

TEAM ACCOUNTABILITY PROJECT (TAP)

Getting Things Done DC Group's Accountability Partnership Program

Mission: To create an accountability partner system to help members of the Getting Things Done DC (GTDDC) group collaborate and support each other with their productivity systems implementation and their personal responsibility to their personal and/or professional commitments.

Touchpoint Meeting (TpM) Agenda

This is the requisite agenda for your Getting Things Done DC (GTDDC) Team Accountability Project (TAP) Touchpoint Meetings (TpM's). It is important for you to follow this in order to have consistent, quality outcomes from your involvement in TAP. It is suggested that you spend no more than 20 minutes for TpM, which is approximately 10 minutes total for each accountability partner.

Best of luck with your productivity! Thank you for being a part of GTDDC and TAP!

I. Greetings

This is your opportunity to establish a good rapport with your accountability partner. You are embarking in your TAP journey together. The more you get to know your accountability partner during your time as buddies, the better you'll be capable of helping each other. Remember, privacy and confidentiality are of utmost importance so please keep your conversations reasonably secure so that you feel confident in sharing with each other.

II. Current achievements toward this week's goals

Using your *Goals | Challenges | Successes | Lessons Learned (GCSL²)* form (or whatever tool you use to track/manage TAP), what items have you listed as Successes? These can be small, subtle achievements all the way up to monumental accomplishments. If you think of any Successes during or after TpM, make sure to write them down for your upcoming Weekly Accountability Meeting (WAM) and your accountability partner team report at the next Getting Things Done DC Group's meetup.

III. Current challenges in reaching this week's goals so far. What do you need to overcome these challenges?

Using your (GCSL²) form (or whatever tool you use to track/manage TAP), what items have you listed as Challenges? Have you noted frustration or avoidance of a particular task or next action to accomplish a goal for this week? If you think of any Challenges during or after TpM, make sure to write them down for your upcoming Weekly Accountability Meeting (WAM).