Pre-Coaching Reflection Sheet

Preparing for Your Coaching Session

Welcome! This reflection sheet is designed to help you get the most out of your upcoming coaching session. By taking a few moments to consider these questions, you can help focus the conversation on what truly matters to you and your professional growth. Your thoughts will serve as a valuable starting point for you and your coach.

---

1. Your Current Role

This section helps to ground the conversation in your day-to-day work.

- **What are the primary responsibilities you handle in your role?**
  (e.g., Managing a team, leading projects, handling client accounts, developing software)
  Your Answer:

- **Which parts of your job do you enjoy the most and find most engaging?**
  Your Answer:

- **Are there any aspects of your role that you find particularly challenging or less enjoyable?**
  Your Answer:

---

2. Your Aspirations

Think about what you want to achieve, both in the near future and long term.

- **What are your key short-term goals (e.g., next 3-6 months)?**
  (e.g., Improve a specific skill, complete a certification, lead a successful project)
  Your Answer:

- **What are your longer-term career aspirations? Where do you see yourself in the next few years?**
  (e.g., Progress to a leadership position, become a subject matter expert, move into a different department)
  Your Answer:

---

3. Your Strengths & Areas for Growth

Honest self-assessment is key to development.

- **What do you consider to be your greatest strengths? What skills or qualities help you succeed?**
  Your Answer:

- **Are there any skills or knowledge areas you would like to develop further?**
  (e.g., Public speaking, data analysis, strategic thinking, managing difficult conversations)
  Your Answer:

---

4. Challenges & Opportunities

Consider any roadblocks you are facing and any new paths you might want to explore.

- **What are the biggest obstacles or challenges currently impacting your work?**
  (e.g., Heavy workload, team dynamics, lack of resources, unclear priorities)
  Your Answer:

- **Are there any opportunities you'd like to pursue?**
  (e.g., Taking on a new type of project, mentoring a colleague, collaborating with another team)
  Your Answer:

---

5. Support System

Think about what would enable you to perform at your best.

- **What kind of support or resources would be most helpful for you right now?**
  (e.g., More frequent feedback, specific training, better tools, more autonomy)
  Your Answer:

- **What is the single most important topic you would like to discuss during our coaching session?**
  Your Answer:

---

6. Final Thoughts

Is there anything else on your mind?

- **Is there anything else you'd like your coach to know to better understand your perspective?**
  Your Answer:

Thank you for taking the time to complete this. We look forward to a productive conversation