Coaching intake questions

About them

Who they are, in their own words

1. What would you like me to call you?
2. What do you do for work, and how long have you been doing it?
3. Where are you based, and which time zone are you in?
4. How did you hear about me?

Why now

What made them reach out this month and not last year

5. What made you decide to look for a coach now?
6. What has been on your mind most over the past few weeks?
7. What have you already tried, and what happened?
8. Have you worked with a coach or a mentor before? What helped, and what didn't?

Goals

What they want, and how they'll know they have it

9. What would you like to be different six months from now?
10. If our work goes well, what will you be doing that you aren't doing today?
11. How will you know you're making progress?
12. Which part of your life or work matters most to focus on first?
13. Is there a date or an event you're working toward?

What's in the way

The obstacles, named honestly before the first session

14. What usually gets in the way when you try to change something?
15. What could make it hard to keep going with coaching for [the length of your program]?
16. Who or what in your life supports this change, and who or what pulls against it?
17. On a scale of 1 to 10, how ready are you to make changes right now?

How they like to work

So the first session fits them from the start

18. Would you rather meet by video, by phone or in person?
19. How often would you like to meet?
20. Which days and times usually suit you?
21. Between sessions, how would you like to stay in touch, if at all?
22. Do you prefer to be challenged directly or encouraged gently?
23. How do you like to receive feedback?

Values and boundaries

What a good outcome has to respect

24. Which three words describe the person you want to be?
25. Outside work, what matters most to you right now?
26. Are there any topics you'd rather we didn't cover?
27. Is anything happening in your life that I should know about before we start?

Practical details

Mostly for business and executive coaching

28. Who is paying for the coaching: you or your employer?
29. If your employer is paying, who else will hear about your progress, and what may they hear?
30. When would you like to start?
31. Is there anything else you'd like me to know before our first session?