

Executive Blueprints



Coaching Session Preparation

Name: _____ Date: _____

Objective: Get the most out of your Session by preparing for it!

Use these questions to reflect as you prepare for our coaching session. You can make notes throughout the week, or reflect the day before, and it will help as a guide to align the focus of the communication.

How am I today, right now? How has my week been?

What have I accomplished since our last session?

(What do I consider as significant wins or improvements?)

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What challenges, problems or obstacles am I now facing?
(What are my issues or concerns?)

What opportunities are available to me right now?
(What can I learn/achieve?)

What do I want to get from this coaching session?
(What are my intentions? What would I like to have as our focus?)

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What do I need to do before our next session?

I will be accountable for

It is not necessary to complete all sections of this form. It is not a test and it should not be a struggle. This is merely a guide for reflection, intended to help organize your thoughts and make the most of the coaching experience by being prepared with areas for focused communication.

Your priorities should guide the session, and advance reflection may help you to define the goals of the discussion.



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