Coaching Log Template

Free Template for Professional Coaches

"Keep every session organized — from first hello to final breakthrough."

Section 1 — Client Information

Client Name:

Email:

Phone:

Coaching Package:

Session # (out of total): /

Section 2 — Session Details

Date:

Session Duration: minutes

Session Format: ☐ Video ☐ Phone ☐ In person

Session Conducted by:

Section 3 — Pre-Session Intentions

What does your client want to accomplish in today's session?

Client's stated goal for today:

Anything to carry over from last session:

Section 4 — Session Notes: What the Client Said

Key points, themes, and direct quotes from your client during the session.

Section 5 — Coach's Observations

What patterns, emotions, or themes did you notice? What went unsaid?

Section 6 — Key Insights & Breakthroughs

What shifted during this session? What did your client realize or commit to?

1.

2.

3.

Section 7 — Action Items

Specific, measurable steps your client will take before the next session.

	Action Item	Deadline	Done?
1			☐
2			☐
3			☐

Section 8 — Progress on Previous Commitments

Review action items from the last session. What did they complete?

Commitment from last session	Status (✓ / ✗ / Partial)

Section 9 — Follow-Up Needed

Anything you need to send, prepare, or research before the next session.

Send resource:

Prepare worksheet:

Other:

Section 10 — Next Session Prep

Next session date/time:

Client's focus for next session:

Coach's prep notes:

Section 11 — Coach's Post-Session Reflection *(optional — private)*

🔒 *This section is for your eyes only. Not shared with clients.*

What went well?

What would I do differently?

Patterns I'm noticing across sessions:

Section 12 — ICF Continuing Education Hours *(if applicable)*

Session type for ICF log: ☐ Individual ☐ Group

CCE hours claimed:

Resource Development hours:

Notes for certification body:

How to Use This Template

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Make a copy of this template for each new client (File > Make a copy). This keeps each client's records separate and searchable.

- **Before the session:** fill in Sections 1–2 and review Section 8 from the last session. Takes about 2 minutes.
- **During and right after:** complete Sections 3–7 and 9–10 while the session is still fresh. Don't wait until the end of the day.
- **Section 11 (Coach's Reflection) is private** — for your own processing and growth. Consider keeping a separate copy if you ever share session notes with clients.
- **For ICF certification tracking,** Section 12 connects to the ICF Coaching Log requirements. See also: paperbell.com/blog/icf-coaching-log/
- The whole system works best when you fill it in after *every* session without exception. Five minutes right after the call beats thirty minutes that evening.