

## Intake Process and Questionnaire

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### Client Coaching Questionnaire

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
V/CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

As coach, it's important for me to understand how you view the world in general and yourself in particular. Each person has a unique way of thinking and a unique way of interacting with those around him or her.

Answer each of these questions as clearly and thoughtfully as possible, expressing the best of who you are. These are "pondering" questions designed to stimulate your thinking in a particular way that will make our work together even more productive. I suggest that you take several days to compose your responses to these questions. Thank you.

### Coaching

1. What do you want to make sure you get from the coaching relationship? (maybe write down 2 or 3 things that occur to you)

2. How do you want me to be as your coach?

3. What do you want to work on in coaching?

4. What two steps could you take immediately that would make the greatest difference in your current situation(s)?

5. What can I say to you when you are most "stuck" that will return you to action?

6. What changes might you need to make in order to help your coaching be successful?

7. If you trusted your coach enough to tell him or her how to manage you most effectively, what tips would you give?

**Career (if applicable)**

1. What do you want from your career / job?

2. What are your key career goals?

3. What skills or knowledge are you developing?

4. How do your career goals support your personal goals?

5. What do you want to do to support your career goals?

### **Personal**

1. What accomplishments must, in your opinion, occur during your lifetime so that you will consider your life to have been satisfying and well lived – a life of few or no regrets?

2. If there were a secret passion in your life, what would it be?

3. What do you consider your role to be in your local community? In your country? In the world?

4. If you could devote your life to serving others – and still have the money and lifestyle you need – would you do it? How would it look?

5. Write down 2-3 things that are really working well for you.

6. What do you do when you're really up against it?

7. If you had a 5-year goal and you had the continuing services of a coach to help you make it happen (and money were not an issue), what would that goal be? What differences would working with a coach make?

8. What's missing in your life? What would make your life more fulfilling?

9. What activities have special meaning for you?

10. Who are the significant people in your life?

11. What have been the significant events in your life?

12. Tell me about a time(s) when you were operating at "peak performance", when things were going well for you, you were "on top of your game", you were pleased with what you were doing or accomplishing. What was going on? Who else was involved? How did you feel? (This is no time for modesty – tell it like it was.)

13. Do you believe in God or in the concept of a higher power? If so, describe the most useful and empowering aspects of your relationship with God. If not, what reference point do you use?