One-to-One Coaching Primer

Objectives: ***To enrich*** the value of your one to one time. ***To identify*** the meaningful and meaty issues for your growth and development. ***To Increase*** your effectiveness as an executive.

Name Date

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| What is the most important thing we should be talking about?  1.  2.  3. | | What have you accomplished since last we spoke? | | |
| What key projects are you currently working on?  1.  2  3. | | What isn't working right yet in your organization? | | |
| What is the largest long-term opportunity facing your company? | | What could you be doing about it this month? | | |
| What's the most important decision you're facing? | | What's keeping you from making it? | | |
| Your direct Reports:  1.  2.  3.  4.  5. | Current Effectiveness (1-5)  1.  2.  3.  4.  5. | How are you doing relative to your personal plans? (1-10 with reasons) | | |
| Financial – Business |  |  |
| Financial – personal |  |  |
| Relationships |  |  |
| Health |  |  |
| Spiritual |  |  |
| What single thing could you do this month to bring the most value to your company? | | Family |  |  |
| For you |  |  |
| Motivation |  |  |
| What commitments did you make at last month's Vistage meeting? | | What did you take away from last month's Vistage meeting (speaker/exec. session)? | | |
| Update on key goals:  1.  2.  3. | | Update on key indicators:  1.  2.  3. | | |