



Communicate to *really* live!

Coaching Session Report

YOUR AGENDA

[In this section I'll restate the agenda you had for our session. Examples of an agenda could be:

- "I have an upcoming meeting with my boss and I want to plan out my communication strategy"
- "I feel dissatisfied about my current job but can't seem to get started about making a change."
- "I'm having trouble communicating my true feelings with my friends and co-workers but I don't know why."
- I'm not satisfied with {X} and I want to make a change for improvement."

OUR DISCUSSION

[In this section, I will summarize the main points of our discussion. I will also ask you to correct anything you feel was not accurately or fully stated.]

SUGGESTED RESOURCES

[In this section, if appropriate, I will identify some suggested outside resources that may help you with completing your Action Plan. Suggested Resources may not be appropriate or relevant to every agenda or session.]

AN ACTION PLAN

[In this section, I will list the action or actions you agreed to take based on our session. I will also identify a specific timeline in which you agreed to take the actions. Additionally, I will state the checkpoints for me to contact you to identify your progress, which in most cases will be our next session. Not every session will yield specific concrete actions to take as it may require multiple sessions to most effectively identify a plan. So for example, one session's "Action Plan" could simply be to think about several issues we discussed and suggest some actions on which to brainstorm during the following session.]