



accountabili-buddy

— CLARITY. COMMITMENT. FOLLOW THROUGH. —



TRAINING
MODULES

WORKBOOK 1A — DEFINING THE ROLE

Purpose

Professional accountability begins before follow-through is evaluated.

The Accountabili-Buddy must be able to help a client move, through a series of text conversations, from a broad intention or desired change to a workable accountability goal and then to a clear commitment. The practitioner must do this without taking ownership of the client's goals or decisions.

The Accountabili-Buddy must also understand the limits and responsibilities of the role, preserve the client's ownership of decisions, distinguish observed behavior from interpretation, and know when a conversation has moved beyond accountability.

This workbook develops those foundational judgments.

The exercises deliberately move from relatively clear distinctions to situations in which several responses may initially appear reasonable.

Learning Objectives

By the end of this workbook, the trainee should be able to:

- define the central function of professional accountability;
- distinguish a broad intention from a workable active goal;
- distinguish a goal from a commitment;
- help a client clarify a workable accountability goal through text conversation without taking ownership of the goal;
- determine when enough goal clarity exists to begin designing the first commitment;
- recognize when a proposed goal, scope, or timeframe requires clarification before accountability begins;
- distinguish accountability from motivation, coaching, therapy, advice, and enforcement;

- identify which decisions belong to the client;
- distinguish professional support from inappropriate responsibility for client behavior;
- separate behavioral observation from interpretation and character judgment;
- recognize when inquiry is necessary and when it is not;
- maintain professional warmth without assuming an inappropriate role;
- identify situations that exceed the appropriate scope of accountability;
- formulate a proportionate accountability response.

CORE CONCEPT REVIEW

1. THE FUNCTION OF ACCOUNTABILITY

The Accountabili-Buddy helps establish and maintain a clear relationship between:

intention → goal → commitment → behavior → evidence → next decision

The sequence matters.

A client may begin with an intention such as:

“I want to get healthier.”

“I want to write a book.”

“I need to get my finances under control.”

“I want to start my business.”

These statements identify a direction, but they may not yet provide enough clarity for useful accountability.

The Accountabili-Buddy may clarify, remember, follow up, observe, inquire, identify patterns, challenge discrepancies, and help the client evaluate what should happen next.

The Accountabili-Buddy is not responsible for choosing what the client should want, making the client act, or guaranteeing the outcome.

2. ESTABLISHING A WORKABLE ACCOUNTABILITY GOAL

Accountability cannot be well designed when the practitioner and client do not yet know what the client is actually trying to accomplish.

A workable accountability goal provides enough direction that meaningful commitments can be selected and later evaluated.

It does not need to predict every step.

It does not need to convert every aspiration into a rigid numerical target.

And it does not need to eliminate every uncertainty before the client begins.

The practitioner’s task is to obtain sufficient clarity, not perfect certainty.

Begin With the Client’s Stated Intention

The first text may be broad:

Client:

“I want to get in shape.”

The Accountabili-Buddy should not automatically convert that statement into a commitment:

Weak response:

“Okay. How many workouts will you do this week?”

There is not yet enough information to know what the client means by “get in shape.”

A more useful response might be:

Accountabili-Buddy:

“When you say ‘get in shape,’ what are you hoping will be different?”

The purpose of the question is not to interrogate the client or construct an elaborate life plan.

It is to understand what outcome or direction the client actually wants accountability to support.

Determine Whether the Goal Is Sufficiently Clear

Depending on the goal, useful clarification may include:

- What does the client actually want to accomplish or change?
- What would meaningful progress or completion look like?
- Is this something the client wants to pursue now, or is it a future aspiration?
- Is the stated activity the actual goal, or is it one possible method for pursuing a larger goal?
- Is there a timeframe that matters?
- What is the client realistically prepared to devote to pursuing it?
- Is the proposed scope and timeframe plausible given the client’s current circumstances and available capacity?
- What resources, time, expertise, or conditions may be required?
- Does the desired outcome depend partly on factors outside the client’s control?

Not every goal requires every question.

The Accountabili-Buddy should ask only what is necessary to establish a usable accountability goal.

Goal clarification should not become an unnecessary interrogation.

Distinguish the Goal From the Commitment

A goal describes the outcome, direction, or area of change the client wants to pursue.

A commitment is a specific action, behavior, or controllable result the client agrees to be accountable for.

For example:

Goal:

Complete the first draft of a book.

Possible commitment:

Write for 45 minutes Monday, Wednesday, and Friday this week.

Or:

Goal:

Develop a consistent fitness routine.

Possible commitment:

Complete two planned workouts before Sunday evening.

The commitment serves the goal.

It is not automatically the goal itself.

This distinction matters because a client may propose an activity as though the activity itself were the goal.

For example:

Client:

“My goal is to go to the gym five days a week.”

Before treating five gym visits as the goal, the Accountabili-Buddy may need to understand what those visits are intended to accomplish.

The actual goal might be:

- improving strength;
- establishing a consistent exercise routine;
- preparing for an athletic event;
- improving physical conditioning;
- or something else entirely.

The Accountabili-Buddy does not decide which goal the client should have.

The practitioner clarifies what the client is actually trying to accomplish so that the commitment can be evaluated in relation to that goal.

Check Workability Without Taking Ownership

Client ownership does not require practitioner passivity.

A client may choose the goal while still proposing a scope or timeframe that appears inconsistent with the information available.

For example:

Client:

“I want to finish the entire certification this month.”

Later in the conversation:

Client:

“I probably have about three hours a week to work on it right now.”

The Accountabili-Buddy should not simply accept both statements without examining the discrepancy.

Nor should the practitioner take control:

Weak response:

“You can't finish it this month. Let's make your deadline three months.”

Instead, the practitioner can make the relevant constraint visible:

Accountabili-Buddy:

“You've said you have about three hours a week available for it right now. Does finishing this month still look workable with that amount of time, or does either the timeframe or the time you're allocating need to change?”

The decision remains with the client.

Professional accountability requires more than recording whatever goal the client first proposes.

The Accountabili-Buddy may help the client test whether the goal they are choosing fits the reality they have described.

Do Not Require False Precision

Some goals have a clear endpoint:

“Submit my graduate-school application by October 15.”

Others describe an ongoing direction:

“Establish a consistent running routine.”

Both can support effective accountability.

The goal is sufficiently clear when the practitioner and client can identify meaningful progress and select a relevant first commitment.

The Accountabili-Buddy should not force artificial metrics merely to make a goal appear more formal.

Distinguish Desired Outcomes From Controllable Actions

Some legitimate goals involve outcomes the client cannot completely control.

Examples include:

“Get hired.”

“Lose 25 pounds.”

“Get accepted into the program.”

“Sign five new clients.”

The existence of outside variables does not automatically make these inappropriate goals.

But the Accountabili-Buddy must distinguish between:

desired outcome → controllable contribution → accountable commitment

A client cannot guarantee that an employer will offer a job.

The client can control actions such as completing applications, contacting people, preparing for interviews, developing needed skills, or following up.

A client cannot guarantee that a prospective customer will purchase.

The client can control prospecting activity, follow-up, preparation, and other relevant behaviors.

Accountability should therefore focus primarily on the client's controllable contribution to the desired outcome.

The practitioner should never imply that perfect follow-through guarantees an outcome that also depends on physiology, markets, employers, admissions committees, customers, other people, or external conditions.

Recognize When Specialized Expertise Is Required

Clarifying a goal does not authorize the Accountabili-Buddy to provide expertise outside the accountability role.

For example:

Client:

“I want to lose 35 pounds as quickly as possible. Tell me exactly how many calories I should eat every day.”

The Accountabili-Buddy may help clarify what the client wants, discuss the accountability structure the client wants around an appropriate plan, and support follow-through on decisions made with qualified guidance.

The Accountabili-Buddy should not prescribe a medical, nutritional, financial, legal, or other specialized plan outside the practitioner's competence.

The appropriate accountability question may therefore become:

What decisions or recommendations require outside expertise, and what part of pursuing this goal can appropriately become an accountability commitment?

Know When to Stop Clarifying

More information is always theoretically available.

That does not mean more information is always useful.

Goal clarification is sufficient when the Accountabili-Buddy can reasonably answer:

What is the client trying to accomplish?

Is the client choosing to pursue it now?

Is the goal sufficiently clear to recognize meaningful progress?

Are obvious scope, timeframe, capacity, or dependency issues understood well enough to proceed?

Can a controllable first commitment now be selected?

If yes, move forward.

Do not continue asking questions simply because additional questions are possible.

The purpose of goal clarification is to create a sound basis for accountability.

It is not to achieve complete understanding of the client or the client's life.

3. CLIENT OWNERSHIP

The client retains ownership of:

goals;

priorities;

commitments;

major life decisions;

whether to continue, pause, modify, or abandon a goal;

the actions ultimately taken.

The Accountabili-Buddy may question, challenge, recommend, identify contradictions, and point out when a proposed goal or timeframe appears inconsistent with the available evidence. Professional input does not transfer ownership of the decision.

4. OBSERVATION BEFORE INTERPRETATION

“You committed to four sessions and completed one” is an observation.

“You are not taking this seriously” is an interpretation.

Interpretation is sometimes necessary.

It should be based on evidence and treated as provisional when uncertainty remains.

5. QUESTIONS SHOULD SERVE A PURPOSE

Questions are useful when the answer could materially change the goal, formulation, commitment, or next accountability response.

During initial goal formation, questions should establish enough clarity to create useful accountability.

After accountability begins, a missed commitment does not automatically require extensive inquiry.

The objective is not complete psychological understanding.

It is sufficient understanding to make a sound accountability decision.

6. PROFESSIONAL WARMTH DOES NOT REQUIRE ROLE CONFUSION

The Accountabili-Buddy may be warm, conversational, humorous, encouraging, interested, and direct.

The Accountabili-Buddy should not become responsible for:

regulating the client’s emotions;

granting permission for ordinary decisions;

maintaining the client’s motivation;

diagnosing psychological problems;

making decisions that belong to the client;

providing expertise outside the practitioner’s competence.

GOAL-FORMATION PRACTICE

Instructions

The following exchanges occur by text.

For each one, respond as the Accountabili-Buddy.

Do not try to solve the client’s entire goal in one message.

Ask the smallest useful question or provide the smallest useful response that moves the conversation toward sufficient clarity.

GOAL PRACTICE 1 — BROAD INTENTION

Client:

“I really need to get healthier.”

What is not yet clear?

What would you text next?

GOAL PRACTICE 2 — MULTIPLE POSSIBLE OUTCOMES

Client:

“I want to get back in shape. I'd like to lose about 25 pounds, and I want to be able to hike again without getting wiped out.”

What potentially distinct outcomes are present?

- What would you clarify before moving to a weekly commitment?

- Write the next text you would send:

GOAL PRACTICE 3 — METHOD OR GOAL?

• **Client:**

- “My goal is to go to the gym five days a week.”

What do you need to determine before treating five gym visits as the goal?

Write the next text you would send:

GOAL PRACTICE 4 — SCOPE AND CAPACITY

Client:

“I want to launch my consulting business in the next four weeks.”

Later in the text exchange, the client says:

“I can probably give it three hours a week right now because work is insane.”

What discrepancy should the Accountabili-Buddy identify?

Write a response that raises the issue without deciding for the client:

GOAL PRACTICE 5 — OUTCOME NOT FULLY CONTROLLABLE

Client:

“My goal is to get a new job within 30 days.”

May this remain a legitimate client goal?

What part of the accountability plan must be controllable by the client?

Write the next text you would send:

GOAL PRACTICE 6 — ENOUGH INFORMATION

• **Client:**

- “I want to finish the first draft of my novel by December 1. I have about 40,000 words left. I can reliably protect three writing blocks each week, and I want to start there.”
- Is additional goal clarification necessary before discussing the first commitment?

- Why or why not?

Write the next text you would send:

GOAL PRACTICE 7 — CLIENT OWNERSHIP

Client:

“I want to get my finances under control, but I don’t know what the goal should be. You tell me.”

What belongs to the client?

What useful role can the Accountabili-Buddy play?

Write your response:

GOAL PRACTICE 8 — SPECIALIZED EXPERTISE

Client:

“I want to lose 35 pounds as fast as possible. Tell me exactly how many calories I should eat every day.”

What part of this request is outside the Accountabili-Buddy role?

What accountability support could remain appropriate?

Write your response:

EXERCISE 1 — WHAT FUNCTION IS BEING PERFORMED?

Instructions

For each statement, identify the primary function being performed.

Choose from:

- A. Accountability
- B. Motivation
- C. Coaching/strategy
- D. Therapy or psychological treatment
- E. Enforcement/control
- F. Specialized advice outside the accountability role

Some statements may contain elements of more than one function. Select the primary function and briefly explain your reasoning.

1.

“You planned to send the proposal Tuesday. Was it sent?”

Classification:

Reasoning:

2.

“You need to believe in yourself. You are capable of so much more than you think.”

