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Coaching for Creative Professionals and the Professionally Creative

PRE-SESSION CHECKLIST

- I have completed all of my actions and sent all written actions to my coach.
- I have updated my coach with a report on my actions, how my week(s) went and what I have been noticing and discovering in the process and faxed or e-mailed any written actions at least 24 hours before my scheduled session.
- I have prepared my physical work space.
- I have a glass of water.
- I have in front of me:
 - my Coaching Binder,
 - a clean Session Worksheet, and paper for notes
 - a good pen
 - Copies of everything I have sent to my coach printed out (or open on my computer) and ready to be referenced.
 - my calendar for scheduling
- I have cleared any possible interruptions or distractions (call waiting off, other phones off, humans notified, and pets out).
- I have read over my most recent actions for each goal and thought about:
 - What I have learned this week,
 - What I want to get from today's session,
 - And what the next step for each goal might be.
- I have thought about my context and have one in mind for the session.