Coaching Plan

Name	Date
Albert Chi	3/3/2019

Duration: 3 months

Coach: Janelle Martinez

Program objectives:

1. Improve physical fitness and overall health
2. Enhance time management skills and productivity
3. Develop effective communication and leadership skills

Client overview

Albert Chi is a 35-year-old professional working in the finance industry. He leads a sedentary lifestyle due to long working hours and has been experiencing stress-related health issues. Albert is motivated to make positive changes in his life and achieve a better work-life balance.

Current challenges and opportunities

Albert struggles with maintaining a consistent exercise routine, managing his time efficiently, and expressing himself confidently in professional settings. However, he has a strong desire to improve his well-being and advance his career opportunities.

Goal setting and action planning

Goal 1: Improve Physical Fitness and Overall Health Action

Action steps:

- Schedule three 30-minute workout sessions per week.
- Incorporate a balanced and nutritious diet.
- Track progress using a fitness app and consult with a nutritionist.

Goal 2: Enhance Time Management Skills and Productivity

Action steps:

• Identify time-wasting activities and limit their duration.
• Prioritize tasks and set realistic deadlines.
• Implement effective planning and organizational tools.

Goal 3: Develop Effective Communication and Leadership

Action steps:

• Attend a public speaking workshop or join a toastmasters club.
• Seek mentorship or coaching to enhance leadership abilities.
• Practice active listening and assertive communication techniques.

Strategies and resources

• Provide Albert with a fitness tracker and recommend exercise routines.
• Share time management apps and techniques for better productivity.
• Recommend books, courses, or workshops on effective communication and leadership.

Next steps

1. Schedule an initial meeting to discuss goals and create a detailed action plan.
2. Set up regular check-in sessions to monitor progress and address any challenges.
3. Provide ongoing support and guidance throughout the program.

Additional notes