

**Coaching Goals**

Helping Leaders Grow

**Client Name: Date:**

*Consider two to four goals that you would like to focus on and note both the goal and the measurement, or ‘how you will know you have attained.’ If you don’t yet know the actions, that is natural. It is part of what we will work on in coaching.*

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| **Goal** | **Action** | **How will I know I have attained** |
| **Delegation:** Delegate more effectively and frequently to team.  **EXAMPLE. Delete when you complete form.** | * Ask myself “who could do this” with every task I begin * Observe & note the feelings that I have, that may or may not be serving me, around delegation. * Solicit from team “what I can do for them” (trade-off for progress) * Set up a system for delegation. | * I will do a daily delegation record and note that my delegation is increasing over time. * I have more time for strategy and participation in cross divisional initiatives * I will survey team now and in three months to see if they believe that I am delegating more. * Team members will bring up innovations to do things faster, better, smarter |
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