

A photograph of a woman with short dark hair, wearing a white button-down shirt, sitting at a wooden table. She is looking down and writing on a notepad with a pen. A glass of water is on the table to her right. In the background, there is a large green plant and a wooden chair. A dark blue semi-transparent rectangle is overlaid on the bottom half of the image, containing the title and author information.

# WELCOME WORKBOOK

Introduction To Align Coaching Program

*by Rely Coaching*





# WELCOME TO THE PROCESS!

I'm so happy to start working with you. I believe in you and your ability to have, do and be whatever you desire. The coaching process will require openness, vulnerability, flexibility and creativity. I have a format in place to guide you through, but we will co-create your experience and it will truly be unique to you.

Rely Coaching is a business founded on love. Period.

Everything I do is done with love. Above all I want you to fall deeply in love with yourself, your work, and your life. My programs are constructed with love in mind and I coach in a loving manner.

Love isn't just warm and fuzzy though, sometimes it is tough and I am big on radical honesty and accountability. There may be times when you don't like what I am saying to you, and that's ok. All I ask is that you remain committed to the process even if it gets tough.

Stick with the process until the end, do the homework, commit to your personal growth, get comfortable with change and I know you will achieve the goals you set out for yourself.

Lets get started!

*Tarrynn D*

# What to Expect

- The first session is a two-hour long "Discovery Session". This is a time to get to know you more intimately than I have in our introductory session. There is no such thing as oversharing, however there is such a thing as not having enough information. Please share anything that will help me get to know you better, no matter how trivial it may seem to you. We will also *clearly* define the outcomes you want to achieve by the end of our time together in a way that both of us understand.
- All subsequent sessions will be an hour and should occur every two weeks or so.
- Before your first session and between all subsequent sessions you will have homework to finish. Fill it out to the best of your ability and if there are any questions you have we can address them in the session. **When you finish homework please send it back to me *at least 2 days* prior to our session so I can review it.**
- Every homework assignment, in-session activity or other coaching tool I use has a purpose. I will never ask you to do something frivolous. I ask for you to trust me on that as your coach and will provide explanations when needed.
- At the end of our time together I will provide you with a Personal Development Plan, a manual to keep you going in the months to come.
- After your process ends if you feel that you need more assistance and want to continue coaching that is something we can discuss.



# Self Soothing Techniques

There may be times in this process when you are triggered and emotions can rise up unexpectedly. Self soothing is a way in which we treat ourselves to feelings of betterment, so that we can move forward, past any negativity or pain. If there is a time that emotions run high I will address it with you and pause the session to address what you are feeling. At that time I will refer back to your self soothing plan, which you will start below and we will discuss in our first session. We will use some of the techniques you pick to help you return to a well-resourced state. I also suggest using this plan if you feel triggered while completing homework assignments or taking action on your goals.

Below there are some examples listed of self soothing. Pick the ones that suit you best and put them in the fillable box at the bottom of the page (choose as many as you like, even things that are not listed).

- Taking a warm bubble bath filled with Epsom salt to help relax any muscular tension
- Getting a massage/self massage
- Drinking a cup of hot herbal tea
- Chewing gum or sucking on a piece of hard candy
- Aromatherapy and the use of essential oils
- Positive Self Talk
- Touching a totem – an object that anchors you in the moment
- Visualization
- Lighting candles
- Distracting yourself with your favorite comedy movie or television show
- Laying in a field and watching the clouds pass by
- Listening to your favorite music
- Using a sound machine during periods of rest and sleep
- Conscious Breathing
- Place your hand over your heart
- Wrapping yourself in a blanket



# Discovery Questionnaire

The first step of this collaborative process is for me to learn more about the essence of who you are, where you are in your life currently and where you want to go.

What does “fulfilled” look like? Describe a person who is “fulfilled” in as much detail as you can. What are your opinions of that person? In what ways can you relate to that person? Do you think you are fulfilled right now?



Who makes up your personal community (family, friends, church members, etc.)? How connected do you feel to them? How do you feel when you are around them?



Do you currently have a creative outlet? If so what is it and how often do you create? If not what would you be interested in doing creatively?



What emotions does the word "indulgence" invoke for you? Is this a positive word? In what ways do you indulge?



Please finish this sentence: I am strong when \_\_\_\_\_ (List as many things as you'd like).

What makes the fire in your heart burn? What are the things you are most passionate about? What do you do to honor that passion?

If you were to make changes in your life that would make you a more confident person what would those changes be? How easy would it be to make those changes? What barriers prevent you from making those changes?

Describe your communication style. Are you direct and to the point or indirect and non-confrontational? What is the best way to communicate with you?

Who is your favorite person to talk to? Why?

