

Coaching Session Log – keynotes, focus, and action plan cues

Session Number _____

Date _____

Today's Topic/Priority:

What I most want/wanted from the session for today:

Important insights and take-aways from today's session:

Main Goals / ancillary goals (pick one or two at the most and go through steps below for each):

Reminder of priority / alignment to vision and values / specific ways to maintain focus and energy:

Moving forward on this depends on _____ that is within my power to control:

Actionable *options* to prep and/or get there (+1, support and resources needed, rituals/habits, self-talk):

Pros / cons of each—> choice of option to take action on and reason:

Obstacles—how I will rehearse/prepare for blocks (e.g. recall similar success hows/future image hows):

Specific action on option choice I will take prior to the next coaching session:

(-)1 – 10(+) rating: Confidence _____ Readiness _____ Willingness _____ Importance _____

Specific reasons not lower rating (strengths, resources) on each and how, specifically I will +1 increase:

How I will +1 resource/manage myself (e.g. state, fundamentals, inner dialogue/queries) to upgrade:

Who I need to *be* to make it happen (quality, strength – adjective) and how I will call upon to empower:

How I will measure and track / how I will hold myself accountable prior to the next session:

If I get sidetracked or “things come up”, I will empower myself / +1 forward another way by:

Prior to the next session, I want to be absolutely sure to / let me coach know / process the following:

I will bring the following +feelings _____ and be intentional in the process by:

I will leverage the following of my key strength(s) _____ in new ways by:

I will celebrate success and being on track/practice gratitude and positive focus by:

My thoughts for the coaching process / needs / preferences / feedback for the next session: