Coaching Log

Client information		
Name: Emily Patel		
Contact details: e.patel@email.com/555-0198		
Coaching start date: September 15, 2024		
Coaching end date (if applicable): March 15, 2025 (6-month program)		
Session details		
Date: October 23, 2024	Time: 2:00 PM - 3:00 PM EST	Duration: 60 minutes

Session details

1. Review of progress on last session's action items
2. Current challenges in managing remote team
3. Professional development goals

Session summary

Emily showed significant progress in implementing structural changes within her team. She successfully initiated weekly check-ins, though she's still working on finding the optimal format.

Today's session focused heavily on remote team management challenges. Emily expressed frustration with team engagement but demonstrated good insight into potential solutions. We explored specific scenarios where her communication style could be more direct and practiced several assertive communication techniques.

Action items for the client

1. Implement "communication hours" for different time zones
2. Create delegation decision tree
3. Practice assertive communication techniques

Challenges/obstacles identified

- Perfectionist tendencies leading to over-commitment
- Time management across multiple time zones
- Change management resistance

Follow-up items for the next session

- Review delegation decision tree draft
- Discuss outcomes of assertive communication practice
- Evaluate effectiveness of communication hours
- Address any challenges with new team check-in format
- Begin developing strategic planning framework

Additional notes

- Client showed increased confidence when discussing team management
- Consider introducing time management tools in future sessions
- Potential need to address work-life boundary setting in upcoming sessions