

# Accountability Partner

WORKSHEET

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*Increase your chances of success by  
setting a strong foundation with an  
accountability partner and your goals.*

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# Goal-Setting Worksheet

## SET GOALS WITH YOUR ACCOUNTABILITY PARTNER

An accountability partner can provide constructive feedback, a fresh perspective, guidance and inspiration that you need to help you succeed and reach your goals. Use this worksheet with your accountability partner to stay on track.

If you're ready to go on a journey to accomplish some serious goals, having an accountability on your side can help you stay motivated and focused. Use this guide to get crystal clear on your goal(s) and map out a plan to accomplish them.

### YOUR COMMITMENT

Working with an accountability partner means that you need to take responsibility for your actions and your decisions.

**In order to be successful with any goal, there has to be a willingness on your part to commit to own your actions and habits.**

Be very specific about what you want to accomplish and identify a timeframe to complete these goals. Some people never reach their goals because they're not specific enough.

Avoid broad, vague or unrealistic goals.

### COMMUNICATION

Your communication should have a strong foundation around positive reinforcement and mutual respect.

You should have regular check-ins with your accountability and it should be a fixed time at the same time each week.

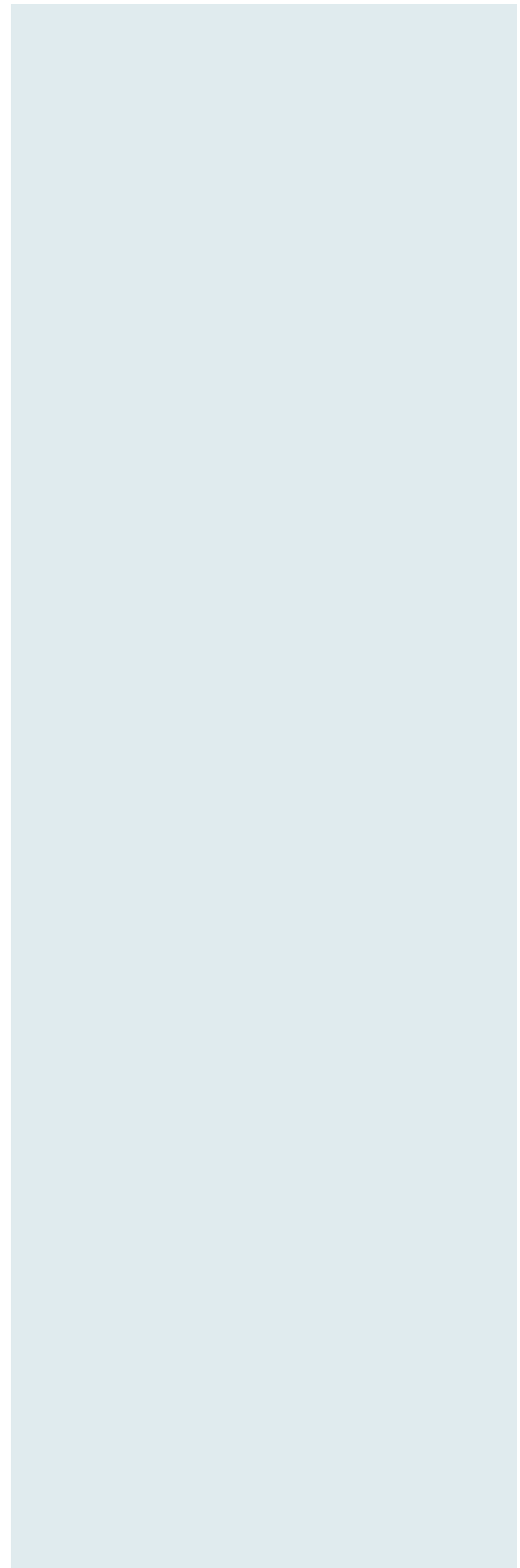
Establish a communication cadence that works for both of you in order to also ensure you stay on track and focused on your goals.

**IDENTIFY ACCOUNTABILITY PARTNER:**

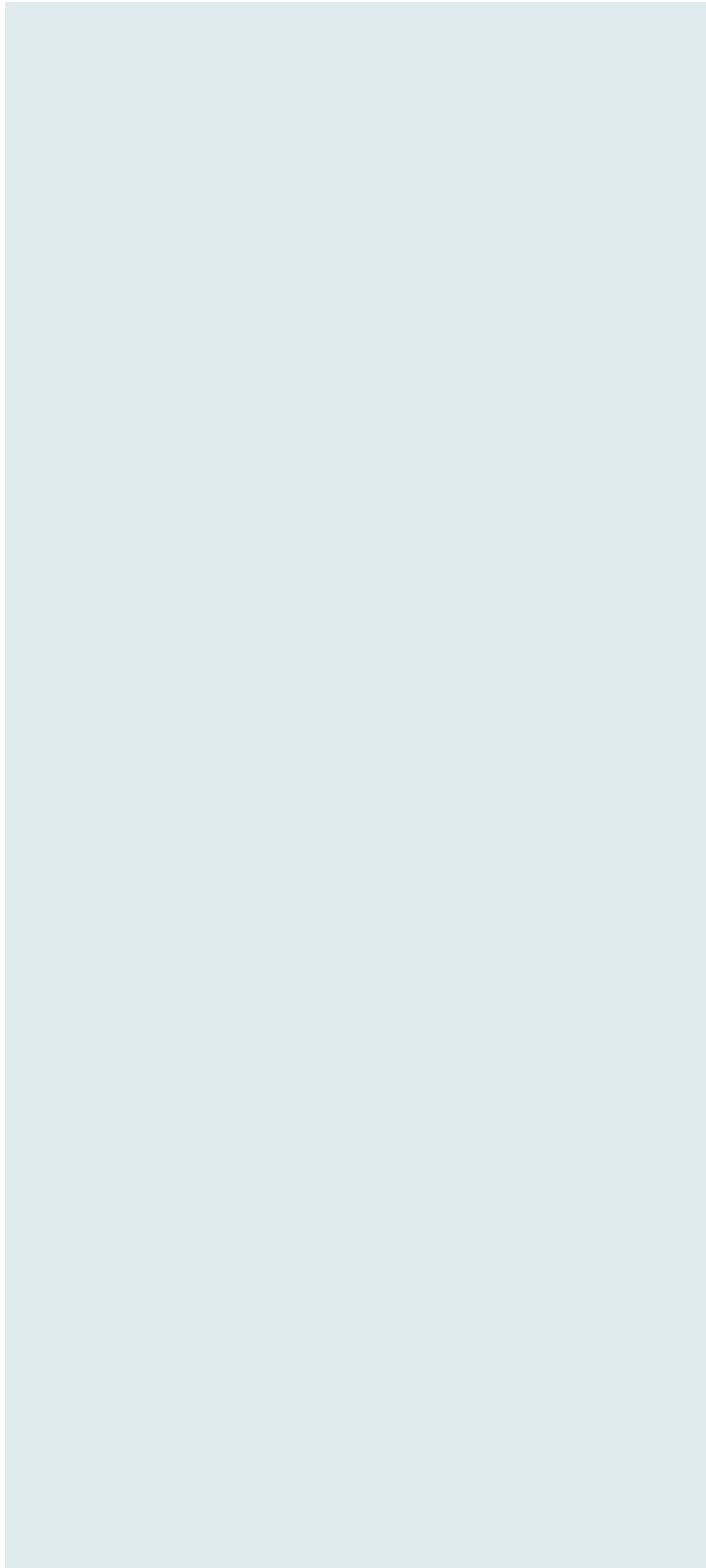
- Identify someone in your network.** Your accountability partner can be professional acquaintance, a good friend, a co-worker, a relative, or a spouse or partner.
- Prioritize an acquaintance as an accountability partner.** A family or close friend may give you more cautious advice and keep you in a “safe space” which could stand in the way of your growth.
- Honesty is the best policy.** Seek out a person who can be candid with you; who can listen to you and can provide helpful ideas.
- Reciprocal partnership.** It’s OK if your accountability partnership is reciprocal, meaning the two of are going through the same process together.

**QUALITIES TO LOOK FOR:**

- Smart, caring and organized.** You’ll be sharing hopes, struggles and triumphs with this person. Identify someone who is positive and has good communication and organizational skills.
- Partner in crime.** You want someone who’s in your corner, acting as your partner-in-crime and providing you with positive peer-pressure.
- Previous experience.** It’s helpful if your accountability has faced similar struggles and has successfully come out the other side because they can be a great resource for you.



## BRAINSTORM



## APPROACH:

- Reach out to your potential accountability partner.** Ask them if they'd be interested in holding you accountable for your goal(s).
- Share what you'd like to accomplish.** Let them know what your goals are, your plan for reaching your milestones and your deadline.

## HOW TO WORK WITH YOUR ACCOUNTABILITY PARTNER

- Communication frequency.** Establish how frequently you'd like to be in touch. Whether it's a text message a few times a week, a 15-minute phone call once a week, or an in-person meeting every other week.
- Identify consequences.** Identify consequences for your actions (or non-actions) and ways your accountability can enforce these consequences onto you.

## FOLLOW THROUGH

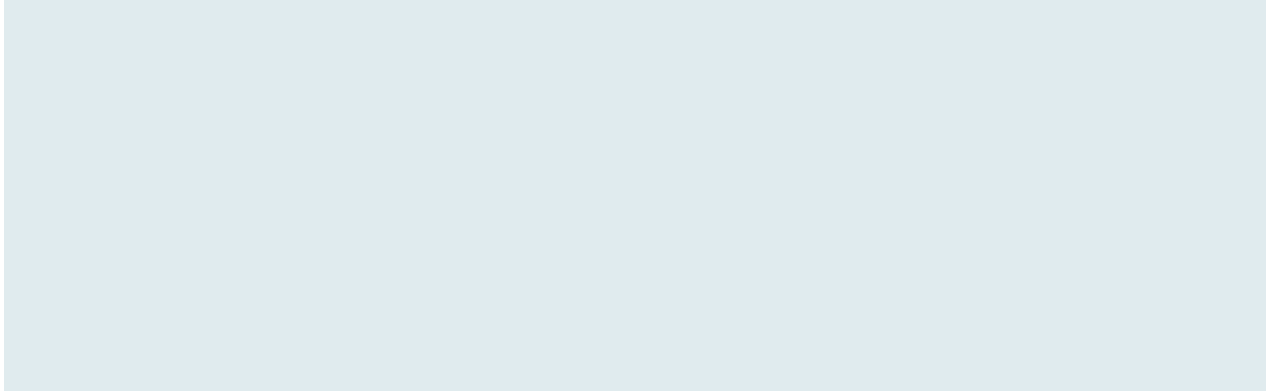
- Continual check-ins.** You should have regular check-ins with your accountability partner and it should be a fixed time at the same time each week. Continue to periodically check-in or stay in touch even after you've accomplished your goal.

# Commit to Your Goals

## ACCOUNTABILITY PARTNER CHECKLIST

### MY GOAL

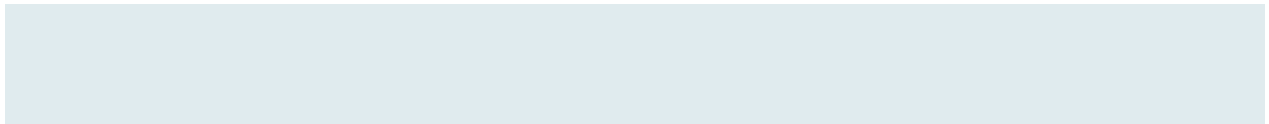
Write the goal you to set for yourself and why you want to accomplish this goal.



### DEADLINE

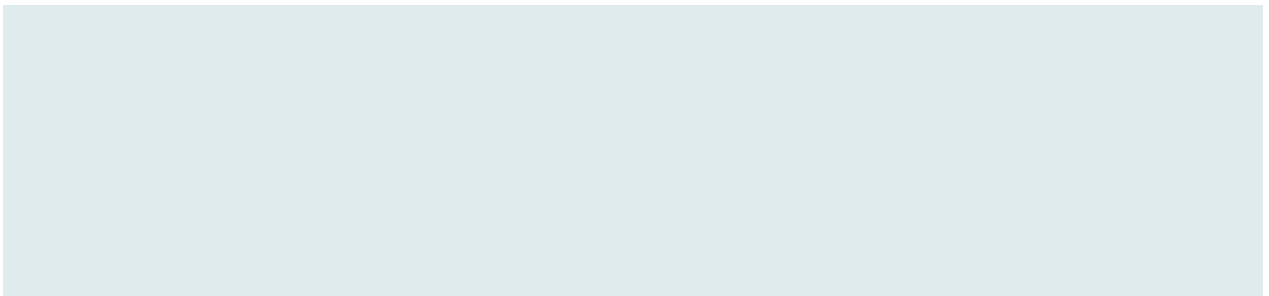
Give yourself a reasonable amount of time to see results and accomplish something.

Pro Tip: Three months is a good starting point to allow yourself time to commit to something and see your progress over that period of time. Remember that consistency will be vital.



### SMART GOAL

Ensure your goal is specific, measurable, achievable, realistic and timely. Most people fail with goals because they're vague, broad or unrealistic. Write out your goal using the SMART format to help you increase your chances of success.



## MILESTONES

Milestones or notable achievements will serve as a pulse check that you're heading in the right direction. Accomplishing these milestones will boost your motivation and confidence and keep you aligned with your end goal.

1

2

3

## ACTIONS AND TASKS

Write the specific actions you need to take to accomplish and reach your goals. Identify daily/weekly actions or tasks you need to complete to keep you on track. (Example: I will spend 8 hours a week editing photos on photoshop. I will watch YouTube tutorials 3x's a week for an hour.)

1

2

3

## COMMITMENT

Commit to a better version of you. Declare today that you will set out to accomplish your goal and start taking deliberate action toward your success.

Name:

Date: