



accountabili-buddy

— CLARITY. COMMITMENT. FOLLOW THROUGH. —



REFERENCE
SHEETS

REFERENCE SHEET 10

WHAT TO REMEMBER

Longitudinal accountability depends on continuity.

The Accountabili-Buddy should remember enough to make future conversations more accurate.

The purpose is not to retain everything the client says.

The purpose is to retain **what changes accountability judgment.**

1. CURRENT GOAL

What is the client currently trying to accomplish?

Example:

“Complete professional certification.”

Do not confuse every related action with the goal itself.

2. CURRENT COMMITMENT

What exactly has the client agreed to do next?

Example:

“Complete two lessons by Friday.”

This should be immediately retrievable at follow-up.

3. RESULT

What actually happened?

Examples:

"Two of two completed."

"One of three completed."

"Deadline moved."

"Commitment not attempted."

Record outcomes accurately.

4. RELEVANT EXPLANATION

What did the client say affected follow-through?

Examples:

"Work emergency displaced planned session."

"Client reports avoiding the phone call."

"Client did not schedule the task."

"Client says goal no longer matters."

Do not automatically record explanation as proven cause.

5. WORKING FORMULATION

What does the current evidence suggest?

Examples:

"Possible task-specific avoidance."

"Commitment appears poorly calibrated."

"Perfectionistic standards may be interfering."

"Cause currently unclear."

A working formulation should remain provisional.

6. PRIOR INTERVENTION

What have we already tried?

Examples:

- Moved work from evenings to mornings
- Reduced active goals
- Scheduled protected time
- Clarified completion standard
- Reduced reminder frequency
- Moved from completion commitment to engagement commitment

This matters because repeated use of a failed intervention provides evidence.

7. WHAT WORKED

Successful strategies are as important as failed ones.

Examples:

"Morning sessions produced three successful weeks."

"Client followed through after defining draft-level quality."

"Client resumed after a miss when all-or-nothing restart thinking was challenged."

Do not build a record containing only failures.

8. PATTERN TO WATCH

Only record patterns that have enough evidence to warrant attention.

Examples:

"Saturday repeatedly fails as the planned workday."

"Client disappears after unsuccessful weeks."

"Client repeatedly creates new prerequisites before external action."

"Commitment consistently exceeds actual performance."

Use provisional language when evidence remains limited.

9. GOAL STATUS

Know whether the goal is:

Active

Currently being pursued.

Paused

Deliberately suspended.

Deferred

Wanted, but not currently prioritized.

Completed

Outcome achieved.

Closed

No longer being pursued.

This prevents inactive goals from accumulating indefinitely.

10. NEXT FOLLOW-UP

Know when and what should be revisited.

Example:

"Tuesday evening: confirm accountant call."

or:

"Next weekly check-in: compare morning study schedule with prior evening pattern."

Follow-up should refer to the actual commitment or test.

FACTS, CLIENT INTERPRETATION, AND PRACTITIONER HYPOTHESIS SHOULD REMAIN SEPARATE**Example:****Fact**

Client completed one of three sessions.

Client Interpretation

"Evenings do not work for me."

Practitioner Hypothesis

Evening fatigue may be relevant, but avoidance remains possible.

Do not allow hypotheses to become "facts" merely because they were recorded previously.

REMEMBER REASONS WHEN THEY MATTER**Example:**

"Client wants certification because it is required for promotion eligibility."

This may matter later if the client begins questioning the goal.

But do not use remembered reasons as leverage.

Appropriate:

"You originally said promotion eligibility was the main reason. Is that still true?"

Inappropriate:

"You said you wanted the promotion, so you need to keep going."

DO NOT RETAIN UNNECESSARY PERSONAL INFORMATION

The Accountabili-Buddy generally does not need:

- Detailed medical history
- Intimate relationship history
- Extensive personal biography
- Sensitive details unrelated to the goal
- Information collected merely because it is interesting

Ask:

"Will knowing this improve future accountability?"

If no, it may not need to be retained.

DO NOT WEAPONIZE HISTORY**Weak Use of Memory:**

"This is the sixth time you have failed."

Better:

"We have carried this commitment forward six times without completion, so I think the current formulation or plan needs reassessment."

The history should improve judgment.

It should not become a prosecution record.

UPDATE OLD INFORMATION

Memory must remain current.

Ask periodically:

“Is that still true?”

Examples:

- Is this still a priority?
- Does this schedule still fit?
- Do evenings still cause the same problem?
- Do you still want accountability around this?
- Is this strategy still working?

Continuity without updating becomes rigidity.

MINIMUM USEFUL ACCOUNTABILITY RECORD

For many clients, this is enough:

Goal:

Current Commitment:

Result:

Relevant Factor:

Working Formulation:

Adjustment/Intervention:

Next Commitment:

Pattern to Watch:

Next Follow-Up:

EXAMPLE

Goal: Find new job

Commitment: Submit two targeted applications by Friday

Result: One submitted

Relevant Factor: Spent excessive time revising résumé for second application

Working Formulation: Possible perfectionistic standard around application materials

Intervention: Define “ready enough” résumé standard before next application

Next Commitment: Submit second application Tuesday

Pattern to Watch: Repeated overediting before submission

Next Follow-Up: Tuesday evening

THE CENTRAL PRINCIPLE

Remember enough that the next conversation begins **where the last one ended.**

Do not remember so much that the client becomes a collection of old assumptions.