Dig to Fly Coaching Checklist

Be intentional with your coaching, so you get the best results.

Time of day:

Are you accomplishing these things?

Prepare

Setting up the session

- [ ] You understand why you want to coach this person. You are intentional.
- [ ] Clearly understand your main objective for the session.
- [ ] Took 5 minutes to review previous notes.
- [ ] Thought through client's potential obstacles and how to navigate them.

Session

Staying focused on client

- [ ] You found out what is their biggest issue that is taking up their bandwidth.
- [ ] Used questions to dig deeper and get to the heart of the issue.
- [ ] Noticed your expectations for your coaching client and let them go.
- [ ] Listened to their emotions behind their words.
- [ ] Noticed the decision patterns your client is making.
- [ ] Helped them see a different side of themselves.
- [ ] Read back to them their answers in story form.
- [ ] Helped them appreciate new opportunities that they have.
- [ ] Helped them see the progress that they've made.
- [ ] Set-up regular scheduled sessions.

Reflection

Review the session

- [ ] You reviewed your notes.
- [ ] Thought about your clients answers and how they connect together.
- [ ] Paused to appreciate your hard work.
- [ ] Thought about how you could improve by 1% for next session.

Follow-up

Check-in with client.

- [ ] Sent notes/highlights from the session to the client.
- [ ] Set-up a date and check-in on how they are progressing.
- [ ] Have a clear idea about one question you can ask them about their progress.