

# ACCOUNTABILITY PARTNER CHECK-IN GUIDE

The SUSTAIN Tool | 30 • 60 • 90 Day Structured Conversations

Building Bridges: Professional Development Lunch & Learn Series | Session 2 of 4

**WHY THIS GUIDE EXISTS:** The Ebbinghaus forgetting curve proves we lose 80% of new learning within 30 days without reinforcement. This guide is the reinforcement. It structures your check-in conversations, so every meeting drives honest reflection, renewed commitment, and measurable progress. Bring your B.R.I.D.G.E. Builder Template to each check-in.

**HOW TO USE:** Block 15 minutes. Partner A asks all five questions while Partner B answers with their template open. Then switch. Close with commitments and schedule the next check-in before you leave.

<b>My Name:</b> _____	<b>Partner:</b> _____	<b>Start Date:</b> _____
-----------------------	-----------------------	--------------------------

## 30-DAY CHECK-IN: Building Momentum | Open your Builder Template to the Action Planner

- 1 Which pillar did you act on first, and what specifically happened as a result?
- 2 Where did you feel the most resistance? What does that resistance tell you about your growth edge?
- 3 Did you complete your 24-hour action from the session? Describe the outcome or what blocked you.
- 4 What evidence do you have that the other person has noticed your intentional investment?
- 5 If you could go back to Day 1, what would you do differently with what you know now?

<b>HONEST PROGRESS CHECK:</b> <input type="checkbox"/> Gaining Traction <input type="checkbox"/> Stalled <input type="checkbox"/> Check-In Need to Pivot	<b>MY NEXT COMMITMENT:</b> _____	<b>NEXT CHECK-IN SCHEDULED:</b> Date: _____
---	-------------------------------------	--

## 60-DAY CHECK-IN: Deepening Impact | Open your Builder Template to the Reflection section

- 1 How has the quality of this relationship measurably changed since Day 1? Name one specific shift.
- 2 Which pillar have you consistently avoided? What would it take to lean into it this month?
- 3 Name one decision you made differently because of this relationship that you would not have made alone.
- 4 Review your Pillar Self-Assessment from Session 2. Has your lowest score improved? Why or why not?
- 5 What is this relationship teaching you about how you lead and how you invest in people?

<b>HONEST PROGRESS CHECK:</b> <input type="checkbox"/> Gaining Traction <input type="checkbox"/> Stalled <input type="checkbox"/> Need to Pivot	<b>MY NEXT COMMITMENT:</b> _____	<b>NEXT CHECK-IN SCHEDULED:</b> Date: _____
--	-------------------------------------	--

## 90-DAY CHECK-IN: Measuring Transformation | Bring your complete Builder Template and Framework Resource Tool

- 1 Describe one concrete outcome this relationship produced that would not have happened without your intentional investment.
- 2 Look at your Pillar Self-Assessment. Which pillar grew the most? Which still represents your biggest growth opportunity?
- 3 What did this 90-day process reveal about your leadership style that you did not see before?
- 4 Would you call this a strategic relationship today? What evidence makes it strategic rather than merely comfortable?
- 5 What is your next intentional relationship investment, and what is your first action within 7 days?

<b>RELATIONSHIP OUTCOME:</b> <input type="checkbox"/> Transformed <input type="checkbox"/> Growing <input type="checkbox"/> Reset	<b>NEXT MOVE:</b> <input type="checkbox"/> New template <input type="checkbox"/> Continue deepening	<b>MULTIPLY:</b> <input type="checkbox"/> Teach B.R.I.D.G.E. to someone else
--	--	---

## GROUND RULES FOR EFFECTIVE CHECK-INS

- ✓ Open each check-in with your Builder Template in hand
- ✓ Ask the questions as written. Do not soften them.
- ✓ Celebrate wins before addressing gaps
- ✓ Be honest, not polite. Polite kills accountability.
- ✓ End every check-in with one specific commitment
- ✓ Schedule the next check-in before you leave this one

**KC's Coaching Tip:** "The best accountability conversations are **uncomfortable** for about **90 seconds** and **productive** for the next **14 minutes**. Lean into the honest questions. That is where the growth lives."

**KC's Hack:** Block **15 minutes, not 30**. **Short check-ins happen. Long ones get rescheduled.** Protect the **habit, not the length**. **Consistency always beats intensity.**

Notes/Reflections/Takeaways: