

PROFESSIONAL COACHING PREPARATION FORM

Date: _____

Your weekly update is a way to prepare yourself to get the most out of our time together. These documents are a way to regularly monitor yourself, for us to track progress collaboratively over time and for me to review before our sessions. Please email or fax this form by the evening prior to the day of our session. Periodically, it may not be convenient if you are traveling or have other disruptions, so we will also create a process to set the agenda verbally for each session at the top of the time together that appointment.

1. What I have accomplished since our last session:

- ◆
- ◆
- ◆

2. What I didn't get done, but intended to do:

- ◆
- ◆
- ◆

3. Challenges and problems I am facing now:

- ◆
- ◆
- ◆

4. My best personal/professional opportunities now:

- ◆
- ◆
- ◆

5. I want to discuss during our session:

- ◆
- ◆
- ◆

6. What action steps I commit to doing before the next session:

- ◆
- ◆
- ◆
- ◆