

Capturing Clarity: Themed Reflection Sheets for Coaches

Quick, Clear Reflections Without the Hassle

After each coaching session, take 5–10 minutes to jot down your reflections below. These open-ended prompts are designed to help you quickly capture the essence, energy, and insights of the session without the overwhelm of traditional note-taking.

1. Key Insights

What were the standout moments or shifts in the session?

Purpose: Capturing these moments aligns with the idea of 'emotional tagging,' a concept in neuropsychology where our brains prioritize memories tied to strong emotions (Wheatley, 2010).

2. Action Items

What are the actionable steps that emerged for the client and for me as a coach?

Purpose: Supports outcome-based thinking for clearer goal formulation (Gollwitzer, 1999).

3. Energy Shifts

Where did I notice changes in energy, body language, or tone, and what might that signify?

Purpose: Enhances emotional intelligence by training awareness of non-verbal cues (Goleman, 1995).

4. Unspoken Observations

What felt unsaid or beneath the surface?

Purpose: Builds deeper empathy by attending to the subtext and unspoken elements (Rogers, 1961).

5. Client's Core Themes

What recurring themes or values emerged?

Purpose: Strengthens continuity across sessions (Kegan, 1982).

6. Coach's Self-Awareness

What did I notice about my own reactions or assumptions?

Purpose: Fosters self-awareness and reflective learning (Kierkegaard).

7. Learning Edge

Where did I feel stretched, uncertain, or curious?

Purpose: Builds resilience and growth mindset (Dweck, 2006).

8. Session Essence in a Sentence

If I were to capture this session in one sentence, what would it be?

Purpose: Aids memory retention through concise summary (Sacks, 2007).

9. Future Reflection Points

What might I carry into the next session?

Purpose: Promotes session-to-session continuity and forward planning (Kolb, 1984).