



accountabili-buddy

— CLARITY. COMMITMENT. FOLLOW THROUGH. —



TRAINING
MODULES

ACCOUNTABILI-BUDDY TRAINING PROGRAM

WORKBOOK 1B — ANATOMY OF AN ACCOUNTABILITY CONVERSATION Purpose

A professional accountability conversation should be purposeful, proportionate, and cumulative.

The Accountabili-Buddy is not merely checking whether a task happened. The Accountabili-Buddy must establish what was supposed to happen, observe what actually happened, determine whether further understanding is necessary, support an appropriate next decision, and retain only the information that should affect future accountability.

This workbook develops the practical reasoning required to conduct those conversations well.
Learning Objectives

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

- use the Establish → Observe → Understand → Decide → Retain model;
- identify the current function of an accountability conversation;
- determine when clarification is necessary;
- describe results accurately before interpreting them;
- decide when a missed commitment requires inquiry and when it does not;
- ask questions that discriminate among plausible explanations;
- avoid unnecessary interrogation and overanalysis;
- respond proportionately to success, partial completion, and non-follow-through;
- respond appropriately when a client does not participate in a scheduled accountability check-in;
- move a conversation from explanation to a clear next decision;
- use directness without hostility or character judgment;
- recognize when repeated outcomes require a different level of inquiry;
- retain relevant information for the next conversation.

CORE CONCEPT REVIEW

- ESTABLISH

The first question is:

What was supposed to happen?

A useful accountability conversation requires a clear reference point.

Examples:

“You planned two applications by Friday.”

“You committed to walking three times.”

“The goal was to send the completed proposal Tuesday.”

If the commitment was vague, clarify it before evaluating performance.

- OBSERVE

The second question is:

What actually happened?

State the result accurately.

Examples:

“Three of five happened.”

“The proposal was completed but not submitted.”

“The deadline moved again.”

Observation should precede interpretation.

- UNDERSTAND

The third question is:

Do we need to know more about why?

Sometimes yes.

Sometimes no.

Inquiry is useful when the answer could materially affect:

- the formulation;
- the commitment;
- the intervention;
- the goal status;
- the next decision.

Do not ask questions merely because the client missed something.

- DECIDE

The fourth question is:

What should happen next?

Possible outcomes include:

- same commitment;

- revised commitment;
- different method;
- different timing;
- reduced competing priorities;
- direct engagement with an avoided action;
- pause;
- closure;
- no change.

The client retains ownership of the decision.

- RETAIN

The final question is:

What should affect the next conversation?

Retain:

- relevant outcome;
- meaningful barrier;
- working formulation;
- what was tried;
- what worked;
- patterns to watch;
- next commitment.

Do not retain irrelevant detail.

WHEN THE CLIENT DOES NOT RESPOND TO A CHECK-IN

An accountability conversation requires participation from both the Accountabili-Buddy and the client. Sometimes the Accountabili-Buddy will send an agreed check-in and receive no response.

A missed response is itself observable information, but it does not establish why the client did not respond.

The Accountabili-Buddy should not automatically interpret silence as:

- avoidance;
- loss of interest;
- embarrassment;
- disengagement;
- failure to complete the commitment;
- or unwillingness to be accountable.

The Accountabili-Buddy does not yet know what happened.

FIRST NON-RESPONSE

When a client does not respond to a scheduled check-in, the Accountabili-Buddy may send one brief follow-up later that same day when timing reasonably allows.

Example:

“Checking back in on today’s accountability check-in. Let me know how the commitment went when you get a chance.”

The purpose of the follow-up is to reopen the accountability exchange, not to pressure the client into responding.

After that follow-up, the Accountabili-Buddy should not continue sending additional messages to obtain a response.

DO NOT CHASE THE CLIENT

Accountability requires client participation.

Repeated reminders, increasingly urgent messages, or multiple attempts to obtain a response can gradually shift responsibility for participation from the client to the Accountabili-Buddy.

The Accountabili-Buddy is responsible for providing the agreed accountability contact.

The client remains responsible for participating in it.

One follow-up preserves reasonable support without making the Accountabili-Buddy responsible for securing the client’s response.

AT THE NEXT SCHEDULED CHECK-IN

If the client did not respond to either the original check-in or the follow-up, the missed exchange should not simply disappear from the accountability record.

At the next scheduled contact, acknowledge it factually.

