

Accountability

TEAM MEETING GUIDE

This Week is About...

how much easier it is to set clear expectations and goals for our team at the starting line, and keep them heading towards the finish line with timely check-ins.

Why it Matters

When the whole team doesn't know where we're going and how we're getting there, our chances of success are reduced dramatically. Communicating expectations and goals at the beginning of a project, and making sure everyone has what they need to get the job done is an easy way to build in accountability in a positive structured way and increase our chance of success.




During Your Team Meeting

**Remind everyone to bring their completed Personal Challenge worksheet* 

STEP 1. Get started by asking:


- ? On a scale of one-to-ten, how would you rate our team on accountability?
- ? How can we do a better job of holding each other accountable in a positive way?

STEP 2. Have your team complete the worksheet:

-  Go around the room and ask them to share the items they marked "NO", also sharing what they need in order to turn them into a "YES".
-  As they share, see if you can connect them with the information or resources they need and answer questions they might have.
-  Take notes on items you need to follow up on for people and make sure you circle back with them within the next week with answers or the resources they need.

Accountability 		PERSONAL CHALLENGE			
What are some things you frequently drop the ball on?	Are you avoiding it?	If you don't want to do it, why not?	Do you know how to do it?	Do you have everything you need to do it?	If not, what do you need? Do you need someone else to take action or provide support so you can move forward?
1	Y N		Y N Y N		
2	Y N		Y N Y N		
3	Y N		Y N Y N		
4	Y N		Y N Y N		

STEP 3. Dig a little deeper for your team with these questions:

- ? What can I do to help clarify our day-to-day goals and priorities?
- ? What do you need to know in order to be clear on my expectations?
-  Check-ins: agree on who will do them, how, and when.

