Update the attached file to work within my current project. Change the tone to focus on the next steps.

**Coaching Timeline:**

Step 1 - Start a coaching session. Coaching session remains active “In-Progress” until the action (End Coaching) is completed

Step 2 - Complete Coaching form and schedule a follow up session

Step 3 – Enter one or more action items into the coaching form before submitting.

Step 4 - After Coaching Action items: On or before the scheduled follow-up session the coach will complete one of the action items. (Coach, Re-schedule Coaching, End Coaching, View Coaching History)

A coaching session remains In-Progress "Active" until the coach ends the coaching. Our goal is to review the improvement trends from the last session.

**Priority is set based on the following:**

High: Follow-Up action was missed. When this happens, the app will mark as missed and the coach has two options (Coach now or Re-Schedule Coaching)

Medium: Follow-Up coaching is due today or within one day Action available: (Re-Schedule, Coach)

Low: Following up is more than 3 days away. Action available: (Re-Schedule, Coach)

**Completion rate and Re-Schedule Rate**

Add a new Card for Re-Schedule Rate

Completion rate only increases when a Follow-Up Coaching session is completed on or before the date it was scheduled or re-scheduled. If a session is re-scheduled, we should track that as the new Action card at the top.