



# Coaching Plan Template for Personal Development

**Objective:** Improve time management and productivity

Client Name: \_\_\_\_\_

## Initial Assessment

Chief time management frustrations (hindering habits)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Key areas of good time management (helpful habits)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Strategy Development** – Which Framework is appropriate for this client's growth?

**Goal Setting** – Define aspirations and productivity benchmarks.

Goal #1: \_\_\_\_\_

Benchmark #1: \_\_\_\_\_

Action Step Week #1: \_\_\_\_\_

Action Step Week #2: \_\_\_\_\_

Action Step Week #3: \_\_\_\_\_

Action Step Week #4: \_\_\_\_\_

Benchmark #2: \_\_\_\_\_

Action Step Week #1: \_\_\_\_\_

Action Step Week #2: \_\_\_\_\_

Action Step Week #3: \_\_\_\_\_

Action Step Week #4: \_\_\_\_\_

Goal #2: \_\_\_\_\_

Benchmark #1: \_\_\_\_\_

Action Step Week #1: \_\_\_\_\_

Action Step Week #2: \_\_\_\_\_

Action Step Week #3: \_\_\_\_\_

Action Step Week #4: \_\_\_\_\_

Benchmark #2: \_\_\_\_\_

Action Step Week #1: \_\_\_\_\_

Action Step Week #2: \_\_\_\_\_

Action Step Week #3: \_\_\_\_\_

Action Step Week #4: \_\_\_\_\_

**Evaluation** – Assess weekly progress and refine techniques.

# Coaching Plan Template for Leadership Coaching

**Objective:** Enhance leadership confidence and communication skills

Client Name: \_\_\_\_\_

## Initial Assessment

Leadership Style: \_\_\_\_\_

Skill development needed: \_\_\_\_\_

NLP principles to use: \_\_\_\_\_

## Skill Development:

### Week #1

Session techniques: \_\_\_\_\_

Goal-setting: \_\_\_\_\_

This week's application: \_\_\_\_\_

Weekly notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Week #2

Follow-up and feedback: \_\_\_\_\_

Session techniques: \_\_\_\_\_

Goal-setting: \_\_\_\_\_

This week's application: \_\_\_\_\_

Weekly notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Week #3

Follow-up and feedback: \_\_\_\_\_

Session techniques: \_\_\_\_\_

Goal-setting: \_\_\_\_\_

This week's application: \_\_\_\_\_

Weekly notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Week #4

Follow-up and feedback: \_\_\_\_\_

Session techniques: \_\_\_\_\_

Goal-setting: \_\_\_\_\_

This week's application: \_\_\_\_\_

Weekly notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# Coaching Plan Template for Health Coaching

**Objective:** Increase intentionality with physical fitness and nutrition.

**Client Name:** \_\_\_\_\_

## **Initial Assessment** - Identify frustration areas.

Assess physical health frustrations: \_\_\_\_\_

Identify unhealthy health habits: \_\_\_\_\_

## **Goal Setting & Strategy** - Define healthy aspirations, steps, and achievable benchmarks.

### **Physical Fitness**

Goals: \_\_\_\_\_

Week #1 Action step: \_\_\_\_\_

Week #2 Action step: \_\_\_\_\_

Week #3 Action step: \_\_\_\_\_

Week #4 Action step: \_\_\_\_\_

### **Nutrition**

Goal: \_\_\_\_\_

Week #1 Action step: \_\_\_\_\_

Week #2 Action step: \_\_\_\_\_

Week #3 Action step: \_\_\_\_\_

Week #4 Action step: \_\_\_\_\_

## **Evaluation** – Assess progress with weekly feedback and refine techniques.