ONLINE COACHING

Weekly check-in

Your logo

A few minutes each week keeps your plan working for you. Answer what applies, skip what doesn't, and send it back by [day]. I'll reply by [day].

01 This week

Name

Week starting

Training sessions planned

Training sessions done

02 Your week in numbers

Energy (1 = very low, 5 = very good)	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
Sleep (1 = poor, 5 = very good)	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
Stress (1 = calm, 5 = very stressed)	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
Hunger and appetite (1 = hard to manage, 5 = settled)	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
Recovery after training (1 = very sore or tired, 5 = fully recovered)	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5

03 Your agreed actions

Your agreed actions for this week

How much of your training plan did you manage?

☐ None ☐ Some ☐ Most ☐ All ☐ Not in my plan

How much of your nutrition action did you manage?

☐ None ☐ Some ☐ Most ☐ All ☐ Not in my plan

04 Measures we've agreed to track

Only if agreed

Measure	This week	Date, time and method

05 In your words

What went well this week?

What got in the way?

Is anything coming up next week, such as travel, a busy patch or an event?

Is there anything you'd like to change?

Do you have a question for me?

06 Progress photos

Only if agreed

> If we've agreed progress photos, send them through [how], in the same light and position each time. They're optional, and you can stop at any time.

07 Coach's reply

Coach to complete

One thing to keep

One thing to adjust

Follow-up or referral, if any

Next check-in

ONLINE COACHING

Four-weekly review

Your logo

Every four weeks, take a step back. We'll compare your answers with where you started and agree what comes next.

01 Looking back

Name

Review date

Since we started, what has changed? Think about your training, eating, energy and routine.

Which habits feel settled now?

What still feels hard?

02 Looking ahead

What would you like to focus on for the next four weeks?

Is there anything about how we work together that you'd like to change?

03 Agreed next phase

Coach to complete with the client

Focus for the next four weeks

Measures to review

Next review date