

Monthly Coaching Form

Please fill in and fax the form to your coach—or use the headings as the basis for an e-mail.

Client Name:	Coach Name:
Client Ph/Fax:	Coach Ph/Fax:
Background/Any overall goals to keep in mind:	
1.	
2.	
3.	
How will you know that your coaching has been successful this month?	
1.	
2.	
3.	

Week 1—Date/Time:	Week 2—Date/Time:
To celebrate	To celebrate
To discuss	To discuss
To do by next week	To do by next week
To check (e.g., Clean Sweep score, total billable hours)	To check (e.g., Clean Sweep score, total billable hours)

Week 3—Date/Time:	Week 4—Date/Time:
To celebrate	To celebrate
To discuss	To discuss
To do by next week	To do by next week
To check (e.g., Clean Sweep score, total billable hours)	To check (e.g., Clean Sweep score, total billable hours)

How successful was your coaching this month? ___/out of 10. Why?

* Many coaches work 3 weeks on, 1 week off (x 13 = 52 weeks). This box or a 13th sheet/month ('Coachuary'!?) can be used.

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