



## TLS Associates

*Helping others to achieve their potential  
Serving You Since 1985*

---

### THE LEADERSHIP SPECIALISTS

---

◆ Business, Executive, Mentor & Supervision Coaching ◆ Leadership Development ◆ Coaching Skills ◆

### COACHING CONVERSATION PREPARATION “PREPARING FOR SUCCESS”

Get the most out of your coaching session by preparing for it. The purpose of this form is to guide you in your preparation by increasing awareness, and accountability. Please respond to each of the items below. The use of this form is completely optional and may be customized to meet your needs. If you would like your coach to have a copy of this form, please forward the completed form to your coach prior to your coaching session.

---

Client Name:

Session Date:

#### ACCOMPLISHMENTS, SUCCESSES AND PROGRESS I HAVE HAD SINCE OUR LAST COACHING CONVERSATION (include all) —

*Taking time to acknowledge your personal/business accomplishments increases your awareness of success and achievement. Our daily lives can become so active with task that we neglect to recognize our success. Use this section to focus on all you are achieving in all aspects of your life.*

#### TOPIC(S), GOALS & DESIRED OUTCOME(S) FOR THIS COACHING CONVERSATION —

**Be as specific as possible to get the most from your coaching experience.**

#### THE THINGS I DID NOT ACCOMPLISH & WISH I HAD SINCE OUR LAST SESSION —

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

#### THE CHALLENGES I AM NOW EXPERIENCING AND HOW I AM HANDLING OR HAVE HANDLED THEM —

---

Tracy L Stevens & Associates LLC

7810 Gall Blvd – Suite 125 • Zephyrhills, FL 33541

Voice: 352-523-1857 • Fax: 352-523-1858 • Email: [Tracy@TlSassociates.com](mailto:Tracy@TlSassociates.com) • Web: [www.TlSassociates.com](http://www.TlSassociates.com)

*Consider how you are responding to challenges. If you could respond differently than your did, what would you change? Did you handle the challenge in a manner that you pleased with? If so, what traits/skills 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 coaching conversation.*

***OPPORTUNITIES THAT ARE AVAILABLE TO ME PRESENTLY —***

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

**SHIFTS & AWARENESS (AH-HA'S) I'VE EXPERIENCED SINCE OUR LAST COACHING CONVERSATION —**

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

***ADDITIONAL THOUGHTS TO SHARE WITH MY COACH —***

*Include anything you feel you want to share with your coach.*

***For Client Use -***

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