



Editable Coaching

TEMPLATES TOOLKIT

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Editable Coaching Templates Toolkit

These templates are designed to support leaders and coaches in fostering emotional intelligence, strategic clarity, change leadership, and high-performing teams. Each tool is intentionally crafted to encourage self-awareness, reflection, and measurable growth.



Daily Emotion Log

Date	Situation	Emotion	Trigger	Response	Alternative Response

Instructions:

Use this table daily to build self-awareness of emotional triggers and how you respond. Notice patterns and explore alternative responses that align with your leadership values.



Strategic Decision Template

Objective	Options Considered	ShortTerm Impact	LongTerm Impact	Decision Made	Result Tracker

Instructions:

When faced with a critical decision, use this template to analyze your options through both short- and long-term lenses. Track the outcomes for reflection and future refinement.



Stakeholder Mapping Tool

Stakeholder	Current State	Desired State	Actions Required	Progress Notes

Instructions:

Use this tool to manage change initiatives and key relationships. Identify resistance or support, and outline targeted strategies to move stakeholders toward alignment.



Team Pulse Tracker

Week	Engagement (1-5)	Communication Clarity (1-5)	Goal Achievement (1-5)	

Instructions:

Complete this tracker weekly to assess the health and alignment of your team. Use the data to foster more effective team conversations and collaborative planning.



Coaching Session Notes Template

Date	Client	Session Focus	Goals/Out comes	Insights Gained	Next Steps

Instructions:

Capture the key takeaways and future commitments from each coaching session. Use this to track client progress, patterns, and momentum.



Usage Tip

You can duplicate these templates in Google Docs or export them as fillable PDFs for your clients. Store them in a shared folder or embed links into your onboarding materials.

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