

# Coaching Session "Pre-flight Checklist"

Did you ever notice how hard it is to be fully present with your client when you're running late from a previous appointment or when you have other things on your mind from our unsettling context? I've spent much of my professional life in the military, which is famous for its checklists. Medical professionals know that following a simple hand washing checklist virtually eliminates infectious diseases in their facilities. Here is a quick & easy checklist to help you prepare to be fully present to your client—in body, mind, soul, and spirit!

*Instructions: Walk through each step roughly 5 minutes before starting a coaching session.*

- 01** **P—pray** for your client. Ask God to work in their heart & mind during the session, and that they'd feel safe as you work with them.
- 02** **Q—quiet** yourself via “box” breathing (inhale thru your nose slowly for 4 seconds, hold for 4 seconds, exhale through your mouth slowly for 4 seconds, hold for 4 seconds; repeat this cycle 4 times)
- 03** **R—review** your notes from the client’s previous session (e.g., regarding the actions they committed to take, etc.), their prep form (if they submitted one for this session), and any relevant assessment results (e.g., CliftonStrengths, etc.)
- 04** **S—smile** at your camera & remember something you like about the client
- 05** **T—thank** God for the privilege of coming alongside your client
- 06** **U—unclutter** by removing anything on your desk which might distract you