

Team Accountability Tracker TM

Accountability is crucial for success. Without it, all you have is grand ideas and false hopes. With accountability, you get action, results and flow.

At each meeting, record what each staff member will do and why this is important to them to ensure accountability. Use this worksheet to track accountability:

Date:

Team Member 1

Actions to perform:

Date this needs to be completed by:

Why this is important to them:

Team Member 2

Actions to perform:

Date this needs to be completed by:

Why this is important to them:

Team Member 3

Actions to perform:

Date this needs to be completed by:

Why this is important to them:

Team Member 4

Actions to perform:

Date this needs to be completed by:

Why this is important to them:

Team Member 5

Actions to perform:

Date this needs to be completed by:

Why this is important to them:

Team Member 3

Actions to perform:

Date this needs to be completed by:

Why this is important to them:

Team Member 4

Actions to perform:

Date this needs to be completed by:

Why this is important to them:

Team Member 5

Actions to perform:

Date this needs to be completed by:

Why this is important to them: