

## Weekly Coaching Focus Sheet

Client:

Week beginning Monday:    /    /

Week No.

Coaching Day:

Time:

Sections marked \* to be completed straight after the coaching call. All sections to be filled in & emailed to Chris (at least) 24 hours before the next session.

<b>*The Number 1 Thing I've Learned from Today's Call:</b>	
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Goals and Actions Before next Coaching Session		Goal Achieved?		Comments
<b>Goal 1</b>		Yes	No	
<b>Goal 2</b>		Yes	No	
<b>Goal 3</b>		Yes	No	
<b>Goal 4</b>		Yes	No	

*Things to do for next week's session																	
T&M Sheets		KPIs		P&L		Cash flow		Goal Planner		Marketing Piece /Draft		Learnings		Summary		Other	

*Actions for Chris	
My brightest achievement for the week just passed	
My main challenge during the week gone	
Something I learned through reading, audio, a video of living life	
At the moment, my greatest focus when working on my business is...	
As my coach, you can help me in this next session by...	

Briefly Speaking:		
I spent ??? hours working ON my business this week		
My motivation level is at		%
Business is		
Lead generation		

I've concentrated on:	
Conversion Rate	
No. of Transactions	
Avg Dollar Sale	
Margins	
Testing & Measuring	

I've also worked on:	
Documenting more systems	
Training my Team	
Implementing new Marketing	
Refining Deliver & Distribution	

KPIs	
Gross Margin %	
Utilisation Rate	
Revenue per Person	
Actual vs Quoted Price	
% HVJ	