

# Put Words Into Action



Writing down the key ideas/action steps required to reach your goals AND having an accountability partner will help to increase your chances of accomplishing your goals. Use the Accountability Template as a tracking tool to be reviewed regularly with your accountability partner. List out your tasks, set deadlines and document both your progress and partner feedback.

Accountability Actions				Feedback	Partner Feedback
	Key Ideas into Action Items	<u>Date Prepared</u> Target Completion	Resources	Notes	Notes
1					
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