Tell me about the most difficult problem you've solved. What steps did you take? What emotions did you experience as you worked through the steps? How did you feel after everything was resolved? In hindsight would you change anything?

How does your spiritual practice impact the decisions you make? What is your relationship with discernment?

What is your greatest strength in life? What is your greatest strength at work?

What is your contribution to the world or what do you hope it will be?

What are your intentions in our coaching relationship? What do you hope to have, do or be by the end of our time together?



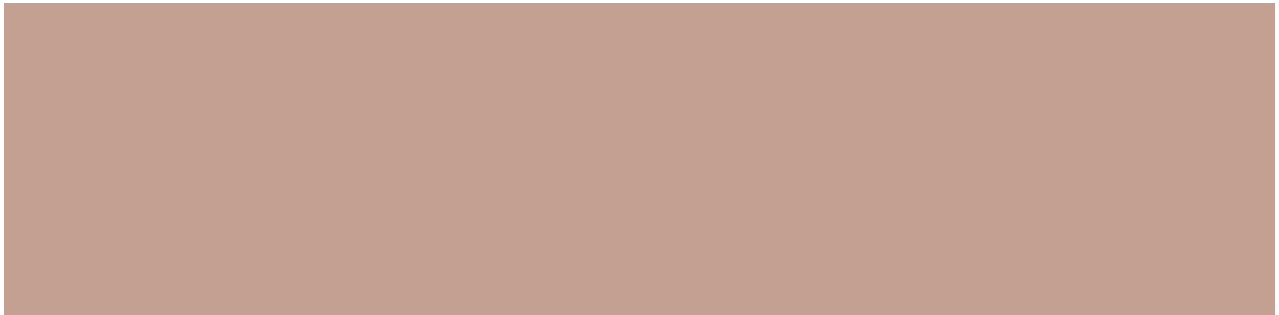
# You're Probably Wondering How I Got Here

Tell Me Your Career Story. How did you get to where you are now?

The Beginning: What was your dream career as a youngster? Why was that your dream? Please bring a picture of yourself as a young child with you to our first session



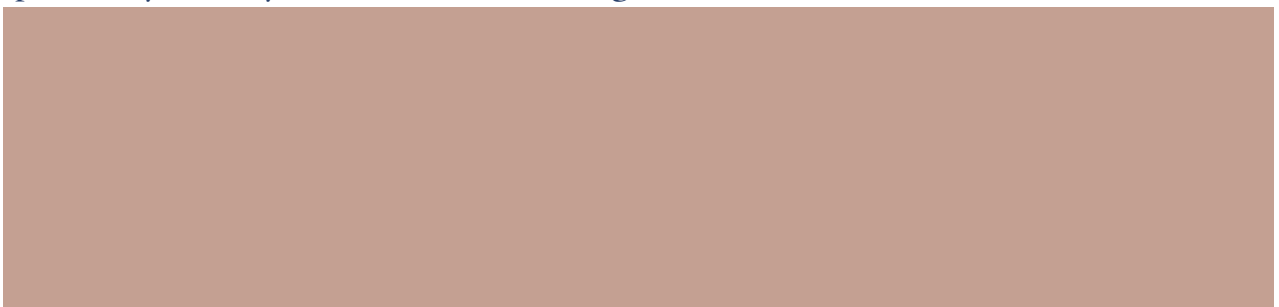
The Learning Years: Tell me about your education. How did you like it? What did you enjoy that you didn't pursue as a profession? What did you stay away from?



To All The Jobs I've Had Before: What roles have you had in your career so far? What have you enjoyed? When have you felt unfulfilled? What were your biggest career wins?



Tell me more about your current position. What are you responsible for? What are the dynamics of your team? What is working for you? What is a challenge? What specifically drove you to seek out coaching?





# VARK Learning Style

How do you learn best? Read the following descriptions and answer at the end of the page



Visual learners learn best by seeing. Graphic displays such as charts, diagrams, illustrations, handouts, and videos are all helpful learning tools for visual learners.

Aural (or auditory) learners learn best by hearing information. They tend to get a great deal out of lectures and are good at remembering things they are told.



Auditory



Read/Write

Reading and writing learners prefer to take in information that is displayed as words and text.

Kinesthetic (or tactile) learners learn best by touching and doing. Hands-on experience is important for kinesthetic learners.



Kinesthetic

Still not sure what your learning style is? Take this quiz to get an answer:

<https://vark-learn.com/the-vark-questionnaire/>

What is your learning style? And what are your favorite ways to learn?

