

SAMPLE 24 FORM

In The Accountability System, “24” refers to the 24 hours right before the next coaching session. Like the 48, the 24 report has two primary parts: (1) play back what was accomplished (or not accomplished) since the last session; and (2) play forward what the employee would like to talk about in the upcoming coaching session.

Below is a sample 24 coaching prep form that you can use as-is, or customize to your situation.

ACCOUNTABILITY COACHING “24” PREP FORM

To get the most from our next accountability coaching session, please respond to the questions below and return to me at least 24 hours prior to our scheduled session.

Name:

Session Date:

1. Accomplishments and progress made since our last coaching session:
2. Commitments I made in our last coaching session:
3. What happened around those commitments:
4. Challenges I’m facing right now:
5. Opportunities available to me right now:
6. What I want to focus on in our next coaching session: