



Measuring Accountability Cheatsheet

This checklist serves as a quick summary of the most important ideas around measuring **YOUR** accountability to help you review the flow.

It's designed to be **SIMPLE** and easy to follow.

Take your time to write down some tasks that need to be done.

TASK NAME
EG <i>Write a 1000 word blog</i>
1.
2.
3.
4.
5.

Who is holding you accountable?

Write out the person or people who will hold you accountable. How do you contact them (email/phone/skype)? Confirm how regular is the contact and be specific with day and time.

NAME	CONTACT METHOD	DATE/TIME/FREQUENCY



Set
expectations



Invite
commitment



Measure progress

What is your progress for the tasks listed above?

DONE / NOT DONE		REASON / EXCUSE
EG	Done	<i>Blog was good for SEO and we can republish on Twitter, LinkedIn and share with our audiece</i>
1.		
2.		
3.		
4.		
5.		



Provide feedback

What is the outcome of this?

For the goals that worked **CONGRATULATIONS** – you just rinse and repeat. For those that were not completed, dig a little deeper.

List any regular goals that you have and evaluate if you can improve them or if they are too low a value remove them:



Link to consequences

What is the potential outcome/value of completing this goal?

	LOW	MEDIUM	HIGH
1.			
2.			
3.			
4.			
5.			



Evaluate effectiveness

What is the 1 thing you can do differently to improve ANY aspect of this process. EG: *Schedule the High priority task to get done 1st thing tomorrow (before EVERYTHING else)*