

Day 1 Prompt Pack — Copy, Paste, Customize

Replace every [SQUARE-BRACKET PLACEHOLDER] with your own details before running.

PROMPT 1 Session Ground-Setter

Use case: Opening a first session with structure · Tool: ChatGPT

Act as my coaching session co-pilot, not my advisor. I am coaching [PERFORMER FIRST NAME], a [ROLE] whose stated focus today is [THEIR AGENDA IN THEIR WORDS]. Draft 6 powerful open questions I could ask in the first 10 minutes – questions that expand their thinking, contain no advice, and no closed yes/no forms. Group them: 2 to open, 2 to deepen, 2 to sharpen toward a decision.

What a strong result looks like: Opening: 'What would make today's hour feel worth it?' Deepening: 'Where in your week does performance actually happen — and what interrupts it?' Sharpening: 'Of everything we touched, which one thread would move your number most?'

PROMPT 2 Observation-Sheet Generator

Use case: Designing a structured observation before Day 7 · Tool: Claude

I am going to observe a [ROLE] doing [WORK: sales calls / support tickets / sprint work]. Build me a one-page structured observation sheet: 5 observable behaviors worth tallying, 3 environment frictions to note, 2 open questions to ask afterwards. Keep every item observable – no adjectives like 'good' or 'confident', only countable actions.

What a strong result looks like: Behaviors: talk-time ratio, questions asked before pitching, next-step secured per call. Frictions: CRM typing time between calls, approval waits. Post-question: 'What felt hardest about today?'

PROMPT 3 Fix-It Reflex Auditor

Use case: Reviewing your own session notes honestly · Tool: Gemini

Here are my raw notes from a coaching session: [PASTE NOTES OR TRANSCRIPT EXCERPTS]. Audit me like a supervisor: mark every moment where I (a) prescribed before diagnosing, (b) accepted a trait story ('lazy', 'not a closer') without asking for evidence, (c) talked more than the performer, or (d) left without a concrete next observation or action. For each, rewrite what a diagnosis-first move would have sounded like. Be strict – this is practice, not evaluation.

What a strong result looks like: Line 8 — you said 'maybe a time-management course would help' after ONE complaint. Diagnosis-first version: 'Before solutions — show me your actual week. Where do the hours go?'

PROMPT 4 Gap-Type Sorter

Use case: Turning messy complaints into a hypothesis · Tool: ChatGPT

Here is a performance complaint from a manager: [PASTE COMPLAINT]. Here is what I observed: [PASTE OBSERVATION NOTES]. Sort the evidence against the five gap types – skill, will, system, signal, circumstance – and rate each as Likely / Possible / Unlikely with one line of reasoning. Then give me the single most important question I should ask next to separate the top two.

What a strong result looks like: System: LIKELY (deals stall at proposal stage where approval takes 3 days). Will: UNLIKELY (activity metrics normal). Next question: 'When a proposal waits three days, what do you do — and how does it feel?'

PROMPT 5 Stance Rehearsal

Use case: Rehearsing the conversation with a skeptical sponsor · Tool: **Claude**

Act as a skeptical sales director who wants a 'motivation workshop' for a rep immediately. I will practice holding the coaching stance: no fixing, no jargon, warm but immovable on evidence-first. Push back at least twice with budget and time pressure. After the role-play, score me 1-10 on stance integrity and tell me the exact sentence where I wobbled.

What a strong result looks like: Sponsor: 'No time for diagnosis — just run the workshop.' You: 'One afternoon of observation saves you a wasted workshop. Give me the calls and the dashboard — I will show you the gap by Friday.'

PROMPT 6 P.E.A.K. Engagement Skeleton

Use case: Drafting the arc you will fill for 24 days · Tool: **ChatGPT**

I am starting a performance coaching engagement for [PERFORMER ROLE] whose presenting complaint is [COMPLAINT]. Draft a one-page P.E.A.K. engagement skeleton: Pinpoint (what I will observe and baseline), Engineer (system elements I might design), Accelerate (how the weekly cycle will run), Keep (what ownership transfer looks like). Leave [BRACKETS] where real evidence must fill in — do not invent data.

What a strong result looks like: Pinpoint: 10 calls + CRM stages + two-number baseline. Engineer: call-block calendar + revised talk track. Accelerate: weekly plan-act-measure-review. Keep: self-review ritual + handover checklist.