

# EXECUTIVE COACHING SESSION

CLIENT: \_\_\_\_\_

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

## **I. OPENING AND GREETING**

Hello \_\_\_\_\_. This is \_\_\_\_\_, your Life Coach.

(short exchange) \_\_\_\_\_

\_\_\_\_\_

## **II. WEEKLY REVIEW**

Overall last week, did you discover anything you'd like to improve, or anything you'd like to do better?

\_\_\_\_\_

Is there anything you'd like me to make a note of on that – anything you'd like to work on later?

\_\_\_\_\_

\_\_\_\_\_

Did you learn anything (this past week) that can help you reach any of your identified primary goals?

\_\_\_\_\_

What went best for you this past week – what stands out?

\_\_\_\_\_

What didn't go as well for you as you hoped it would?

\_\_\_\_\_

How would you rate last week overall (1 – 10)? \_\_\_\_\_

### III. GOAL REVIEW

Now let's talk about the **Primary Focus Goal** that you identified to work on last week:

- Your **first Focus Goal** for last week was \_\_\_\_\_.

You identified and wrote out \_\_\_ **Action Steps**. How did you do on each of the Action Steps?

(Discussion) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Your **second Focus Goal** for last week was \_\_\_\_\_.

For that goal you identified \_\_\_ **Action Steps**. How did you do on each of the Action Steps?

(Discussion) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Your **third Focus Goal** for last week was \_\_\_\_\_.

To help you reach that goal you identified \_\_\_ **Action Steps**. How did you do?

(Discussion) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Overall, during the week, did you discover any **problems or challenges** that could affect your **Primary Goals** in any way? (*Keep to the Primary Focus Goals identified during the Preparation Session.*)

\_\_\_\_\_  
\_\_\_\_\_

What would you say were your main **achievements** that you accomplished during the past week?

\_\_\_\_\_

Is there any clearing that you would like to do regarding your present challenges and opportunities?

\_\_\_\_\_  
\_\_\_\_\_

**IV. WEEKLY GOAL PLAN (for the coming week)**

**What is your FIRST FOCUS GOAL for this week?**

\_\_\_\_\_

What are the **obstacles** that you can identify to reaching this goal?

(When appropriate, give brainstorm or provide suggestions for each of the focus goals.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is there anyone else who can be identified as playing a role in the success of accomplishing this goal?

Who? \_\_\_\_\_

What is his/her role? \_\_\_\_\_

How will you proceed with this individual? \_\_\_\_\_

\_\_\_\_\_

What **Action Steps** will you take to help you get past the obstacle(s), or move forward?

(When appropriate, give brainstorm or provide suggestions for each of the focus goals.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

On a scale of 1-10, 1 being the least likely you will complete this goal and 10 being the most likely you will complete this goal, what is your scale of commitment to completing this goal? \_\_\_\_\_

**How do you want me to hold you accountable?** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**What is your SECOND FOCUS GOAL for this week?**

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What are the **obstacles** that you can identify to reaching this goal?

(When appropriate, give brainstorm or provide suggestions for each of the focus goals.)

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Is there anyone else who can be identified as playing a role in the success of accomplishing this goal?

Who? \_\_\_\_\_

What is his/her role? \_\_\_\_\_

How will you proceed with this individual? \_\_\_\_\_

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What **Action Steps** will you take to help you get past the obstacle(s), or move forward?

(When appropriate, give brainstorm or provide suggestions for each of the focus goals.)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

On a scale of 1-10, 1 being the least likely you will complete this goal and 10 being the most likely you will complete this goal, what is your scale of commitment to completing this goal? \_\_\_\_\_

**How do you want me to hold you accountable?** \_\_\_\_\_

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**What is your THIRD FOCUS GOAL for this week?**

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What are the **obstacles** that you can identify to reaching this goal?

(When appropriate, give brainstorm or provide suggestions for each of the focus goals.)

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Is there anyone else who can be identified as playing a role in the success of accomplishing this goal?

