

Co-Active Coaching Toolkit

Coaching Preparation Form

Intentional preparation is one of the most powerful ways to deepen your coaching experience. Taking time to reflect before your session brings presence, clarity, and focus—allowing you to step into the conversation with a clear sense of who you are, what you want, and where you're growing.

In Co-Active coaching, a client is not a passive recipient—they are a co-creator. This form invites you to arrive fully, so you can:

- ▶ Step into the session with awareness and agency
- ▶ Honor your own growth and priorities
- ▶ Help your coach meet you at your leading edge
- ▶ Create momentum and accountability

This tool reinforces the Co-Active belief that the client is naturally creative, resourceful, and whole—and that transformation begins with presence. Use the prompts below to reflect in writing, and share your responses with your coach prior to the session. Over time, clients can develop their own rituals or questions for arriving fully into the coaching space.

COACHING PREPARATION PROMPTS

1. How am I today—right now?

What's present in my body, energy, or mood? How has my week been?

2. What do I want from this coaching session?

What would make this conversation meaningful or impactful?

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3. What actions have I taken since our last session?

Where did I experience progress, challenge, or insight?

4. What am I ready to report or be held accountable for?

Is there anything I'm proud of—or avoiding?

5. What would I like to deepen or explore today?

What are the questions, decisions, challenges, or opportunities calling for attention?

6. Reflection on last session's inquiry:

What surfaced as I lived into the question or assignment?

7. What else feels important to specify before we begin?

Anything else I want to say, feel, or make space for?
