

COMMITMENT AND ACCOUNTABILITY

Workbook

written by Viki Johnston



Integr^ous
Women 

Session 1

By the end of this workshop you will be able to describe why commitment and accountability are important when considering personal or professional development.



"A goal without a timeline is just a dream"
- Robert Herjavec



It's great to have dreams, but to make those dreams a reality we need to take action, and that's where the challenge starts.

What is your big dream? Why is it still a dream? Be honest and note why you haven't taken action yet.

What is your definition of commitment?

According to Google...



Commitment: the state or quality of being dedicated to a cause, activity, etc

Accountability: the fact or condition of being accountable; responsible for action or decisions.

**To gain commitment and accountability,
you really need to want it.**

What are 3 things you really want?

How do these 3 things fit within your dream?

1

2

3

Have you given yourself a goal that doesn't fit with what's really important to you?

To live with integrity we must do what feels right for the right reasons. As we mature we realize that we need to do what's right because it's right not because we may get caught doing some wrong or we might upset someone else.

It is easy to get caught up in doing what others expect from you, or what you believe others expect of you. To ensure you are really committed to your own personal goals, they need to be owned personally by you.

On a scale of 1-10, how would you rate your integrity towards your goals?



Very Poor



Extremely High

Review your dreams here and consider if they need to become more integrous:

Write your new Integrous Goal in the cloud below:

Session 2

By the end of this workbook you will be able to list factors that encourage commitment and accountability and clarify why those factors impact on your personal integrity.

Write your Integrous Goal here:



How SMART is your goal?

Is it Specific? Does it make sense to someone else, if they reviewed it, would they really understand what it means?

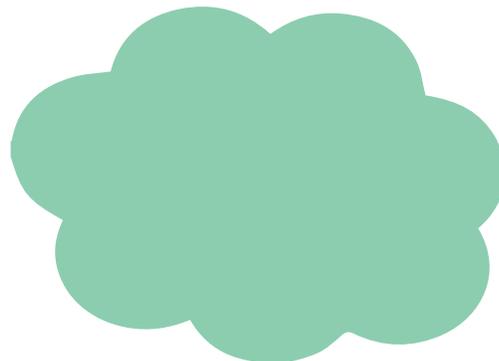
Is it Measurable? How will you know when you have achieved it? What will be different, don't use feelings or something subjective, for example, "I will feel more confident" would be better replaced with "I will demonstrate my confidence by presenting my work at a conference"

Is it Agreeable? Is this something you really want to do, or are you agreeing to something that does not fit with your Integrous goal?

Is it Realistic? So we need to make sure the goals stretch us, but not to breaking point. Don't be unrealistic with what you are capable of achieving.

Is it Timed? Give a set date or time frame, "by the end of September 2019" or "within the next 6 months, starting today (insert today date)". This will help with the measurement of the goal and also give you some motivation and drive to get it done.

Rewrite if it needs to be SMART:



Now you have your SMART goal, we need to become accountable to it.

Are you motivated by outer expectations? Does having someone check in with you make you more determined to get the job done?

Tips:



- Find an accountability partner
- Join a group or club that has people who will check in with you
- Link the goal to someone important in your life, spouse, child, parent.
- Find a group of other people who rely on you achieving this goal, ie a weight loss group or running partner.
- Recruit a Coach, or coaching group to report your actions back to.

Are you more self motivated, do you trust yourself to do it for you once you understand the reasons why its necessary to do?

Tips:



- Write your goals clearly somewhere you will see them often.
- Set dates to review your progress
- Set mini milestones along the way so you see actions frequently
- Build in rewards to progress made to keep you motivated
- Continually review the purpose of you goal, is it still relevant to your end game.

Another great way to build in accountability is to use the Broadcast method. Tell someone, or a group of people what your goals and plans are. Once other people know, we feel obliged to keep our word.

If you are still struggling with accountability, maybe you are what Gretchen Rubin calls a Rebel. Which means you don't work well with either inner or outer accountability. See Gretchen Rubin's book *The 4 Tendencies*.

