CLIENT CALL RECORD (FOR THE COACH)

USE THIS FORM to make notes about what your coaching calls were like per client. Print a new form per client coaching session, and fill it in. Of course you can transfer these same notes to the computer too. When done, file this form inside the client's personal folder, which you should be keeping for each client you work with.

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| CLIENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SESSION NUMBER: \_\_\_\_ OUT OF \_\_\_\_SESSION MONTH: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DAY: \_\_\_\_\_\_\_ YEAR: \_\_\_\_\_\_\_\_\_\_SESSION START TIME: \_\_ \_\_ : \_\_ \_\_ AM / PM END TIME: \_\_ \_\_ : \_\_ \_\_ AM / PM  |

1. Any follow-ups from previous sessions?

2. What are the client's desired outcomes?

3. Session Notes

4. Homework, Accountability, Inquiries

5. Client's Takeaways

6. My Takeaways