

Accountability Partner Check-In Template

Instructions: *Use this template for quick, focused check-ins with your accountability partner. It helps you clarify your goals, celebrate wins, and stay on track.*

- ✓ Fill it out before or during your check-in conversation.
- ✓ Use weekly, biweekly, or at whatever rhythm works for you.

Tip: Keep it short and honest — small steps count!

What This Template Achieves

- ✓ Provides structure to accountability partnerships
- ✓ Encourages reflection and planning
- ✓ Supports follow-through through external motivation

Accountability Partner Check-In Template

Date: _____

☀️ **Check-In Date:** _____

☀️ **Partner Name:** _____

✅ **Since Our Last Check-In...**

- *What I accomplished:*

- *What felt challenging:*

🎯 **Focus for This Period**

- *My top 1-3 goals:*

1 _____



2 _____

3 _____

🧠 **What support or adjustments do I need?**

Wins I want to celebrate

(even small ones!)

-  *Pair this with our Motivation Reward Chart for added encouragement.*
-  *Consider setting a date for your next check-in now to build consistency.*