Example:

“I didn’t hear back from you on our last check-in. Before we move on, what happened with the commitment and the missed check-in?”

This establishes two separate unknowns:

- What happened with the commitment?
- What happened with participation in the accountability process?

The Accountabili-Buddy should not assume that failure to respond means failure to complete the commitment. A client may have completed the commitment and failed to report it, failed to complete it and avoided reporting, forgotten the check-in, experienced an external disruption, or had another reason entirely.

Inquiry should determine what the available evidence does and does not support.

WHEN NON-RESPONSE REPEATS

One missed check-in is an event.

Repeated missed check-ins may become a pattern.

When non-response recurs, the accountability process itself requires examination.

Useful questions may include:

- Is the agreed check-in schedule still workable?
- Is the client consistently forgetting or overlooking the check-ins?
- Is non-response occurring primarily after missed commitments?
- Is the client still willing to participate in the accountability structure?
- Has the Accountabili-Buddy begun compensating for non-participation with increasingly frequent reminders?

The purpose is not to force responsiveness. It is to determine whether the current accountability arrangement is functioning.

Repeated non-response should therefore lead to process review, not increased pursuit.

CENTRAL RULE

One scheduled check-in. One reasonable follow-up when timing allows. No chasing. Repeated non-response becomes an accountability-process issue to address.

EXERCISE 1 — IDENTIFY THE CONVERSATION FUNCTION Instructions:

For each Accountabili-Buddy statement, identify the primary function:

A. Establish B. Observe C. Understand D. Decide E. Retain / continuity

“You said you would submit two applications. Was the commitment two completed applications or two applications sent?”

Answer:

“You completed one of the three sessions.”

Answer:

“What happened with the two that did not occur?”

Answer:

“Do you want to keep three as the commitment next week?”

Answer:

“Morning sessions worked better than evening sessions the last two weeks, so I want to keep that in mind.”

Answer:

“You said the proposal was ready Wednesday, but it still had not been sent Friday.”

Answer:

“What made the call difficult once you had the phone in your hand?”

Answer:

“We agreed to move the deadline to Monday.”

Answer:

“You originally described this as a current priority. Is that still true?”

Answer:

“Last week you said Thursday evenings were consistently unavailable. Does that still apply this week?”

Answer:

EXERCISE 2 — WHAT WAS THE ACTUAL COMMITMENT? Instructions:

Each statement is too vague to support useful follow-up.

Rewrite it so the commitment becomes clear enough to review later.

“I’ll work on the website.”

Rewrite:

“I’ll try to exercise more.”

Rewrite:

“I need to get serious about applying for jobs.”

Rewrite:

“I’ll make progress on the course.”

Rewrite:

“I’ll work on my finances.”

Rewrite:

“I’ll get started on the book.”

Rewrite:

“I’ll deal with the paperwork.”

Rewrite:

“I’ll try to reach out to people.”

Rewrite:

EXERCISE 3 — OBSERVE BEFORE YOU INTERPRET Instructions:

Rewrite each practitioner response so that it begins with an accurate observation rather than an interpretation.

“You lost motivation this week.”

Available facts:

Client planned four sessions and completed one.

Rewrite:

“You are avoiding the proposal.”

Available facts:

Proposal has been complete for three days and remains unsent.

Rewrite:

“You do not care enough about the course.”

Available facts:

Client has completed zero lessons for three weeks.

Rewrite:

“You are overcommitting again.”

Available facts:

Client has committed to six tasks for three consecutive weeks and completed two or three each week.

Rewrite:

“You are being perfectionistic.”

Available facts:

Client has revised the same first draft four times and has not submitted it.

Rewrite:

EXERCISE 4 — DOES THIS REQUIRE INQUIRY? Instructions:

Choose:

A. No further inquiry needed B. One focused question needed C. Broader review needed

Then explain why.

Client:

“I missed Saturday’s workout because I had food poisoning. I’m back to normal now and want to keep the same schedule.”

Answer:

Why:

Client:

“I missed the call again. I had time. I opened the contact and then did something else.”

Answer:

Why:

Client:

“I completed all three study sessions.”

Answer:

Why:

Client:

“I didn’t do any of the five tasks. Honestly, I don’t know what happened.”

The same thing has happened for four weeks.

Answer:

Why:

Client:

“The new deadline is Monday because the client changed the brief Friday.”

This is the first deadline change.

Answer:

Why:

Client:

“I think the goal is too much.”

Client completed the same target successfully for the previous eight weeks.

Answer:

Why:

Client:

“I don’t want to do this certification anymore.”

Answer:

Why:

Client:

“I only completed three of five.”

No explanation is given.

Answer:

Why:

EXERCISE 5 — ASK THE SMALLEST USEFUL QUESTION Instructions:

For each scenario, write one question that is most likely to improve the accountability decision.
Do not ask multiple questions.

Client:

“I didn’t have time.” Relevant context:

The client had identified two possible work periods earlier in the week.

Your question:

Client:

“I was overwhelmed.” Relevant context:

The client completed several other tasks but not one important phone call.

Your question:

Client:

“I don’t care anymore.” Relevant context:

The client has become discouraged after repeated failures.

Your question:

Client:

“The project isn’t ready.” Relevant context:

The project is a first draft intended for internal review.

Your question:

Client:

“I forgot.” Relevant context:

The client remembered once during the week and still did not act.

Your question:

Client:

“Four sessions is unrealistic.” Relevant context:

Four was completed for the previous three weeks.

Your question:

EXERCISE 6 — TOO MANY QUESTIONS Instructions:

Each Accountabili-Buddy response below asks more than the situation requires.

Rewrite it more efficiently.

Client:

"I missed the workout because my flight was delayed eight hours." Accountabili-Buddy:

"How did the delay make you feel? Did you think about exercising at the airport? Could you have walked after you got home? Did you consider changing the time? Were you disappointed in yourself?"

Rewrite:

Client:

"I had time. I just kept avoiding the call."

Accountabili-Buddy:

"Why do you think you avoided it? Were you scared? Did something happen before? Is this about rejection? Do phone calls generally make you uncomfortable? Is there some deeper reason?"

Rewrite:

Client:

"All three sessions done." Accountabili-Buddy:

"How did you feel before each one? What motivated you? What was different? Did you sleep better? Was your schedule easier? Do you feel more confident now?"

Rewrite:

Client:

"I don't want the certification anymore." Accountabili-Buddy:

"Are you sure? When did this start? Are you discouraged? Do you think you might regret quitting? Is something else going on? Why did you want it in the first place?"

Rewrite:

EXERCISE 7 — MOVE FROM EXPLANATION TO DECISION Instructions:

Each conversation has enough explanation. Write the next accountability move.

Client:

"I only studied once because I kept planning the sessions after work, and by then I was exhausted. Mornings are open."

Next move:

Client:

"I keep revising the presentation because I hate letting anyone see rough work. It only needs to be complete enough for internal review."

Next move:

Client:

"I still want to learn French eventually, but I am not willing to spend time on it this quarter."

Next move:

Client:

"I committed to five workouts, but there were only three actual openings in my schedule."

Next move:

Client:

"The application is complete. I am just scared there is an error somewhere, even though I have checked it three times."

Next move:

Client:

"I missed the session because I had to take my child to urgent care. The normal schedule works fine otherwise."

Next move:

EXERCISE 8 — MATCH THE RESPONSE TO THE EVIDENCE Instructions:

Choose the strongest response.

Client:

"I only completed one of four this week. Work was extremely busy, and honestly I also kept putting the task off when I had time."

- A. "Work clearly made the goal unrealistic."
- B. "You were avoiding it."
- C. "It sounds like both workload and avoidance may have mattered. Which was more important this week?"
- D. "Let's reduce the goal to one."

Answer:

Why:

Client:

"I did all three sessions."

- A. "Amazing! Let's make it five."
- B. "All three done. Do you want to keep three next week?"
- C. "What deep psychological shift made this possible?"
- D. "You finally proved you can be disciplined."

Answer:

Why:

Client:

"I didn't submit the proposal. I'm still adjusting wording." History:

The proposal has been ready for three weeks and the deadline has moved three times.

- A. "Take another week."

B. "You obviously fear rejection."

C. "We've had a ready proposal and three moved deadlines. What still needs to change for this to be functionally ready to send?"

D. "You failed again."

Answer:

Why:

Client:

"I missed Saturday because my mother was taken to the emergency room."

A. "What does this tell us about your priorities?"

B. "Was there any other time you could have completed it?"

C. "Understood. Do you want the normal commitment again this week?"

D. "Let's reduce the goal."

Answer:

Why:

EXERCISE 9 — DIRECTNESS LADDER Instructions:

For each situation, write:

- an early-stage response;
- a response after repeated evidence;
- a response after the same pattern persists despite intervention.

Scenario:

Client repeatedly commits to five study sessions. Actual results:

Week 1: 2 Week 2: 2 Week 3: 3 Week 4: 2

Early-stage response:

Repeated-evidence response:

Persistent-pattern response:

Now identify what changed across the three responses:

EXERCISE 10 — DIRECT WITHOUT HOSTILE Instructions:

Rewrite each response so it remains direct but professional.

“You keep making excuses.”

Rewrite:

“You clearly don’t want this.”

Rewrite:

“How many times are we going to do this?”

Rewrite:

“You said this was important, but your actions say it isn’t.”

Rewrite:

“You’re wasting both our time by setting the same goal.”

Rewrite:

APPLIED DRILL 1 — COMPLETE THE CONVERSATION Client:

“I was supposed to contact three potential clients. I contacted none.”

Write the OBSERVE response:

Client then says:

“I was busy.”

Write one UNDERSTAND question:

Client responds:

“I was busy, but I had two evenings free. I kept telling myself I would contact them later.”

Write the next response:

Client says:

“I hate reaching out to people cold.”

What is your current formulation?

What should happen next?

APPLIED DRILL 2 — WHEN THE EXPLANATION IS ENOUGH History:

Client committed to finish two course modules. Client:

“I finished one. My internet was down most of Sunday, which was when I had scheduled the second. The provider fixed it Monday. Same two modules this week.”

What is known?

Does this require further causal inquiry?

What is the next accountability task?

Write the response:

APPLIED DRILL 3 — WHEN THE EXPLANATION IS NOT ENOUGH History:

Client has postponed the same call for three weeks. Client:

“I didn’t have time again.” Known:

The client had two open evenings and completed several lower-priority household tasks.

What is the discrepancy?

What explanations remain plausible?

What is the smallest useful question?

Write the response:

APPLIED DRILL 4 — SUCCESS AS EVIDENCE History:

Client struggled with three evening study sessions for four weeks.

The sessions were moved to mornings. Client:

“All three happened this week. Mornings were much easier.”

What does the success support?

What does it not yet prove?

Should the target automatically increase?

Write the response:

APPLIED DRILL 5 — PARTIAL COMPLETION Client:

“I did three of five workouts. I blew the goal.”

What is the factual result?

What interpretation is the client adding?

What is still unknown?

Write the response:

APPLIED DRILL 6 — REPEATED RECOMMITMENT History:

The client has committed to finishing a résumé every weekend for five weekends.

Each Monday:

“It didn’t happen. I’ll definitely do it next weekend.”

What pattern is established?

What is no longer sufficient as a response?

What should the Accountabili-Buddy investigate?

Write the response:

APPLIED DRILL 7 — DO NOT SOLVE THE WRONG PROBLEM Client:

“I keep opening the software and I cannot figure out how to create the automation. The tutorials don’t match my version.”

Possible poor response:

“You need to stop procrastinating.”

Why is this weak?

What is a more plausible formulation?

What should the next accountable action potentially become?

Write the response:

APPLIED DRILL 8 — CONVERSATION PROPORTIONALITY

For each scenario, rank the appropriate response intensity:

1 = minimal 2 = brief inquiry 3 = focused analysis 4 = pattern review 5 = major reassessment

A.

Client missed one workout after six successful weeks because of illness.

Intensity:

B.

Client has moved the same deadline five times.

Intensity:

C.

Client completed all planned tasks.

Intensity:

D.

Client has failed the same commitment for seven weeks under three different interventions.

Intensity:

E.

Client says they no longer want the goal.

Intensity:

F.

Client missed once and says, "Nothing happened. I just didn't do it."

Intensity:

Explain one of your choices:

APPLIED DRILL 9 — WHEN THE CLIENT DOES NOT RESPOND

Scenario A — First Missed Check-In

The Accountabili-Buddy sends the client's scheduled check-in at 10:00 a.m.

“Checking in on the three applications you planned to submit by today. How did it go?”

The client does not respond.

By late afternoon, there is still no response. Questions:

What is known?

What is not known?

What should the Accountabili-Buddy avoid assuming?

Write the one follow-up message you would send:

Scenario B — No Response to the Follow-Up

The Accountabili-Buddy sends one brief follow-up later that afternoon.

The client still does not respond.

What should the Accountabili-Buddy do next?

Should another reminder be sent that evening? Why or why not?

What information should be retained for the next scheduled check-in?

Scenario C — The Next Check-In

The client never responded to either message.

At the next scheduled check-in, what should the Accountabili-Buddy address before treating this as an ordinary new accountability period?

Write the exact text you would send:

Scenario D — A Pattern Develops

Over the next several weeks, the client repeatedly fails to respond to scheduled check-ins. The Accountabili-Buddy has begun sending two or three additional reminders each time until the client eventually answers.

What pattern now requires attention?

What Accountabili-Buddy behavior may be contributing to the problem?

What should happen instead of increasing reminder frequency?

Write a response that addresses participation in the accountability process while preserving client ownership:

ERROR-SPOTTING EXERCISES

ERROR 1 — PREMATURE REASSURANCE Client:

“I did none of the three sessions.” Accountabili-Buddy:

“That’s okay. You had a hard week.”

What is wrong with the response?

What information is missing?

Stronger response:

ERROR 2 — PREMATURE CHALLENGE Client:

“I missed the deadline because my father was hospitalized.” Accountabili-Buddy:

“You have to stop letting life get in the way of your priorities.”

What is wrong with the response?

Stronger response:

ERROR 3 — TOO MUCH ANALYSIS Client:

“I completed all four workouts.” Accountabili-Buddy:

“What emotional shift made you capable of following through this week?”

What is wrong with the response?

Stronger response:

ERROR 4 — WRONG INTERVENTION Client:

"I had the time. I remembered. I opened the document and then reorganized my desk instead." Accountabili-Buddy:

"I'll send you three reminders tomorrow."

What is wrong with the response?

Stronger response:

ERROR 5 — ENDLESS INQUIRY Client:

"I know why I'm not doing it. I hate the task, I still want the outcome, and I keep avoiding starting." Accountabili-Buddy:

"Why do you think you hate it? When did this start? How does that make you feel? What do you think this says about you?"

What is wrong with the response?

Stronger response:

WHAT WOULD YOU SAY NEXT? Instructions:

Write only the response you would actually send.

Client:

"I said I'd complete four lessons. I completed two. Four probably is realistic; I just didn't use the time I had."

Your response:

Client:

"I had no time for the proposal." History:

The proposal has moved four times.

Your response:

Client:

"All five applications are submitted."

Your response:

Client:

"I think I need to stop working on the course for now. I still want the certification eventually, but it is not a current priority."

Your response:

Client:

"I have rewritten this email eight times and still haven't sent it."

Your response:

Client:

"Three sessions happened after we moved them to mornings."

Your response:

Client:

“I missed again. Same goal next week.” History:
This is the fifth identical miss.
Your response:

Client:

“I know you’re going to be disappointed, but I only did one.”
Your response:

CASE PRACTICE 1 — A REASONABLE FIRST MISS History:

Client has completed four study sessions weekly for six weeks.

This week:

one completed. Client:

“I was exhausted all week. Work had an emergency launch, and I was getting home after nine almost every night. That project ended Friday.”

Questions:

What is established?

What does history suggest?

What is the most proportionate level of inquiry?

What should happen next?

Write the response:

CASE PRACTICE 2 — SELECTIVE NON-FOLLOW-THROUGH Goal:

Launch a consulting business. Commitment:

Send three outreach emails.

Client completed:

- website edits;
- invoicing setup;
- logo updates;
- CRM cleanup.

Client sent:

zero outreach emails. Client:

“I was too overwhelmed with business stuff.”

Questions:

What supports the client’s explanation?

What evidence makes the explanation incomplete?

What is a plausible alternative formulation?

What is the smallest useful question?

Write the response:

CASE PRACTICE 3 — WHEN TO BECOME MORE DIRECT History:

For six weeks, client has committed to completing five course lessons on Sunday. Actual results:

1, 0, 2, 1, 0, 1. Client:

“Five again Sunday.” Questions:

What pattern is established?

What should not be assumed?

Why is a simple “okay” no longer sufficient?

Write a direct but autonomy-preserving response:

CASE PRACTICE 4 — GOAL VALUE CHANGES THE CONVERSATION History:

Client enrolled in a professional course six months ago.

They have completed approximately half. Client:

“I keep trying to force myself back into this. I could finish it. I just don’t care about the credential anymore. If I had not already done half of it, I would quit.” Questions:

What is the accountability task?

What would be the wrong problem to solve?

What should be explored?

Write the response:

CASE PRACTICE 5 — SUCCESSFUL OUTCOME, QUESTIONABLE PROCESS Client:

“The report is done and submitted.” Further information:

“I waited until the last two nights and slept about three hours both nights, but I got it done.”

Questions:

Was the commitment completed?

Does completion establish that the process was effective?

What additional accountability question is justified?

Write the response:

KNOWLEDGE CHECK

- Put the five accountability conversation functions in order:
- What is the purpose of ESTABLISH?

- What is the purpose of OBSERVE?

- True or False:

Every missed commitment should move into the UNDERSTAND stage.

Answer:

- When is inquiry justified?

- A. When the Accountabili-Buddy is curious.
- B. Whenever the client fails.
- C. When additional information could materially affect the accountability decision.
- D. Whenever the client gives an explanation.

Answer:

- Which is the best observation?

- A. "You were avoiding the call."
- B. "The call was scheduled twice and was not made."
- C. "You are afraid of the conversation."
- D. "You keep sabotaging yourself."

Answer:

- Which question is most discriminating? Client:

“I had no time.”

- A. “Why does time management always seem difficult?”
- B. “How did that make you feel?”
- C. “Were there any realistic periods when the task could have happened?”
- D. “Are you making excuses?”

Answer:

- True or False:

Once the Accountabili-Buddy understands why the client missed, the commitment should usually be changed.

Answer:

- True or False:

A successful week automatically supports increasing the target.

Answer:

- What is the function of RETAIN?

- Why can too many questions weaken an accountability conversation?

- What is meant by “least intensive useful response”?

- Give one example of a situation requiring only minimal acknowledgment.
- Give one example of a situation requiring a pattern review.
- Why should the Accountabili-Buddy move from explanation to decision rather than continuing inquiry indefinitely?

TRAINEE SELF-CHECK

These questions are not scored.

- Do you tend to interpret before observing?
- When a client gives a plausible explanation, are you more likely to:

Accept it immediately Challenge it immediately Test whether it fully explains the behavior Other:

- Do you tend to ask questions because they are necessary or because silence feels incomplete?
- Are you comfortable ending an accountability conversation quickly when nothing more is needed?

- Do you tend to offer solutions before understanding the barrier?
- Are you more likely to under-challenge repeated patterns or over-challenge isolated misses?
- Which stage is most likely to be weak in your conversations?

Establish Observe Understand Decide Retain

Why?

MODULE COMPETENCY CHECK Instructions:

Read the full scenario. Work through the accountability conversation as if this were an actual client. CLIENT HISTORY

Client goal:

Launch a freelance photography business.

Initial commitment:

Contact five prospective clients each week.

Results:

Week 1: 1 of 5 Week 2: 0 of 5 Week 3: 0 of 5

During those three weeks, the client completed:

- a new portfolio page;
- two website redesigns;
- pricing research;
- business-card design;
- CRM setup.

The Accountabili-Buddy asks about the third missed outreach week.

Client:

"I think I am overwhelmed. There is still so much I need to get ready before I start contacting people. I want to change the commitment to improving my portfolio again this week."

PART 1 — ESTABLISH

What was the relevant original commitment?

PART 2 — OBSERVE

State what happened without interpretation.

PART 3 — UNDERSTAND

What supports the client's overwhelm explanation?

What evidence makes that explanation potentially incomplete?

Identify at least three plausible formulations.

What single question would best discriminate among the most important possibilities?

PART 4 — DECIDE

Should the Accountabili-Buddy immediately agree to replace outreach with more portfolio work?

Why or why not?

What decision still belongs to the client?

PART 5 — RETAIN

What information from the three weeks should be retained?

What pattern should now be watched?

PART 6 — WRITE THE RESPONSE

Write the exact Accountabili-Buddy response.

PART 7 — RESPONSE REVIEW

Check your response:

Did I establish the behavioral discrepancy?

Did I treat “overwhelmed” as a report rather than a proven formulation?

Did I use the selective pattern of completed tasks?

Did I avoid assuming fear or avoidance without evidence?

Did I ask a question that could materially change the decision?
Did I avoid automatically replacing outreach with safer preparation?
Did I preserve client ownership?
Is the response concise enough to function in a real accountability conversation?

END OF WORKBOOK 1B