



Professional Coaching Preparation Form

Date: _____ Name: _____

Your weekly update is a way to prepare yourself to get the most out of our time together. This form will help both of us monitor your progress and plan for future sessions.

Please email or fax this to me by the evening prior to our next session. If you are unable to get it to me, please be prepared to fill me in at the beginning of our session.

1. Agenda for today's session

2. What you have accomplished since our last session

3. What strengths you have that will help you reach your goals

4. What challenges/problems you are facing

Seize This Day Coaching
Embrace the Possibilities!



5. How you are feeling (regarding your goals, progress, plan, etc.)

6. What action steps you commit to doing before our next session

7. Anything else you'd like me to know