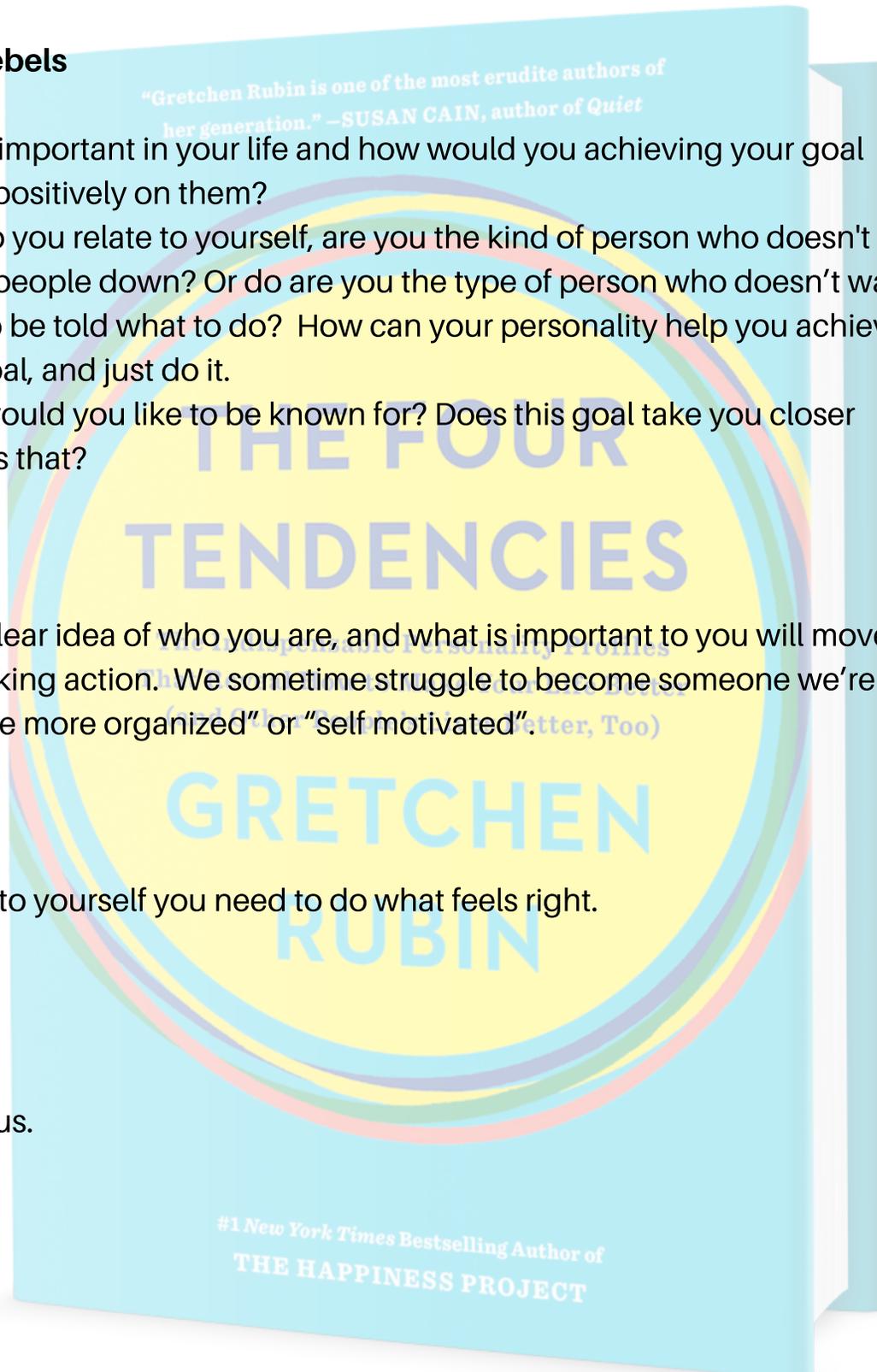
Tips for Rebels

- Who is important in your life and how would you achieving your goal impact positively on them?
- How do you relate to yourself, are you the kind of person who doesn't like letting people down? Or do are you the type of person who doesn't want to need to be told what to do? How can your personality help you achieve your goal, and just do it.
- What would you like to be known for? Does this goal take you closer towards that?

Having a clear idea of who you are, and what is important to you will move you towards taking action. We sometime struggle to become someone we're not. "I should be more organized" or "self motivated".

To be true to yourself you need to do what feels right.

Be Integrous.



Who or what will hold you accountable to your goal, and why?

Who can support me?

What will motivate me?

What will happen if I don't get the support of motivation?

What action will I take to get the support of motivation?

By when?

Session 3

By the end of this workbook you will be able to plan how to make a commitment and determine accountability sources.

Let's review how far you've come...



**Step 1:
Know your
Path**

You have already defined your path, you have listed what is important to you and why, you have linked your dreams to your Integrous self.

Re-Write your Integrous Goal Here:



**Step 2:
Write Clear
Goals**

You have reviewed your goal and made it SMART, you know how to measure the success of your goal.

Re-Write your SMART Goal Here:



**Step 3:
First Actionable
Steps**

You have decided on some actions to ensure you remain accountable.

