



ByersPlace Coaching

Coaching Prep Form for Next Session

Name: _____ Date: _____

In order to make the best use of our time together, it is most valuable for you to set the agenda for our sessions so that the focus will be on what is important to you right now. Please complete and email to me prior to each session, also have it handy during our session to take notes of action items.

1. I want to use my coaching during this call to discuss:

2. Accomplishments this week:

3. Insights, choices, decisions since our last call:

4. What I didn't get done that I intended to do:

5. Challenges I am facing:

6. New opportunities open to me:

As we wrap up the coaching session, jot down what you plan/agree to work on this week.