

## Ellie's Weekly Accountability:

How to use:

- We will fill this in live during Monday's Weekly Accountability session
- Use it as a reminder of your progress and goals for the week





Step 1- Set your goals for the coming week

- Choose 3 goals you want to have achieved by this time next Monday.
- Make them SMART: Specific, Measurable, Achievable, Relevant, Timebound.  
(*SMART goals help set you up for success - no vague "I'll just do better" goals here!*)

Step 2 - Add notes

- Reflect on last week's goal
- Write down any blocks you faced and how you managed them.

Step 3- Update your progress (*Tip: To add a dropdown, type @dropdown and choose "Weekly Accountability Progress."*)

- When checking in, choose a progress status for last week's goals:
  -  **Done** = **Completed**
  -  **In Progress** = Started but not finished
  -  **Carry Forward** = Not started but still needed
  -  **Drop** = No longer needed

Your Log:

Date	Goal 1	Goal 1 Progress	Goal 2	Goal 2 Progress	Goal 3	Goal 3 Progress	Notes/ Next steps
Date							
Sep 1, 2025	Example	Choose		Choose		Choose	

Date	Goal 1	Goal 1 Progress	Goal 2	Goal 2 Progress	Goal 3	Goal 3 Progress	Notes/ Next steps
		Status		Status		Status	