

Coaches and coachees have the opportunity to make good meetings become great if both parties conduct some pre-work before the session. Listed below are 7 helpful questions clients can use to review their progress and to discern which issues to discuss at the next coaching session.

Name(s):

Date of Coaching Meeting:

- 1 | What have you accomplished since our last meeting?

- 2 | What bright spots are you grateful for? What are you learning about yourself and your setting?

- 3 | What didn't get done and is still a priority for you?

- 4 | Based on recent results, what is it that you plan to keep doing? Stop doing? Start doing?

- 5 | What ideas, insights, challenges, or opportunities have surfaced recently?

- 6 | What do you wish to talk about during our next coaching session?

- 7 | What do you hope to accomplish or take away from our next session?

FOUR SUGGESTIONS

1. Before completing this form, review coaching notes and correspondence to see which issues still need attention.
2. Decide where to archive these notes for future reference. Create a coaching folder if you don't already have one.
3. Please submit responses to this form to your coach a few days before your next session.
4. If you're part of a coaching team, please share your responses with team members before your next session.

