

# Personal Accountability Plan

NAME \_\_\_\_\_

DATE: \_\_\_\_\_

QTR: \_\_\_\_\_

PERIOD: \_\_\_\_\_

CORPORATE KEY RESULTS	ACTIONS	DUE DATES	OBSTACLES / ACTIONS TO OVERCOME	COMMENTS
<i>RESULT #1</i>				
<i>RESULT #2</i>				

BRANCH KEY RESULTS	ACTIONS	DUE DATES	OBSTACLES / ACTIONS TO OVERCOME	COMMENTS
<i>RESULT #1</i>				
<i>RESULT #2</i>				
<i>RESULT #3</i>				

- **MEASURABLE**
- **MEANINGFUL**
- **MEMORABLE**

INDIVIDUAL STRATEGIC RESULTS	ACTIONS	DUE DATES	OBSTACLES / ACTIONS TO OVERCOME	COMMENTS
<i>INDIVIDUAL #1</i>				
<i>INDIVIDUAL #2</i>				
<i>INDIVIDUAL #3</i>				
<i>INDIVIDUAL #4</i>				

1 = POOR      2 = FAIR      3 = OK      4 = GOOD      5 = GREAT

TEAM MEMBERS	COMPETENCE	ATTITUDE / EFFORT	POTENTIAL	COACHABILITY	AVERAGE TOTAL

**Competence:** Individual's technical capabilities and personal tools to successfully perform.  
**Attitude and Effort:** Overall attitude and effort demonstrated by the individual.  
**Coachability:** Willingness of the individual to listen, learn and apply feedback.  
**Potential:** Individual's relative long term potential to perform.