

Accountability partner agreement

Fill page 1 in a PDF reader that supports forms, or print it. Keep a copy for each person. This worksheet is a proposed check-in plan; the example on page 2 is fictional.

Person A (name or initials)

Person B (name or initials)

A: action and what counts as complete

B: action and what counts as complete

Start and end of this trial

Reporting days, time and time zone

Where each person records or sends their own update

Expected reply and reply deadline (or: no reply required)

If an update is missing: reminder limit and pause rule

Who may see reports and what stays private

Review date: continue, change one part, or stop

Confirm together that both people want this role. Either can ask to change or end it.

A report is different from a reply

Alex and Sam agree to practice their own instruments for ten minutes each day. This example shows how to complete the sheet; it does not show a tested outcome.

Actions

Alex: ten minutes of guitar practice. Sam: ten minutes of piano practice. Each records only their own action.

Trial and reports

October 12-18, 2026. Both are using London local time. Send or record each report by 20:00 each day.

Record and reply

Use a shared note for Done, Rest/not done, or no report. Reply in the existing chat by 12:00 the next day. A brief acknowledgement is enough unless help is requested.

Missing update

One question after the reply deadline: ask whether the action happened or the report is late. No repeated reminders. Ask whether to pause if updates stay missing.

Audience and review

Only Alex and Sam see the reports; practice recordings are not required. Review at 18:00 London time on October 18. Each can continue, change the schedule, or stop.

Three reports, three different responses

Completed

Alex: "Done: ten minutes of guitar." Sam: "Saw your update. Thanks."

Rest / not done

Sam: "Rest today; I did not practice." Alex: "Got it. Same plan tomorrow, or change it?"

No report

Alex: "Your update is missing. Did you practice, or would you like to pause?" Sam later says practice was done but reporting was late. Do not infer a missed action from silence.

If using DuoKeep, both must want one shared daily rule. Each person records their own Done or Rest; acknowledgements stay in the agreed chat. A tracker does not promise a reply.