# Crafting A Balanced Life

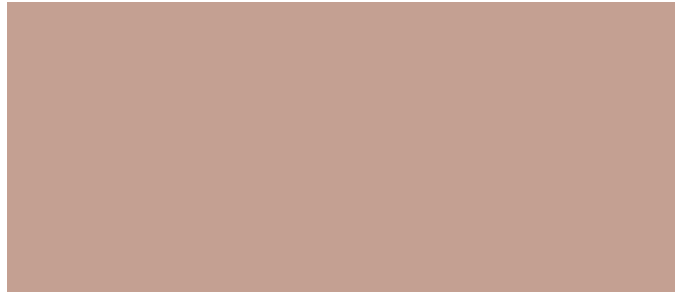
“You will never feel truly satisfied by work until you are satisfied by life.”  
– Heather Schuck

Work-Life Balance is all about finding the proper distribution of time and energy between career and other important areas of your life. It is often difficult to find a balance that works well, but the first step is to assess the situation. In the two page form below please rate each area of your life from 1-10 (1 = terrible, 10 = amazing) and write about what's working well in that area and what you'd like to improve.

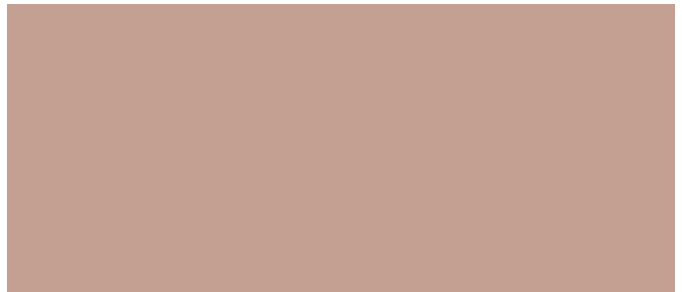
Family



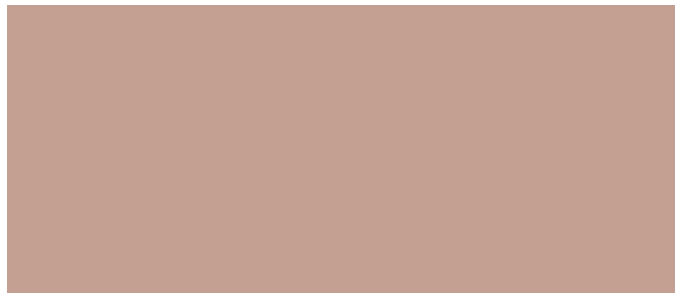
Social Life and Play



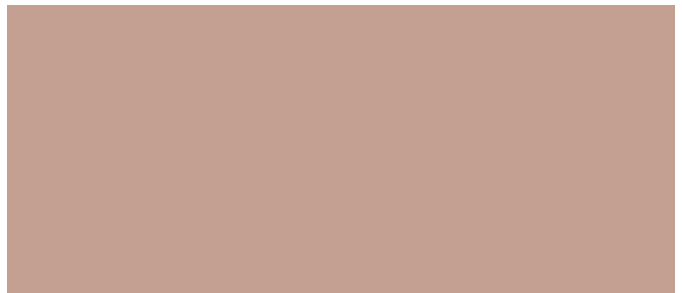
Romance



Spirituality



Health and Fitness



# Crafting a balanced life

Mental Health



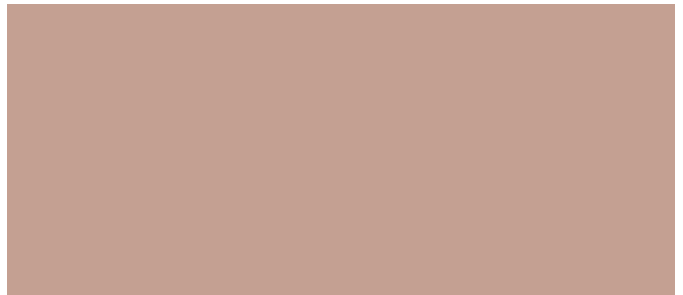
Growth and Learning



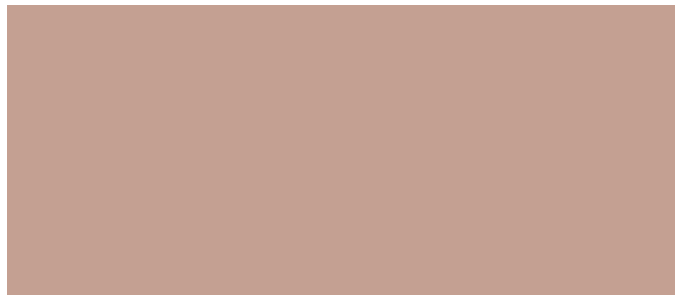
Environment



Personal Finance



Societal Contribution



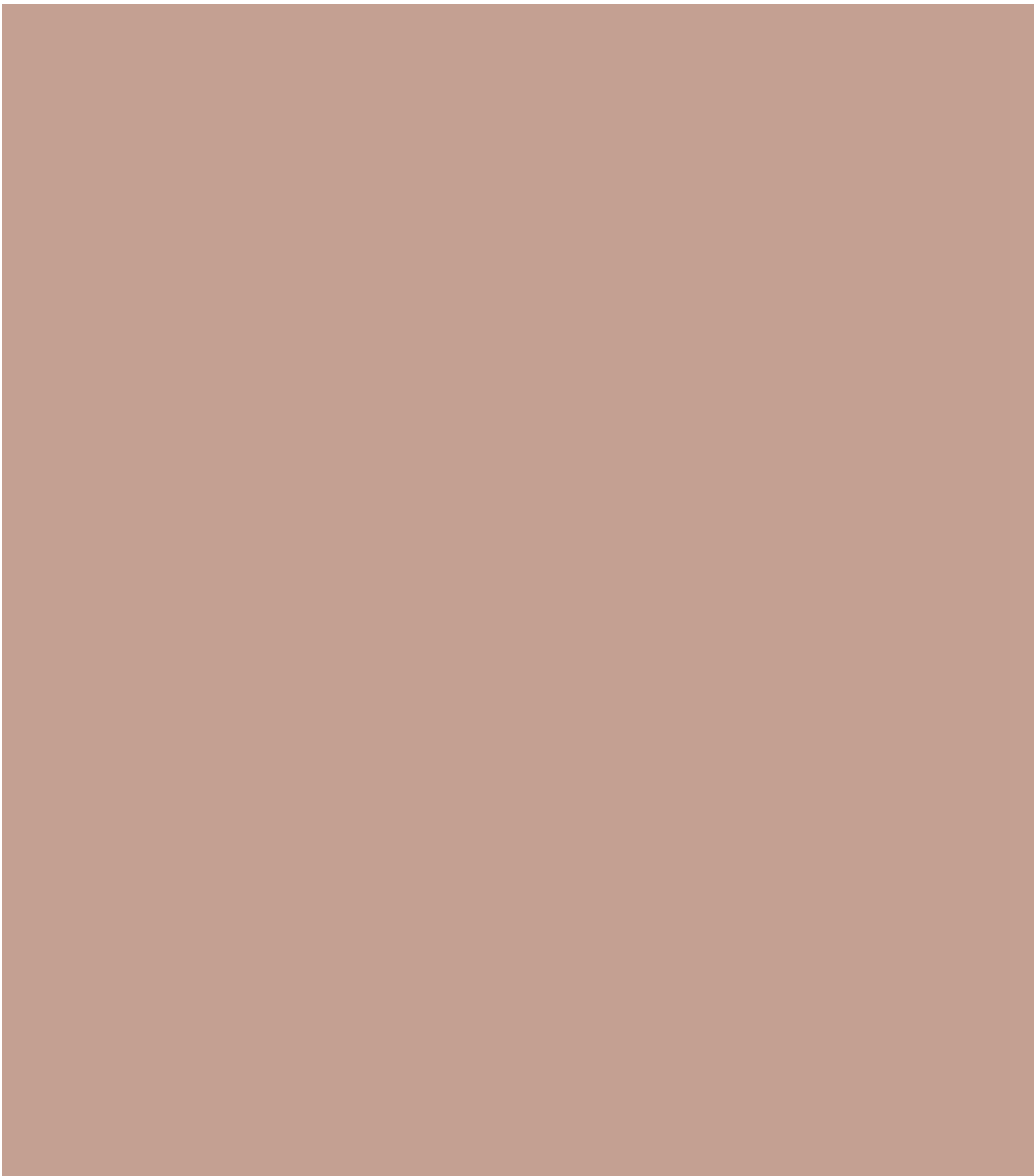
Career and Business



# What Else Should I Know About You?

Please use this space to tell me anything else that you feel is important for me to know as we begin our coaching relationship. There is no detail too big or small for me. Knowing as much as I can about who you are will help me coach you better.

You can also use this space to ask me questions if you have any. I am an open book and welcome any questions you have about my experiences. If you run out of space and continue writing on a separate document please share that with me.





# You Made It To The End!

I know this was a marathon homework assignment! Thank you for completing it. Please email it to me at [relycoaching@gmail.com](mailto:relycoaching@gmail.com) and we will discuss this at the Discovery Session. Make sure you have your homework handy as we will reference it throughout the first session. You may want to open up a new folder on your device to hold all of your homework and other resources I send to you throughout the process.

Now that you're all done take some time to do something nice for yourself and relax when your schedule allows it.

I'm looking forward to seeing you soon!

Tarrynn

