



# SURFACE TO SOUL

Live Well | Lead Well | Coach Well

## Pre-work for a Coaching Session

Coaches and coachees have the opportunity to make good meetings become great if both parties conduct some pre-work before the session. Listed below are 7 helpful questions clients can use to review their progress and to discern which issues to discuss at the next coaching session.

Name(s):

Date of Coaching Meeting:

1 | What have you accomplished since our last meeting?

2 | What bright spots are you grateful for? What are you learning about yourself and your setting?

3 | What didn't get done and is still a priority for you?

4 | Based on recent results, what is it that you plan to keep doing? Stop doing? Start doing?

5 | What ideas, insights, challenges, or opportunities have surfaced recently?

6 | What do you wish to talk about during our next coaching session?

7 | What do you hope to accomplish or take away from our next session?

### FOUR SUGGESTIONS

1. Before completing this form, review coaching notes and correspondence to see which issues still need attention.
2. Decide where to archive these notes for future reference. Create a coaching folder if you don't already have one.
3. Please submit responses to this form to your coach a few days before your next session.
4. If you're part of a coaching team, please share your responses with team members before your next session.



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