

# Coaching Questions “Cheat Sheet”

Helpful questions to get you started in each of the 5 areas:

## 1 Focus the conversation/narrow the topic/set the goals.

- A. How will we know when we are successful?
- B. What will it look like when we meet our goal?
- C. What is the most important thing to start with today?
- D. So between (Issue A) and (Issue B) what would be the most important for us to focus on for (student name)?
- E. What will be most helpful for us to start with?
- F. From the information we have so far it looks like \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ are the top three issues. Which would be most beneficial to target first?
- G. What first steps should we take? What do you hope will happen in the end if we take them?
- H. What are some short-term goals for us to work on?
- I. From speaking with (student name) it sounds like he/she is most interested in working on \_\_\_\_\_, how does that mesh with the goals you have set?
- J. If you were to rate this from 1 to 10, how will this help us get to the larger goal of \_\_\_\_\_?
- K. What goal will have the greatest positive impact on (the student, issue, etc.)?

## 2 Get more information/exploration.

- A. So your/our goal is \_\_\_\_\_. Tell me what is happening right now in this area?
- B. What have you tried so far? What have other people tried?
- C. What is working so far on this goal? What needs our attention?
- D. Is what you have tried now or in the past working? How or how not? (If the answer is “nothing has ever worked,” ask if they are open to trying some new ideas and/or experiments with you to determine some new strategies.)
- E. What might get in the way or be an obstacle?
- F. Who are the key players or stakeholders? How do they feel about (name the issue or problem).
- G. What makes this target important to you now?
- H. What do you want for (student name)? What do you want for yourself?
- I. Tell me what is happening now? What do you want it to look like in the near future?

## 3 Forward the action/build bridges/move from “now” to the desired outcome.

- A. What will success look like specifically?
- B. What will be the pay offs for making a change?
- C. What will happen if you don’t make any changes?
- D. What strategies will help you be most successful?
- E. Which parts seem the easiest to do?
- F. Can you think of a time when you or someone you are close to had a similar challenge? What worked that time?
- G. What are consequences for not doing anything or not making any changes?
- H. **We have talked about the current situation, and what you want to happen, what are some small steps to get from what is happening now to what you want to happen? \***
- I. **Knowing that we can - and likely will - change the plan, as we need to, what should our first steps be to address this goal? \***
- J. **What are some benchmarks or small steps you can take to address this issue? \***

*Make sure to ask one of the bold questions to move from intention to action.*

## 4 Create action plans/steps and commitments.

- A. What is an action you can take this week that will move you closer to your first step or benchmark?
- B. List 3 action steps you can take between now and the next time we meet?
- C. What will be the most important first step?
- D. Now that we have your goal, and we know what is likely to succeed and what some obstacles might be, what should your first step be to reach your goal?

## 5 Get accountability and monitoring results.

- A. Who do you know who has faced a similar challenge successfully? Is there some attitude, action or technique you could use in your approach? Can you ask that person for support?
- B. How will you know when you are successful?
- C. What would losing sight of the goal look like? What can you do to prevent that?
- D. What can I do that will be supportive for you?
- E. With whom can you share this goal?