



## Coaching & Mentoring: Engagement Checklist & Worksheet

√	<b>Preparing for an Engagement</b>
	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?
	<b>Getting Started</b> <i>(Adapted from Jeremy Hunter's Intention Result Map, jeremyhunter.net)</i>
	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?
	<b>Managing the Engagement</b>
	When will we meet? (duration, frequency) Have we established commitments for cancelling and rescheduling? What commitments have we made regarding preparation and deliverables?
	<b>Closing the Engagement</b>
	How will we celebrate? How will we express gratitude? Will we check-in sometime in the future?