



# BetterBalance Coaching™



Coaching for professionals who want more from life and work

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## Time Management Coaching Information Pack

Welcome and thank you for requesting this information. There is one important question to keep with you as you read this. What will you do with more time? I know from experience that coaching works brilliantly for people so this is an important question. If you choose to go ahead with this opportunity, and I really hope you do, then **you will have more time**. When I ask people about this typically they say things like, with more time “I would be more effective at work” or “I would get more of the important things done” or “I would be less stressed” or “I would have more time for **ME**” or “I would get a better life work balance” or “I would spend more time marketing my business” or “I would be making more money” or “I would have more time for my personal growth”. So what is it for you? What could you achieve if you had more time?

### What makes this different for you?

Firstly you have my personal guarantee that this will work for you; secondly this is individually tailored to what you want and comes to you (no travelling is involved); and thirdly you get excellent one to one coaching with an ICF Credentialed Coach combined with specially designed tutorials that are unique and available only through Better Balance Coaching.

### So how do you gain and what do you get?

Put simply the result is that you gain more time, more time to spend on the important things in your life and work. Now as you start to imagine what that might feel like you may also be wondering how this is possible. Time Management Coaching will work for you because with this assistance you will discover the answers that allow you to gain more control of your time. More control means more choice and you can learn how to make better choices with your time and also have the benefit of receiving important information that most other people simply don't know about (they haven't taken the time to find out!)

You get four excellent coaching sessions and four unique and powerful tutorials plus you don't have to go anywhere! Because you are eligible for the special introductory offer you get all this for just £94, now will you spend £94 to have more time?

### You've got to be serious! *(and have a sense of humour)*

Now I'm guessing that you are an individual who is serious about getting the results you want and that you will take action without procrastinating, that's right isn't it? That's great because I would love to work with you if you are serious about getting what you want especially if you also have a sense of humour. So please study this information pack, make your decision, you either want to do this or you don't! Then act on your decision without putting things off. I ask you to do this in the best interests of you managing your time well. Procrastination is the scourge of getting things done and limits what you can achieve, so delays in decision making simply wastes your time and mine for that matter! Now that wouldn't be good Time Management would it?

For free tips and guides, visit [www.betterbalance.co.uk](http://www.betterbalance.co.uk)

**You can feel good, achieve more and look after yourself better with EXPERT Coaching that is GUARANTEED and AFFORDABLE with Jeff Gill BSc. NLPC. IC FCC.**

Health ● Wellbeing ● Career ● Work ● Relationships ● Money ● Wealth

**Call now to arrange your FREE Better Balance Coaching Session 01326 374114**



## Time Management Coaching Information Pack

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Now here is something amazing, as you go on to read this information pack you will be investigating an opportunity that will enable you to discover ways of becoming more effective with your time that other people just don't know about! And the irony of it is that in spite of them wanting to become better at managing their time they just don't take the time to find out how!

But you are different, you have already proved that you are serious about taking action to be more in control of your time and wanting to do this with greater ease and elegance, as you do so you will be setting yourself apart from most other professionals and demonstrating a style of self-leadership that others will want to emulate. One of the hall marks of the most successful entrepreneurs is their ability to manage their time extremely well and get incredible results in short amounts of time.

I do want the information in this pack to be enough for you to take the next step and book your 'one month' time management coaching programme. You won't be disappointed and I'm really looking forward to working with you!

Jeff Gill ICF Credentialed Coach

***PS. What would you give to have more time? I've asked many people this question and they all thought the introductory offer of just £94 for this opportunity was amazingly good value, especially as its guaranteed!***



