

TEAM ACCOUNTABILITY PROJECT (TAP)

GTD® Accountability Partnership Program

Mission: To create an accountability partner system to help Getting Things Done (GTD) users collaborate and support each other with their GTD habit development, their productivity systems implementation and their responsibility to personal and/or professional commitments.

Weekly Accountability Meeting (WAM) Agenda

This is the requisite agenda for your Team Accountability Project (TAP) Weekly Accountability Meetings (WAM'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 one (1) hour for WAM, which is approximately 30 minutes total for each accountability partner. If possible, this should happen after you each have completed your Weekly Reviews.

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

I. Greetings

II. Did you accomplish the planned tasks toward the goal(s) you committed to? (Each accountability partner answers this question.)

III. Current week's Successes

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 for this week? Make sure to note the major accomplishments for you and your accountability partner's team report. (Each accountability partner offers their Successes.)

IV. Current week's Challenges, then brainstorm/discuss possible resolutions.

Using your (GCSL²) form (or whatever tool you use to track/manage TAP), what items have you listed as Challenges for this week? Spend a few minutes discussing what happened surrounding the Challenge(s) you experienced and what you might be able to do to overcome them. As an accountability partner, you should not make imperatives (e.g., SUGGESTIONS) but rather make interrogatives (i.e., QUESTIONS) to help your accountability partner with his/her Challenges. (Each accountability partner offers their challenges to discuss solutions.)

V. Next week's planned tasks toward goal(s).

Keep *Getting Things Done*® in mind when coming up with your planned tasks for the next week toward your monthly goal(s). Review your horizons of focus if you wish to make sure you know *why* you're trying to accomplish this goal, and try to determine Next Actions that you can put in your Tasks list to spring you into Doing. Please make sure to note yours and your accountability partner's goals for next week on your (GCSL²) form.

Mind like water.