

**Week of:** \_\_\_\_\_

**WEEKLY ACCOUNTABILITY FORM – “WAF”**

**It is my intention to read my Strategic Plan document on a weekly basis. I intend to complete this form by Monday morning. The WAF is a record of my intentions translated into doable, incremental tasks that I intend to take action on this week.**

**I will review my actual accomplishments versus my intentions each Friday. I will share my results weekly with my accountability partner. I will keep all copies on record for quarterly reviews.**

**In order to make progress on my goals for this year, I commit to the following tasks noted below:**

**I did accomplish this week’s goals and the reason is:**

**I did not accomplish what I intended to accomplish and the reason is:**