MCAA
myClientAttractionAcademy

Helping Coaches Transform the World into a Better Place One Person at a Time

Personal Coaching

NEW Coaching Client

INTAKE FORM

Provided by
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CLIENT INTAKE FORM

[DELETE THIS ENTIRE PAGE BEFORE SENDING IT TO THE CLIENT!]

This form will provide you with all the relevant information to get a basic picture of your client before the first meeting. Once the client has agreed and signed the Coaching Agreement, you can email them this form to be filled out and returned before the first session; OR if you OR the client prefers, can be filled out during an Intake Session.

Some coaches choose to complete the Intake Form during a pre-coaching “Get to know you” session. There is no right or wrong way, it all depends on how you or your client prefers to go through this introductory process.

Add more questions to it, if you need niche-specific questions answered prior to your first coaching session!

Your Company Name or Logo

Client Information

Title _____ First Name ___________________ Last Name ______________________

Nickname (if applicable) ________________

Address ____

Contact Details

Home Phone _______________________ Work Phone ___________________

Cell Number _______________________ Fax (if applicable) _____________________

Email(s) ____

How may I contact you? Phone ☐ Cell ☐ Email ☐

Employment Information

Occupation ____

Employer ____

Personal Information

Birth date _____________ Marital Status ___________ No. of Children ________

Spouse's Name ___________________ Spouse's Birth date ______________

Important Dates in your Life ____

____

Names and Ages of Children ____

____

Expectations

What do you expect to get out of our coaching sessions?

____

____

____

Tell me something about yourself that you think I should know to coach you better?

____

____

____

____

Briefly share your overall business and life goals. Where do you see yourself in…

1 Year: ____

5 Years: ____

10 Years: ____

On a scale from 1 through 10, how would you rate your commitment to the above goals? (just your rating near each goal)