

# first name Last Name and first name last name Accountability Buddies [confidential, shared] 🔥 🚀

meeting point

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## General agenda 😊

- Date Constitution Agenda: XX-XX-XXXX
- Checking-In
  - **How are you?** 😊
- Document Handling
  - The document is intended to provide a space for confidential exchange. No content will be shared in any form with other people. Taking notes is encouraged! All personal data about yourself can be
- Goals of the project "Accountability-Buddies"
  - More likely to achieve self-imposed goals
  - Staying on the ball with regard to productivity
- Structure of the project
  - confidentiality
  - Weekly exchange once a week at a fixed time
    - Duration: max. 15 minutes
    - Time: Sunday 6:30 p.m. to 6:45 p.m. (alternative morning)
    - Platform:
    - Zoom? → Document directly in front of your eyes
  - Contents
    - Check in + weekly goals from last week
      - Evaluate how "much" you have achieved this
    - Learnings from it
      - Add it to the learnings list
    - Setting new goals for the next week
      - SMART goals
    - Maybe at some point: exchange about productivity or in between
      - e.g. weekly challenge (e.g. try out the product, try out the concept)
- Weekly goals: first name and first name
- Checking Out

## Regular routine 📋

- Checking-In

- **How are you?** 🥰
- Contents
  - 1. Weekly goals **last week**
    - Evaluate how “much” you have achieved this
  - **2. Learnings** from it
    - Add it to the learnings list
  - 3. Set **new goals** for the next week
    - SMART goals
    - Weekly goals: First name and first name
- Change
  - last week
  - Learnings
  - next week
- next meeting
- Checking Out
  - **What are you doing today?** 🥰

# Weekly goals 🚀

first name Last Name

- Additional Action Item:
- XX.XX.XXXX bis XX.XX.XXXX
  - Goal 1
    - Possible failure modes & preparation
      -
    - Evaluation + [Learnings](#):
      -
  - Goal 2
    - Possible failure modes & preparation
      -
    - Evaluation + [Learnings](#):
      -
  - Goal 3
    - Possible failure modes & preparation
      -
    - Evaluation + [Learnings](#):
      -

first name Last Name

- Additional Action Item:
- XX.XX.XXXX bis XX.XX.XXXX
  - Goal 1
    - Possible failure modes & preparation
      -
    - Evaluation + [Learnings](#):
      -
  - Goal 2
    - Possible failure modes & preparation
      -
    - Evaluation + [Learnings](#):
      -
  - Goal 3
    - Possible failure modes & preparation
      -
    - Evaluation + [Learnings](#):
      -

# Learnings-Liste 🧐

Enter your learnings here and ideally create an Anki deck with “learnings” so that you can think about them regularly and have them present.

first name Last Name

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first name Last Name

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## Recommendations etc.

- [Smart](#) Goals
  - specific
  - measurable
  - attractive/accepted
  - realistic
  - terminated
- [GTD](#)
- [Law of triviality](#)
- Toggl
- [Annual Review Spreadsheet](#)
- Dailyo App
- [YouTube explanation for Daily Tracker \(Spreadsheet\)](#)
- [Arden Koehler's Tips](#)
- Timeblocking concept
- Weekly Pomodoro goals
- Daily pictures in the morning