



BIZ MANAGEMENT: RULES OF ENGAGEMENT

Save years of hard lessons by setting up policies and procedures from the start

STANDARDS: What are the expectations you have of your clients' behavior?
(These are kind way to have strict boundaries in your business.)

1. _____ EX. They are on time for appointments

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

STANDARDS Continued: What are the expectations you have of your own behavior? What standards will you uphold for yourself?

1. _____

2. _____

3. _____

4. _____

5. _____

CLEAR AGREEMENTS: It does not matter if you are brand new or deeply experienced, clear agreements help you set expectations, avoid disappointments, and keep your clients (and yourself) happy for the duration of a coaching engagement.

What DO you do?

What do you NOT do?

What hours are you available and how?

What kind of access to you does your package include?