

# TRUST EDGE SIX-STEP ACCOUNTABILITY FRAMEWORK™

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**Accountability is...**a metric with a recurring conversation that has clear ramifications for performance.

**The goal of accountability is...**to align what is *said* and what is *done* for a higher performing culture and trusted results.

**Accountability works best...**when people know they are valued...where decisions are driven down closest to the point of impact...with responsible individuals.

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## 1 | Clear Goal

*Am I clear about our shared goal?*

What is the specific goal? \_\_\_\_\_  
\_\_\_\_\_ Due: \_\_\_\_\_

**Reminder:** Create a How? How? How? plan for your part of hitting the goal.

## 2 | Clear Ability

*Do I have the capability/resources to follow through on my commitment?*

What do I need to see my commitment through? \_\_\_\_\_  
\_\_\_\_\_

(Resources? Team/leadership backing? Appropriate time/deadline?)

## 3 | Clear Metric

*What does success look like?*

Measurable progress indicator: \_\_\_\_\_ Due: \_\_\_\_\_

What will I do *daily* to push the goal forward? \_\_\_\_\_

What will I do *weekly* to push the goal forward? \_\_\_\_\_

Other: \_\_\_\_\_

## 4 | Clear Check-in

*Are we staying connected and informed as we pursue our goal?*

With whom? \_\_\_\_\_ Frequency? \_\_\_\_\_

Am I on track to complete my part of the goal? \_\_\_\_\_

If not, what pivots are needed? \_\_\_\_\_

**Note:** After each check-in, reassess if the goal should continue to be a priority.

## 5 | Clear Results

*Rewards and consequences should be connected to results. Without consequences for behavior/performance, there can't be a culture of accountability.*

Determine the reward(s)/repercussion(s) for the success/failure of this goal:

	Success = Reward(s)	Failure = Repercussion(s)
for myself		
for individual/team		
for company		

## 6 | Clear Commitment

*What is my commitment level?*

Will I own part or all of this? \_\_\_\_\_ My commitment level (1-10): \_\_\_\_\_

Can I say "no" or negotiate if I cannot fully commit? \_\_\_\_\_

Am I aligned with my leader on how this fits in our priorities? \_\_\_\_\_

Specific expectations for the next step of the commitment: \_\_\_\_\_

*Accountability aligns what is **said** and what is **done** for a higher performing culture and trusted results!*



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