

Coaching Session Notes

Client name: _____ Date: _____ Session #: _____

Time and duration of session: _____

Communication method (*circle one*): in person phone other: _____

Client insights: _____

What might be getting in the way of client's progress? _____

Focus of today's session: _____

What does client want to take away from today's session? _____

What strengths did client demonstrate during the session? _____

What, if anything, got in the way? _____

Level of client motivation (1–10, where 1 = no motivation, to 10 = very high motivation): _____

Action plan.

What is client committing to do? _____

Plan for completion: _____

By what date? _____

What supports and resources do they need? How will they measure success?

How will they measure success? _____

Date and time of next session: _____

Coach signature: _____ Date: _____