

The Coach Approach — Reflection Worksheet

Use this worksheet to reflect on conversations that matter—interviews, networking discussions, leadership conversations, or personal interactions. There are no right answers. This is about noticing patterns and experimenting with small shifts.

1. A Conversation That Matters Right Now

Think of a current or upcoming conversation that feels important.

Context (optional):

☐ Interview ☐ Networking ☐ Leadership ☐ Personal ☐ Other: _____

What is the conversation about?

Why does this conversation matter to you?

2. Questions: How Am I Shaping the Conversation?

Recall how you typically approach conversations like this.

What questions am I likely to ask (or ask myself)?

Are my questions mostly:

☐ Efficient / transactional

☐ Open / exploratory

☐ A mix of both

How might I shift one question from efficiency to insight?

(Why → What/How | Advice → Curiosity | Fixing → Exploring)

Original question:

Upgraded question:

3. Listening: How Am I Listening?

When I think about this conversation, I notice that I usually listen at:

☐ **Level 1 – Internal** (focused on my own thoughts or response)

☐ **Level 2 – Focused** (paying attention to the other person)

☐ **Level 3 – Global** (listening for meaning, emotion, what's not said)

What might change if I listened more to understand than to respond?

4. Assumptions: What Story Am I Telling Myself?

Before the conversation happens, or as it unfolds:

What assumptions am I making?

What else might be true here?

What would change if I assumed good intentions?

5. One Small Experiment

Rather than trying to do everything differently, choose **one small shift** to try.

- ☐ Ask one more open-ended question
- ☐ Listen without interrupting or advising
- ☐ Notice and adjust my word choice
- ☐ Pause before acting on an assumption

My one small experiment for the next conversation:

Reflection (Optional)

After the conversation, take a moment to notice:

- What shifted, if anything, in my thinking?
- What shifted in the other person's thinking?
- What did I learn about how conversations shape outcomes?

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