Welcome!

**Are you looking for change?** Do you desire greater rewards from your life? Do you have a dream for your life, but can’t find the courage, or the confidence to live that dream? Or worse, do you feel like your life is sometimes a “nightmare” and that you’re trapped in negative thoughts, feelings and behaviors? Perhaps you are plagued by addiction or *“Escapaholic”* tendencies. Maybe, you feel like a fake…on the one hand that you’ve got family, friends and co-workers who look up to you…and yet on the other hand, you have that “secret life” where you’re letting everyone down, especially yourself?

Have you struggled with your priorities and feel that you’re headed in the wrong direction? Is your work-life balance out of whack? Is your family becoming disconnected? Has your spouse turned into a roommate instead of a partner?

Then it’s time to step back and assess our lives and its direction. Everyone has great dreams for their lives but dreams can only be as great as we can imagine and actualize them. Often times in life, we forget how to imagine or we get “lost.” That’s where I come in. I will help you remember how to imagine. And together, we will discover, and focus on accomplishing your dreams. **We will form a powerful alliance and develop a strategy for your success.**

People often asked me “What is Coaching? What is a Strategist?” I define it as a partnership to help people get from where they are … to where they dream to be. It is built upon listening, empowerment, support, commitment, caring and ***action***. This package will begin to explain who I am, how we will build this great alliance and how to get started.

Please take time to complete the personal information and my Comfort Zone Challenge. These tools will allow me to become familiar with you and your dreams and allow for a strong start. I have included my Coaching Agreement which will help guide our relationship as your Life Coach/Strategist. I am excited about our potential alliance and believe we can discover greatness together.

Looking forward,

**Duvid Chaim**

***Life Coach & Strategist***

2b1 Institute

email: [duvidchaim@gmail.com](mailto:duvidchaim@gmail.com)

phone: US (214) 446-1819 IS (054) 318-0226

What is a Strategist?

A person skilled in planning and execution – which involves setting goals, recognizing the obstacles, determining the steps to achieve the goals, and mobilizing resources to execute the action plan.

What is Coaching?

To coach: to take a person from where they are … to where they want to go.

It’s that simple. Today, in practice, coaches partner with you (form an alliance) to:

* Clarify and Enlarge YOUR Vision
* Uncover and Discover YOUR Negative Thinking that holds YOU back
* Discover YOUR Dreams
* Establish YOUR Goals
* Define or Rearrange YOUR Priorities
* Develop YOUR Action Plans
* Chart YOUR Course to Personal & Professional Fulfillment
* Empower YOU
* Encourage YOU to Break Through Barriers.
* Defeat YOUR Bullies
* Achieve YOUR Dreams

As you can see from the points above, IT’S ALL ABOUT YOUR FULFILLMENT and ACTUALIZATION. Through weekly coaching and strategy sessions I will focus on you, and help you discover your dreams and unlock the greatness inside of you. I will listen, ask powerful questions, help you create new perspective and offer insight.

From these sessions you will develop and discover your dreams, and the obstacles between you and the great fulfillment in life as defined by you. I will help you develop a specific Action Plan, stay on track, create tools for success, encourage and empower you to achieve your dreams and help ***unlock the greatness in you!***

What coaching is not?

Coaching is not therapy, counseling or mentoring. Coaching is focused on your strengths - not your weakness and on the future - not the past. It is a commitment to forward thinking and forward actions.

Who Am I?

As your Life Coach & Strategist, I bring many qualifications to our alliance. I am a…

* Partner:

We will work together to discover, create and accomplish your mission, goals and dreams.

* Listener:

I will listen to you. I will hear what are saying and what you aren’t saying. I will encourage and motivate you.

* Perspective Shifter

I will help you see things from a different perspective. I will help you develop and stabilize the priorities for your life based upon your discovery of what you value.

* Dreamer

I will push you to dream and I mean big dreams, enlarging your vision to unlimited possibilities. We can all do so much more than we believe.

* Questioner

Questions are critical in helping you find your own way, to get to the heart of and unlock your passions.

