



Action Planning and Accountability Worksheet

Description

Successful accountability is simple, straightforward and requires discipline, and includes these elements:

- Alignment with goals and actions.
- Specificity of actions to be taken and outcomes.
- Timeliness — specificity of deadlines.
- Communication process — how results will be communicated.
- Support needed — clear identification of support needs.
- Clear structure for confirmation of completion.

The worksheet and checklist helps the user ensure thorough use of accountability.

Instructions

Apply the checklist to ensure that individuals and teams are using accountability correctly.

Action & Accountability Worksheet

Description of Goal:

Success Criteria:

How will success be measured?

Actions: What specific action steps are needed to accomplish goal?	Deadline: By when will the action be completed?	Structure for Accountability: What support is needed? What will ensure that action is taken? What “evidence” will there be?