

# Coaching Notes

Client name: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_

Occupation: \_\_\_\_\_

Date: \_\_\_\_\_ Session number: \_\_\_\_\_

## I. Session focus and key topics

## II. Client insights and challenges

## III. Action steps and next steps

## IV. Support and resources

## V. Accountability and follow-up

## VI. Additional notes and observations

Next session date: \_\_\_\_\_

Coach name and signature: \_\_\_\_\_ *ksmith*