

*[Your logo/letterhead goes here]*

## **Session Prep Questions**

To get the most out of each coaching session, take a quiet moment to consider how you want to use your time with me in our next session. Approximately 24 hours prior to each session please fax or email the answers to these questions.

What is your agenda for today's session? What would you like to take away from our session?

What feelings, breakthroughs, insights or changes in belief have you had since our last session?

What are the biggest personal or professional concerns you are facing right now?

What have you accomplished since the last call?

What action are you ready to take now?

Is there any feedback you would like to give me?