



# THE BEST COACHING QUESTIONS

## STARTING A CONVERSATION

Tell me about yourself...

How have you been since our last appointment?

I'm curious: How do you think I can help you this week?

What would REALLY put a smile on your face if you worked on it right NOW?

Imagine you have just had an ideal week. What 3 things have you done?





# THE BEST COACHING QUESTIONS

## WINNING CLARITY FOR THE CONVERSATION WITH YOUR BOSS

Why are you asking for the conversation? Why now?

What do you think is the goal of your boss? What are her interests? What is important to her?

Which interests are compatible, which are not?

What do you think is negotiable for them? What is not?

What do you hope to achieve from the conversation? What do you need to achieve today so that you are both satisfied?

What is the best outcome and what is the worst outcome?

Has your boss ever been able to accept feedback from you? If so, how did you do it?

How could your boss behave so that you appreciate her and are committed to your work?

Who in the team does your boss value the most and who the least? Why do you think that is?

How would you describe your working relationship?

How do you think your manager sees you?

Which of your professional development wishes should your boss know in order to be able to support you optimally?

What concrete support do you want in case of work problems?

To what extent would your boss stand up for you if you made a mistake?

Do you trust your boss enough to defend her decisions?

Do you think you can do it alone, or does it make sense to involve an impartial person in the conversation?





# THE BEST COACHING QUESTIONS

## PREPARE 1:1 CONVERSATIONS WITH STAFF MEMBERS

What is the best question I could ask you now?  
If you were coaching yourself, what would you ask yourself now?  
What should I ask you now?

What am I not saying that should be said?  
What am I not hearing that I should hear?

If you could consciously switch off your inner autopilot, your intuitive reactions for one day, what would go differently/better?

What could your office plant tell you about yourself and how you deal with stress? What does it see that others don't?

What should we achieve today so that we are both satisfied?





# THE BEST COACHING QUESTIONS

## PREPARE A DEVELOPMENT DISCUSSION WITH THE EMPLOYEE

What do you want to achieve specifically? What deeper, perhaps also personal meaning does this goal have for you?

Put yourself a few years into the future. You have achieved all your goals. What does a typical day in your life look like?

What should be in your obituary?

What skills, talents or skills are you most proud of? Which of them make you happy?

You have an audience joker who can help you with this problem. Whose advice would you like to hear?

If your goal achievement/project completion were a weather forecast, would you predict sunny, rainy or changeable weather?

When was the last time you felt driven and motivated by your role (current or past)?

When and how did you last teach yourself something major? How did you overcome obstacles?

Did you ask someone else for help? If so, who? Why this person of all people? What happened?

Has there ever been a moment when you thought, "I give up"? Did you or did you not and why?





# THE BEST COACHING QUESTIONS

## SOLVING PROBLEMS & CONFLICTS

If I were to ask your colleagues why the relationship between you and ... has changed so much, what would they say?

If the colleague you are not getting along with at the moment had one wish, what would he wish for?

What would happen if you behaved like this for just one day?

Try to look at the conflict as an outsider. What advice or tips would you give yourself?

Which contact/experience/success from the past would help you the most or bring you the most?

When you think about the days of the last week when you coped well with your conflict, what distinguishes these days from less good days?

In which situations does your problem go silent and you are completely free of worries?

What are the dangers of dealing with the conflict?

What would be better if the problem was solved? What would be worse? For whom?

Let's assume you had mastered the problem with competence. Looking back, what lesson did you learn from this problem?





# THE BEST COACHING QUESTIONS

**SELF CLARIFICATION, INNER TEAM, DISCOVERING VALUES**

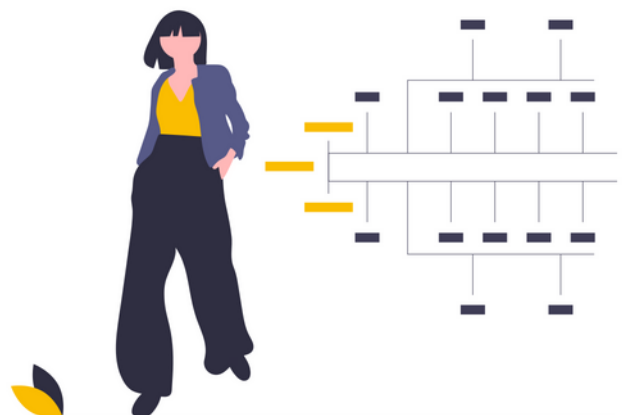
What do you love? Make a list!  
What do you hate? Make a list!  
What inspires you? Make a list!

Write your Elevator Pitch: What do you stand for as a person?  
If there were only three rules that EVERYONE had to follow, what would they be?  
What would you fight for and accept personal disadvantages for?  
Is there anything you would risk your reputation for?

