# Coaching & Mentoring: Engagement Checklist & Worksheet

## Preparing for an Engagement

- What problem am I trying to solve?
- What do I want to learn or do better?
- What could I explore to help me clarify what my question is?
- Who might be able to help me solve it?
- How will I ask for help?

## Getting Started

(Adapted from Jeremy Hunter’s Intention Result Map, jeremyhunter.net)

- **Intention**: What is my goal? (current state/future state)
- **Attention**: Where is my focus and energy? (current/future)
- **Awareness**: What assumptions do I need to test, let go of?
- **Choice**: What options might I explore?
- **Action**: What can/will I do?
- **Result**: What do I hope to learn, accomplish, do?

## Managing the Engagement

- When will we meet? (duration, frequency)
- Have we established commitments for cancelling and rescheduling?
- What commitments have we made regarding preparation and deliverables?

## Closing the Engagement

- How will we celebrate?
- How will we express gratitude?
- Will we check-in sometime in the future?