Call Focus Form 2008

By completing this Call Focus Form, you will be reviewing how your week has gone, your current concerns and tentative goals. The process of putting it in writing enables you to become clear about how to best use your coaching time.

I, too, can become oriented to your situation before our session if you send it to me before our call begins. If you transfer this form to your word processor, you will be able to fill it out each week without space limitations. Copy it into your email, type it and send.

1. What have I accomplished since our last coaching session?

2. What didn't I get done that I intended to do?

3. What are the problems and/or challenges I am facing?

4. What are the opportunities available to me…right now?

5. What do I want to focus on to best utilize our coaching session?

To be completed during the coaching call:

6. What are my action steps, between now and our next coaching session?