What action are you taking to become accountable to that goal?:

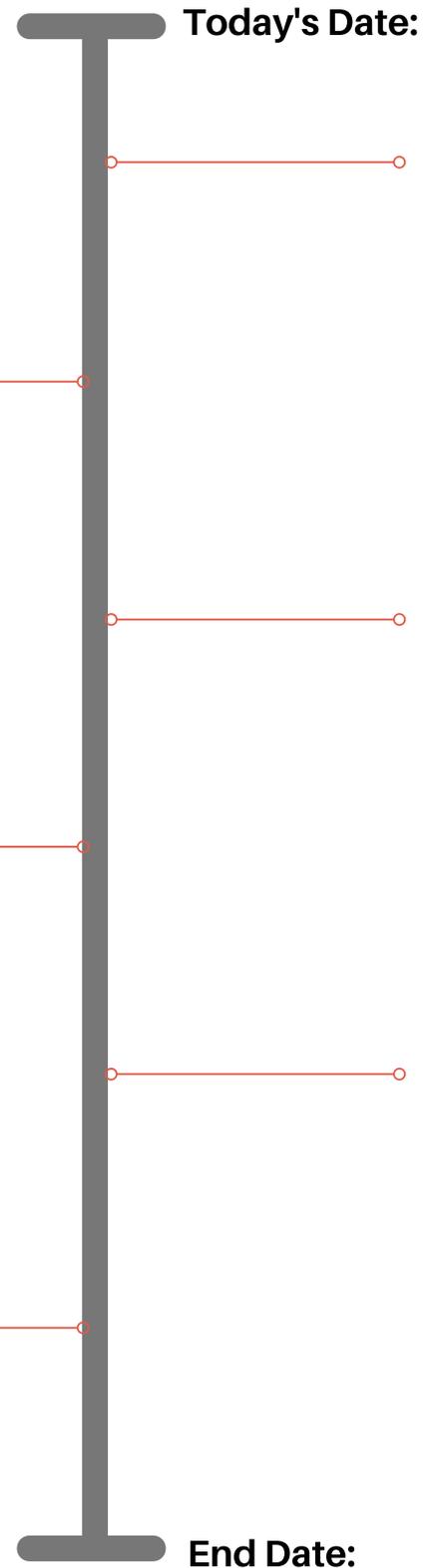
As well as taking action for accountability you also need to take action on moving forward with your goal. First actionable steps are sometimes over looked, especially if, like me, you get excited about your new goal and jump straight in without having a plan.

Draw a Timeline for your Goal

Plot all the actions you need to take in order to reach your end goal and then put them into order of priority.

- Consider if one action is reliant on another action?
- Do you need support from others to take a specific action, ensure you allow time for others, as you may have little or no control over their schedule?
- Are there some quick wins, which can be done early to get the ball rolling, where other actions require more time?
- Look in your own schedule, do you have conflicting priorities, vacation, time promised to other activities or people?
- What other situations can you foresee which could impact on your timeline?

Once you have a linear plan you can now look and what can be done first, and what can be done next. This plan also allows you to review your deadline, is it still realistic? **If not adjust your SMART goal now if the timeframe needs adjusting:**



List here your first actionable steps:

- 1.
- 2.
- 3.
- 4.
- 5.



**Step 4:
Review your
Motivation**

Review your motivation, is it still the same or has it changed?

In workbook 2 we reviewed your motivation. Are you driven by inner or outer expectations, or neither?

Be aware that things change, relationships, locations, job roles, and life situations. Don't be afraid to review and re-adjust if life happens and now you feel differently about something. Maybe you were aiming to lose weight for a big trip, but now that's not going to happen. Fine, what the new motivation? Still buying that bikini you were planning on wearing. Where else can you wear it?

One big reason why we don't achieve our goals and resolutions is that they are no longer relevant or necessary. You can either find a new motivation or find a new goal. There is no such thing as failing, it's just your....

First

Attempt

in

Learning

What will motivate me?

What will happen if I don't get the support of motivation?

What action will I take to get the support of motivation?

Do you need to make any adjustments? Go head make them now, and keep reviewing them.

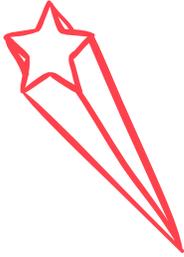


**Step 5:
Review your
Progress**

Review your motivation, is it Review you progress, what went well, and not so well, do you need to go back a few steps to regain focus, is your goal still valid?

Review is an essential part of goal setting.

In Step 3 we created a time line.



Revisit that timeline and add in review dates. They can be as often as you feel necessary. Some people like to review daily, which is great for short-term goals, i.e. a month or less. For others, weekly reviews are good. You can build in a review with your accountability partner or coach. Or add dates where you will be re-joining a group or seeing a friend.

Also consider what you will do if you miss a deadline:

How will you get back on track?

How will you prevent yourself from giving up, just because you didn't achieve a milestone?

Did your accountability not help?

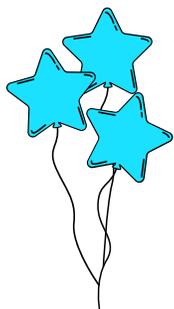
Was the motivation not enough?

