

**Sample Coaching Pre-Session Report
For Use by Certified Coaches**



Pre-coaching session document which helps to ensure accountability, reflection, and preparedness for the coaching meeting.

Coaching Client Report

Please fill out this form prior to our next session. This helps ensure we make the most of our time together.

Client Name:

[Insert name]

Date of Report:

[Insert date]

1. Reflection on the Past Week

- **What achievements or progress have you made since our last session?**
[Reflect on any accomplishments or milestones, big or small.]
- **What challenges or obstacles have you encountered?**
[Note any difficulties or setbacks you faced and how you responded.]
- **What did you learn about yourself this week?**
[Write about any insights or self-discoveries.]

2. Focus Areas

- **What specific goal(s) or area(s) are you focusing on right now?**
[Describe the goal(s) or focus for this week.]
- **What action steps have you taken toward your goal(s)?**
[List any actions or tasks you've completed or made progress on.]
- **What actions or steps do you plan to take before our next session?**
[Outline what you plan to do before the next meeting.]

3. Current Thoughts, Feelings, or Mindset

- **How are you feeling about your goals and progress?**
[Express your current mindset, confidence, and emotions about your journey.]
- **What limiting beliefs or negative thoughts have you encountered?**
[Identify any mental barriers or self-doubt that might be affecting your progress.]
- **How are you staying motivated, or what might be causing a lack of motivation?**
[Share what keeps you going or if anything is hindering your motivation.]

4. Support & Resources

- **What support do you need from me as your coach?**
[Indicate if you need specific advice, guidance, or accountability.]
- **Are there any resources or tools you'd like to explore or need help with?**
[Let me know if you need additional resources, like tools, exercises, or strategies.]
- **Do you need any specific feedback or areas to focus on in our next session?**
[Describe if you want feedback on certain aspects or need clarity in any area.]

5. Obstacles & Solutions

- **What obstacles or challenges are you anticipating in the near future?**
[Think ahead to any challenges you see coming and potential roadblocks.]
- **What are some solutions or strategies to overcome these obstacles?**
[Brainstorm potential solutions or strategies to stay on track.]

6. Additional Thoughts or Concerns

[Feel free to add any other thoughts, concerns, or topics you want to discuss in our session.]

7. Rating & Feedback for the Coach (Optional)

- **How satisfied are you with your progress?**
[Rate your satisfaction on a scale of 1-10, and explain why.]
- **Is there anything you'd like to see more of or less of in our sessions?**
[Provide constructive feedback about the coaching process if needed.]

Next Session Date: [Insert scheduled date]

Thank you for completing this report!

This document will help us make the most of our time together. I look forward to reviewing your progress and discussing next steps in our next session!

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