



CLASS  
ACCOUNTABILITY  
PARTNERS



CLASSY CAREER GIRL  
CAREER FULFILLMENT FOR ALL WOMEN

# The Purpose of CLASS Accountability Groups

A self-guided accountability group is simply a small group of members who get together on a regularly scheduled basis, share their goals (and sometimes their fears and failures), and report back on their progress. The goal is that members encourage one another and hold each other accountable to achieve the results they each seek. These groups are not a place for negativity. We understand that challenges, fears, and failures are real, but we want to make sure the majority of the group time is focused on finding solutions and helping you move forward.

People have made life-long connections starting from CLASS Accountability Partners. Here are two ways to find an accountability partner:

1. Make a post in the CLASS FB group that says, “I’m looking for an accountability partner. I am currently working on CRP/LYCF and in Phase \_\_\_\_\_. I am in \_\_\_\_\_ time zone. Let me know if you’d like to partner up.
2. Look through the CLASS directory and find another member who needs a partner. You’ll see a sign like this on their profile:  NEEDS A PARTNER Reach out directly to them using their contact info in the directory or tag them in the CLASS FB group.

## GROUP GUIDELINES

Here are some guidelines to help you make the most of your group:

1. Have fun! Keep it simple, relaxed and fun. You want to keep your group focused, upbeat, and super easy to engage with.
2. Commit to this. Make a conscious decision right now to make your Accountability Group a priority in your life. Dedicate your time, energy and thoughts to making your group experience an incredible one (for you and everyone in your group).

## GROUP GUIDELINES

3. Set up regular meeting times. Agree upon a regularly scheduled day and time to meet. Choose a meeting frequency that works best for your group. We recommend meeting weekly, but every two weeks can work as well.
4. Select a meeting platform. Collaborate with your members and find the best communication platform for your group. We recommend using Zoom for meetings and a Facebook group for ongoing communication. However, GroupMe, Voxer, Marco Polo, Slack, and even email are options for ongoing communication.
5. Follow the guidelines and framework provided. Refer back to this page to remind yourself of the guidelines and meeting framework provided. Follow them every time you meet.
6. Be conscious of time. Please respect your group members' time. You're all busy, so don't let meetings run over time. You can always carry over the discussion in your Facebook group (or other platform). We recommend assigning a Time Keeper before the start of each meeting. The Time Keeper will be responsible for keeping track of each person's time as they speak and will let each member know when their time is up.
7. Keep your goals SMART: Specific, Measurable, Attainable, Relevant, and Time Bound. Construct these goals prior to the call so that you can conserve time. Consider using our [free 90-day planner](#).
8. Show up prepared to serve! During your calls, be mindful that your role is to be supportive of the other members of the group. While you are seeking help, you are also providing it. Arrive with the intention to serve your group members as best you can.
9. Celebrate your successes. Post your group's successes inside the CLASS Facebook group, so we can celebrate together. Share your wins and celebrate the wins of members in the group.



# STEPS FOR A SUCCESSFUL GROUP MEETING

## 1. One Leader

One person in your group needs to become the leader.

**Leader Job Description:** Set up the calendar announcement. Set up the meeting platform and create the FB group. Make sure that the group stays on schedule and completes the call framework (see step 5). The leader will also assign hot seat dates if desired. Note: The leader can also delegate!!

## 2. Pick a Platform

Some available options are:

- [Zoom](#). There is a free basic plan that should work for you to get started. (VIDEO)
- [FreeConferenceCallHD](#). (AUDIO)

## 3. Set Up a Private Facebook Group

Anna recommends that you set up a Facebook group just for your small group to really share specific items to the calls and give updates. This is totally optional though.

## 4. Set a Date and Time

Anna recommends scheduling your meetings for one hour twice per month on the same day and time. For example, meet the first and third Tuesday of every month at 1-2pm PST. Not everyone will be able to make it every time and that is OK. Or every week on Saturdays at 11am EST.



# STEPS FOR A SUCCESSFUL GROUP MEETING

## 5. Set Up a Call Framework

Here is an example:

Welcome/Hellos/Checkin (3 minutes)

Each member answers the following (12 minutes):

- Share a win
- How did your previous goal go?
- What are you currently working on?
- Where do you need help?

After each person has gone we start hot seats (30-40 minutes). If you have a hot seat, you come to the group with a problem that you want help with. The group brainstorms with you and helps you. There are 2 hot seats per session.

- Hot Seat 1
- Hot Seat 2

Everyone states a goal for next session (5 minutes).

End



We recommend starting out with just one accountability partner and if you'd like to add more people to your group at a later date, you can.

**TIP:** Have someone volunteer to be the Timer for each session. The Timer can rotate each meeting or can always be the same person.

Questions? Email our team at [support@classycareergirl.com](mailto:support@classycareergirl.com)

These groups can be so helpful to your journey along the success path. We HIGHLY recommend joining one!

To your success!

Team Classy Career Girl