## Who is time management coaching for?

This coaching is for professionals who want more from life and work. You will already be successful and maybe outstanding in many areas and right now have realised that you want further assistance to progress with this one area involving Time! Perhaps you are an entrepreneur, a business leader, a head teacher, a manager, a doctor, a solicitor or another busy professional. You will already know that you have a wonderful ability to juggle and keep all the balls in the air (most of the time anyway!), but you will also have recognised that you could possibly do this better and perhaps want to manage your time with greater ease and elegance. You know that improving your ability to manage your time will be hugely rewarding in many different ways, perhaps by enabling you to keep even greater focus on the most important things in your work and life or by helping to increase your effectiveness, or by you gaining a better life/work balance or even by improving your health and wellbeing. You are great at getting things done and are willing to explore different ways of continuing your development because you know in spite of where you are now and what you have achieved that there is still more to come. You know from friends or colleagues that coaching is a powerful way of helping people to reach more of their potential and that at this moment improving your time management is important to you to realise more of yours. You also hate wasting your time and so one reason you maybe attracted to this coaching offer is that it is incredibly time effective because there is no travelling and there are no lengthy courses involved. In fact coaching sessions are short and highly focused appointments that cut to the chase and get the results you want. Coaching appointments are arranged at your convenience to fit with your plans.

## How will you gain from time management coaching

Coaching will help you to discover and apply new time management strategies, it will stretch you to create your own solutions and then use them to gain better control of your time and to use your time more wisely. Coaching will support you in maintaining the commitment to turn your thoughts into actions and to follow through consistently with new habits to prioritise more effectively and to get more of the important things done. New habits may involve exploring areas like setting firmer boundaries to encourage others to show greater respect for your time and space, or perhaps in you exercising greater self-discipline to how you plan and organise your day or maybe considering some new ground rules to how you choose whether to say Yes or No to requests from others. What ever new strategies and habits you choose to adopt the end result will be that you are in more control of your time. You can begin to imagine what this may feel like and how things may be different in the future as you manage your time better.

So here's the deal. Right now for just £94 you can have more time. And that's guaranteed!

If you wish the ongoing coaching partnership can also enable you to address wider issues related to time such as life/work balance, equally you may choose to expand the coaching agenda to bring in other areas that are important to you like leadership and people skills, strategic thinking and decision making, marketing yourself and your business, health and wellbeing or relationships.



## How does your time management coaching programme work

- On receipt of your booking we will confirm your place and schedule your four thirty minute coaching appointments at weekly intervals. The schedule will be arranged on days and at times to suit you. It is then your responsibility to phone your coach at the times agreed.
- Before your first appointment we will send you two thought provoking self-assessment tools to help you identify clear objectives related to improving time management. At this point you may even like to take a look at pages 7, 8 and 9 of this pack where there are two of the original time management pieces from Stephen Covey which have been around for ages and have stood the test of time! Examining these can be a helpful way of reflecting on your attitudes/beliefs towards time and also to take stock of some of your current habits linked to how you use time.
- During each of your appointments your coach will give you excellent coaching to help you to expand your thinking, become clearer about what you want and work out how to achieve that by devising your own solutions involving new strategies and plans. Your coach will encourage you to design actions and set goals for the future then follow up with you on your actions and support your progress. Coaching is not about telling you what to do because it believes completely in your potential and your resources to create your own solutions. The coaching partnership will stretch and support you to achieve what may sometimes seem impossible.
- Following each of your appointments we will email you to confirm your next appointment and send your tutorials (one a week). There are four tutorials in total and each consists of a powerful time management strategy combined with exercises and work sheets that enable you to adapt and apply the strategy to your own work and life. The tutorials have been developed by BetterBalance exclusively for your time management coaching and the strategies are different, in fact quite unique and most people don't even know about them.

Following completion of your one month time management coaching programme you may choose to continue working with your coach to realise even more benefits in your life and work. Should you choose to do this you will be eligible for a special ongoing coaching rate to make this both highly affordable and an incredibly valuable personal development solution.

### Typical questions

People often seem to ask me two typical questions about coaching, the first is about telephone coaching. I coach both face to face and by phone, I can assure you that both are equally effective and enjoyable, this is mirrored by the experiences of thousands of coaches and their clients across the world. Telephone coaching is becoming increasingly popular for busy people because it is so time effective, it reduces costs, it is more flexible (no meeting rooms) and because there is no travel - better for our planet! The second question relates to time, and is about the length of appointments. Coaching appointments are short because excellent coaching is highly focused and gets to the point. In the wider interests of effective time management the very art of coaching proves to you that you can achieve incredible results in short amounts of time – what else would you really expect from Time Management Coaching.

### Guarantee

Your coaching programme is supported with my personal money back guarantee. See the explanation of how your guarantee works at the end of this pack.



## What are the benefits of hiring a coach?

Individuals who engage in a coaching relationship can expect to experience fresh perspectives on personal challenges and opportunities, enhance thinking and decision making skills, improve interpersonal effectiveness and increase confidence in carrying out their chosen work and life roles. Consistent with a commitment to enhancing their personal effectiveness, they can also expect to see appreciable results in the areas of productivity, personal satisfaction with life and work, and the achievement of personally relevant goals. Many businesses have increasingly turned to coaching to help meet the variety of challenges that face today's managers and executives. Coaches assist individuals within an organization, as well as entire organizations, to achieve increased performance, improve retention and morale and develop greater employee commitment through helping individual employees find greater satisfaction in their roles.

## What is Coaching?

Coaching is partnering with clients in a thought-provoking and creative process that inspires them to maximize their personal and professional potential. The most important thing to look for in selecting a coach is someone with whom you feel you can easily relate to and create the most powerful partnership.

## What is the International Coach Federation?

Founded in 1995, the International Coach Federation (ICF) is the leading global organization dedicated to advancing the coaching profession by setting high standards, providing independent certification, and building a worldwide network of credentialed coaches. With more than 11,500 professional personal and business coaches representing over 80 countries, the ICF is the voice of the coaching profession.

## What is an ICF Credentialed Coach?

A coach who has been credentialed by the International Coach Federation has completed stringent education and experience requirements and has demonstrated a strong commitment to excellence in coaching. Coaches who have been credentialed by the ICF have received approved coach-specific training, achieved a designated number of experience hours, been coached by a mentor coach and been assessed in real coaching situations where they have demonstrated competence in the ICF eleven core competencies.

## Why Choose an ICF Credentialed Coach?

The International Coach Federation's rapid expansion indicates worldwide recognition of the value of ICF credentialed coaches. Why choose a coach and have to wonder about their qualifications? When you choose an ICF credentialed coach, you can enter the coaching relationship with peace of mind. For more information on the International Coach Federation or to search for an ICF credentialed coach, visit [www.coachfederation.org](http://www.coachfederation.org).



## What people are saying about how coaching with Jeff has helped them ....

*"Jeff helped me to transform my personal life and the prospects for my company and its employees. Through coaching I am now making better use of my time with greater focus on priorities, for the benefit of all concerned".* **Tim Light. Managing Director. King Harry Ferry Co.**

*"Jeff's Coaching has enabled me to establish a healthier relationship with my work, knowing how to set boundaries and priorities and to evaluate my progress. I have achieved the balance I want in my family and professional life".* **Dr. Will Medd. Lancaster University.**

*"The simple but not always obvious will add tens of thousands of pounds to my effectiveness in the business, for this I sincerely thank Jeff's coaching".* **Phil Ugalde. Managing Director. Proper Cornish Ltd.**

*"I have certainly enjoyed this coaching and found it an extremely worthwhile experience and feel that I am better equipped to deal and look at things in a different way. I am delighted that with Jeff, I challenged myself to make significant progress to help the business and in turn to provide the quality family time at home. If like me, the thought of coaching is scary - then give it a go, you'll be pleasantly surprised".* **Greg Henry. General Manager. Falmouth Hotel.**

*"Jeff has really helped me to take control of the issues that affect how I work and manage my time. I was unsure at first as to how coaching could help me, but the time I spend with him is really important, and has translated into radical improvements in many aspects of my professional life."* **Tim Burley. Director. Red Rocket.**

