

Worksheet 1B

After you work through the information on this worksheet, share the information with your new accountability partner. She should be aware of what you're trying to accomplish and be as committed as you are.

Business Blueprint Chunks: Get an Accountability Partner(s)

a.) Another business person as an accountability partner

Who do I know that would be a good accountability partner for me? They don't have to have ADHD.

They should:

- be interested in moving their business ahead faster
- be interested in being more productive and focused
- like the idea of regular check-in meetings with me (in person or via phone) for mutual support and accountability

Names of possible accountability partners:

Who would I feel most comfortable with on an ongoing basis?

Who do I think will take this as seriously as I do, follow through, and stick with it?

Who do I think will be the most honest and candid with me when holding me accountable?

My final choice:

Date contacted:

Guidelines for accountability sessions:

- Set a regular schedule, such as every Friday morning at 9:00 am. Agree to be on time for each other.
- Set a time limit for your meetings and do not go over it. 30-minutes is plenty. Use a timer.
- Together, develop a set of questions or a checklist to be followed at every meeting.
- Share individual goals and agree on how you'd like the other person to hold you accountable.
- No idle chatting. Stick to your purpose.

Sample meeting checklist (change to fit your needs): **Our regular schedule:** _____

1-minute check-in/overview, each person

5-minute reporting on progress since last meeting, Person 1

2-minute questions/accountability check from Person 2 about Person 1's report

5-minute reporting on progress since last meeting, Person 2

2-minute questions/accountability check from Person 1 about Person 2's report

2-minute goals/objectives/priorities for next session, each person

(continued)

(Worksheet B, continued)

Business Blueprint Chunks: Get an Accountability Partner(s)

b.) “Using” existing business partners as accountability partners

Who do I already work with that I could be more accountable to?

Staff members/employees

Can I set up **regular, repeating meetings** to review all company work? *(This keeps me on top of what they are doing, and also keeps me accountable to them.)*

Who? _____

When? _____

Vendors, salespeople, contractors

Can I set up **regular, repeating meetings** to review what they are working on for me? *(This keeps me on top of what they are doing, and also helps me meet deadlines for my own work.)*

Who? _____

When? _____

Professionals (accountant, attorney, financial planner, etc)

Can I set up **regular, repeating meetings** to review my accounts? *(This keeps me on top of my business, and also makes me accountable to get them what they need so they can be effective for me.)*

Who? _____

When? _____

Board of advisors

Would a board of advisors work for my business, to supply an entity for me to be accountable to?

Guidelines for board of advisors:

- Advisor capacity only, can't be held accountable as official directors of the company
- Group people you meet with anyway (accountant, attorney, financial planner, insurance rep, banker, and other people interested in the welfare of your business) and meet with them all together
- Meet quarterly for lunch
- Reserve a private meeting room in a restaurant, have lunch served
- Share your financial, growth, and marketing reports and ask for feedback
- Consider paying each of them a small stipend per meeting

Who would be on my board of advisors? _____
