

## Peer Accountability Resources

### 1. Checklist: How to Start Your Peer Accountability Partnership

#### ▶ Define Your Goals:

Write down your specific goals and what you hope to achieve through peer accountability. For example:

- *Increase productivity by completing one major project each week.*
- *Exercise three times a week consistently.*

#### ▶ Choose a Partner with Shared Values:

Look for someone who has similar aspirations, work ethics, or values.

- *Example: A colleague working on career advancement or a friend striving for fitness goals.*

#### ▶ Set a Communication Schedule:

Decide how often and in what format you'll check in with each other.

Examples:

- *Weekly video calls every Monday morning.*
- *Daily text messages for quick updates.*

#### ▶ Use a Tracking Tool:

Select a tool to record progress, such as:

- *A shared Google Sheet.*
- *A productivity app like Trello or Notion.*
- *A physical journal for personal tracking.*

## 2. Worksheet: Accountability Action Plan

Use this worksheet to clarify your partnership's structure and ensure both partners are aligned.

**Goal:**

What do you want to achieve? Be specific.

Example: *“Complete a 5,000-word draft of my eBook by the end of the month.”*


### 3. Steps to Achieve It:

Break your goal into smaller, actionable steps and set deadlines.

Example:

1. *Research and outline the book.*
2. *Write 500 words per day.*
3. *Edit the draft on weekends.*

Action Steps	Date



#### 4. Email Templates for Inviting an Accountability Partner

Use this email template to reach out to someone you think would be a great accountability partner.

**Subject Line:** Let's Achieve Our Goals Together!

**Body:**

Hi [Name],

I've been working on [specific goal] and realized that having an accountability partner could make a big difference. Would you be interested in teaming up to support each other's goals?

Here's what I was thinking:

- We could set up weekly [calls/check-ins] to share progress and motivate each other.
- We'll help each other stay on track by providing encouragement and honest feedback.

Let me know if this sounds like something you'd like to try. I'd love to support you in reaching your goals, too!

Looking forward to hearing your thoughts,  
[Your Name]

**Alternative Formats:**

For informal invitations:

"Hey [Name], I'm working on [goal], and I think we'd make great accountability partners. Want to give it a shot?"

**For professional settings:**

"Hi [Name], I've been working on [goal], and I thought partnering with someone equally driven could help us both stay on track. Are you open to discussing how we could collaborate on this?"