**Coaching Journal**

<date> - <date>

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# About This Journal

This journal is provided to assist you to get the most from your coaching program. You can use the journal to plan what you would like to achieve with the program, to prepare for sessions and to document your progress during the program.

Within the journal, you will find the following sections:

1. **Contacting My Coach**: This section provides the main contact information you will need to get in touch with your coach during the course of the program
2. **My Coaching Goals**: This section will help you and your coach to gain a clear understanding of the objectives of the coaching relationship
3. **My Coaching Sessions**: This section provides questions to answer before each coaching session and a template for recording your coaching meetings
4. **Feedback**: This section helps you to track any feedback you receive from others during the program

# Contacting My Coach

|  |  |
| --- | --- |
| **My coach** |  |
| **Coach phone number** |  |
| **Coach email** |  |
| **Coach Skype ID** |  |

# My Coaching Goals

*Please answer the following questions before your first coaching session.*

*You can type your answers directly into this document. When you are finished, please copy this section and email it to your coach.*

|  |  |
| --- | --- |
| 1. | The areas I would like to develop are (please list)… |
|  | |
| 2. | The benefits I will gain from developing these areas are… |
|  | |
| 3. | The specific outcomes I desire from this coaching are… |
|  | |
| 4. | What do I think may prevent me from achieving my coaching outcomes? |
|  | |
| 5. | How can my coach best support me throughout this process? |
|  | |
| 6. | Who else can support me throughout my coaching and how can they best support me? |
|  | |
| 7. | What do I believe I will need to develop within myself to best benefit from the coaching process? |
|  | |
| 8. | How do I intend to develop these skills/attributes/qualities? |
|  | |
| 9. | How will I let my coach know I want from them? |
|  | |
| 10. | How will I hold myself accountable? |
|  | |
| 11. | How will I know I’ve achieved my desired outcomes? |
|  | |

# My Coaching Sessions

*Please fill in the details for each session as you progress through your coaching.*

## Session 1

### Notes

|  |  |
| --- | --- |
| 1. | Date: |
|  | |
| 2. | I achieved: |
|  | |
| 3. | I need to complete: |
|  | |
| 4. | Overall focus of session: |
|  | |
| 5. | Notes/Content/things to follow up: |
|  | |
| 6. | Key learning’s: |
|  | |
| 7. | Commitments |
|  | |

## Session 2

### Preparation Questionnaire

|  |  |
| --- | --- |
| 1. | What I’ve agreed to do |
|  | |
| 2. | What I’ve accomplished since our last meeting |
|  | |
| 3. | What I didn’t get done |
|  | |
| 4. | What I learnt since our meeting |
|  | |
| 5. | What is challenging |
|  | |
| 6. | The opportunities I perceive |
|  | |
| 7. | What I would like to focus on in this session |
|  | |

## 

### Notes

|  |  |
| --- | --- |
| 1. | Date: |
|  | |
| 2. | I achieved: |
|  | |
| 3. | I need to complete: |
|  | |
| 4. | Overall focus of session: |
|  | |
| 5. | Notes/Content/things to follow up: |
|  | |
| 6. | Key learning’s: |
|  | |
| 7. | Commitments |
|  | |

## 

## Session 3

### Preparation Questionnaire

|  |  |
| --- | --- |
| 1. | What I’ve agreed to do |
|  | |
| 2. | What I’ve accomplished since our last meeting |
|  | |
| 3. | What I didn’t get done |
|  | |
| 4. | What I learnt since our meeting |
|  | |
| 5. | What is challenging |
|  | |
| 6. | The opportunities I perceive |
|  | |
| 7. | What I would like to focus on in this session |
|  | |

## 

### Notes

|  |  |
| --- | --- |
| 1. | Date: |
|  | |
| 2. | I achieved: |
|  | |
| 3. | I need to complete: |
|  | |
| 4. | Overall focus of session: |
|  | |
| 5. | Notes/Content/things to follow up: |
|  | |
| 6. | Key learning’s: |
|  | |
| 7. | Commitments |
|  | |

## Session 4

### Preparation Questionnaire

|  |  |
| --- | --- |
| 1. | What I’ve agreed to do |
|  | |
| 2. | What I’ve accomplished since our last meeting |
|  | |
| 3. | What I didn’t get done |
|  | |
| 4. | What I learnt since our meeting |
|  | |
| 5. | What is challenging |
|  | |
| 6. | The opportunities I perceive |
|  | |
| 7. | What I would like to focus on in this session |
|  | |

## 

### Notes

|  |  |
| --- | --- |
| 1. | Date: |
|  | |
| 2. | I achieved: |
|  | |
| 3. | I need to complete: |
|  | |
| 4. | Overall focus of session: |
|  | |
| 5. | Notes/Content/things to follow up: |
|  | |
| 6. | Key learning’s: |
|  | |
| 7. | Commitments |
|  | |

## 

## Session 5

### Preparation Questionnaire

|  |  |
| --- | --- |
| 1. | What I’ve agreed to do |
|  | |
| 2. | What I’ve accomplished since our last meeting |
|  | |
| 3. | What I didn’t get done |
|  | |
| 4. | What I learnt since our meeting |
|  | |
| 5. | What is challenging |
|  | |
| 6. | The opportunities I perceive |
|  | |
| 7. | What I would like to focus on in this session |
|  | |

## 

### Notes

|  |  |
| --- | --- |
| 1. | Date: |
|  | |
| 2. | I achieved: |
|  | |
| 3. | I need to complete: |
|  | |
| 4. | Overall focus of session: |
|  | |
| 5. | Notes/Content/things to follow up: |
|  | |
| 6. | Key learning’s: |
|  | |
| 7. | Commitments |
|  | |

# Feedback Assessments

*When you receive any relevant feedback during the course of the coaching program, please complete a feedback assessment.*

*Feel free to add as many feedback assessments as you need to.*

## Feedback Assessment 1

|  |  |
| --- | --- |
| 1. | Source of feedback: |
|  | |
| 2. | Date received: |
|  | |
| 3. | Nature of feedback: |
|  | |
| 4. | My assessment of how to proceed with this feedback: |
|  | |
| 5. | What I specifically must change: |
|  | |
| 6. | Obstacles I perceive: |
|  | |
| 7. | Support I can draw on: |
|  | |
| 8. | Actions I can take now: |
|  | |
| 9. | How I will now I have created the desired outcome: |
|  | |

## Feedback Assessment 2

|  |  |
| --- | --- |
| 1. | Source of feedback: |
|  | |
| 2. | Date received: |
|  | |
| 3. | Nature of feedback: |
|  | |
| 4. | My assessment of how to proceed with this feedback: |
|  | |
| 5. | What I specifically must change: |
|  | |
| 6. | Obstacles I perceive: |
|  | |
| 7. | Support I can draw on: |
|  | |
| 8. | Actions I can take now: |
|  | |
| 9. | How I will now I have created the desired outcome: |
|  | |

## Feedback Assessment 3

|  |  |
| --- | --- |
| 1. | Source of feedback: |
|  | |
| 2. | Date received: |
|  | |
| 3. | Nature of feedback: |
|  | |
| 4. | My assessment of how to proceed with this feedback: |
|  | |
| 5. | What I specifically must change: |
|  | |
| 6. | Obstacles I perceive: |
|  | |
| 7. | Support I can draw on: |
|  | |
| 8. | Actions I can take now: |
|  | |
| 9. | How I will now I have created the desired outcome: |
|  | |