

Your 45-minute coaching call

Use this guide during the session. Your written recap will capture the agreed plan.

R

REVIEW

0-10 MINUTES

Define one challenge, separate facts from assumptions, and agree on the outcome.

OUTPUT One clearly defined issue.

O

OPPORTUNITIES

10-20 MINUTES

Compare two or three realistic options and their tradeoffs. Choose one direction.

OUTPUT One selected direction.

A

ACTIONS

20-35 MINUTES

Choose up to three actions. Give each one an owner, due date, and observable success measure.

OUTPUT Up to three owned actions.

R

ROADMAP

35-45 MINUTES

Sequence the first 48 hours and the next 7 and 30 days. Set a review date and fallback.

OUTPUT A practical 7-30-day roadmap.

YOU HELP SHAPE THE SESSION

Ask for clarification, correct anything that does not fit, and say when an action feels unrealistic. Examples from school, volunteering, and personal projects are welcome.

BEFORE YOU LEAVE

Confirm your selected direction, actions, owners, deadlines, success measures, review date, and when the recap will arrive. Your first action should be small enough to start.