*Jeff Gill has proved to be a highly effective coach for myself and colleagues at Pencalenick. He has had a very positive impact on life work balance by enabling individuals to use strategies that have helped them to address a wide range of personal and professional issues. Jeff draws upon a wealth of sound practice and has a style that engages and stimulates colleagues; leaving them revitalized and better able to manage their future.* **Andy Barnett. Head Teacher. Pencalenick School.**

*"I was the classic SME owner, spending too much time on the coal face and not enough time stepping back and looking at the big picture. My coaching with Jeff has changed all that and also brought me a host of other benefits. I was immediately taken by his warmth and I have gained from coaching in my private life just as much as my business one.* **Peter Fraser. MD. Harbour Lights.**

*"Thank you for your well timed coaching Jeff; I am now making progress and feel more confident out of my comfort zone. The timing has been superb, as this ties in so well with what I need to do for my NPQH at a time when I am leading the school in an area of the curriculum. I have noticed a great change in our working relationship within the LMT and feel you have been directly responsible for this, the school feels more at ease and perhaps more ready to view the challenges of an inspection as an opportunity".* **Rachel Heffer. Deputy Head Teacher. Kea School.**



## Covey's Urgency Index

In the famous book "Putting first things first" Covey and Merrill present the Urgency Index.....try it out now. Circle the number in the box that most closely represents your normal behaviours or attitudes regarding the statements on the left.

**0 = Never**

**2 = Sometimes**

**4 = Always**

- |  |           |
|--|-----------|
| 1. I seem to do my best work when I'm under pressure.  | 0 1 2 3 4 |
| 2. I often blame the rush and press of external things for my failure to spend deep , introspective time with myself.      | 0 1 2 3 4 |
| 3. I'm often frustrated by the slowness of people and things around me. I hate to wait or stand in line.                   | 0 1 2 3 4 |
| 4. I feel guilty when I take time off work.  | 0 1 2 3 4 |
| 5. I always seem to be rushing between places and events   | 0 1 2 3 4 |
| 6. I frequently find myself pushing people away so that I can finish a project.  | 0 1 2 3 4 |
| 7. I feel anxious when I'm out of touch with work for more than a few minutes.   | 0 1 2 3 4 |
| 8. I'm often preoccupied with one thing when I'm doing something else.   | 0 1 2 3 4 |
| 9. I'm at my best when I'm handling a crisis situation.  | 0 1 2 3 4 |
| 10. The adrenaline rush from a new crisis seems more satisfying to me than the steady accomplishment of long-term results. | 0 1 2 3 4 |
| 11. I often give up quality time with important people in my life to handle a crisis.                                      | 0 1 2 3 4 |
| 12. I assume people will naturally understand if I have to disappoint them or let things go in order to handle a crisis.   | 0 1 2 3 4 |
| 13. I rely on solving some crisis to give my day a sense of meaning and purpose.   | 0 1 2 3 4 |
| 14. I often eat lunch or other meals while I work.   | 0 1 2 3 4 |
| 15. I keep thinking that someday I'll be able to do what I really want to do.  | 0 1 2 3 4 |
| 16. A huge stack in my 'out' basket at the end of the day makes me feel like I've really been productive.                  | 0 1 2 3 4 |

**MY URGENCY INDEX TOTAL =**

Low urgency mindset 0 - 25  
 Strong urgency mindset 26-45  
 46+ Urgency addiction



**Time Management Matrix** (from Stephen Covey)

|               | Urgent   | Not Urgent  |
|---------------|--|---|
| Important     | <p><b>1</b></p> <p><u>Activities</u><br/>                     Crises<br/>                     Pressing problems<br/>                     Dead-line driven projects</p>   | <p><b>2</b></p> <p><u>Activities</u><br/>                     Prevention<br/>                     PC activities<br/>                     Relationship building<br/>                     Recognising new opportunities<br/>                     Planning<br/>                     Recreation</p> |
| Not Important | <p><b>3</b></p> <p><u>Activities</u><br/>                     Interruptions<br/>                     Some calls<br/>                     Some mail, some reports<br/>                     Some meetings<br/>                     Proximate, pressing matters<br/>                     Popular activities</p> | <p><b>4</b></p> <p><u>Activities</u><br/>                     Trivia, busy work<br/>                     Some mail<br/>                     Some phone calls<br/>                     Time wasters<br/>                     Pleasant activities</p>   |

|               | Urgent   | Not Urgent   |
|---------------|--|--|
| Important     | <p><b>1</b></p> <p><u>Results</u><br/>                     Stress<br/>                     Burn out<br/>                     Crisis management<br/>                     Always putting out fires</p>   | <p><b>2</b></p> <p><u>Results</u><br/>                     Vision, perspective<br/>                     Balance<br/>                     Discipline<br/>                     Control<br/>                     Few crises</p> |
| Not Important | <p><b>3</b></p> <p><u>Results</u><br/>                     Short term focus<br/>                     Crisis management<br/>                     Reputation<br/>                     See goals and plans as worthless<br/>                     Feel victimised, out of control<br/>                     Shallow or broken relationships</p> | <p><b>4</b></p> <p><u>Results</u><br/>                     Total irresponsibility<br/>                     Fired from jobs<br/>                     Dependant on others</p>  |



Urgent things act on us (usually are visible) while important things have to do with results (expectation and realisation). Urgent is reactive while Important requires a pro-active approach.

People operating predominantly in Quadrant 1 can literally be 'beaten up' by their problems, all day and every day. Their only relief is often to escape to the non-urgent and not important activities of Quadrant 4. Other people spend a great deal of time in Quadrant 3, urgent but not important. Because they spend their time reacting to things that are urgent they often assume they are also important. But the reality is that the urgency of these matters is often based on the priorities and expectations of others.

How much time do you spend in each Quadrant? Consider what adjustments it may be useful for you to make.

Coaching is an incredibly powerful way of assisting you to gain a better balance with how you spend your time in each of the quadrants. One thing that people often say about coaching is how it helps them to strengthen their motivation and to find the courage and commitment to turn their thoughts to action. Often we know it but just don't do it! Time management is a one example of where many people know what to do but just don't follow through.



## Inspiration

Time is a unique commodity, for in spite of the wonders of modern science, it is one thing over which we have no control. We cannot store it, slow it down or speed it up, buy it, sell it, stop it or suspend it (and we can't rewind the clock!). Yet it is probably our most important commodity, particularly in the form of man made time as represented by the clock or watch. So what is time? It is a measure of existence or duration and in the context of time management is the commodity we use to measure how we have chosen to occupy ourselves.

It is not time, however, that we need to manage but the choices we make about how we occupy ourselves. However, human beings are not designed to automatically cope well with the demands made of them in the modern world. The end result is that in trying to cope they find they have insufficient time available to achieve everything that is competing for their attention.

The secret therefore lies in how we choose to occupy ourselves, keeping the most important tasks as the focus of our attentions and energies. If we do this we will always manage to keep ourselves involved in the most efficient manner, which may be different to the most active manner! Only we can control our activities through the choices we make and it is therefore a truism that each of us is solely responsible for our individual effectiveness. We are all responsible for our own results and must take full responsibility for those that we produce, rather than choosing to blame some outside influence or someone else for our misfortunes.

### Take Time

Take time to work, it is the price of success

Take time to think, it is the source of strength

Take time to play, it is the secret of youth

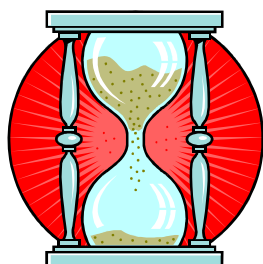
Take time to read, it is the seed of wisdom

Take time to be friendly, it brings happiness

Take time to dream, it carries you to the stars

Take time to love, it is the joy of life

Take time to be content, it is the music of the soul





Here are just some of the reasons to keep learning and taking opportunities like this to further your personal development:

**“We do what we know until we know better”**

**“My interest is in the future,  
I’m going to spend the rest of my life in it”**

**“The mind stretched to a new idea  
never goes back to its original dimensions”**

**“The brighter you are the more you have to learn”**

**“The road to success is always under construction”**

**“Turtles live for over one hundred years inside their shells but to  
move forwards they have to stick their necks out”**

