Coach Agenda

Client's Name: John Doe

Date: July 29, 2023

Session Number: Session 6

Check-in and Welcome

John, how are you feeling today?

Is there anything pressing on your mind that we should address today?

Review of Previous Session

Last session we discussed the importance of time management and setting small, achievable goals for productivity.

You've made significant progress in implementing the Pomodoro technique into your daily routine.

The challenge encountered was sticking to the set breaks during the Pomodoro cycles.

Goals for Today's Session

Our main objective for this session is to find effective strategies to ensure you stick to your break times during your Pomodoro cycles.

This aligns with our overall goal of enhancing your productivity.

Key Discussion Topics

- Topic 1:
  Assessing the effectiveness of current Pomodoro practice
- Topic 2:
  Exploring reasons for skipping break times
- Topic 3:
  Brainstorming strategies to ensure adherence to break times

Action Steps

Keep a journal of observations during your Pomodoro cycles for the next week.

Experiment with different types of break activities to see which ones encourage you to take your full break.

Use an app or timer that locks your device during break times to avoid temptation.

Wrap-up and Next Session Preview

Today, we've identified some key challenges with your current Pomodoro practice and brainstormed potential solutions.

Our next session will be on August 5, 2023.

We will review your journal observations and discuss the effectiveness of the strategies implemented.

Notes

John shows excellent commitment to improving his productivity. The challenge lies in maintaining discipline during break times. Experimenting with different break activities could be a potential solution.