



Client Preparation Form

Name:	Date:
Organisation:	Date of last coaching session:
Since our last session - what aspects have you found most useful?	Since our last session – what tasks have you achieved?
Since our last session - what tasks have you not yet achieved? What are the reasons for this?	What tasks do you want to achieve before the next session?
What are the issues or challenges that you now face?	What opportunities are available to you right now?
What is your main focus or area for discussion on the coming session?	What do you want to specifically address/accomplish during the next session?

Thank you for completing this form and getting the most out of your coaching.

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