

## Consultation / Session Prep “Preparing for Success”

Get the most out of your sessions by preparing for the time scheduled with your coach. The purpose of this form is to guide you in preparing for the upcoming consultation/session. This tool is for our initial interview session, to allow the process to get focused, increase awareness and provide accountability. Please respond to each of the below areas.

Make any adjustments, add/delete any information needed to make this tool work for you and help you move forward.

TODAY'S DATE:



Stella Tokar  
President/CEO  
954-450-5939 O  
954-804-0352 C

Name \_\_\_\_\_

Session Date \_\_\_\_\_

### FOCUS FOR THE SESSION

Be specific as possible.

### OUTCOME FOR THIS CONVERSATION —

Be as specific as possible.

### ACCOMPLISHMENTS, SUCCESSES AND PROGRESS PER THIS YEAR

*Taking time to acknowledge accomplishments increases awareness of success and achievement. Our daily lives can become so active with task that we neglect to recognize success.*

### **THE THINGS NOT ACCOMPLISHED**

*The purpose of this section is to keep important items present, so as not to lose them in daily activities. Next to each item indicate what the barrier was that got in the way. Also indicate if the item continues to be important to future success. Does the item need to remain on the list of actions, or should it be removed?*

### **THE CHALLENGES EXPERIENCED AND HOW THEY WERE HANDLED —**

*Consider how you are responding to challenges. If you could respond differently than you did, what would you change? Did you handle the challenge in a manner that you would like to be represented? If so, what would you like to use again? If not, what will you change the next time a similar situation occurs? Also consider if the challenge is a subject for the session.*

### **OPPORTUNITIES THAT ARE AVAILABLE PRESENTLY —**

*Include any opportunities that support overall goals. These may include new opportunities you have not previously considered and want to add to your goals.*

### **SHIFTS & AWARENESS (AH-HA'S) EXPERIENCED**

*Any new thoughts, considerations, and awareness are to be included here. The new awareness, etc. may create a shift in the approach to goals or how to go about achieving them. Please share these to advance progress.*

***For Client Use -***

<b>Notes from this Session:</b>	<b>Action &amp; Commitments as a result of this Session:</b>

