

PERSONAL ACCOUNTABILITY WORKSHEET
"GREEN SHEET"

ENTRY DATE: _____

LISTEN: *What is my leadership asking me to take care of?*

- | | |
|----|-----------|
| 1. | Suspense: |
| 2. | Suspense: |
| 3. | Suspense: |
| 4. | Suspense: |
| 5. | Suspense: |

ACT: *What actions or tasks do I need to execute immediately?*

- 1.
- 2.
- 3.
- 4.
- 5.

TO-DO LIST: *What tasks do I need to accomplish over the next week?*

- | | <i>Completed?</i> |
|----|--------------------------|
| 1. | <input type="checkbox"/> |
| 2. | <input type="checkbox"/> |
| 3. | <input type="checkbox"/> |
| 4. | <input type="checkbox"/> |
| 5. | <input type="checkbox"/> |

Personal Notes: