Graphical user interface

Description automatically generated

**Re-Sign Templates**

**Template to Schedule Next Steps Call with Client at End of their Program**

Hi <NAME>,

It has been such a joy working with you over the last <X> months and witnessing all of your growth and progress. I am so excited by all you’ve created so far, and all that is next for you.

I wanted to reach out to schedule a special complimentary 40-minute Celebrations and Next Steps call. On this call, we’ll have special time together to reflect on your progress, celebrate your successes, see what you want to create next for yourself, outline a plan for how to powerfully move forward, and talk about how <BUSINESS NAME> might be able to continue to provide support for you on your journey.

Let’s schedule a call for the end of <MONTH>. You can use this link to find a good time on my calendar:

<INSERT SCHEDULING LINK>

I can’t wait to connect for this special call.

My best,

<COACH NAME and SIGNATURE>

**Template to send *after* Next Steps Call is scheduled with Prep Q’s for the call**

Hi <NAME>,

I’m so looking forward to our Next Steps Call scheduled for <DATE and TIME>!

In preparation for the call, please send me your responses to these questions at least 24 hours before the call:

1. Make a list of all wins, celebrations, forward movement – big and small, inner and outer – from the last <X> months. Don’t be shy here. Think about where you were in <FIRST MONTH OF PROGRAM>, and where you are now, and what has changed for you.
2. What do you see for yourself in the future? What do you desire most?
3. What is the best support you sense you could receive from <BUSINESS NAME> with your future vision?

I’m so looking forward to celebrating together!

Thanks!

<COACH NAME and SIGNATURE>