

# Session Recap Sheet

DATE: \_\_\_\_\_

TODAY'S FOCUS: \_\_\_\_\_

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GREATEST INSIGHT: \_\_\_\_\_

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MOST HELPFUL IDEAS: \_\_\_\_\_

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WILL IMPLEMENT THIS WEEK: \_\_\_\_\_

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PREPARATION FOR NEXT SESSION: \_\_\_\_\_

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- ▶ **My notes go here!**
- ▶ **Like the Coaching Conversation Model, this offers my clients a focused recap process**
- ▶ **Allows client to anchor learnings and insights**
- ▶ **Enables me, the coach, to remind them of something they said or didn't observe – that I did.**

## Client Copy

DATE: \_\_\_\_\_

TODAY'S FOCUS: \_\_\_\_\_

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GREATEST INSIGHT: \_\_\_\_\_

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MOST HELPFUL IDEAS: \_\_\_\_\_

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WILL IMPLEMENT THIS WEEK: \_\_\_\_\_

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PREPARATION FOR NEXT SESSION: \_\_\_\_\_

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DATE: \_\_\_\_\_

TODAY'S FOCUS: \_\_\_\_\_

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GREATEST INSIGHT: \_\_\_\_\_

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MOST HELPFUL IDEAS: \_\_\_\_\_

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WILL IMPLEMENT THIS WEEK: \_\_\_\_\_

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PREPARATION FOR NEXT SESSION: \_\_\_\_\_

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