

## Midyear Progress Report or End-of-Year Report

---

*Please Note: this document is for the coach to use to reflect on her work, and for the coach to share with her manager—only if the manager is not the client's supervisor. This is not to be shared with an evaluator or with the client.*

**Coach:** \_\_\_\_\_ **Client:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SMART E Goal 1:** *(Complete a separate reflection for each coaching goal.)*

1. Description of change: *(a narrative description)*
2. Specific indicators of progress: *(bulleted list of specific indicators)*
3. Sources of evidence: *(Lesson plans, meeting agendas, videos, emails, coaching notes, survey data, and the like.)*
4. Contributing factors: *(Which factors got in the way? Which factors helped coaching efforts?)*
5. Lessons Learned and next steps: *(a narrative)*