

Accountability Setup Checklist

Adapted from *The Big Bearded Ginger's Guide to Team Fixes*.

Name

Team

Date

☐

I have clearly defined what each person owns.

Owner

By when

☐

I have made progress and priorities visible to the whole team.

Owner

By when

☐

I check in consistently when expectations are missed.

Owner

By when

☐

I correct calmly and supportively, without blame.

Owner

By when

☐

I reinforce fairness by holding everyone to the same line.

Owner

By when

QUICK TIP

Accountability works best when people see what is theirs, then believe they can handle it.

NOTES