

Monthly training plan review

Blank worksheet

CLIENT

COACH

WINDOW

AS OF

NEXT REVIEW

Session adherence

Future sessions are excluded

Measure	Value
Sessions that came due	
Completed in full	
Partially completed	
Completed total	
Missed	
Rounded adherence	

CALCULATION RULE

Formula: completed sessions / sessions that came due. A partial session counts as completed in this overview. If nothing came due, the result remains no data.

CHECK-INS: SCHEDULED / RECEIVED

RECORDING GAPS TO VERIFY

RECURRING PATTERN IN TIMING, STATUS, OR DURATION

Set-level RPE observations

Date	Exercise	Load	Reps	Set RPE	Context

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Fictional example: Alex, adult general-fitness client

EXAMPLE, NOT A REAL CLIENT

Window 2026-08-24 to 2026-09-20, reviewed 2026-09-20. Three sessions per week. The future 2026-09-21 session is excluded.

Four weeks of sessions

Week	Monday	Wednesday	Friday
1	completed	missed	completed
2	completed	partial	completed
3	completed	missed	completed
4	completed	completed	completed

Summary	Value
Came due	12
Completed including 1 partial	10
Missed	2
Rounded adherence	83 percent
Check-ins received	3 of 4

Four set-RPE observations for the same exercise

Date	Exercise	Load	Reps	Set RPE
2026-08-24	Goblet squat	20 kg	10	7
2026-08-31	Goblet squat	22 kg	10	8
2026-09-07	Goblet squat	22 kg	10	9
2026-09-14	Goblet squat	22 kg	10	8

WHAT THE RECORD SUPPORTS

Two missed Wednesdays and one partial Wednesday prompt a question about timing, duration, and context. The same 22 kg produced RPE 8, 9, and 8. Compare technique, other sets, and comments first. The example does not prescribe an automatic load increase or decrease.

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Decision and client summary

Questions before a change

- ☐ Is the exception in the plan, schedule, equipment, effort, or record?
- ☐ Does it recur on the same day, exercise, or situation?
- ☐ Does the client's comment support the explanation?
- ☐ Is the RPE for one set or the full session?
- ☐ Does the client's need remain within the coach's qualifications?

Agreed next action

WHAT WE WILL KEEP OR CHANGE, AND WHY

WHAT WE WILL OBSERVE

NEXT REVIEW DATE

CLIENT-FACING SUMMARY

REMINDER

Write an observation, not a diagnosis. Ask first, then explain the decision.

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