



# Step-by-Step Guide

## Step 1: Agree on Essential Actions

Essential actions are the building blocks of your project's success. Each action should directly support your end goal and address the real problem you identified.

List out everything that needs to be done to complete the work, from initial research to crafting the final presentation. Think critically—don't skip over any foundational steps.

**Guiding Question:** *What specific actions are required to move this work from concept to completion?*

## Step 2: Assign Roles Using RACI

Knowing who's responsible for each action prevents confusion, duplication, and gaps. The RACI framework clarifies roles, making it easy to see who does what.

For each action, define the following:

- **Responsible:** Who's doing the work?
- **Accountable:** Who's answerable for the outcome?
- **Consulted:** Who should provide input?
- **Informed:** Who needs to be kept updated?

**Pro Tip:** If you're the only one involved, you may fill every role yourself. For larger projects, you might involve team members, stakeholders, or external experts.

**Guiding Question:** *Who needs to be involved in each action to ensure success?*

### **Step 3: Set Deadlines and Milestones**

Deadlines provide structure and momentum. Setting specific dates ensures that work doesn't stall and that you stay on track.

Assign a deadline for each action or milestone. Some actions may need interim milestones to help track progress. Make sure these dates are realistic but firm enough to drive accountability.

**Guiding Question:** *When does each action need to be completed to meet the end game on time?*

### **Step 4: Create Your Accountability Checklist**

This checklist is a practical tool to track progress. It acts as a reminder of each commitment, keeping everyone aligned and focused.

Summarize each action, who's responsible, and the deadlines into a checklist format. This can be shared or kept personal, but it should be easy to refer back to as you move through the project.

**Guiding Question:** *What specific actions will I commit to fully own this outcome?*

### **Step 5: Reflect on Accountability**

Accountability isn't just about checking boxes; it's a mindset that elevates the quality of your work and its impact on others.

Reflect on why it's important for you (and your team, if applicable) to take full ownership of this work. How does this mindset influence your work, and what impact will it have on those affected by it?

**Guiding Question:** *Why does taking ownership of this project matter, and how will it affect the outcome?*