



Starter Kit for
FOUR TENDENCIES
ACCOUNTABILITY
GROUPS

Hello,

Thanks for your interest in starting a Four Tendencies accountability group.

Many people find that being a part of a group is an effective way to create accountability in their life. Group members encourage each other, share ideas, and, most important, hold each other accountable—plus, just being in a group boosts your happiness.

To meet inner expectations, Obligers must create outer accountability—and it must be the right kind of accountability. While people of other Tendencies may benefit from accountability, Obligers require it. A Four Tendencies accountability group can be a great way to create accountability for yourself and to better understand people of other Tendencies who may join your group.

Organizing a group is hugely rewarding, but it does take thought and effort. This Starter Kit is meant to make your job easier. However, there's no right way. Do what's right for your group. Please keep me posted, because I'm very eager to hear how your group is doing.

Write to me on the Gretchen Rubin Facebook Page, email me at grubin@gretchenrubin.com, to talk to me as well as to people who have started accountability groups based on the Four Tendencies.

Good luck.

Onward,



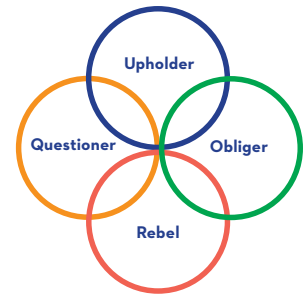
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If you're the group organizer, congratulations. That work takes thought, effort, and discipline—but it will be very rewarding for you and for your group. Here are some tips for different ways to organize and run your group. Your group may be made up of people who already know each other. In that case, some of these steps aren't necessary.



MOST IMPORTANT

- No matter how your group meets, make sure to hold people accountable! That's why everyone has joined this group! Don't justify failure or procrastination; don't help people make excuses: "You've been under a lot of stress," "You've been so busy," "You really meant to do it." Identify problems, help generate ideas for accountability structures, push people to report their progress (or lack of progress).
- Remind people that if they don't take the group seriously, they will hurt other people's efforts. If this group is meant to help graduate students finish their Ph.D.'s, and I see that you're not really making an effort, that makes me feel like I can keep procrastinating, too (and if you're making a lot of progress, I feel more pressure). Each person's individual behavior will affect everyone in the group.

FACE-TO-FACE MEETINGS

Many groups meet in real life. This takes time and planning, but it also provides a high level of accountability—also, it tends to be fun and to foster friendships. If it's possible to meet in person, it's very valuable.

- Find a location that has the right vibe. If you're in a public space, it helps to be in a separate room or to have an identifying sign, so people don't wander around. Many groups take turns meeting in each other's houses.
- Prepare for meetings. Having an agenda helps keep a meeting on track and may help you relax. Show up (as the organizer, you need to be there, even when you don't feel like it), and start and end on time.
- Give plenty of time for people to introduce themselves, which helps them to feel included.
- Give everyone an opportunity to speak, especially quieter people. If your group is large, consider forming smaller discussion groups. People are happier when they contribute more, but some people aren't comfortable speaking in a crowd.
- Between face-to-face meetings, it's useful to keep in touch, to keep accountability high. One easy way is to use virtual meetings (see below.)

VIRTUAL MEETINGS

Many groups meet virtually—in a Facebook group, in a group chat, or in an email chain. "Meeting" this way is more convenient, but may also provide less feeling of accountability. Also, some introverted people may prefer to be part of a virtual group.

- Set clear expectations about how frequently people are expected to check in, and in what way, and how the group should hold its members accountable.
- Help people get to know each other by encouraging members to introduce themselves and explain their aims for the group.
- Watch for "lurkers." Be prepared to call on people—to address them directly and ask them to report back. This level of direct accountability is key for some people.
- Kick out people who don't participate. It's important that everyone participate: members only get out of the group what they put into it; more important, if everyone doesn't participate, the group will lose focus and energy.

- Don't let one person dominate the discussion.
- Make it clear to potential members that this group is for accountability. It's not a fun way to connect with friends (though it may do that, too), it's not a forum to discuss new research on a subject (though people may find that interesting). It's an accountability group. Note that if non-Obligers join the group, they may not understand why accountability is so important.

Learn more at GretchenRubin.com | To discover your Tendency, take the quiz at happiercast.com/quiz

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