



NEW Coaching Client ACCOUNTABILITY SHEET



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How to Hold Me Accountable

How do you want to be held accountable?

One my most important roles as your coach is to hold you accountable to do what you say you will do (or what we agree upon during our coaching sessions); with that also comes one of the most challenging aspects of coaching, which is knowing what to do when the person I'm working with is not completing the work we've agreed upon...

Since everyone's motivations are different, I'd like you to tell me how I should respond in these situations:

If you are not prepared for a scheduled meeting (first time), would you like me to:

- Immediately request to reschedule
- Spend the meeting discussing why you were unprepared and how to better manage your time

If you are not prepared for a scheduled meeting (repeated offense), would you like me to:

- Immediately request to reschedule
- Pause our coaching relationship while you reprioritize your tasks
- Suggest a time-management coach to help you

If you do not complete the work required to move forward toward your goals (first time), would you like me to:

- Help you explore potential roadblocks and solutions
- Revise our plan to include smaller sub-goals

If you do not complete the work required to move forward toward your goals (repeated offense), would you like me to:

- Revise our plan to include smaller sub-goals
- Impose a monetary fine
- Pause our coaching relationship while you reprioritize your tasks

If, after _____ days of coaching, you have not achieved the goals we outlined at the beginning of our relationship, would you like me to:

- Suggest a different coach who you might work better with
- End our coaching relationship
- Revisit our initial agreement and revise accordingly