* Comfort Zone Challenger

I will challenge you to step out of your comfort zone. Take some risks with yourself and push you to be bold.

* ***Strategist***

I will bring you the very latest ***Art & Science of Change.*** Today, we have such a complex understanding of the brain; so let’s utilize its ability to redirect its thoughts, feelings and behaviors. We will work together with ***Advanced Motivational Techniques*** to literally reprogram the mind for high performance and reaching your goals for personal transformation!!

My Qualifications

I have nearly three decades of experience after college in business and personal development. Since 2005, I have been involved in the “Recovery” Movement - leading Twelve Step Recovery Programs and working closely with men and women. I have extensive experience as a family and marriage coach, business leader and Executive Consultant. I have coached couples, families, individuals and companies. I am passionate, motivated, caring, easy to talk to, and honest. I believe in strong, focused priorities, personal fulfillment, the power of listening, the strength of relationships and the greatness in all of us.

My Areas of Specialty

As a Coach & Strategist, I specialize in the following areas:

* Lives that seem lost or out-of-control
* Work-Life Balance
* Creating and Organizing Priorities
* Dream Discovery
* Family/Spouse/Marriage/Recovery Coaching

Expectations

I commit to you that I will exceed your expectations in the areas of:

* Honesty
* Caring
* Confidentiality
* Respect
* Empowerment and Encouragement
* A Comfortable, Non-Judgmental Environment
* Punctuality

I expect you to commit to:

* Honesty
* Achieving Goals and Dreams
* Respecting Yourself
* Making Yourself a Priority
* Preparedness for our Sessions

My Personal Coaching Method will help you:

***UNCOVER ~ DISCOVER ~ RECOVER!***

***(I call it “UDR Freedom”)***

How to Discover YOUR Dreams through Coaching….

1. Believe in yourself and your greatness

Be your biggest fan. You have everything it takes. You can live a “High Performance” and enlightened life! Do it for you!

1. Be positive and embrace your uniqueness

We all have unique qualities that distinguish us from one another: however, few embrace these qualities and step out onto the ice and take a chance.

1. Enlarge your vision - Be a dreamer

Be prepared for your life to change. This requires changing “I can’t” into “I can!” Your dream will take work. It will require energy from you when you have it and when you don’t. I will support, encourage and inspire you to enlarge your vision.

1. Take time to prepare

* + Weekly Reports/E-mails to monitor for success
  + Assess your progress and your feelings about it
  + Reward yourself for success
  + Find time for reflection

1. Be honest with yourself and with me

We are a team working toward your personal fulfillment. Open and honest communication is the only way to get there. These are your sessions and your dreams. It’s all about you.

Policies and Procedures

Who do I Coach?

I only accept **committed** clients locally and globally, as long as we conduct our sessions in English and at a mutually agreeable time. I Coach individuals, couples and families. Most sessions are conducted via telephone or Skype. I also do face to face coaching.

Our Sessions…

2b1 Institute Coaching offers five (5) x 60 minute Coaching & Strategy sessions by telephone, Skype or face to face. The fifth week will be used for personal reflection and recharging. It is easiest if our sessions are conducted at the same time each week. Clients make arrangements to call me.

Your investment…

This is an opportunity to invest in yourself. Certainly, your biggest investment will be in the time you choose to spend to reach your goals. In addition, 2b1 Institute will send you an invoice for 5 Sessions to be paid prior to the first Session. Sessions are $150 - 5 Sessions are $750. (Clients thru GuardYourEyes are offered 5 Sessions at $625.)

Changes and Cancellations…

I commit to respect you and your time and expect the same from you. In the event that you need to change or cancel a scheduled session, I require 24-hour notice. In turn, I will extend the same courtesy to you, should I ever have to reschedule or change a session. It is also expected that we be prompt for our sessions. If I am late for a session, I will pro-rate the hour and refund the time lost. If you are unreasonably late for a session, the time lost will not be made up. If you miss a session completely without prior notice, that session will not be made up. Should I ever cancel a session, you will receive an additional session at no charge, in addition to re-scheduling the cancelled session.

Extra Calls…

I want to be available for you should you get “stuck” or are trying to break through an issue. I’ll do my best to be available. I ask that we keep these calls to 10 to 15 minutes. An e-mail is also accepted during these times.

I will try to respond within 24 hours. It’s a great way to announce wins and accomplishments between sessions or a needed word of encouragement.

Confidentiality…

Trust is essential in building this strong alliance. I guarantee that everything you share with me will remain in complete confidence. In the case that I would like to share your information with others, I would seek written permission from you. I do reserve the right to act if I feel for your safety or those around you are in jeopardy.

Referrals…

I love referrals. With the personal nature of this alliance, being referred is one of the greatest compliments I could receive from you. If you refer someone and they enter into a Coaching agreement, you will receive 10% discount off your next 5 sessions.

Coaching Agreement…

Our Coaching Agreement or contract is an “at-will” alliance and we both reserve the right to terminate this partnership at any time. All actions and decisions are yours and you alone are responsible for the results of these choices. As your Coach & Strategist, I will encourage, motivate, guide and help you achieve your successes. The real work is yours; how far you go and how fast you get there is up to you.

Please remember - I only work with Clients who are committed to their personal Recovery and Transformation. We can change the Universe...and it begins with YOU!

Clients are saying…

Hey Duvid Chaim,

*Making the commitment to invest in Duvid Chaim’s workshop was an important step forward for me that has helped to set me on a new path of hope.  Through the workshop and my relationship with Duvid Chaim, I began to understand my problem in a more realistic way, and I became more devoted to taking serious steps to get the help that I need.  Duvid Chaim’s experience and compassion allowed me to begin thinking, feeling and acting in better ways through my ups and downs, and gave me new ways to reach out for help when I was struggling.*

*Best wishes,*

Y----

Duvid Chaim

*This is to inform you that today, I ­­­\_\_\_\_\_\_\_.*

*This is a first in many weeks and months. I was very happy and felt accomplished by this unbelievable and awesome victory.*

*I thank you very much for your support and assistance towards me at all times and looking forward to continuing our partnership until many more victories and meaningful life.*

*With deep appreciation,*

A----

Thank you Duvid Chaim.

*I did gain a ton from talking with you and I learned a lot about myself.*

*The avodas hakodesh that you help people with is kadosh. It is tahor. I have no other words to explain it.*

*Thanks!*

A----

Shalom

*I wanted to follow up briefly, hopefully followed up by many other posts.  I have just been zocheh to finish the calls with Duvid Chaim, and my feelings of HaKaras HaTov are overwhelming. These calls have been transformative for me and solidified years of other growth , and I can only encourage others who are in need to join his Programs.  I have come to terms with my past, present and future in a broad sense that cannot be described briefly. And while the same thought patterns exist from before, they do not (with HaShem's help) overwhelm me and lead to a downward spiral anymore. Amazing, and something I could not imagine prior to the calls.*

H----

Personal Information

The following pages consist of personal questions designed to help me get acquainted with you. This information is confidential and for use in our alliance only. This information will not be shared or made public in any way. Please return these to me 24 hours prior to our session. You may e-mail them to me at duvidchaim@gmail.com

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Home Phone Number |  |
| Cell Phone Number |  |
| E-mail Address |  |
| Skype Address |  |
| Date of Birth |  |
| Occupation |  |
| Marital Status |  |
| Years Married  (If yes, number of years) |  |
| Spouse’s Name |  |
| Names and Ages of Children |  |

Comfort Zone Challenge

Too often, we exist and sometimes get trapped in an area known as the comfort zone. It’s an area where things are ok. They are not overly demanding or challenging. They are often boring and leave you longing for more; however, you feel safe in your comfort zone. We dream of great things, but are not willing to leave the safeness of our comfort zone to grow and expand. Every once in a while we get brave and consider leaving our comfort zone (changing careers, finding a new job, making an emotional commitment to something or someone). We step out, run into something difficult and retreat to our comfort zone. All the while we are getting nowhere.

