) What (if anything) do I do for fun, relaxation, enrichment or stress-relief?

Example: Every Friday night, I curl up in my PJs and watch Netflix until I fall asleep.

(A4) I'm thinking of someone who knows me intimately—the truest, most authentic me. What three to five adjectives would that person use to describe me at my personal BEST?

Examples: comforting, optimistic, beautiful, wise, caring

(A5) What are 1-3 unique things I contribute to the world around me?

Example: My sense of humor makes people laugh. I'm a really good mom. I often compliment strangers, just to brighten their day.

(A6) Which dreams for my life have come true?

Example: I always longed to be a mom; after four miscarriages, I finally have my daughter.

PART B = THE TOUGH STUFF

(B1) What parts of my life are NOT “working” for me right now?

Example: I currently have NO time for myself. I spend 24 hours a day taking care of everybody else.

(B2) What, if any, are the greatest stressors (pain, fear, anxieties) I’m currently carrying?

Example: If my partner leaves me, how will I support myself financially?

(B3) I’m thinking of someone who knows me intimately—the truest, most authentic me. What three to five adjectives would that person use to describe me at my personal WORST?

Example: angry, patronizing, selfish, dismissive, lazy

(B4) What do I do when I feel angry, frustrated or powerless?

Example: My first reaction is to blame everybody else for my distress. I typically isolate myself from others until I calm down.

(B5) What parts of my life do NOT reflect the dreams I once held for it?

Example: I did NOT expect to be unemployable; I thought my career would be 100% recession-proof.

(B6) What important thing(s) are “missing” from my life? What void or sense of loss do I experience as the result? (Share as many as you wish, and please be as specific as possible.)

Example: I miss feeling close to my husband. Without that connection, I feel increasingly alone, lacking my friend and parenting partner.

PART C = THE BIG PICTURE

(C1) What major transitions have I experienced in the past two (2) years?

Example: My mom died 18 months ago. That same month, I was promoted at work. I left that job last week, due to conflict with my boss.

(C2) During the next three to six months, what important thing(s) do I want to achieve (gain, change, improve, strengthen, learn, etcetra)? In what meaningful ways would achieving these things improve my life? Share one to three answers (or more, if you wish) and please be as specific as possible.

Example: I want to decide if going back to college is a good choice for me; I'm tired of changing my mind and need peace of mind to move forward, one way or another. I want to get better at expressing my needs to my husband, including my need for physical affection; I believe that if I can express my needs more clearly and confidently, I will stop blaming myself for the disconnect that's hanging between us.

(C3) Within the upcoming year, are there any specific calendar dates, events or milestones I'm anticipating with excitement, anxiety or other intense emotions?

Example: My son graduates from high school on June 30, and I'm so proud of him! August 10th will be two years since the date I discovered my husband's affair. That's the same weekend as my annual family reunion, and I don't know if or how I'll be able to go.

(C4) As I review my responses to the WEA Wheel of Life exercise (Page 18), how do I feel about them? What insights do they give me?

Example: I'm surprised to realize that I'm VERY satisfied with my parenting. That's easy for me to forget in the midst of everything else. I realize that I could give myself MUCH more credit in that area.

(C5) As I review my responses to the Seven Cs assessment (Page 19), how do I feel about them? What insights do they give me?

Example: I'm totally on board with nine of these. The sticking point for me is "choices." The few choices I have feel incredibly limiting, and I'm angry that *his* choices seem to be dictating the outcome of my life. I'd like to find more power and peace of mind in that specific area.

PART D = HELP YOU HELP ME!

(D1) What prompted me to choose you as my coach? And/or, what reasons led me to choose coaching (instead of a different professional resource) for support at this time?

Example: My therapist recommended you, and I liked the articles I read on your blog. I'm very independent, but also inconsistent— so I like the idea that coaching allows me to set my own goals , while providing me with tools to measure my progress and accountability.

(D2) What important thing(s) do I need MOST from you, as my coach? What suggestions can I give you, to help me help myself when I really need it?

Example: I really need a non-judgemental sounding board. I also need someone to help me recognize red flags, at times when I'm prone to denial. When I'm really overwhelmed, please remind me to take life one minute at a time.

(D3) Which tools or environments best facilitate my ability to learn, heal and grow? Which hinder my ability?

Example: I'm a visual process learner; if I observe something in action, I'll never forget it. As an introvert, I need alone time to internalize new ideass. I don't read much; it's my least favorite way to absorb new information. I need accountability to make progress in meaningful areas.

(D4) When I'm feeling stuck, discouraged or defeated, what's most likely to motivate or inspire me?

Example: Even when I'm not sure what I want, I always know what I *don't want*. Remembering me puts life into a helpful perspective.

(D5) Which *Coaching Cornerstone* (Page 19) best represents where I want to focus FIRST in our coaching? As I review my responses to this survey, how do I feel about them? What insights do they give me?

Clarity Confidence Courage Convictions Other _____

(D6) What else would I like you to know about me?