Classification:

Reasoning:

3.

“Let's examine whether the way you are pricing this service makes sense for the market.”

Classification:

Reasoning:

4.

“You said the submission was ready Friday, but it still was not sent Monday. What happened between ready and sent?”

Classification:

Reasoning:

5.

“If you miss another workout, you owe me \$100.”

Classification:

Reasoning:

6.

“Your reaction to criticism may be rooted in unresolved childhood experiences. Let's work through those experiences.”

Classification:

Reasoning:

7.

“You planned three sessions and completed three. Do you want to maintain three next week?”

Classification:

Reasoning:

8.

“I think you should leave your job. It is obviously making you unhappy.”

Classification:

Reasoning:

9.

“You have carried this deadline forward four times. What makes the same plan more likely to work this week?”

Classification:

Reasoning:

10.

“You cannot cancel. I am not allowing you to quit this goal.”

Classification:

Reasoning:

EXERCISE 2 — WHO OWNS THE DECISION?

Instructions

For each situation, identify:

Who owns the final decision?

What legitimate role, if any, does the Accountabili-Buddy have?

1. The client wants to reduce a weekly exercise commitment from four sessions to two.

Decision owner:

Accountabili-Buddy's role:

2. The client asks whether they should leave their current job.

Decision owner:

Accountabili-Buddy's role:

3. The client has completed only two of six planned study sessions for four consecutive weeks and wants to commit to six again.

Decision owner:

Accountabili-Buddy's role:

4. The client asks, "Is it okay if I take this week off?"

Decision owner:

Accountabili-Buddy's role:

5. The client wants the Accountabili-Buddy to decide which of five personal goals should be abandoned.

Decision owner:

Accountabili-Buddy's role:

6. The client says, "Just tell me how many applications I have to submit."

Decision owner:

Accountabili-Buddy's role:

EXERCISE 3 — FACT, CLIENT INTERPRETATION, PRACTITIONER HYPOTHESIS, OR UNSUPPORTED CONCLUSION?

Instructions

Classify each statement as:

- A. Fact
- B. Client interpretation
- C. Practitioner hypothesis
- D. Unsupported conclusion

“The client committed to five sales calls and completed two.”

Answer:

“I didn't do them because I was overwhelmed.”

Answer:

“The current workload may exceed the client's available capacity.”

Answer:

“The client does not care enough about the business.”

Answer:

“The application was completed Thursday but was not submitted until Monday.”

Answer:

“I think I keep editing because I'm afraid people will judge it.”

Answer:

“Perfectionistic standards may be contributing to the delayed submission.”

Answer:

“The client is sabotaging their own success.”

Answer:

“The deadline has moved three times.”

Answer:

“I just don't have time for this anymore.”

Answer:

EXERCISE 4 — REWRITE THE JUDGMENT

Instructions

Each statement below goes beyond the available behavioral evidence. Rewrite it as an evidence-based observation or appropriately qualified hypothesis.

“You are lazy.”

Rewrite:

“You obviously do not want this badly enough.”

Rewrite:

“You always sabotage yourself right before you succeed.”

Rewrite:

“You are just making excuses.”

Rewrite:

“You are afraid of failure.”

Rewrite:

“You have no discipline.”

Rewrite:

“You care more about work than your health.”

Rewrite:

“You are a perfectionist.”

Rewrite:

EXERCISE 5 — ASK OR DO NOT ASK?

Instructions

For each scenario, decide whether additional inquiry is necessary before moving to the next accountability decision.

Then explain why.

1.

Client:

“My flight was canceled Saturday. I spent the entire day getting home, so I missed the workout. I can do it Sunday.”

Ask / Do not ask:

Reasoning:

2.

Client:

“I didn't submit the application.”

The application had been completed three days earlier.

Ask / Do not ask:

Reasoning:

3.

Client:

“I planned three walks and did three.”

Ask / Do not ask:

Reasoning:

4.

Client:

"I didn't have time."

The client had previously identified three available work periods during the week.

Ask / Do not ask:

Reasoning:

5.

Client:

"I didn't do it. Nothing happened. I had time. I just didn't."

This is the first miss after eight weeks of reliable completion.

Ask / Do not ask:

Reasoning:

6.

Client:

"I think the goal is unrealistic."

The client has successfully completed the same level of commitment for the previous six weeks.

Ask / Do not ask:

Reasoning:

EXERCISE 6 — ACCOUNTABILITY OR OVERREACH?

Instructions

For each response, determine whether it remains within an appropriate accountability role. If it crosses the boundary, identify the problem.

1.

Client:

"I keep getting anxious before I make sales calls."

Accountabili-Buddy:

"Would it help to make the first call the specific commitment rather than committing to an entire hour of calls?"

Within role / Overreach:

Why:

2.

Client:

"I keep getting anxious before I make sales calls."

Accountabili-Buddy:

"Your anxiety probably comes from an underlying fear of rejection. We should figure out where that started."

Within role / Overreach:

Why:

3.

Client:

"I don't know whether I should end my relationship."

Accountabili-Buddy:

"I can help you stay accountable to whatever decision process you choose, but that decision needs to remain yours."

Within role / Overreach:

Why:

4.

Client:

“I don't know whether I should end my relationship.”

Accountabili-Buddy:

“From everything you have told me, I think you should leave.”

Within role / Overreach:

Why:

5.

Client:

“My doctor gave me two treatment options. Which one do you think I should choose?”

Accountabili-Buddy:

“I can't determine which treatment is medically appropriate. I can help you follow through on getting the information you need from your doctor and on the plan you choose.”

Within role / Overreach:

Why:

EXERCISE 7 — RESTORE CLIENT OWNERSHIP

Instructions

Each client is attempting to transfer an ordinary accountability decision to the Accountability Buddy.

Write a response that provides useful accountability without unnecessarily taking ownership of the decision.

1.

Client:

“Tell me whether I should do three workouts or four.”

Your response:

2.

Client:

“Do I have permission to skip this week?”

Your response:

3.

Client:

“You decide whether I should keep working on the book.”

Your response:

4.

Client:

“Just tell me what my goal should be next month.”

Your response:

5.

Client:

“If you think I should keep going, I will.”

Your response:

APPLIED DRILL 1 — WHAT DO YOU ACTUALLY KNOW?

Client:

“I didn't make any of the calls again. I guess I'm just terrible at sales.”

Answer the following:

What are the established facts?

What is the client's interpretation?

What explanations remain possible?

What information, if any, would you want before responding?

What would you say next?

APPLIED DRILL 2 — THE TEMPTATION TO RESCUE

Client:

"I'm overwhelmed. I have the course, the gym, the job search, my business, and I'm trying to get my house organized. Can you just tell me what I should focus on?"

What is the accountability problem presented here?

What decision belongs to the client?

What useful role can the Accountabili-Buddy play?

Write your response:

APPLIED DRILL 3 — DIRECTNESS WITHOUT CHARACTER JUDGMENT

History

The client has committed to sending a finished proposal four times.

Each week the proposal was complete.

Each week the client made additional minor revisions instead of sending it.

Client:

"I think I just need another couple of days to make it better."

What pattern can be stated as fact?

What are plausible formulations?

What would be inappropriate to conclude at this point?

Write a direct but evidence-based response:

APPLIED DRILL 4 — WHEN NOTHING MORE IS REQUIRED

History

The client committed to three walks.

Client:

“All three done. Tuesday, Thursday, and Saturday. Same three next week.”

What accountability task remains?

Would additional analysis improve this interaction?

Write your response:

APPLIED DRILL 5 — PROFESSIONAL WARMTH AND BOUNDARY

Client:

“I really appreciate talking to you. Honestly, you are the only person I can talk to about any of this. I think I need to start messaging you whenever I'm upset because you always know how to get me back on track.”

What potential role problem is developing?

What part of the client's statement can appropriately be acknowledged?

What boundary should remain clear?

Write your response:

ERROR-SPOTTING EXERCISES

Instructions

For each example:
Identify the primary error.
Explain why it weakens accountability.
Write a stronger response.

ERROR 1

Client:

“I missed both workouts.”

Accountabili-Buddy:

“That’s totally okay! We all have bad weeks. Don’t be hard on yourself.”

Primary error:

Why it is weak:

Stronger response:

ERROR 2

Client:

“I had time. I just kept putting off the application.”

Accountabili-Buddy:

“Let's reduce the goal to opening the application for five minutes.”

Primary error:

Why it is weak:

Stronger response:

ERROR 3

Client:

“I'm thinking about pausing Spanish for a few months because my business is taking most of my available time.”

Accountabili-Buddy:

“No. You said learning Spanish mattered to you. You need to stay consistent.”

Primary error:

Why it is weak:

Stronger response:

ERROR 4

Client:

“I didn't submit it again.”

Accountabili-Buddy:

“You clearly have a fear of being judged.”

Primary error:

Why it is weak:

Stronger response:

ERROR 5

Client:

“I finished all four sessions.”

Accountabili-Buddy:

“That is AMAZING! I am SO proud of you! Let's do six next week!”

Identify all problems with the response:

Stronger response:

WHAT WOULD YOU SAY NEXT?

Instructions

Write the exact response you would send as the Accountabili-Buddy.

Do not explain your reasoning in this section.

1.

Client:

“I said I'd go to the gym three times. I went once. I had plenty of time. Honestly, I just didn't feel like going.”

Your response:

2.

Client:

"I finished the résumé Wednesday. It's Monday and I still haven't applied. I keep finding little things I want to change."

Your response:

3.

Client:

"I know we said two study sessions, but my daughter was sick all weekend and I didn't do either."

Your response:

4.

Client:

"I've been trying to make myself care about this course for months. I don't think I even want the certification anymore."

Your response:

5.

Client:

"I've missed the same deadline three times. You can yell at me if you want."

Your response:

6.

Client:

“I did everything this week. All five.”

Your response:

CASE PRACTICE 1 — SIMPLE NON-FOLLOW-THROUGH

Client has maintained a regular walking commitment for seven weeks.

The commitment this week was three walks.

Client reports:

“I only did one. There wasn't any particular reason. I had time. I still want to do three. I just didn't follow through this week.”

Answer:

What is known?

What is the most proportionate current formulation?

What formulations would be premature?

Is further inquiry necessary now?

What should happen next?

Write the Accountabili-Buddy response:

CASE PRACTICE 2 — COMPETING PRIORITY

Client is preparing for a professional certification and normally studies three times each week. This week the client completed one session.

Client reports:

“A major client issue came up at work. I worked late Tuesday, Wednesday, and Thursday. I could have studied Friday, but I decided I needed an evening with my family. The work issue is resolved now.”

Answer:

What is known?

Does the explanation sufficiently account for the miss?

Is there evidence that the study commitment itself is unrealistic?

What would be an inappropriate interpretation?

What would you say next?

CASE PRACTICE 3 — CLIENT SEEKS PERMISSION

Client has been working on a book for six months.

Client says:

“I'm exhausted with this project. I'm thinking about taking two weeks completely off from it. Is that okay? You tell me.”

Answer:

What decision belongs to the client?

What information might appropriately be explored?

How can the Accountabili-Buddy provide professional input without granting permission?

Write the response:

KNOWLEDGE CHECK

1.

A client texts:

"I want to get healthier."

Why is it usually premature to move immediately to a weekly workout commitment?

2.

Which statement best describes a workable accountability goal?

- A. It must always contain a numerical metric and deadline.
- B. It provides enough direction to identify meaningful progress and select relevant commitments.
- C. It must consist entirely of actions the client controls.
- D. It must be designed by the Accountabili-Buddy.

Answer:

3.

True or False:

A desired outcome that is not fully controllable by the client may still be a legitimate goal, while the accountability commitments should focus on controllable actions.

Answer:

4.

A client proposes a goal and timeframe that appear inconsistent with the amount of time they say they can devote to it.

What is the Accountabili-Buddy's appropriate role?

5.

What is the difference between a goal and a commitment?

6.

What is the central function of an Accountabili-Buddy?

7.

Which statement is an observation?

- A. "You are avoiding the task."
- B. "You do not care enough."
- C. "The task was scheduled three times and was not attempted."
- D. "You are afraid of getting it wrong."

Answer:

8.

A client says, "I was overwhelmed."

What does this establish?

- A. The client has too many commitments.
- B. The client is avoiding the task.
- C. The client reports experiencing the situation as overwhelming.
- D. The commitment should be reduced.

Answer:

9.

Which question best preserves client ownership?

- A. "Do you want me to decide what you should do?"
- B. "What do you think the appropriate commitment is given what happened?"
- C. "I think three is right, so let's make it three."
- D. "You should keep the same commitment."

Answer:

10.

True or False:

Professional accountability requires identifying the psychological reason for every missed commitment.

Answer:

11.

True or False:

An Accountabili-Buddy may challenge a client's proposed commitment.

Answer:

12.

True or False:

Because the client owns the final decision, the Accountabili-Buddy should avoid expressing disagreement.

Answer:

13.

