

First of all, welcome to this emailed coaching program, and a warm hurray because you chose to make the first and most difficult step toward a new and proactive life!

This is our first email exchange so we need to get to know each other. You can get to know me on my website, but I also need to know a little about you in return.

Everything will remain private information and nothing will be shared.

## PERSONAL DATA

First of all, tell me who you are and what you are doing in life, just like you would introduce yourself to anyone:

Name:

First name:

Age:

Gender:

Personal situation:

Professional situation:

Place:

Nationality and origins:

As you can see these are casual, however personal questions. If you don't feel like answering some of them, that's fine. I simply think it's better for me to understand, as best as possible, who you are in order to serve you better, but I certainly don't want you to share anything you find irrelevant or you are uncomfortable with.

## WHERE ARE YOU?

Now I want to understand what are your routines and habits, your lifestyle.

## HOW MUCH TIME A DAY DO YOU SPEND

	During a weekday	During the weekend or a vacation day
Working		
Socializing (family and friend) in real life		
Having some personal time		
Learning		
Exercising		

## WHAT ACTIVITIES WOULD YOU DEFINE AS NON-PRODUCTIVE IN YOUR CURRENT SCHEDULE? HOW MUCH TIME A WEEK DO YOU SPEND ON THEM?

1-

For:

2-

For:

3-

For:

4-

For:

5-

For:

6-

For:

7-

For:

## WHAT ABOUT SOCIALLY?

Where is your social life (you can choose several answers; 1 is the one that takes the most time, 2 comes second, etc.)

- Online
- Colleagues
- Friends
- Extended family
- Close family (partner and children if relevant, parents and siblings otherwise)

Now what about your diet?

- I eat and drink poorly and I'm not bothered
- I eat and drink poorly and I'm not feeling great about it (physical response from your body)
- I eat and drink poorly and I'm fine physically but know I should do better
- I eat and drink well most of the time but indulge during the weekends and vacations, or for special occasions
- I eat and drink well most of the time, except few rare occasions a year.
- I have a perfect diet

In any case, do you have a special diet?

## WHAT ABOUT EXERCISING?

How often do you exercise during the week?

For how long?

How intense is the exercise session? (from walk to cardio)

Do you vary the muscles at work?

Do you feel strong and balanced?

## NOW WHAT ABOUT YOUR BUSINESS?

Do you have your dream job?

Are you an employee, or an entrepreneur?

What is your domain of expertise in your current job?

Are you content with your business situation or you feel like you could do more? (explain)

What is your study level? (what did you study, when, where, and did you enjoy it?)

## WHERE ARE YOU FINANCIALLY?

- Not good, I don't or merely make ends meet
- I have the basic comfort but don't have any luxury or don't save
- Comfortable, but still don't save
- I'm doing okay, I'm saving but I'm careful.
- I'm really more than fine

**WHAT ARE YOU DREAMING OF?**

WHAT DO YOU NEED OR MISS MOST IN YOUR LIFE? (YOU CAN PICK UP TO TWO ANSWERS FOR THIS QUESTION, NO MORE)

1-

2-

**WHAT DO YOU FIND OVERWHELMING IN YOUR LIFE?**

1-

2-

3-

4-

5-

6-

7-

WHAT DO YOU LOVE TO DO, YOU ALREADY ARE?

1-

2-

3-

4-

5-

6-

7-

WHAT WOULD YOU LOVE TO DO AND YOU DON'T BECAUSE OF LACK OF TIME, ENERGY, OPPORTUNITIES?

1-

2-

3-

4-

5-

6-

7-

WHAT WOULD YOU LOVE TO DO BUT DON'T HAVE THE COMPETENCES FOR?

1-

2-

3-

4-

5-

6-

7-

EVENTUALLY AND ONLY NOW ANSWER THIS QUESTION: DO YOU MISS MOST IN YOUR PROFESSIONAL LIFE OR YOUR PERSONAL LIFE?

- Professional life
- Personal life

## HOW DO YOU WORK/LEARN?

### ARE YOU LOOKING FOR SHORT TERM PROJECTS/RESULTS, OR LONG TERM ONES?

- Short, I want several short and simple task, no big project
- Long, I have/need my "Big Idea"

### ARE YOU BORED, DISCOURAGED, OR DISTRACTED EASILY? (EXPLAIN)

### DO YOU READ BOOKS? WHICH KIND OF BOOKS? HOW MANY A YEAR? FOR HOW LONG EACH DAY?

- I don't read and don't plan to
- I don't read and want to
- I'm reading:

Genre

Reading session length

I'm reading

times a week / month



ARE YOU CURRENTLY LEARNING A NEW SKILL? WHICH ONE?

WHEN YOU LEARN SOMETHING NEW, DO YOU PREFER READING, LISTENING, WRITING, OTHER?

DO YOU HAVE A CREATIVE ACTIVITY? WHICH ONE?

Once more, I'm expecting you to answer as best as you can, as much as you wish. But only if you find it relevant, and feel comfortable about sharing. In that case explain why you are not answering. All this is absolutely confidential and won't be shared with anyone.

**YOUR TIME TO SPEAK**

WHAT DO YOU EXPECT FROM ME?

WHAT KIND OF COACHING DO YOU NEED? (NURTURE AND SUPPORT, MOTIVATE AND SHAKE YOU UP, INSPIRATIONAL AND LET ME REFLECT BY MYSELF, OTHER?) EXPLAIN

## DID I MISS SOMETHING RELEVANT ABOUT YOU?

## WHAT ARE YOUR QUESTIONS?

Keep in mind that I'm working on your answers for a limited amount of time just like you would be limited on a 1 on 1 coaching session. I'm taking one session every half-day to have the time you deserve, but I can't answer an infinite list of questions.

So in order to satisfy your priorities, I will ask of you to categorize your questions:

1. Must be answered

2. Needed but can be more succinct

3. Okay if not answered

The one I won't be able to answer right away will be reminded in my next email, so you can ask them again if they still are relevant.