A key role for me is to help you see the possibilities outside of this comfort zone. Stepping out of this comfort zone will help you grow and discover amazing things. We must recognize that your comfort zone touches the comfort zones of those around you and closest to you. When you shake up your comfort zone, you will inevitably shake up someone else’s.

The questions below are designed for you to describe yourself, your dreams and those around you. Please be honest in your answers. If you find that they are too difficult or personal, leave them blank and we can discuss them when you achieve comfort in our alliance.

1. My pain/suffering shows up as (please elaborate0:

* 1. Anger
  2. Fear
  3. Low Self-Esteem
  4. Other:

2. I “escape”/medicate myself by Acting Out in the following ways:

3. My experience with Recovery or Therapy or Coaching is (include dates and go up to “present” - share your success or lack of):

4. My GOALS for these Coaching Sessions are:

5. What do you expect to receive from me?

6. What are you passionate about?

7. What in life makes brings you satisfaction?

8. Tell me about a time when you were courageous.

9. Who are the most important people in your life?

10. Who are your biggest fans?

11. Who are your biggest bullies (invalidators)?

12. What are the top five frustrations in your life?

13. What are some things in your life that you **should** be doing?

14. Do you have a dream? If so, what is it?

15. If you had a magic wand and three wishes, what personal things would you wish for (for yourself, family, future…..)?

16. What resources do you have that will assist you in accomplishing your goals?

17. What will you do when you achieve your dreams or goals?

**Are you ready to be coached?**

## Circle yes or no

I am ready to do whatever it takes to reach my goals? **Yes No**

I am willing to listen to the viewpoint of someone else? **Yes No**

I am willing to invest in myself? **Yes No**

I am willing to get out of my comfort zone and try new things? **Yes No**

I am willing to make the commitment necessary to make

the changes I am seeking? **Yes No**

I am willing to commit to the process, knowing that change

doesn’t happen over night. **Yes No**

I am willing to ask for support and accept the support I receive? **Yes No**

I am willing to stop tolerating? **Yes No**

I am ready to invest in myself? **Yes No**

I am ready to put myself first in my life and work? **Yes No**

Give yourself one point for every yes you circled and 0 point for every no you circled. Tally up the number of yes’s and then the number of no’s.

If you scored:

**8-10 points** You are ready to make the investment and hire a coach. Your commitment level is high and you will achieve much from working with a coach.

**5-7 points.** You are almost there. During your trial session, work with a coach on areas that are getting in your way. Ask the coach to support you in removing those blocks so you can move forward and begin to create the change you want in your life.

**0-4 points.** Most likely you are not ready to hire a coach. During your trial suggestion as the coach for suggestions on what you could do to prepare yourself to begin the process of change.

Investment in yourself…

I agree to pay in advance the $750 (or $625 - GYE) fee for the 5 Coaching Sessions package. My payment demonstrates my personal commitment to my healing. Any alteration to these arrangements will be discussed with my Coach.

Payments can be made via cash check, bank transfer or PayPal. If I decide to terminate the coaching relationship, my payment for any unused session will be refunded – less 25% within 30 days.

Confidentiality

Without my permission and to the extent permitted by law, my Coach will not reveal to anyone our coaching relationship, whether or not it is ongoing.

My Coach regards any information, thoughts, and ideas I share during a session as confidential. I am aware that my Coach honors our coaching relationship by not giving my name and any information I share to anyone, for any purpose, without my authorization.

I agree that certain topics may be anonymously and hypothetically shared with other coaching professionals for training or consultation purposes.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client’s Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Client

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

If you complete these pages on your computer, please email them back to [duvidchaim@gmail.com](mailto:duvidchaim@gmail.com). If you prepared it by hand, then Scan and email them back to me.

Wire Instructions to Bank of America:

BoA Routing Number: 111000025 - BoA Acct no: 488005218590

Account Holder: David Hoffman 6531 Dykes Way Dallas, TX 75230

(214) 446-1819 / Email - david.h.hoffman@gmail.com