

Session Notes

For the coach's private session record. Separate client statements, observations and interpretations. Record only what is needed and store according to your confidentiality arrangements. You may skip questions that do not fit or discuss them with your coach.

1. Session date and main topic discussed

2. What did the client report about their state? Separately note any relevant observation without treating it as a diagnosis.

3. What insight, question or uncertainty emerged, if any?

4. What action or deliberate pause did the client choose, with timing and a done/learning criterion?

5. What obstacles did the client anticipate, and how will they handle them?

6. What coaching question or tool did you use that worked well? What would you do differently?

7. What will you review next time, and on what date? What follow-up is yours to complete?