

Personal Schedule Management Coaching FAQ

Personal Schedule Management Consulting entails one or more sessions of discussion in which we identify your priorities, set goals, create routines and systems, and seek God's perspective and wisdom on creating a plan for living the life He has created you to live in the current season you are in. The goal of Personal Schedule Management Coaching is to give you custom-designed tools to help you build a balanced lifestyle today, give you the ability to recognize when modifications are needed for new seasons, skills to adjust accordingly, and the willingness to live each day in surrender to God's direction.

Who is Personal Schedule Management Coaching for?

Personal Schedule Management Coaching (PSMC) is primarily for Christian women who are overwhelmed with their current schedule, looking to make changes in their routine but don't know where to start, and/or entering a new season of life for which they feel inadequately prepared. Some examples include:

- Feeling unproductive in managing a household, marriage, children and work.
- Recovering after a crisis that has changed the normal routine of life.
- Transitioning from a full-time work-outside-the-home career woman to stay-at-home mom.
- Transitioning in to an entrepreneur/work from home career.
- Becoming an empty-nester.
- Re-building after a divorce or loss of a spouse.
- Re-establishing balance after a relocation.

How much do the services cost?

The initial consultation call is absolutely free, and you are under no obligation to continue (I also will not pressure you or add you to any email list). Should you decide to work with me, each 1-hour session is \$80 for a single hour, or \$200 for a 3-session batch.

How will each session be conducted?

In our initial free 15-minute consultation discussion, we will determine what your needs are and whether or not I am the right coach for you.

If we determine I am a good fit for you, we will establish a specific number of sessions based on your personal goals with coaching. These can range from a single 1-hour session to multiple 1-hour sessions (set in batches of 3)

We will meet exclusively by phone.

How long is each session?

1 hour each individual session, or in batches of 3 1-hour sessions, to be conducted weekly or bi-weekly over the phone.

What will happen in a session?

We will review your previous week's experience through discussing your completed Schedule Tracker™ and Next Steps list and from that discussion determine your next steps towards progress in attaining your personal goals for coaching.

What will happen after our session?

During our session, I will take notes on what we discuss and decide. I will then send you an email that includes those notes, as well as your Next Steps and a friendly reminder of our next scheduled meeting. I will also attach a Schedule Tracker for the next week.

What if I have to cancel or reschedule?

Once we have decided on a meeting plan, any cancellations or rescheduling will need to be made a minimum of 24 hours before our next scheduled meeting. A no-show, or late reschedule, may result in a loss of that session. If our call is delayed, we will still end at our usual time, unless we have discussed a time change previously.

Do you offer refunds?

Yes. You will be refunded the balance of your payment (\$120) as long as an email request is made 24 hours prior to our second scheduled meeting (in a batch of three). No questions asked.

Is this a counseling program?

No. I am not a trained counselor or therapist and no attempt to mediate will be offered. I do, however, have to report any abuse (relational or self) as I am mandated due to my South Carolina and California teaching credential.

Is this Life Coaching?

No. I am not a Life Coach. I focus solely on priority management, goal setting and schedule planning.

What if I don't get my Next Steps completed?

Your Next Steps are just that, yours. It is up to you to decide to make the time to work through them between our meetings. If you do not, we will reassess, create modified Next Steps (as needed) and create a plan for implementation. There is no need to cancel or reschedule a meeting due to incomplete Next Steps

What if I have a question between our sessions?

You may send me an email outlining your situation and asking the questions you may have at any time and I will respond as soon as I am able. I do not check my email weekdays after 6 pm or before 8 am, or on the weekend.

What if I want to continue after our session(s)?

Great! Simply send me an email and we will get you scheduled for another session, or batch of sessions.

I am still not sure this is what I need. Can you clarify a bit more?

Sure! Schedule your FREE consultation with me today to hear a more detailed description and how I might be able to help you. To schedule, please contact me using this link:

<http://www.stephaniehaynes.net/consulting> and click on Personal Coaching.