How to Prepare for a Coaching Session

# Please use this checklist to prepare for our call each [WEEK/MONTH]

**One [WEEK/MONTH] Prior**

* Block out time on your calendar to complete the necessary work
* Write out your task list

**Daily**

* Work on your task list
* Make notes about your struggles
* Keep a list of questions for our next call

**One Day Prior**

* Complete and return your Pre-Call form
* Review your struggles and questions list
* Verify the time/day of your appointment

**Immediately after**

* Review your notes from the call
* Expand on your plan (if necessary)