

# Accountability Partner Framework

While there's no single "right way" to work with an accountability partner, setting up a clear framework is critical to a successful, functional relationship. The key? Build your own framework in a way that works for supporting you the way you want to be supported, and for supporting your partner the way *they* want to be supported! Here are the things to take into account:

## WHAT

Determine what specifically you want to be held accountable for – these could be large projects with milestones, or tasks you need to tackle on a weekly basis. For focus, limit yourself to 1-3 things.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## HOW

Determine how you'll be communicating with your partner (i.e. what support structure works best for you). Feel free to change it up if it's not supporting you in the way you thought it would:

- |  |   |
|--|---|
| <input type="checkbox"/> Text messages | <input type="checkbox"/> Virtual meetings   |
| <input type="checkbox"/> Phone calls   | <input type="checkbox"/> In-person meetings |
| <input type="checkbox"/> Emails        |   |

## WHEN

- Determine when you'll be meeting and/or reporting in, and put it in your calendar as a recurring appointment with a notification (or two!) so you don't forget. Of course, if you and your partner will be meeting in-person, virtually, or over the phone, you'll need to determine a good recurring time together.
- ***Don't forget to also block out time to actually work on what you're being held accountable for!***

## ACTION

Using the communication channel and dates you've settled on above, update your partner on what specific tasks/milestones you're working on, by when that item will be complete, and then your results the following time you're scheduled to report in. Be sure to use your partner if you get stuck!

Task / Project Milestone	By When

## EXAMPLE

For me to hit my goals and have a great second half of the year, I need to get (re)organized. My organizational structures broke down in the months leading up to a big event I was hosting in May, so all those structures are being put back in place with what I'm calling my Getting Organized Project. I'm going to start by cleaning up my email, my to-do lists, and my inboxes--both paper and digital. Things have spread out to so many different places!

My accountability partner is Angela S. The first step I took was to email Angela stating my intention to get organized and the date "by when" I will have this Getting Organized Project complete. I entered several time blocks in my calendar to work on the project. and titled the calendar entries 'Getting Organized Project'.

I told Angela in my email that I will text her every Monday by 8pm with an update on my progress. It's not effective to keep things like this in my (or your) head and "try" to remember them, so I made a note in my calendar to text Angela every Monday by 8pm. It's a big project and may take a bit to get into a groove, and that's okay because I set my deadline for completion many weeks in the future. In addition to using Angela to support me on my Getting Organized Project, I'm supporting her how she wants to be supported. So far, so good. We're both focused and have a partner to lean on when we falter on keeping our promise to ourselves.