Which response is most proportionate?

Client:

"My flight was canceled, so I missed Saturday's planned workout. I'm doing it Sunday."

- A. "Why do you think you allowed the cancellation to interfere with your goal?"
- B. "Do you think this is another avoidance pattern?"
- C. "Understood. Sunday replaces Saturday."
- D. "Maybe we should reduce your workout goal."

Answer:

14.

Which statement represents an unsupported conclusion?

- A. "The deadline moved three times."
- B. "The client reports feeling overwhelmed."

C. "Avoidance may be contributing."

D. "The client is self-sabotaging."

Answer:

15.

When is additional inquiry most useful?

A. Whenever the client misses anything.

B. When the answer could materially change the formulation or next response.

C. Whenever the client gives an explanation.

D. Whenever the Accountabili-Buddy is curious.

Answer:

16.

A client asks whether they should leave their job.

What is the Accountabili-Buddy's appropriate role?

17.

Why is "The client completed two of five" generally preferable to "The client failed"?

18.

Give one example of professional warmth that does not create role confusion.

19.

Give one example of an accountability question that would become inappropriate psychological inquiry.

20.

Complete the principle:

The Accountabili-Buddy is responsible for supporting the.

The client remains responsible for.

PRACTITIONER CHECK

These questions are not scored.

1.

When someone misses a commitment, what is your instinctive first response?

- Reassure
- Ask questions
- Challenge
- Solve the problem
- Reduce the commitment
- Encourage

Other:

2.

Which error are you personally most likely to make?

3.

Are you more likely to ask too many questions or too few?

4.

Are you comfortable telling a client that their explanation does not fully account for the behavior?

5.

Are you comfortable accepting a simple explanation without looking for a deeper cause?

6.

When a client asks you to decide for them, do you tend to:

Give an answer

Avoid giving any opinion

Help them evaluate and return the decision to them

Other:

7.

What distinction from this workbook requires the most deliberate attention from you?

MODULE COMPETENCY CHECK

Instructions

Complete this section without referring to the earlier exercises.

PART 1 — INITIAL GOAL FORMATION

A new client begins the text conversation:

Client:

“I really want to start a consulting business. I've been talking about it forever and I need somebody to hold me accountable.”

No weekly commitment has yet been established.

A. What is known?

B. What is not yet known about the client's intended goal?

C. Write the next text you would send.

D. What would need to become sufficiently clear before moving to the first commitment?

E. The client replies:

“Honestly, I don't know. Just tell me what my goal should be.”

How should the Accountabili-Buddy respond while preserving client ownership?

PART 2 — ONGOING ACCOUNTABILITY

Assume that the client's goal was subsequently clarified and the client chose prospecting as an important part of pursuing the consulting business while continuing full-time employment.

For the last four weeks, the client has committed to contacting three potential clients.

Results:

Week 1: 0 of 3

Week 2: 1 of 3

Week 3: 0 of 3

Week 4: 0 of 3

The client has consistently completed:

website work;

service descriptions;

pricing revisions;

industry research;

business-card design.

The client says:

"I'm overwhelmed. There is so much to do when you start a business. I think I need to stop worrying about outreach until I get everything else organized. What do you think? Should I take outreach off the list?"

PART 3 — FACTS

List only what is established.

PART 4 — CLIENT INTERPRETATION

How is the client explaining the problem?

PART 5 — POSSIBLE FORMULATIONS

Identify at least three plausible formulations.

PART 6 — WHAT IS NOT YET KNOWN?**PART 7 — CLIENT OWNERSHIP**

What decision belongs to the client?

PART 8 — ACCOUNTABILITY-BUDDY RESPONSIBILITY

What is the appropriate accountability task at this point?

PART 9 — NEXT RESPONSE

Write the exact response you would send.

PART 10 — SELF-REVIEW

Before finalizing your response, check:

- Did I distinguish fact from interpretation?
- Did I accept “overwhelmed” without examining the behavioral pattern?
- Did I assume avoidance without sufficient evidence?
- Did I make the decision for the client?
- Did I ask only questions that could improve the accountability decision?
- Is my response proportionate to the evidence?
- Does the client retain ownership of the final decision?
- Did I establish enough goal clarity before moving to commitment design?
- Did I distinguish the client's desired outcome from the behaviors the client can control?
- Did I challenge any obvious goal/capacity discrepancy without taking ownership of the decision?

END OF WORKBOOK 1A