Small steps between coaching sessions

A five-step action and reflection worksheet

Choose one thing from your coaching conversation to try before your next session. Make the action small enough to start, then return to record what you notice. Use a fresh worksheet for each new round and keep earlier sheets to compare what you have learned.

Before you act: complete steps 1–2. After your planned start time: complete steps 3–5.

Name you would like to use (optional) _____

Round / start date _____

Next coaching session (if scheduled) _____

Write only what you feel comfortable keeping. Choose which parts you want to discuss with your coach.

Act saves your checklist progress. Write your answers on this worksheet or in your own notes; Act does not save these written answers.

1 Choose one small action

Choose something you can do yourself and try once before your next session. Use a clear verb, such as write, ask or practise. If the action feels too big, make it smaller until you can start.

One action I will try

_____

How this connects to what I want to learn

_____

I will count this action as done when

_____

Instead of “communicate better,” try “draft one open-ended question for my next meeting.”

2 Decide when to start

Choose a day, time and place, or connect the action to something that reliably happens. Prepare what you need beforehand.

I will start on / at / after

_____

Place / what I need to prepare

_____

If that time does not work, I will adjust to

_____

For instance: on Tuesday, after turning on my work computer, I will draft the question before opening email.

Bring it back to your coach

Coaches: invite learners to choose their own action. Help make it smaller if starting is difficult. At the next session, let the learner choose what to share, then ask, “What would you like to keep or adjust next time?” Use the answer to choose the next step together, without scoring.

Act, reflect and choose your next step

Return after your planned start time

3 Act, then record what happened

At your chosen time, try the action. Then choose a status and record what actually happened. If you have not started, note what got in the way so you can choose your next step.

☐ Did what I planned ☐ Did part of it ☐ Have not started

Date / time I acted or returned to reflect

What I actually did, or what got in the way

If your planned start time has not arrived, return to this step when it does.

4 Record one thing you noticed

Describe what happened before interpreting it. Choose one detail about the task, timing, surroundings or what helped you start. If you have not started, notice the obstacle instead.

What I actually noticed

What this tells me about the approach or conditions I need

"I drafted one question before opening email" is clearer than "I did well today."

5 Choose your next step

Use what you noticed to decide whether to try the same action, make it smaller, change your approach or pause to discuss it with your coach. Choose one option, then say what you will do and when.

☐ Try the same action again ☐ Make it smaller to start more easily

☐ Change the approach or timing ☐ Pause and discuss with my coach

My next step / when I will start

A question or support I would like to discuss with my coach

Start a new round on a fresh worksheet with a new round number and date. Keep this round's notes without erasing or writing over them.