**COACHING NOTES**

**COACHEE NAME:**

**ORGANISATION:**

**DATE:**

**COACHING SESSION NUMBER:**

**OUTCOME** (What would you like to achieve – remember to review from previous session)

**SITUATION** (What is the current situation? – Have there been any changes?)

**CHOICES AND CONSEQUENCES:** (What options do you have? What are their consequences? What would be the best option to choose at this time?)

**ACTIONS:** (Based on your choices and consequences, what actions will you take, when, and how committed are you to take them?) Make them SMART. SMART ACTIONS HOT TIP: Start with the Timeframe (when is next sessions happening?) and see if they are realistic and achievable before making them specific and measurable.

**REVIEW:** (What date will we review your progress and what steps are you going to review you are moving forward yourself)