

Writing Accountability Worksheet

Accountability Sheet for the Week of: _____

REVIEWING LAST WEEK:

1. On a scale of 1 to 10, my writing production last week was: _____

2. If I'm being honest, I wasted too much time doing: _____

3. How many of my weekly goals did I accomplish? _____

4. What did I accomplish last week that I'm proud of?

A. _____

B. _____

C. _____

5. Did I do my DREAD last week? Why or why not? _____

6. What did I NOT accomplish last week that was on my goal list and why?

7. Who or what was my biggest obstacle to writing this past week? _____

8. Did I do my STRETCH last week? _____

9. Did I drop one unproductive habit? If yes, what? _____

10. What keeps getting pushed to the next day's to-do list? Why?

How do I feel about myself right now?

Writing Accountability Worksheet

PLANNING FOR THE WEEK OF: _____

1. My BIG goal for the month, quarter or year is: _____

2. What 5 things can I do this week to work toward that goal?

A. _____

B. _____

C. _____

D. _____

E. _____

3. What is my DREAD for the week? _____

[This is something hanging over your head and weighing you down psychologically. It often has nothing to do with writing, but it blocks creativity. For example, you need to see the dentist because you can't concentrate with a sore tooth, but you're afraid of the dentist.]

4. Why am I dreading it? _____

5. What BABY STEP could I take to address the dread? _____

[e.g., Call and make a dental appointment. Tell yourself you can always call back and cancel. All you're doing is making the phone call. Sometimes the group can offer ideas too.]

6. What is my STRETCH for the week? _____

[A "stretch" is something you likely won't be able to get done, but you'd be pretty stoked if you did! For example, drafting your outline or writing your book proposal.]

7. What unproductive habit could I drop this week? _____

[For example, checking Facebook several times a day or not grouping errands on one day.]

NOTES: