



**Paauwerfully
ORGANIZED**

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Creating Blueprints for Purposeful & Productive Lives

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Accountability Partnerships

One of the most powerful support tools you can create for yourself is an accountability partnership that you set up with someone who is committed to the process outlined below.

I propose four components to your support structure:

1. A daily check-in via e-mail with your accountability partner Monday-Friday, as well as at least one phone conversation weekly.
2. Share your intentions and SMART (specific, measurable, attainable, relevant, time-bound) goals for the next 90 days in the areas of happiness, health and wealth with your accountability partner so he/she can better support you.
3. Share with your partner at least one thing you are grateful for every day. Even if you had a bad day, you can always find something to be grateful for. Keeping your focus on gratitude is very powerful!

Accountability Process

An accountability process is simply sharing with your accountability partner **your intentions or goals** and then regularly **reporting your results**, regardless of whether you've been successful at achieving them.

Jim Bunch, an ultimate life coach I worked with in 2008, taught me how to play the Happy-Healthy-Wealthy game, which I have incorporated into my accountability process.

The Happy-Healthy-Wealthy game builds some balance into your life—a very important part of success. Why strive for creating wealth if you forfeit happiness and health in the process? You determine what defines these three areas for yourself.

- **Happy goals:** These goals are related to relationships, hobbies, family and free time, personal growth, or areas of life that bring greater happiness and fulfillment. Focus is both on what you are *doing* and on who you are *being* in the process.

- **Healthy goals:** These goals are related to diet, exercise, hydration, rest and rejuvenation, stress reduction, appearance, and physical, mental, and spiritual health.
- **Wealthy goals:** These goals are related to income generation, investments/ leveraging your money, savings (college education, retirement, etc.), leaving a legacy through charitable giving or volunteer work, and creating an ideal lifestyle for yourself. Your wealthy goal is about *what makes you feel wealthy* (which may have nothing to do with money).

Here's how it works. You create happy, healthy, and wealthy goals or intentions for the next workday. You e-mail this to your partner at the end of your day, and your partner does the same with you. In this e-mail you also report your results from today, with either DONE or NOT DONE next to each item you listed.

Daily Report and Intentions



Below is an example of an email I would send to my accountability partner. Notice that it is simple and short. You do not need to write down everything you will do tomorrow...just your intention for a few key things. In the reporting phase, this is not a place to list reasons or excuses to shame, blame, or justify. If you do not follow through, simply write NOT DONE.

SUBJECT: Accountability Report for KP

REPORT FOR (today's date)

Happy:

- Take Dad out to dinner - DONE

Healthy:

- Treadmill for 30 minutes - DONE
- Drink 64 oz. water - DONE
- Follow my low carb diet - NOT DONE

Wealthy:

- Initial coaching intake session with PD - DONE
- Send re-engagement email to my email list - DONE

Grateful for the wonderful family vacation we just had in Mexico.

INTENTION FOR (tomorrow's date)

Happy:

- Get a massage

Healthy:

- Personal training session
- Drink 64 oz. water

Wealthy:

- Work with EV for website updates and enhancements
- Record webinar

“We must all suffer one of two things: the pain of discipline or the pain of regret or disappointment.”

—Jim Rohn

Tips to Ensure a Successful Accountability Partnership

Selection of accountability partner:

- This should not be someone you are intimately close to, like a spouse. Your partner needs to be someone who will call you on things (hold you accountable) if you are not keeping your commitments to yourself, without being judgmental or punitive in their approach.
- Suspend judgment! If your partner cannot suspend judgment, get a different partner. When someone is judging you, your focus will be on getting angry with them for judging you, rather than on looking inward and deepening the learning about what's stopping you from keeping your commitments to yourself. Here's an example of the difference:

Being in judgment: “What’s wrong with you? Are you getting lazy? You keep telling me that you’re going to follow up with that prospect and you haven’t done it!” (The word “you” is typically used a lot with judgmental comments. This puts the other person on the defense rather than encouraging them to be introspective.)

Holding accountability: “I notice that you’ve been saying that you are going to follow up with that prospect who is on your ‘chicken list,’ and for the last several days, you’ve reported that you have not done it. What’s stopping you?” Use “I” statements to report what you notice. Ask questions to help your partner deepen their learning.

Write down intentions that are most important to you.

- In other words, if you do nothing else, you are committing to doing these things. Do not create a long list of intentions in each category as that will sabotage your efforts. You may have more than one intention for each category, as long as you keep it realistic. Typically, you will do more during the day than only what you committed to in your e-mail to your partner.
- Write down and share your goals or intentions the evening before so you can begin the next day with clarity and focus. If you find that there are certain important activities you keep avoiding, plan to do them before noon.
- List at least one intention in the areas of happiness, health, and wealth. This is a whole life process, not just about building your business. If you have other important goals or intentions, include them here. For example, if you have a job or another business that you want to include in this accountability process, add another section to your report and intentions to reflect that.
- Some people find that the “happy” intention is the hardest one to identify. Even if it is something small, be sure you identify one intention for each of these three areas.

I suggest that you have an initial conversation to discuss how you want to structure your relationship and to provide whatever personal and professional information you choose to share with each other.

You may consider scheduling a call once a week or once a month to talk about what is working, what is not, and how you can support each other. Decide what will best support your partnership. If one of you does not receive an e-mail, be sure that you check in and let your partner know that you missed receiving it.

This process will only work if you are consistent and if you keep it short and simple so it does not take over your life. If your partner is not consistently participating in this accountability process, get a new partner.

Even if your accountability partner is away on vacation or unable to read what you sent, the power is in writing down and sending your intentions. This is true for a couple reasons: (1) Doing this facilitates you declaring your goals before the start of the day so you are clear about what to do. (2) By telling someone else your intentions and then reporting whether or not you did what you said you'd do, you are much more likely to follow through.

This process only works if you are 100% honest with yourself and you don't weasel out on your commitments by making excuses about why you did not do something. It's also important that you send accurate reports to your accountability partner. You only cheat yourself when you are not 100% honest in your reporting.

Once a week, schedule a phone conversation to check in with each other and share observations, celebrate wins, and fine-tune the process.