



Simple Accountability Tool

*Each team member fills out weekly tasks (or sales calls, etc) before the weekly stand-up meeting with their manager. After the Friday Stand-up meeting they document the learnings (using the SWOT paradigm) and submit a completed form to their manager before end of day, Friday.

| Monday Tasks | Tuesday Tasks | Wednesday Tasks | Thursday Tasks | Friday Tasks |
|--------------|---------------|-----------------|----------------|--------------|
| | | | | |

Monday Stand-up meeting reviewing weekly plan **Manager:** _____ **Time:** _____

Friday Stand-up meeting reviewing SWOTs

Take-aways from Friday meeting for next week planning: