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**New Client Intake Form**

The purpose of this form is to reveal all the unique elements that you bring to our coaching relationship. This will help me prepare for our conversations so that you can gain the most from our sessions. Feel free to add any comments that you feel are relevant, save the document, and send it back to me at [aaron@coachingaf.com](mailto:aaron@coachingaf.com).

# The Coaching

1. What do you want to focus on and see change as a result of our work together in coaching?
   1. Immediate: [insert response]
   2. Longer term: [insert response]
2. What is showing up in your life and/or work that is motivating your desire to change?
   1. [insert response]
3. Describe to the degree you can, the gap between where you are today and where you want to be with regard to your answers to #1.
   1. [insert response]
4. How will your life change/evolve when you achieve the change you desire?
   1. [insert response]
5. How do you want to measure whether you are achieving the results you desire?
   1. [insert response]

# You

1. What is the last behavior change you made?
   1. [insert response]
2. What motivated you to change?
   1. [insert response]
3. What kind of coaching and feedback works best for you, particularly to assist in overcoming obstacles and resistance? (both are normal realities of any change)
   1. [insert response]
4. Do you have a philosophical or spiritual belief system that guides you in your life? If so, how can you and I use that productively in the coaching process?
   1. [insert response]
5. What personality or leadership assessments have you taken and when?
   1. What did the results tell you?
      1. [insert response]
   2. How did you use the feedback to improve your leadership impact?
      1. [insert response]
   3. Did any theme or pattern emerge from the assessment (s)?
      1. [insert response]
   4. Would you be willing to share them with me?
      1. [insert response]

# The World Around You

1. What people and/or situations bring out the best in you and what does your best look/feel like?
   1. [insert response]
2. What people and/or situations bring out the worst in you and what does your worst look/feel like?
   1. [insert response]
3. Where are you operating at your best and your worst right now?
   1. [insert response]

# The Rest of the Good Stuff

1. Is there anything else that would be helpful for me to know about you as we begin to work together?
   1. [insert response]
2. Is there anything that you would like to know about me before we begin our work together?
   1. [insert response]
3. What is the best way for us to communicate outside of our coaching calls?
   1. Email: [insert address]
   2. Phone: [insert phone number]
   3. Text: [insert phone number]