

## INTRODUCTION TO ACCOUNTABILITY PARTNER COACHING

You are invited to identify an accountability partner who will share the journey of CIT with you and be your go-to person for support, questions, and accountability for following through on your personal learning and developmental goals. To help develop this relationship, you can use the Accountability Partner Coaching Template as a guide for each scheduled conversation you have with your partner. In each session, one person shares all their responses to the questions on the Template and then roles are reversed and the second person shares.

Coaching is a supportive partnership involving critical and creative thought designed to maximize personal potential. Because the coaching model is embedded in the template, nothing needs to be added to constitute coaching. In other words, the template does the coaching work for you; one need not have coaching expertise or any words of wisdom for the process to yield progress. Remember progress, not perfection, is our shared goal. Here are some general guidelines for conducting the coaching calls and for using the Template:

**I. Schedule accountability partner coaching sessions.**

You are invited to schedule an accountability partner coaching session between each CIT skill to focus on the development of that particular skill in the series. Decide with your partner what the platform of the session will be (phone, Zoom, Skype, Facetime) and allocate at least fifteen minutes for each person to share, with the total session time being thirty minutes.

**II. Take time to prepare before each session.**

To get the most benefit from the session, set aside time before each session to reflect and write your responses in the space below each question on the Accountability Partner Coaching Template.

**III. Use coaching templates as action plans.**

To get the most from these templates, occasionally review the completed templates and use them as action plans to sustain forward movement in your skill building. Reviewing your insights will help you remember them and put them into practice.

**IV. Carefully plan what it will take to integrate the CIT skill into your daily living.**

Thoughtfully create “fieldwork” for yourself during the coaching sessions for you to do between one session and the next to help you practice parts of the CIT skill that are challenging for you. Think of fieldwork as involving an *action* to be taken or a *practice* to be done habitually. Actions are one-time decisions, conversations, or announcements, etc., that need to be made in order for you to build or stay on the path you have set for yourself or to *live your values*.

**V. Be aware of your self-talk.**

We all have internal dialogue with which we relate to ourselves in our own minds. Such dialogue can make a real difference in our ability to develop a skill or change a behavior, so attending to it is important. Actively work to change negative self-talk as

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it arises. For instance, if the thought arises “I am not good enough to do/be/have X”, you can construct a memorable phrase that is more aligned with reality or equally possible such as “I can do this.” Or, if the thought arises, “This is hard work”, look for the positive component in the change process and replace the thought with something like “I’m enjoying this new perspective” if the new thought or phrase is authentic and honest for you. In other words, we are not trying to talk ourselves into something we don’t believe when we attempt to change our self-talk; we are considering a perspective that may be equally true and one we authentically want to build.

### VI. Use the SMART acronym when developing commitments or goals.

S - Specific

Is the commitment you are making specific enough?

M – Measurable

How can you measure it?

A – Achievable

Is it achievable or realistic?

R - Relevant

Is it relevant to really moving you forward?

T – Time-bound

Exactly when will you do it?

### VII. Getting the support you need.

Consider the contexts in which you live and determine which relationships need to be nurtured to support the change you want to make. For instance, what exactly do you need from the people closest to you in order to make the change or reach your goal? Also, do you need to grow your support team? If you realize you may have a diagnosable condition (depression or attention deficit disorder for example) that affects your behavior, you might consider contacting a medical expert to get additional help you may need.

### VIII. Maintain a coaching – not a counseling -- model in your sessions.

Although these coaching sessions are not Mindful Dialogues, the same principles should apply. Remember to be totally present for the other person, try not to ask questions that lead the conversation away from where your partner needs it to go, do not give unsolicited advice, and maintain strict confidentiality. It is best to stick to the questions on the template and refrain from any effort to analyze your partner, determine the root cause of her behavior, diagnose, or give advice.

### IX. Explore more coaching options in the forthcoming coaching section on the CIT website.

At the end of your course, you will have the opportunity to hire a professional coach for either individual or group coaching sessions, at a highly discounted rate, to build and sustain the skills and perspectives you learn through CIT. When your course concludes, check the website to schedule or for additional coaching resources.

**ACCOUNTABILITY PARTNER COACHING TEMPLATE**  
**SKILL 1: CALMING BODY AND MIND**

This form can be used for each accountability partner coaching session and further referenced as your action plans. The bolded word in each question can be used for quick reference for each reflection point. Remember the same guidelines of Mindful Dialogue apply to coaching dyads as well: be completely present, avoid asking questions not on this template, withhold unsolicited advice, and maintain total confidentiality.

On the line directly below, please identify your partner's name, email, phone number and the date of your first session.

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1. Share the ways you followed through on your commitments from last week. Even small steps are important. Remember to celebrate **progress** and that progress – not perfection -- is the goal.
  
2. Do you have any **questions** about this CIT skill? If so, what are they? Is any part of it confusing or do you disagree with any of the material? If neither partner knows for sure, feel free to ask your Facilitator.
  
3. What part of the reading and practice associated with this skill is most alluring or **enlightening** to you that you would like to remember?





**ACCOUNTABILITY PARTNER COACHING TEMPLATE**  
**SKILL2: ETHICAL MINDFULNESS**

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1. Share the ways you followed through on your commitments from last week. Even small steps are important. Remember to celebrate **progress** and that progress – not perfection -- is the goal. (This question does not apply in the first session).
  
2. Do you have any **questions** about this CIT skill? If so, what are they? Is any part of it confusing or do you disagree with any of the material? If neither partner knows for sure, feel free to ask your Facilitator.
  
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**ACCOUNTABILITY PARTNER COACHING TEMPLATE**  
**SKILL 3: EMOTIONAL AWARENESS**

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**ACCOUNTABILITY PARTNER COACHING TEMPLATE**  
**SKILL 4: SELF-COMPASSION**

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**ACCOUNTABILITY PARTNER COACHING TEMPLATE**  
**SKILL 5: IMPARTIALITY AND COMMON HUMANITY**

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**ACCOUNTABILITY PARTNER COACHING TEMPLATE**  
**SKILL 7: EMPATHIC CONCERN**

This form can be used for each accountability partner coaching session and further referenced as your action plans. The bolded word in each question can be used for quick reference for each reflection point. Remember the same guidelines of Mindful Dialogue apply to coaching dyads as well: be completely present, avoid asking questions not on this template, withhold unsolicited advice, and maintain total confidentiality.

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4. As you consider applying this learning to your life, what **habits, attitudes, beliefs, or behaviors** are being invited to change? Write your insights below to review them occasionally, which will help you build the CIT skill.

5. What **actions and practices** do you need to build Skill 7, empathic concern? Be specific (describe the practice, when you will practice and how often).

6. What is your plan for overcoming anticipated **obstacles**?



**ACCOUNTABILITY PARTNER COACHING TEMPLATE**  
**SKILL 8: COMPASSION**

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