



Ally Martin
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Welcome to Attention Solutions! I look forward to collaborating with you to help you achieve your goals, overcome obstacles, and live life to your fullest potential. In the meantime, I have enclosed your welcome packet, which includes the following:

- Client Information Sheet
- Coaching Agreement – This outlines what you can expect from the coaching relationship, as well as what I expect from my clients.
- The Client Questionnaire – This questionnaire helps us identify some of your strengths and challenges.
- Packages and Pricing
- Coaching Session Prep Form – This provides some questions for you to consider before each coaching session. You may choose to complete this form before each session, or you may just want to think about these questions.

In order to make the most of our time together, please complete these forms and return them before our next session. Feel free to contact me if you have any questions.

Sincerely,

Ally Martin

Session Information

Date: _____ Time: _____

Call-in Number / Location: _____

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Client Information

Name: _____

Date of Birth: _____ Age: _____ Gender: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Do you have unlimited texting? Yes No

Email Address: _____

School: _____ Grade/Year: _____

Job: _____ Hours/Week: _____

Preferred Phone: _____

Physician: _____ Phone: _____

Psychologist: _____ Phone: _____

Psychiatrist: _____ Phone: _____

Current Medications: _____

Alternative Therapies (i.e. supplements, acupuncture, etc.): _____

Date and Method of ADHD Diagnosis (if applicable): _____

List any co-existing conditions: _____

How did you hear about Attention Solutions? _____

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Coaching Agreement

Client: _____ Fees: _____

Session Day: _____ Session Time: _____

Session Duration: _____ Sessions per Month: _____

Session Dates: _____ Location/Call #: _____

Coaching conducted ___ in person ___ phone ___ group sessions ___ Skype

Fees & Payment

Coaching fees are due prior to service. Monthly payment plans are due on the 1st of each month. Fees are payable by cash, check, or credit card.

Coaching Procedure

Clients often have questions or want to share successes between sessions. You may contact me via email, phone, or text to address any concerns, challenges, or successes that cannot wait until the next scheduled session. I will respond to all communication within 24 hours, excluding holidays and weekends. However, I do ask that between-session communications are limited to 5 to 10 minutes each.

For sessions conducted over the phone or via Skype, the client is responsible for calling at the scheduled session time, and he/she is responsible for paying any long distance fees associated with these calls.

Cancellations & Rescheduling

With the exception of emergencies, please provide 24 hours notice if you need to cancel your session. Sessions cancelled at least 24 hours in advance will be rescheduled at a time that is convenient for both the coach and the client. Sessions that are cancelled less than 24 hours in advance will not be made up, and the client will be responsible for paying any fees associated with that session.

Termination

To ensure that the client and the coach have the time necessary to explore and address the client's goals and challenges, coaching requires a minimum commitment of three months. If, at any time, you are unsatisfied or need to discontinue the coaching relationship, you must notify me in writing at least seven days prior to the termination date. All unpaid fees are due upon termination of the coaching relationship.

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If you choose to continue the coaching relationship beyond the initial three-month period, this agreement will remain in effect until you choose to conclude coaching. Again, you must provide written notice of intent to cancel the coaching relationship at least 7 days prior to termination.

Challenges

My goal as a coach is to support you in achieving your goals. If I ever say or do something that upsets or bothers you, please notify me and I will work to correct the issue. I value our partnership, and I do not want to do anything that might negatively affect it.

Confidentiality

All conversations between coach and client are confidential. The coach will not disclose or communicate any information regarding the coaching relationship or coaching sessions to a third party without permission from the client, except as required by law. It is up to the client's discretion whether he or she wishes to disclose the existence of the coaching relationship to others.

Certification & Credentialing

I am deeply committed to being the best professional coach that I can be for my clients. Therefore, I am pursuing credentialing from the International Coach Federation (ICF) and the Professional Association of ADHD Coaches (PAAC). An ICF credential is the most advanced and prestigious distinction that can be earned by a member of the coaching profession, and a PAAC credential is the most prestigious distinction that can be earned by a member of the ADD coaching profession.

One requirement to earn this credential is to provide proof that I have a certain number of client coaching hours. This proof is provided in the form of a client coaching log that lists the client's name, phone number, and hours coached. There is never any disclosure of coaching content. I am requesting your permission to be included on my client coaching log to be used only for the purposes of professional credentialing. Unless I hear from you otherwise, I will assume that you have given your permission to be included on this log. Thank you for your support.

Another credentialing requirement is to work with a mentor. From time to time I may ask to record coaching sessions for the purpose of reviewing these sessions with my mentor coach. If a coaching session is recorded, I will ask for approval at the beginning of that session. Aside from what is discussed during the session, no additional personal information will be provided to the mentor coach. If, at the end of the session, you decide that you do not want the recording to be used for mentor coaching, the recording will be deleted.

The client has read and agrees to the terms outlined above. Please provide the coach with a signed copy of this agreement prior to the first coaching session.

Client Signature _____ Date _____

Printed Name: _____

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Client Responsibilities

1. As a client, I understand and agree that I am fully responsible for my physical, mental and emotional well-being during my coaching calls, including my choices and decisions. I am aware that I can choose to discontinue coaching at any time. Initial _____

2. I understand that “coaching” is a Professional-Client relationship I have with my coach that is designed to facilitate the creation/development of personal, educational, professional, or business goals and to develop and carry out a strategy/plan for achieving those goals. Initial _____

3. I understand that coaching is a comprehensive process that may involve all areas of my life, including work, finances, health, relationships, education, and recreation. I acknowledge that deciding how to handle these issues, incorporate coaching into those areas, and implement my choices is exclusively my responsibility. Initial _____

4. I understand that coaching does not involve the diagnosis or treatment of mental disorders as defined by the American Psychiatric Association. I understand that coaching is not a substitute for counseling, psychotherapy, psychoanalysis, mental health care or substance abuse treatment and I will not use it in place of any form of diagnosis, treatment, or therapy. Initial _____

5. I promise that if I am currently in therapy or otherwise under the care of a mental health professional, that I have consulted with the mental health care provider regarding the advisability of working with a coach and that this person is aware of my decision to proceed with the coaching relationship. Initial _____

6. I understand that information will be held as confidential unless I state otherwise, in writing, except as required by law. Initial _____

7. I understand that certain topics may be anonymously and hypothetically shared with other coaching professionals for training OR consultation purposes. Initial _____

8. I understand that coaching is not to be used as a substitute for professional advice by legal, medical, financial, business, spiritual or other qualified professionals. I will seek independent professional guidance for legal, medical, financial, business, spiritual or other matters. I understand that all decisions in these areas are exclusively mine and I acknowledge that my decisions and my actions regarding them are my sole responsibility. Initial _____

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Client Questionnaire

Rate how the following challenges are affecting your life (consider areas such as home, school, daily functioning, social life, and work). Rate on a scale of 1 (not an issue) to 10 (can't get any worse!—daily issue). On the line below the item, indicate examples of how this challenge affects you.

Symptom / Challenge	Rating
Difficulty paying attention	
Difficulty paying attention to detail (may be able to focus on the big pictures, but not the smaller parts)	
Often lose important items (keys, supplies, important papers)	
Easily distracted	
Forgetful (miss appointments, forget to do things)	
Impatient or impulsive (shout out answers, difficulty waiting your turn)	
Poor planning and time-management skills (run out of time to complete tasks, keep busy but don't seem to accomplish what needs to be done)	
Make careless errors	
Often feel overwhelmed and your brain locks down – you feel frozen	
Your physical environment is messy or cluttered	
You make bad decisions or fail to consider the consequences of your decisions	
Procrastination (you wait until the last minute to get things done)	

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How did you hear about us? _____

What do you hope to gain from the coaching relationship?

What is the most important thing in your life at this time?

What are your biggest challenge at this time?

What 3 changes do you most want to make in your life? (Think job/career, education, home, relationships/friendships, seeking your life purpose, dealing with change, moving forward in a particular area of your life...)

1. _____
2. _____
3. _____

How Do You Like to Learn?

- Visual – see the picture or color
- Tactile – touch
- Auditory - hear
- Verbal – speak aloud and free-associate
- Kinesthetic – moving and doing
- Cerebral – think about the big picture and make sense of the puzzle
- Intuitive – you just know

What do you do for fun?

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Release of Information Form

I, _____

Hereby authorize Ally Martin, ACG

To release the following:

Information that would serve in the best interest of myself my son/daughter, _____ ,

With regards to the work I/he/she has been doing with ADHD Coach Specialist, Ally Martin,

To:

Medical Provider Address: _____

Medical Provider Phone: _____

Name: _____

Signature: _____ Date: _____

If this form is not signed by the client, indicate your relationship to the client: _____