

# COACHING INTAKE FORM

*Ask Leona, LLC*



[WWW.ASKLEONA.COM](http://WWW.ASKLEONA.COM)

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**OUR ATTITUDE  
TOWARD LIFE  
DETERMINES LIVES  
ATTITUDE TOWARD US.**

JOHN MITCHELL

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## **SECTION 1: YOUR GOALS**

THIS SECTION IS FOR YOU LONG TERM  
AND SHORT GOALS

## **SECTION 2: YOUR LIFE STORY**

TELL ME WHO YOU ARE

## **SECTION 3: YOUR SUPPORT NEEDS**

WHO WILL SUPPORT YOU ON YOUR  
JOURNEY?

## **SECTION 4: YOUR BRAIN DUMP**

EVERYTHING ELSE YOU FEEL I SHOULD  
KNOW

# YOUR JOURNEY IS ABOUT TO BEGIN...



Welcome to Ask Leona  
Coaching!

You made a great choice and I'm  
so excited to work with you!

This experience will focus on  
helping you to create and follow  
a personalized blueprint for  
reaching a meaningful goal in  
your life.

We will use strategies and tools that will measure your progress along the way. You are encouraged to voice feedback throughout the process.

To make sure you are getting the most out of this process I encourage you to give your full attention to this experience. You can't reach your full goal if you only put in half effort. Be honest with yourself and me regarding what you feel is or isn't working.

As your coach I value your time so please value mine. I will listen to you, provide you with a safe and confidential space to express yourself, support you, guide you, provide input and when necessary provide resources and tools to help you reach your goal.

A hand holding a pencil over a notebook, with a bowl of sugar cubes and glasses in the background.

## SECTION 01

# YOUR GOALS



What are your long-term goals for the next five years?

What are your short-term goals for the next three months?

What are three things that you feel are hindering you?



What do you value most in your life right now?

Where do you see yourself in [x] years, when coaching is over?



SECTION 02


# YOUR LIFE STORY



What has your biggest success been so far, and what did you do to accomplish it?

What has your biggest challenge been so far, and how did you deal with it?

What have you already done to move toward your goals?



What things have made it hard to reach your goals?

Who has been important in supporting you so far?

On a scale of 1 – 10, 10 = HIGH, what is your current level of stress?

1      2      3      4      5      6      7      8      9      10


On a scale of 1 – 10, 10 = HIGH, what is your current quality of life ?

1      2      3      4      5      6      7      8      9      10



## SECTION 03


# YOUR SUPPORT



What motivates you, and what deters you from trying?

Do you prefer video calls or face-to-face sessions?

How do you respond to being criticized?



How often do you need to review your progress to stay on track?

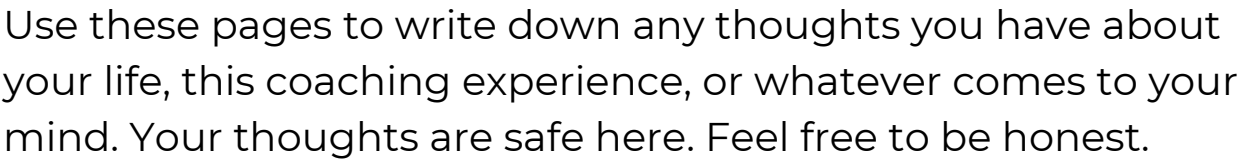
What methods help you learn most effectively?

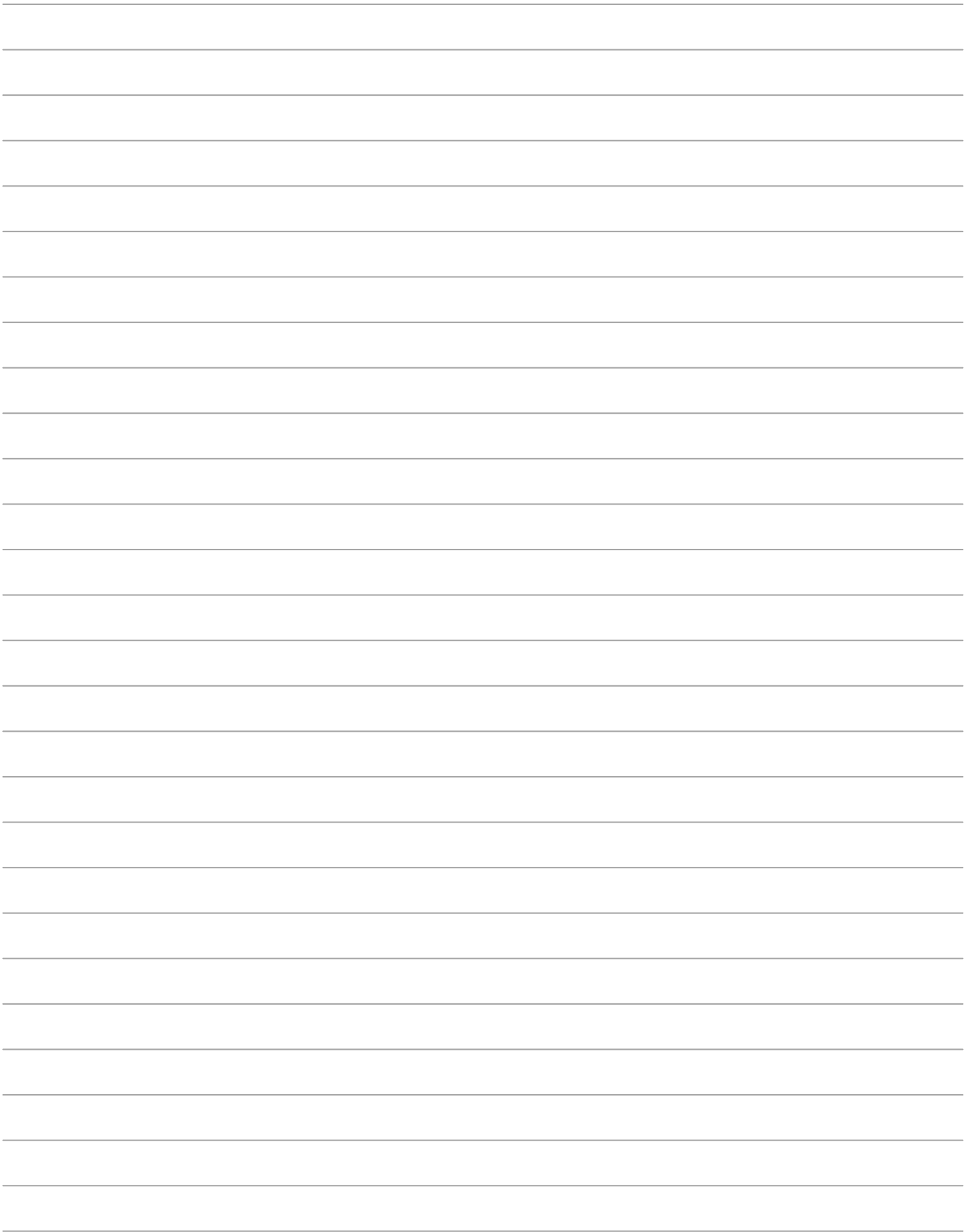
How can I best support you throughout this relationship?

A woman with brown hair and glasses is sitting on a wooden ledge by a large window. She is looking out the window with a thoughtful expression, her hand resting on her chin. She is wearing a white long-sleeved shirt with thin vertical stripes. A notebook is open on her lap, and she is holding a pen. The background is a bright, out-of-focus view of trees and a building.

**SECTION 04**

# **BRAIN DUMP**

[illegible]











# CONCLUSION

## WHAT TO DO NEXT



## **THANK YOU**

Thank you for taking the time to answer these questions honestly. You are taking a step in personal growth and that is amazing.

GO YOU! I'm so excited to meet you for our first coaching call.

## **HOW TO PREPARE FOR OUR CALL**

- Have your goals in mind before the session.
- Choose a time where you are calm and away from distractions
- Be prepared to do most of the talking