Counselor’s Post-Session Checklist
For 2nd and Subsequent Sessions

- Prayer

- Review Session Notes. While the session is fresh in your memory. Fill in any notes that are incomplete or were neglected in the session.

- Copy everything from the whiteboard to include in session notes. This can be done by re-drawing it onto paper or taking a picture of the whiteboard and printing it to attach to the notes.

- Complete the Session Log

- Update the Agenda

- Update “Questions to Ask the Counselee”

- Complete a Case Report

- Prepare a “Biblical Counseling Record and Lesson Plan” for the next session.

- Prepare a “Homework Assignment Sheet” for the next session

- Send an email (or card) of encouragement to the counselee

- Review counselor’s personal transformation plan and ensure steps are being taken to continue personal growth and maturity