

Coaching Log Template

Client Name:

Date:

Session Number:

Duration:

Session Agenda:

[Define the focus and desired outcomes for the coaching session.]

Progress Review:

[Review progress on any action items the client has committed to previously and their progress toward their overarching objective.]

Observations:

[Record any observations from the session, including key insights, challenges, and new objectives. Make a note of coaching exercises used during the session.]

Next Steps:

[Define action steps to be taken by the client before the next session.]

Additional Notes

[Note any coaching tools or topics to cover during your next session with the client.]