**“God, give as the grace to accept with serenity the things that cannot  
be changed , courage to change the things that should be changed,  
and the wisdom to distinguish one from the other”**

**“Change and pain are part of life , but suffering is optional”**

**“Always have a dream beyond the dream you are living”**

**“Success is the peace of mind  
that comes from knowing you did your best”**

**“We become what we think about”**



## What next?

I really want you to take the next step and give yourself this amazing opportunity of participating in this time management coaching programme. I know you have so much to gain from coaching and also that others have already found this so worthwhile that I am giving you my personal money back guarantee that this will be incredibly worthwhile for you (see details in the booking information)

You have responded to the introductory offer and your enquiry is logged so that we know you are eligible for the special rate of just £94 for the four coaching sessions plus complimentary set of four tutorials. What would you give to have more time? Make a decision, don't procrastinate, your introductory offer is held for five working days from receipt of this pack.

On the next page is a booking form, simply print out the page, complete the form and post it to Better Balance Coaching. Alternatively if you prefer we have also sent you a separate attachment as a word document which can be completed and emailed to:

[info@betterbalance.co.uk](mailto:info@betterbalance.co.uk)

We will contact you by email within 24 hours to confirm your booking and schedule your appointments.



## Better Balance Time Management Coaching Booking Form

**Post to:** Better Balance Coaching, JR SeaChanges Associates, 1 Orchard Cottages,  
Kersey Road, Flushing, Falmouth, Cornwall TR11 5TR

To book your time management coaching programme please print out this page, complete it and send to the address above. We will contact you by email within 24 hours to confirm your booking and schedule appointments. Please read the booking conditions which are on the next page.

Name: \_\_\_\_\_ Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

You can pay either by cheque; debit / credit card or your organisation can pay on invoice. Please note that payments must be received before your first coaching appointment.

I enclose cheque payable to JR SeaChanges for £

**Or** please take payment of £ \_\_\_\_\_ from my debit or credit card by secure transaction. Card details:

Card Type: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiry date: \_\_\_\_\_

Card three digit security code: \_\_\_\_\_

**Or** please invoice to (Organisation name and address)

Preferred starting date: \_\_\_\_\_

Preferred days and times for telephone coaching appointments: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Booking conditions

1. Your booking is deemed confirmed once appointments have been agreed and scheduled. At this point you are eligible for the agreed fee.
2. Appointment(s) that are not kept by you are deemed as having been taken and the appointment(s) lost (see below). Fees are not refundable.
3. If it is essential for you to reschedule an appointment then this must be done with the minimum of 48 hours notice. If at least 48 hours notice is given we will re-schedule your appointment at no further cost to you. If less than 48 hours notice is given then condition number 2 will apply.
4. In the unlikely event that we are unable to keep your appointment we will either offer you a suitable alternative or offer you a pro-rata refund for that appointment.

## Your BetterBalance Coaching Guarantee

At the end of each appointment your coach will ask if you are satisfied with the coaching you are receiving. If for any reason you are not satisfied then your money will be refunded on a pro-rata basis for the session you have just had plus any remaining sessions if you choose not to continue.

## Confidentiality

The content of coaching sessions is confidential and will not be discussed or disclosed to any other party.

## International Coach Federation log and supervision

All ICF Coaches are supervised and checked by the ICF on an ongoing basis. Jeff Gill will add your name and email address to his coaching log and you may be contacted by the ICF requesting feedback on his coaching competence. The content of coaching sessions are never disclosed to the ICF nor discussed when ICF coach supervisors request feedback (see confidentiality above). To contact the ICF for further information, offer feedback or make a complaint go to <http://www.coachfederation.org/ICF/>

## Tutorials

The four tutorials provided to you are protected by copy right and are the intellectual property rights of Jeff Gill. This material is solely for your own use and may not be copied or distributed to others without the express written permission of the author.