## **Olympia Life Coach Center**

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## Coaching Session Summary (FOR THE CLIENT)

USE THIS FORM to make notes of what you got out of a specific coaching session. Print a new blank form for each coaching session, and keep them in a folder. Even though you might transfer (more in depth) notes to a computer, it's a good idea to jot down talking points, ideas, tidbits or memory joggers on paper IN THE MOMENT when they come to you. THEN, transfer them to the computer.

| SESSION MONTH:       DAY:       YEAR:         SESSION START TIME:       :       AM / PM    END TIME: : AM / PM |
|--|
| 1. What ideas, thoughts, or key messages did you take away from this coaching session?                         |
| 2. What do you feel stood out most? What do you think is most important to remember?                           |
| 3. What do you think might be areas or topics for improvement / development?                                   |
| 4. What new goals/actions need to be created / acted on? Or, what goals need reinforcing?                      |
| 5. What will you be doing / putting into action before the next session or by a specific date?                 |
| 6. What did your coach say or agree to do before the next session or by a specific date?                       |
| 7. Any other comments, thoughts, ideas, etc. to make note of?  |

## Coaching Session Summary (FOR THE COACH)

USE THIS FORM to make notes of what you took away from a specific coaching session with a client, as their coach. Print a new blank form for each coaching session, and keep them in the client's folder. Even though you might transfer (more in depth) notes to a computer, it's a good idea to jot down talking points, ideas, tidbits or memory joggers on paper IN THE MOMENT when they come to you. THEN, transfer them to the computer.

| CLIENT NAME:                       |                            | _ SESSION NUM     | IBER: OUT         | OF         |
|------------------------------------|----------------------------|-------------------|-------------------|------------|
| SESSION MONTH:                     |                            |                   |                   |            |
| SESSION START TIME: : _            | AM / PM END TIM            | E:: A             | M / PM            |            |
| 1. Any follow-ups from previous    | s sessions? What's taker   | n place since the | last call?        |            |
| 2. What ideas or thoughts did you  | u take away from the cl    | ient or you had   | during this sessi | on?        |
| 3. What do you feel stood out mo   | ost? What do you think     | is most importa   | nt to remember?   | ,          |
| 4. What do you think might be an   | reas or topics for impro   | vement / develo   | pment?            |            |
| 5. What new goals/actions need t   | to be created / acted on   | ? Or, what goals  | need reinforcin   | g?         |
| 6. What will the client be doing / | putting into action before | ore the next sess | ion or by a spec  | ific date? |
| 7. What will you (as the coach) d  | lo / put into action befo  | re the next sessi | on or by a speci  | fic date?  |
| 8. Any other comments, thoughts    | s, ideas, etc. to make no  | ote of?           |                   |            |