

## **Coaching Session Prep Form**

You can get the most out of your coaching call by preparing for it. Coaching is a client-initiated process. You will create the most value for yourself by focusing on what is important to you.

Before each meeting, please respond to the following questions. Please e-mail the prep form to me at least 24 hours before each call. Then I can anticipate how best to meet your needs.

1. What have I accomplished since our last meeting? (What were my small or large successes, wins, new perspectives or breakthroughs?)

2. What are the biggest challenges I am facing now?

3. What would I like to take away from our session today?

4. What I accomplished though I hadn't said I would: