

## **Congratulations! You've scheduled your initial consultation.**

I want you to know that working together remotely is just as effective as an in-person visit. The beneficial effects are achieved through words alone, consequently there is no difference between working in person or via video. There are many benefits to doing online sessions:

- *Greater confidentiality*
- *Saves travel time*
- *Your familiar home environment provides you with a safe, comfortable space*
- *Weather won't matter*
- *You can have sessions no matter where you are - home, office, out of your town*
- *In a healthy environment of your own control*

In order to make the most of our sessions and create the most favorable environment, please be sure you read the instructions below and follow the steps necessary prior to each session. I prefer you use a laptop, desk top or tablet, as they provide a better video experience than a cell phone.

### **Prepare for your Initial Consultation:**

All of the paperwork you need for your [initial consultation](#) is online. Simply

- Read the Welcome letter and the Client Bill of Rights
- Fill out and submit the Client Questionnaire

We cannot have a consultation if this paperwork isn't completed.

### **Two easy steps:**

- 1) About 10 minutes prior to our session, click the your personalized Zoom Link and enter the password you received when you made your appointment. Arrive early because sometimes zoom picks the most unusual times to download an update. You can also test your audio to make sure everything is working. I'll be with you asap. If I've run a few minutes over with my last client, don't worry, you'll get your fully allotted time! If you are experiencing difficulties, respond to the email I sent you. If you are not logged in, I'll check my email to see if you've sent one or I'll call you.
- 2) Make sure your computer is not set to go to sleep and that it is fully charged or plugged in.

That's it! For some more technical tips, see the section at the bottom of the page.

### **Prepare for your session**

Log in with the new link and password I send you, just like you did for your initial consultation. For your regular sessions you'll prepare a bit differently:

- 1) Choose a comfortable chair or place to lean back and relax. (preferably not a bed)
- 2) Having support for your head may make you more comfortable.
- 3) You might like to have a blanket over your legs and lap.
- 4) Make sure that you will not be interrupted by people, pets or phones for the entire length of your session. A private area with a closed door will make you feel more comfortable.
- 5) Minimize noise - No dishwasher or washing machine, TV or radio.
- 6) Have a place for your laptop or tablet that is not your lap. I will need to see your body from the waist up.

- 7) Earbuds or headphones will **greatly enhance** the quality of your experience.
- 8) Remove your Apple watch, Fitbit, etc so you aren't disturbed by vibrations.
- 9) Please be sure to allow yourself some time after the visit to take a break before heading back to business as usual.
- 10) Have a notepad and pen at hand.

Set your sights on your goal and feel what it's going to be like when your transformation has happened. It's not far away!

### Technical tips

Adjust the 'sleep' mode settings for your desktop and your hard drive to 3 hours of inactivity

Turn off all notification sounds, like email and text chimes on all of your devices in the room

Have a full charge and/or plug your device into a power source

Have your phone on silent near you in case we get disconnected. It is extremely rare that this may happen, but I'll go over how this will work with you.

You are responsible for finding the best connection possible and making sure that no one on your service is streaming video at the same time, as this will negatively affect your connection

Always go into zoom at least 5 minutes early to make sure your setting for audio and video are working. This way we don't have to waste session time trouble shooting technical issues.

Zoom is super easy. It doesn't require software downloads. To acquaint yourself with how to join the meeting, watch this [video](#). You can also [join a test meeting](#) to familiarize yourself with Zoom. If you have issues, please call for help at 612-839-2295.