



accountabili-buddy

— CLARITY. COMMITMENT. FOLLOW THROUGH. —



**REFERENCE
SHEETS**

REFERENCE SHEET 2

THE BASIC ACCOUNTABILITY CONVERSATION MODEL

A strong accountability conversation can usually be understood through five functions:

ESTABLISH → OBSERVE → UNDERSTAND → DECIDE → RETAIN

Not every conversation requires all five stages. The model is a reasoning structure, not a script.

1. ESTABLISH

What was supposed to happen?

Identify the actual commitment.

Questions may include:

“What did you commit to?”

“Was the goal three sessions or five?”

“When you said ‘finish,’ what did that mean?”

The purpose is to ensure there is a clear standard against which behavior can be evaluated.

2. OBSERVE

What actually happened?

Describe the result accurately.

Examples:

"Three of five happened."

"The application was completed but not submitted."

"The goal was moved to next week again."

Avoid premature interpretation.

Do not turn:

"Two sessions were missed."

into:

"You lost motivation."

The first is **fact**. The second requires **evidence**.

3. UNDERSTAND**Does the discrepancy require explanation?**

Sometimes, no.

Example:

"My flight was canceled and I spent Saturday getting home."

That may be sufficient.

When more understanding is necessary, ask the smallest useful question.

Possible areas include:

- Capacity
- Avoidance
- Priority conflict
- Overwhelm

- Perfectionistic standards
- Loss of interest
- Competence
- Planning
- Simple non-follow-through

The objective is not complete psychological understanding. The objective is enough understanding to make the next accountability decision intelligently.

4. DECIDE

Given what happened, what should happen next?

Possible decisions include:

- Maintain the commitment
- Repeat it
- Clarify it
- Reduce it
- Increase it
- Change timing
- Change method
- Address the avoided action directly
- Reduce competing priorities
- Pause
- Replace
- Close

The Accountabili-Buddy may recommend. **The client decides.**

5. RETAIN

What information should affect future accountability?

Retain only what is useful.

Examples:

- Mornings worked better than evenings
- Five sessions consistently produces only two or three
- The client repeatedly avoids submission
- The goal is paused until October
- The client no longer wants the original goal
- One particular method consistently succeeds

This turns separate conversations into a cumulative accountability process.

The Short Version

Before responding, ask:

What was the commitment?

What happened?

Do I need to know why?

What should happen now?

What should I remember?

Do Not Force Every Conversation Through Every Step

Example:

Client: "My flight was canceled, so I missed Saturday. I am doing it Sunday instead."

A professional response may simply be:

"Understood. Sunday replaces Saturday."

No deeper inquiry is required.