

Agreement of Action

Hold yourself accountable to your goals

I, _____, agree on this day, the _____ of _____, to take action and make progress on my goals this month (due on or before _____).

Three (3) actions that will make me a more accountable fearless leader:

1. _____
2. _____
3. _____

This is why I am committed to my goals:

This is what it will cost me if I do not take action on my goals:

This is what I will gain when I achieve my goals:

Who can I enlist to help me achieve my goals? *(list 2-3 people)*

Witness to my commitment to these goals:

Your Signature: _____

Your Accountability Buddy This Month: _____

Next Steps:

- Visibility.** Keep this document visible in your work space or at home for the next 28 days. Review it daily. Remind yourself what you have to gain when you continue on this path of professional and personal development.
- Accountability.** Select an accountability partner that you trust and one who will help hold you to your goals. Share this document with him or her. Ask your partner to give you coaching feedback, encouragement and motivation to help you stay on course. Meet with your accountability partner at least twice during the next 28 days.
- Celebration.** Select a small but meaningful reward that you can give yourself when you have completed your three action items within the agreed time frame. Make time to celebrate your progress and success.
- Repetition.** Once you have successfully completed your agreement of action goals, set new ones. Habits are formed over time, through repetition. Confidence is built through action and pushing yourself out of your comfort zone. Why not stretch yourself and make public speaking a notable part of your professional skill set!

Personal Reflection: