

Deliverables: Time Strategies Coaching Process

DELIVERABLE	DETAILS												
Weekly Development Coaching Sessions	The Coach and Coaching Client will meet weekly for 4-5 weeks. Each session will be approximately 2 hours in length. This process enables participants to “develop” since they will have application and practice time between sessions. Each session will end with specific goals and action steps to be accomplished by the next session.												
1 Follow-Up Session	The Coach and Coaching Client will meet 3 months following the last session. Participants will present progress reports on their individual and organizational goals. When needed, additional content may also be part of these sessions.												
Audio CD Series	<p>5 chapters of program content in audio form enables the participant to have multiple exposures to the content between sessions allowing the sessions to be hands-on and application oriented. 5 exposures during the week between sessions results in content retention in excess of 60%. Content includes:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Introduction to Time Strategies</td> <td style="width: 33%;">Investing Time Through Purpose, Values, and Vision</td> <td style="width: 33%;"></td> </tr> <tr> <td>Time Management Fundamentals I</td> <td>Goal Setting For Success</td> <td></td> </tr> <tr> <td>Time Management Fundamentals II</td> <td></td> <td></td> </tr> </table>	Introduction to Time Strategies	Investing Time Through Purpose, Values, and Vision		Time Management Fundamentals I	Goal Setting For Success		Time Management Fundamentals II					
Introduction to Time Strategies	Investing Time Through Purpose, Values, and Vision												
Time Management Fundamentals I	Goal Setting For Success												
Time Management Fundamentals II													
Text	Exact same content as audio series with assessments at the end of each chapter for reinforcement of content. The text is also used as a reference guide.												
Action Plan	<p>Self Evaluation Sections include:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Dream Inventory</td> <td style="width: 33%;">Mental Development</td> <td style="width: 33%;">Social Development</td> </tr> <tr> <td>Physical Development</td> <td>Financial/Career Development</td> <td>Family Life Development</td> </tr> <tr> <td>Ethics & Beliefs Development</td> <td>Setting Goals and Establishing Priorities</td> <td>Goal Planning Sheets</td> </tr> <tr> <td>Time Management</td> <td></td> <td></td> </tr> </table>	Dream Inventory	Mental Development	Social Development	Physical Development	Financial/Career Development	Family Life Development	Ethics & Beliefs Development	Setting Goals and Establishing Priorities	Goal Planning Sheets	Time Management		
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Chicago Executive Coaching

Phone: 312-566-7707 ▪ Web: ChicagoExecutiveCoaching.com ▪ Email: coach@chicagoexecutivecoaching.com

Deliverables: Time Strategies Coaching Process (cont.)

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Time Organizer (optional)	Each participant will receive one 5 1/2" by 8 1/2" Daily Planner.
Personal Vision	Each participant will develop a vivid mental picture of his/her future direction.
Professional and Personal Goals	Each participant will begin to crystallize goals aligning both their personal and professional lives.
Time Management Analysis	Each participant will analyze his/her personal time management system followed by goal setting where improvement is needed.
Concept Application Through Goal Setting	The Coaching Client will focus on the implementation of key concepts as they apply to each participant, by developing written goals with measurable action steps.
Critical Issues	Each participant will identify 3 critical issues within the organization and develop comprehensive action steps for each issue.
Self-Concept Profile	Each participant will analyze current confidence and comfort levels with self, and create steps to be taken if improvement is desired.
Phone/Email Consultation	The Coaching Client will have unlimited phone/email consultations with the Coach during the process.
Measurable Results	The process is customized and tailored to achieve the measurable outcomes set by each specific client.

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