

# WEEKLY COACHING SESSION PLANNER

Coachee/Client Name: \_\_\_\_\_

First Session: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Step	Time	What's Happening?	Tools
1			
2			
3			
4			
5			
6			

Notes:

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Second Session: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Step	Time	What's Happening?	Tools
1			
2			
3			
4			
5			
6			

Notes:

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Third Session: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Step	Time	What's Happening?	Tools
1			
2			
3			
4			
5			
6			

Notes:

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Final Session: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Step	Time	What's Happening?	Tools
1			
2			
3			
4			
5			
6			

Notes:

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\*repeat monthly until the end of the coaching contract

**Time:** Fill in the time it takes for this particular step. Make a note if it's before / after the session.

**What's Happening:** Write in bullet points what is happening in this section. This should serve you as a reminder as you coach.

**Tools:** Use this section to remind yourself of any specific tools or questions that you want to keep in mind