



## Life Coaching Agreement

Both parties agree to the following Life Coaching Agreement (“Agreement”):

**Name of Client:** \_\_\_\_\_

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

**Date and Time:** \_\_\_\_\_

**Name of Life Coach:** Dr. Daniel M. Williams, M.D., P.A.

**Signature:**  MD, PA

**Date and Time:** 2/24/2025, 3:28PM CST

Coaching involves a cooperative process where the Client and Coach maintain an ongoing relationship. Through coaching, the Client is supported in developing new behaviors. This collaborative coaching relationship focuses on strengths and looking forward. Together, the Client and Coach create and put into action a coaching plan to help the Client achieve their goals.



The Client and Coach are committed to being fully engaged in the coaching experience. It's essential for the Client to understand that coaching is distinct from therapy, counseling, or consulting. Life Coaching can be a good compliment to traditional psychotherapy. This is not psychotherapy. Psychotherapy is recommended in cases of any unstable mental illness diagnoses.

**Confidentiality:** Our [Privacy Policy](#) is a key concern. Here is the Mindshift Care has partnered with [SimplePractice](#) in order to bring you HIPAA-compliant, secure communications with your Life Coach. It comes with an [app and full support](#). The Coach commits to keeping all conversations and information with the Client confidential, as allowed by the law. No personal information will be disclosed to anyone without the explicit permission of the Client. Exceptions could be made if there is an immediate threat of serious harm to the Client or others as defined by law.

**Commitment:** When entering this coaching relationship, both the Client and Coach acknowledge that the Client aims to make changes in their behavior or improve their life in some way. Such changes may require time to implement and sustain. The speed of change varies among individuals. Therefore, the Client and Coach agree to a minimum 3-month coaching commitment.

**Services Offered:** The services provided by the Life Coach include coaching and virtual coaching, which we'll design together with you, the Client. We'll begin with an initial assessment to gain valuable insights that will guide our coaching relationship. This assessment helps us understand your behaviors, explore new possibilities, and establish a baseline of information about you.

**Coaching Fees:** The current fees are updated here: [Professional Services Fee Schedule](#).



**Client and Life Coach Relationship:** Both parties recognize that the Client-Life Coach relationship is a partnership or alliance, not a legal relationship. The Client understands that the services provided by the Life Coach can cover various aspects of their personal life, such as life, relationships, career, education, recreation, fitness, and finances. It's ultimately up to the Client to decide how they want to apply the Life Coach's services, techniques, and advice to their life.

The Client acknowledges that Life Coach services are not a substitute for therapy and do not diagnose, cure, prevent, or treat mental diseases or disorders.

The Client acknowledges that coaching is not intended to diagnose or treat any physical or mental illness or to be construed as legal, financial, or medical advice.

The Client acknowledges that coaching is a collaborative process and that while the Coach will provide support, guidance, and expertise, no specific results or outcomes can be guaranteed.

**Duties and Responsibilities:** The Life Coach and Client agree to fulfill their respective obligations under this Life Coaching Contract, which are crucial for a successful Client-Life Coach relationship. The Life Coach commits to maintaining the ethical standards.



The Client agrees to maintain effective and reasonable communication with the Life Coach, provide honest feedback, and fully engage in the Life Coach's program and services.

**Cancellation Policy:** If the Client needs to cancel a scheduled Life Coach Session, a 72-hour notice is required through the [app or client portal](#). No-shows and late cancelations still get billed for the full amount.

Canceling more than 3 consecutive Sessions or more than 4 total scheduled sessions without prior consent from the Life Coach will be considered a significant breach.

**Term and Termination:** This Life Coaching Contract can be terminated by mutual agreement between the Life Coach and the Client at any time.

The contract is effective from the starting date and will continue until either party gives 7 business days' written notice. The Client understands that the Life Coach can terminate the agreement if the Client fails to pay for the services provided or breaches any significant provisions listed in this contract. The Client agrees to settle any outstanding balances within 3 days of termination.



**Confidentiality:** All parties in this Contract, including any attached documents, are considered confidential. The Life Coach and the Client cannot share information related to this Contract and the Services it represents. Sharing such information would be a significant breach of this Life Coaching Contract and may lead to further actions by the harmed party. For this reason, Mindshift Care uses [SimplePractice](#) for secure, HIPAA-compliant communications. You can upload documents there securely and download from my library.

**Limited Liability:** The Life Coach cannot guarantee any specific results, and they are not responsible for any special, direct, or consequential damages. Regardless of any damages the Client may experience, the most the Life Coach is responsible for under this Contract is the amount the Client paid for the Services throughout the Contract, including the termination date. The Client understands that the Life Coach is not responsible for any actions or inactions or for any indirect or direct results of the Services provided.

**Dispute Resolution and Governing Law:** If there's a disagreement, the parties will try to resolve it through negotiations first. If that doesn't work, they hereby agree to choose mediation or binding arbitration in a location agreed determined by Mindshift Care's counsel at the time of the disagreement. If none of these options are chosen and legal action is necessary, the Contract will be interpreted according to the laws of Texas, and the dispute will be resolved in a court in that state.

**Severability:** If one part of this Contract is found to be invalid or unenforceable in one place, it doesn't affect the rest of the Contract or make it invalid in other places.



**No Waiver:** If one party doesn't enforce one part of the Contract, it doesn't mean they can't enforce it later or any other part of the Contract.

**Counterparts:** This Contract can be signed in multiple copies, and they are all considered one agreement. An electronically delivered and signed copy is just as valid as a physical one.

**Electronic Signatures:** When you sign this Agreement and other related documents electronically, it's just as valid as using a pen on paper. So, treat electronic signatures like you would treat written signatures.

**Captions for Convenience:** The titles or headings you see in this document are there for convenience and reference. They don't change or limit the actual content in the Agreement.