Individual Coaching Plan

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| **General Information** |

Client Name:

Contact Details:

Coach Name:

Session Plan:

Total No. of Sessions:

Frequency of Sessions:

Session Day/Time:

Communication Methods:

Comments/Notes:

Goal planning:

|  |  |
| --- | --- |
| Primary Goal:  Define goal as specifically as possible | Deadline: |
| How will you measure your success? |  |
| What specific milestones do you need to achieve to reach your goal? | **Milestone 1:**  Deadline:  **Milestone 2:**  Deadline:  **Milestone 3:**  Deadline:  **Milestone 4:**  Deadline: |

Action Plan Template

|  |  |
| --- | --- |
| Milestone**:**  What do you need to complete next to reach your goal? | Deadline: |
| How will you measure your success? |  |
| What specific action steps are needed to reach this milestone? | **Action step:**  Deadline:  **Action step:**  Deadline:  **Action step:**  Deadline:  **Action step:**  Deadline: |

Action Plan Template

|  |  |
| --- | --- |
| Milestone**:**  What do you need to complete next to reach your goal? | Deadline: |
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Action Plan Template

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