What constitutes a fulfilled life for you? What are the basics that have to be in place?  
What are the happiest moments in your everyday life?  
What is your favourite activity and why?  
Which three things would you take with you into a difficult or dangerous situation?

What are the sources of the most important parts of your personality?  
Which parts of your personality already existed when you were a child? Which parts have only developed over time?  
Which parts of your identity are innate and which parts have you chosen for yourself?

A fairy godmother comes and gives you a new quality. Which one do you choose?  
The bulky waste offers you to reliably dispose of one of your characteristics.  
Which one do you put in front of the door?





# THE BEST COACHING QUESTIONS

**SELF CLARIFICATION, INNER TEAM,  
DISCOVERING VALUES**

For which decision in your life would you like to award yourself a certificate?

Which skills, talents and competences are you most proud of? Which ones make you happiest? Which ones make you feel successful?

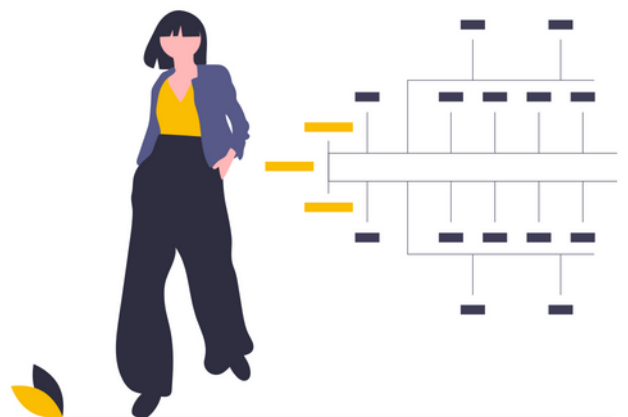
Which three moments in the last year have contributed most to your success?

Which people you have met on your professional and educational path have awakened special qualities and strengths in you? Through what?

Is there someone you admire? What do you admire in particular?

Tell me about an experience that changed your mind/attitude.

What was the best advice you ever received?





# THE BEST COACHING QUESTIONS

## DEFINING & ACHIEVING GOALS

What would you like to have more of in your life?

Scale (1 to 10): Where are you at the moment on your way to your goal?

Imagine the photo of your goal: What will it look like when you have reached your goal?

Mountaintop: What obstacles do you have to overcome on the way?

What do you think is the first step to reach your goal? Can you think of any alternatives?

You are 90 years old, what do you want to tell your grandchildren about your life that makes you proud?

Which 3/5 things do you absolutely want to do before you die?

Which contact/experience/success from the past would help you the most or bring you forward the most?

What has helped you in your progress so far? What is holding you back? Tell me about the last time this happened.

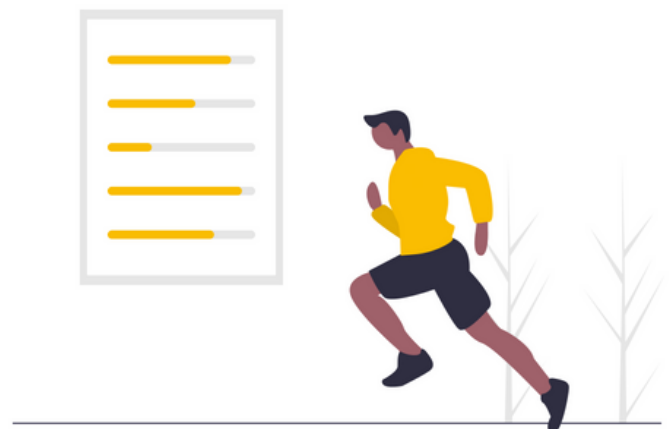
Do you know someone who has already achieved the same goal? How did she do it?

Do you know someone you can ask for help along the way?

What else will you need?

What can you start doing immediately?

What can you realistically achieve by next week/month/year to get closer to your goal?







# THE BEST COACHING QUESTIONS

## DEFINING & ACHIEVING GOALS

Why is it so important for you to achieve your goals?

What deeper, perhaps also personal meaning does this goal have for you?

What is your theme/YOUR ONE goal for this year?

How serious are you about this?

Why do you want to achieve this goal?

How will it help others if you achieve your goal?

What reward do you want when you reach the goal?

Imagine that you have already achieved your goal. What additional step would you take to put the icing on the cake?

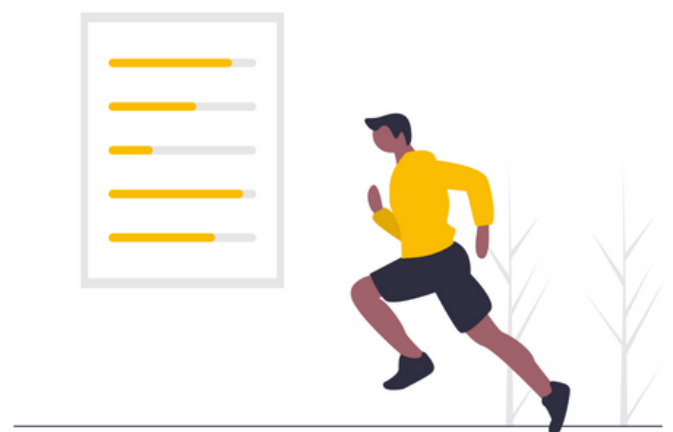
How can you best motivate yourself?

What gives you energy? What steals your energy? Make a list!

What goal would you set for yourself if you knew you could not fail?

If you won the lottery, what would you do first?

What would winning all the way look like for you this month? Make a list!





# THE BEST COACHING QUESTIONS

## MAKING DECISIONS

How will you feel about it in a month, a year or ten years?  
What would you do if you didn't have to live with the consequences?

Name someone who has done what you want to do. What would he/she do in your situation now?

Imagine you are talking to the greatest expert on your topic. What would she do in your situation?

What is the best way forward? The easiest? The cheapest? The fastest?

What is the easiest way forward here?

Which decision are you avoiding?

Which decision brings you closest to your life goals?

What can you do today? What this week? What three actions this month?

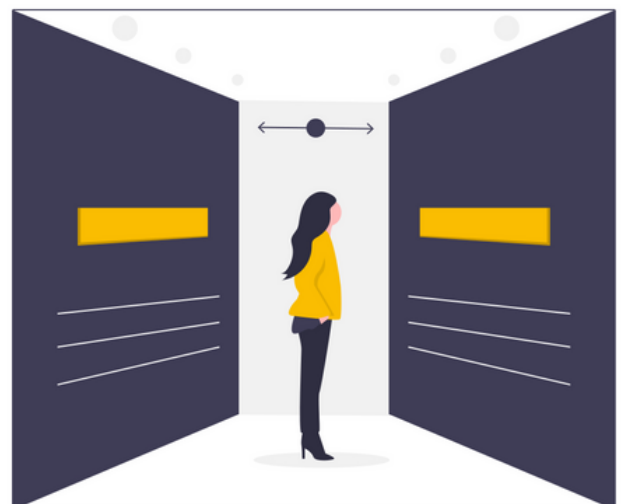
What do you gain by (not) making this decision? What will you lose?

How will this decision affect your family/colleagues/friends?

What is the worst that can happen if you make this decision?

What would you advise your best friend in your situation?

What would you advise your child to do in your situation?





# THE BEST COACHING QUESTIONS

## MAKING DECISIONS

What would you do if you knew you could not fail?

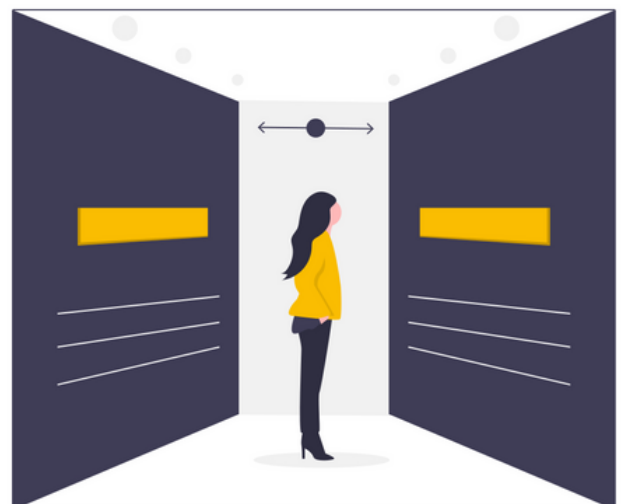
What would you do if you didn't care about other people's opinions?

Imagine you had all the time in the world, what would you do?

Imagine you have full trust in your abilities, what would you do?

Imagine you have all the support you need from others. What would you do?

You won the lottery. What would you do if money was not an issue?





# THE BEST COACHING QUESTIONS

## DEALING WITH RESISTANCE

Do you really want to do this? How much on a scale of 1 - 10?

Is there a higher priority?

On a scale of 1-10, how likely is it that you will be successful?

What will stop you? What will go wrong? What will get in your way?

How can you best sabotage yourself?

What resistance are you likely to encounter? What else? And what else?

What keeps you from doing more for your goal? Who or what is standing in your way?

What might you have to give up or stop doing to achieve this goal?

What is your price for this change?

What is the advantage of keeping everything as it is?

Can you somehow hold on to these advantages and still go ahead with your project?

Do you need a plan B? What could it look like?

What 3 things can you do to make it work?

If you secretly didn't want to achieve your goal, how do you do it?





# THE BEST COACHING QUESTIONS

## DEALING WITH RESISTANCE

What drives you to reach your goal?

What do you need to achieve your goal?

What can and do you already do to reach your goal?

Who are you now? Who do you need to be to reach your goal?

What additional skills and behaviours do you need to develop?

Which behaviours do you have to let go of?

Have you ever achieved something similar? How did you do it?

What helped you then that you can use today?

Is there someone you can ask for help?

Who are the people you should surround yourself with?

Who has already achieved your goal?

How should you shape your surrounding?

Who should you tell about your goal in order to achieve it?

Who can help with skills, contacts or practical support to bring you closer to your goal?





# THE BEST COACHING QUESTIONS

## PROGRESS & FOCUS

What would happen if you did nothing?

What has worked so far and what has not? What have you learned from this?

How satisfied are you with your progress?

What in your life is robbing you of energy and motivation at the moment?

Are there other decisions you need to make to reach your goal?

Is there anything you need to let go of in order to reach your goal?

Are my goals still inspiring? What might need to change?

What could you do to make sure the goals are easy to achieve?

What is inspiring and meaningful to do this year?

What are my top 3 priorities for the rest of the year?

What is the MOST IMPORTANT thing you want to complete this year?

What would you do if you had no fear?

What do you secretly know you need to say no to?

What do you need to stop saying yes to?





# THE BEST COACHING QUESTIONS

## BELIEFS

Do you have recurring thoughts that get in your way?

Where do these thoughts come from?

Who would you be without these thoughts?

Are these thoughts still helpful? Do they have a benefit or a positive intention?

What exactly is the little monster in your head saying? Really? Never? Always? Compared to whom?

What unrealistic expectations do you have of yourself?

Are there situations in which you are too hard on yourself?

I must always \_\_\_\_\_, I should always \_\_\_\_\_, I must never \_\_\_\_\_. Make a list!

What do you avoid at all costs?

What behavioural rules prevent you from moving forward?

How do you know this is true?

What would be different in your life if you could trust yourself completely?

Look at yourself through the eyes of someone who really loves and respects you. What new things do you see? Make a list!

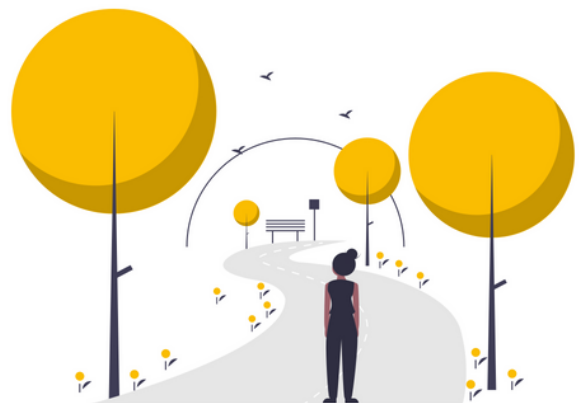
Who are you? Describe yourself without labels, roles and job descriptions.

Why are you in this world? What is your role?

What are your superpowers? In other words, which things, even small things, can you do MUCH better than others?

Which parts of yourself do you usually hide?

Which parts do you want everyone to see?





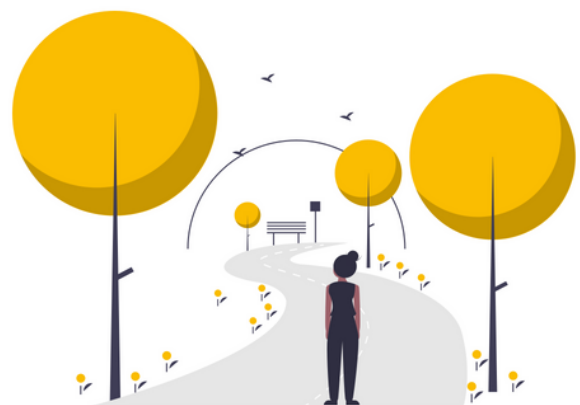
# THE BEST COACHING QUESTIONS

## BELIEFS

Look at your life so far as a film. How do you like what you see? What is the title of part 1 (past)? What should be the title of part 2 (future)?  
Who is your audience? Who do you want to please?

You travel back in time to your 16-year-old self. What three things do you say to yourself?  
If you could change only one thing in your life, what would it be?

What is the biggest misconception others have about you?  
What do you know for sure?







# THE BEST COACHING QUESTIONS

## RELATIONSHIPS

Who are the people you should surround yourself with to achieve your goals?  
Who gives you energy? Who robs you of energy? By what?

What do you teach other people about how they should treat you?

In what situations would indulgence and understanding of others be helpful?  
In which situations are you too lenient? What do you gain from this?

Who are you trying to please? By what?

How exactly does this person make you feel?  
Does being with this person make you happy? If not, why is that?

