

Client Preparation Form

To receive the most from your coaching session, please invest some time preparing for it by using this form.

E-mail a copy to your coach at least 24 hours before each session.

Please save or make extra copies of this form for use with monthly coaching sessions

Your Name:	VV Coach:
Date and time of next coaching session:	
Restate your S.M.A.R.T Goal:	

1. Action items from my previous coaching session....

2. My personal successes since the last session...

3. Challenges / obstacles that I am facing right now...

4. What I want to see accomplished during our next coaching session...

Section IV TOOLS