

Tools and templates



Useful techniques to hold yourself accountable to goals

This checklist provides some straightforward ways leaders can hold themselves accountable. Think about what could work for you and start implementing and testing your new routine.

Write down your goals

- Choose a tool to record your goals, like Trello or Todoist, or use a dedicated notepad
- Make looking at your goals part of your workflow

Report on progress to your team

- Share your progress alongside everyone else in meetings
- Encourage your team to give you feedback just like they would for any other team member

Have regular check-ins with advisers

- Meet a coach or mentor on a monthly basis
- Share your objectives at the end of each meeting
- Get them to push you on what you've been able to achieve in your next session

Book weekly planning sessions

- Set aside time to review your goals at the start of the week
- Use that insight to plan your time

Keep your eye on the long-term objective

- Develop a vision statement, Big Hairy Audacious Goal or long-term financial targets
- Display the long-term objective somewhere you'll see it regularly, such as your computer desktop or in a frame on your office wall
- Visualise what achieving that goal will look like and think about how you will feel

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Tap into your motivation – and learn to deal with failures

- Setting goals you're passionate about makes motivation easier
- Give yourself the respite and seek the support needed to deal with setbacks

Top three action items

Think about which of the techniques will work best for you and pick three you're going to start working on straight away.

1) _____

2) _____

3) _____