



Accountability Partner Guidelines

The American Society of Training and Development studied accountability and found that people are 95% more likely to reach their goals when they share them with a group and meet regularly to review them.

Accountability has such a positive impact on personal development. Aligning yourself with the right accountability partners will help constantly reinforce your goals and keep you focused on what's important. Some of the benefits of accountability include: performing better under observation, getting honest feedback from others, receiving the support and motivation to follow through on your commitments, and learning from the successes and failures of others.

The following guidelines will help you maximize relationship accountability:

Team Leader Role & Responsibilities - The leader is responsible for scheduling the first meeting, keeping time and ensuring members stay on topic during each meeting, and setting up the next meeting. Keeping meetings to the same day and time helps you stay on track.

Accountability Team Member Compatibility - In order to establish trust and respect among team members, remember that everyone views the world differently because our "lens" is tinted by our own experiences, knowledge, and education.

Be open to what other members in the group have to share and welcome new approaches to overcoming challenges. Being challenged by the varying perspectives in a group is a good thing because it forces you to closely examine your own goals and make sure you are taking the best course of action.

Set Ground Rules - Establish rules to create a supportive and safe space for everyone to feel open to be vulnerable and to share freely. Some universal rules to follow might be:

1. Be honest
2. Be respectful
3. Be non-judgmental
4. Be intentional
5. Be committed
6. Be coachable
7. Be humble
8. Be quick to listen and slow to speak, slow to get angry

Create Call Parameters & Format - Accountability calls are to be kept to a maximum of 30 minutes in length. Each member needs to self-regulate their time to allow for all parties to contribute. If one partner shares beyond their allotted time, please suggest they wrap it up and switch. This is about keeping each other accountable to your growth and all members deserve equal time.

A sample format for each call might be to begin by asking each member to share their goal for the next 2 weeks in a 2 to 3-minute share, so other members have an opportunity to offer help, share best practices, give feedback for 1-2 minutes before going to the next member. To wrap up the meeting, each member states their goal for next week. As a closing, members can offer to connect outside of the group to discuss anything else.

Maintain a Consistent Schedule - Establish a consistent day and time that all team members can meet. Continue to hold the meeting even if all members cannot attend. It's important to remain consistent and not allow too much time to lag between meetings. We recommend meeting every other week on the off weeks of any additional coaching or training sessions.

Establish the Purpose and Goal for Each Meeting - The purpose of accountability meetings is to serve as a platform for members to implement new goals, share their current challenges, ask for help from and offer solutions to other members, to collaborate on best practices that positively impact the growth of each other's business, and to keep each other on track to implement the training guides provided throughout the course of the coaching program.

Encourage Members to Set SMART Goals - One essential component of planning is setting firm (and public) deadlines. Encourage each member to set goals that are Specific, Measurable, Achievable, Relevant, and Time-bound. 'Growing my Realtor network' is not as effective a goal as 'Securing 5 new trusted Realtor partnerships by the end of the second quarter'.

Remember, if all you do is focus on your big dreams and long-term goals, it's easy to forget about taking action each day.

Ask for What You Need - One of the many benefits of an accountability group is getting clear about your goals and understanding what you need in order to achieve them. It's important to take it one step further and ask other members for their help. The more momentum the group creates, the more this will spill over to each individual. Help each other!

Celebrate Your Successes - Having an accountability group will help you get unstuck and move forward. Take time to reflect on the group's accomplishments. This will foster continued momentum and help you see how much the accountability group has helped propel you forward.

Take 100% Responsibility - While having an accountability team is a great tool to enhance your business and your life, remember that ultimately it is not your team members' job to change your life. You must face the limitations you might be imposing on yourself and take 100% responsibility for your success!