

## SKILL BUILDING NO. 3

# Get Organized


**Accountability** is a long word that means taking responsibility for your own stuff. If you find yourself saying: "I didn't know," "No one helped me," or "No one told me what to do." Then you aren't being accountable for your own responsibilities. Yet sometimes, we do need someone else's assistance. Accountability buddies can help you reduce stress and pain, allowing you to refocus on the task.

Accountability buddies can be a friend, a classmate, a counselor, a teacher, a parent, or a neighbor — someone who is interested in you as a person and wants you to do well. This buddy isn't going to help you do the work, answer your questions about the work, or get mad if you don't get things done.

Instead, this is a relationship about respect. You are asking for the person's time and interest. An accountability buddy will listen to you, ask questions, and be interested in your progress.

You have these responsibilities:

1. Talk with them once a week or more often at an agreed time
2. Tell them what you are working on and the due date (show them you know what you are responsible for)
3. Tell them about the complex parts that might cause you some trouble (be honest with problem parts)
4. Tell them the steps you will take to address that problem (yes, this will mean more studying, researching, or learning, but now you know what parts will take longer)

5.  Talk to them again at the next appointed time, review, and add new items. For most people, this will be **1-3 times per week**.

Regularly doing this builds repetition and relationships to motivate yourself to finish hard, unpleasant things.



5-10 minutes



accountability check-in



repeat these items often

Now let's put it into action — pick a challenging task and ask someone to be your accountability buddy. Maybe they are up for hearing about it on the spot. Perhaps they can give you some of their focus and time later in the day. Set up your next talk so you can share your assignments, challenges, and progress.

You can ask someone to be your accountability buddy in one of these ways:

1. Send a text message and say, "I could use some help staying motivated. Do you have 5 minutes to chat?"
2. Catch them in the hall and ask, "Can we talk through the English assignment at lunch?"
3. During family dinner, say, "I want to do my part to stay on track with school work, but it would be helpful if I had some regular check-ins. Can we plan that?"

Who will you ask?



What are they helping you stay accountable to?



When is your next check-in?



This icon reminds you to stay accountable. Tracking your grades and missing assignments can help you keep track and fix things early.

