

NAME:

PERIOD:

What do you want to achieve by the end of this period?

WHAT

Why do you want to achieve that?

WHY

How will it make you feel to achieve this goal?

FEEL

How can I help you in achieving this goal?

HOW

COACHING STRUCTURE

GENERAL CHAT/INFO

5 minutes MAX
Get them speaking
Ask questions and listen
LISTEN!!!
Now lets get down to business

UPDATE

5 minutes MAX
Achievements, Goals, tracking
How have last 7 days gone
Daily To Do Lists

NEXT STEP

10 minutes MAX
set Goals for next 7 days
What is their next step?
How to achieve it
Bite Sized Goals

SUMMARY

1 minute feedback
wrap up
confirm next session