MONTHLY REVIEW FORM

# Clients can use this form to review their month at a glance.

The information can be filled out at the end of each month and emailed to you, the coach, for your evaluation at the next month’s coaching session.

It is important for clients to be held accountable for taking the steps to achieve their own business goals. Getting them to evaluate themselves can lead to their admitting that they have areas that need improving. Then, you can step in and help them to find solutions.

# Monthly Review Form sample

This form needs only a few standard questions for the client to answer and a lot of space for them to do so.

**www.EvaGregory.com**

Your Company Name

Your Company Address

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| --- | --- |
| ***Client Name:*** |  |

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| 1. What goals have I achieved this month? |
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| 2. What goals are still unmet at the end of this month? |
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| 1. What goal will I tackle next month? |
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| 1. What is working in the coaching sessions? |
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| 1. What is not working in the coaching sessions? |
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| 1. What would make the sessions better? |
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EMAIL FORM TO [YOUR EMAIL ADDRESS] BEFORE NEXT MONTHLY SESSION