## Pre-Coaching Handout

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| Employee’s Name | |  | | |
| Today’s Date | | DATE | | TIME |
|  | |  |
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| What goals are you working on right now? |  | | | |
| Where are you in relation to your goals? |  | | | |
| What do you think is keeping you from reaching this goal? |  | | | |
| How will you know you reached that goal? |  | | | |
| Next Meeting Date and Time | DATE | | TIME | |
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| Notes | | | | |
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