

INDIVIDUAL COACHING PLAN WORKSHEET

GENERAL INFORMATION

Client Name:

Contact Details:

SESSION PLAN

Total No. of Sessions:

Frequency of Sessions:

Session Day/Time:

Communication Methods:

SESSION DETAILS

Client goals and expectations:

Method for measuring progress:

Special client concerns:

Tasks / pre-session planning for you to do:

COACHING ACTION PLAN

GENERAL INFORMATION

Client Name:

Date:

VISION/GOAL

Overall Goal:

Where am I on the Scale of 0-10?

What needs to change or happen to get to a 10?

When will I get there by?

Who or what will help us?

What are the possible obstacles?

How will we overcome them?

ACTION PLAN

Tasks this week:

Target completion date:

Possible obstacles:

How to overcome obstacles?

Who or what will help me?

Commitment level: