



All Ways Learning Life Coach

Building Balance between "The Teacher" and "The Person"

Initial Session Preparation Form

To get the most out of each coaching session, **take a quiet moment** to consider how you want to use your time with me in our next session. Approximately 24 hours (day) prior to each session, please fax or email the answers to these questions.

1. What are the biggest personal or professional concerns you are facing right now?

2. What must be on our session agenda today's?

3. What would you like to take away from our session?

By the end of this session, _____

Session Reflection

Answer these questions **at the end** of our session for your action plan assistance.

1. Briefly express the feelings, breakthroughs, insights or changes you experienced in our session?

2. What action are you currently ready to take?

3. What is the time frame to complete my task?

4. Are there extra assistance needs from me to complete your take away task?