Who? \_\_\_\_\_

What is his/her role? \_\_\_\_\_

How will you proceed with this individual? \_\_\_\_\_

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What **Action Steps** will you take to help you get past the obstacle(s), or move forward?

(When appropriate, give brainstorm or provide suggestions for each of the focus goals.)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

On a scale of 1-10, 1 being the least likely you will complete this goal and 10 being the most likely you will complete this goal, what is your scale of commitment to completing this goal? \_\_\_\_\_

**How do you want me to hold you accountable?** \_\_\_\_\_

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## V. DISCUSSION

Clients may or may not have time for discussion. If they do, this is your opportunity for the client to investigate their own objectives, challenges and belief systems at a deeper level. (Choose one or two questions or bring a few of your own.)

1. Is there anything that you set out to accomplish this last week that you didn't get done? If so, what got in the way? \_\_\_\_\_

\_\_\_\_\_

2. What were today's greatest insights or learnings? \_\_\_\_\_

\_\_\_\_\_

3. What are you absolutely committed to changing before next week? \_\_\_\_\_

\_\_\_\_\_

4. What will be the ultimate payoff for you when we have completed our work together? \_\_\_\_\_

\_\_\_\_\_

5. What is the greatest thing that you have learned about yourself? \_\_\_\_\_

\_\_\_\_\_

6. What does it mean to you to be unstoppable? \_\_\_\_\_

\_\_\_\_\_

7. Can you identify any limiting belief that might be holding you back from even greater success? \_\_\_\_\_

\_\_\_\_\_

8. How does a positive belief make you feel physically? \_\_\_\_\_

\_\_\_\_\_

9. If you knew that you could set out to do anything knowing that you couldn't fail what would it be?

\_\_\_\_\_

**VI. AFFIRMATION FRAME:**

You will recall, I sent you one of the brochures on the Affirmation Frames.

Affirmation Frames are subliminal messages that empower the listener by bypassing the conscious brain that tends to limit us. It is the conscious mind that makes decisions about what seems POSSIBLE or IMPOSSIBLE for us. The Affirmation Frame does its work by directly delivering new thoughts or concepts directly to the listener’s subconscious brain, bypassing the conscious process of decision-making.

Only messages that directly relate to your own personal values and belief systems will work toward strengthening and supporting your changes.

This week I’d like you to listen to: \_\_\_\_\_  
\_\_\_\_\_

**VII. SELF-TALK**

(As coach, can you identify any self-talk that is working against your client’s goals and success?)

This week I’d like you work on \_\_\_\_\_  
\_\_\_\_\_

**VIII. CLOSING**

On the same scale of 1 - 10, how do you choose to make this week work for you? \_\_\_\_\_

What will you do to make that happen?

\_\_\_\_\_  
\_\_\_\_\_

You can do it! I believe in you, \_\_\_\_\_. I’ll talk to you next week.

## EXAMPLES OF POWER QUESTIONS:

- What's possible?
- What are three radical ideas?
- What are three small steps you could take?
- What if it's a year from now and nothing has changed?
- What would work?
- What's the price you're paying?
- What's the payoff for not changing?
- What's your wildest dream?
- What would be a huge step right now?
- What would be out of the box right now?
- What have you not said?
- What are you choosing?
- What will help you?
- What if the opposite were true?
- What are you resisting?
- What rule do you need to break here?
- What has to be done in this moment?
- What are you trying to attract?
- Who do you really want to be?
- Who can you become if you make this change?
- Who is in charge here?
- Who can help you?
- Where could you make this change?
- Where can this take you?
- Where is there choice?
- Where are you kidding yourself?
- When will you begin?
- When will you stop?
- How would your 80-year old self advise you?
- What would your 80-year old self demand of you?
- How can you get more clarity?
- How can it be bigger?
- How can this be fun?
- How can this be a turning point in your life?
- What else?
- What haven't you thought of?
- What do you really want?
- Will you ...?