**Step 6:
What is your
Reward?**

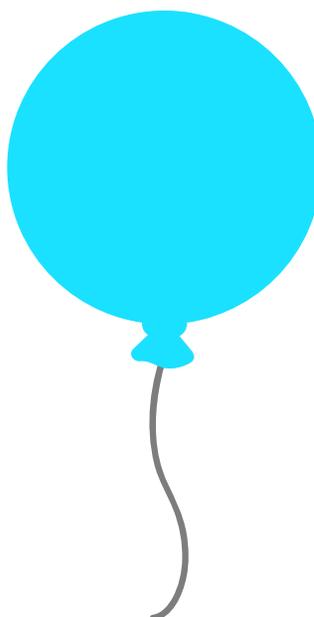
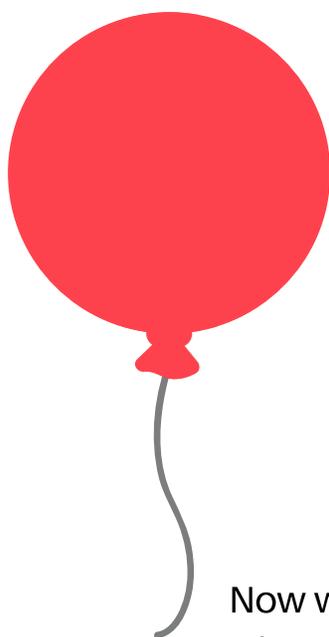
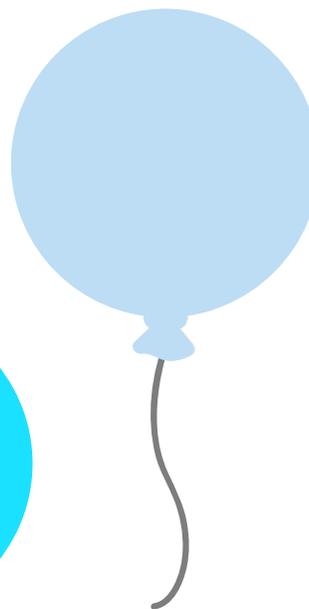
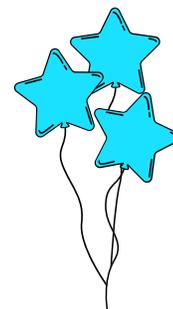


You made it to Step 6 - time for a reward!

Don't forget to reward yourself at the end of your goal. With SMART goals you will know when you have reached it and will have a clear measure of success. Now how will you reward yourself?



List 5 things here that would feel like a reward for you:



Now write them on a board or post it note and keep them in plan sight. This is what you are working toward. Of course the biggest reward will be that you are able to live your life with integrity, knowing you are taking action that matters and makes a difference.

Session 4

By the end of this workbook you will be able to set a time frame around putting actionable steps into place and plan for obstacles.

Rewrite your first actionable steps here from Page 9:

- 1.
- 2.
- 3.
- 4.
- 5.

Even though we have written them down, sometimes things get in the way of getting them done.

Review each step and ask:

- What could prevent this action from happening?
- What would cause me to forget or get distracted from taking this action?
- What other tasks might get in the way of this action?

A great way to create action is to make it a daily or weekly habit. You would rarely forget to brush your teeth in the morning, or drink your morning coffee. When we create habits we circumnavigate the part of our brain that gets tired of thinking known as Decision Fatigue. The more we can run on auto pilot the more likely we are to take action.

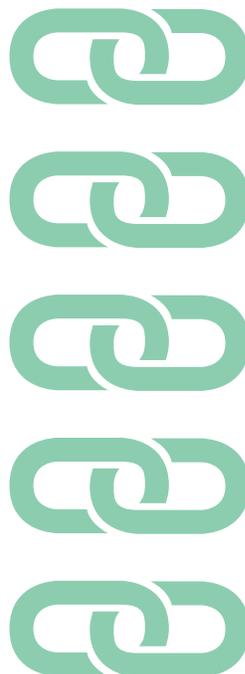
Habit Stacking Exercise

Once you can successfully stack habits, you will find you do things automatically. For example, when I put the coffee on for my first morning coffee I do 5 pushups, or tidy the kitchen, or send out my daily blog.

Another great way to form habits are to create chains of actions. For example, once you have begun doing push-ups every day for 2 weeks, you will feel motivated to keep it up, "don't break the chain". If you do, get back on to it straight away to increase the momentum.

Take all of your action points and link it to a daily or weekly activity you already have.

Actions



Activities

Action Planning for Success

What and who are you going to commit to?

What support will you need and where will you get it?

What barriers do you foresee and how will you overcome them?

Who will you be in the future?

What does your new identify look and feel like now that you have made a commitment to change?