**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: