



Coaching Appointment Notes

C-7

*May Reproduce this page for multiple use

Client: _____ Date: _____

Client's SMART Goal:

Review Past Action Steps / Progress Report: (Refer to T-1)

Notes: _____

Future Action Steps: Client develops steps of action; Coach helps to make action steps S.M.A.R.T.

Debrief: Get feedback from the client on the following questions:

- On a scale of 1 to 10 how helpful was today's session?
- What could have made it more beneficial?
- Are we working on what's most important to you?

Schedule Next Appointment: Date: _____ Time: _____

Section VIII CLIENTS