



## ***Action Planning & 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?