

**Counselor's Post-Session Checklist  
For 2<sup>nd</sup> 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