



The Public You

Steps to Start Accountability Group

1. Go through the register and select some people with either a similar background or geographic location. Group size should not be much more than 5-6 to keep it small and ensure there is accountability and time for handling other issues.
2. Determine a meeting place and location and length of the meeting.
3. Optional: Create a Yahoo or Google group for sharing ideas/progress. Also can share Resumes and Handbills.
4. Determine what you want you want to be held accountable on, some sample ideas:
5. Track your progress and share with the group. The group should push you a bit past your comfort zone

Term	Definition	How Measured
New Network Connections	How many meaningful network connections did you make for this reporting period?	# of new meaningful network connections
Informational Interviews	How many informational interviews did you have for this reporting period?	# of Informational Interviews
Identify Target Companies	How many new target companies have you added to your list?	# of new target companies
Positions Applied For - In Person	Positions applied for that were in person	# positions applied for in person
Positions Applied For - Online	# of positions applied for via job boards or company sites	# of positions applied for online
Follow-Ups on Positions Applied For	How many follow-ups were completed on the previous positions that were applied for?	# of follow-ups
Networking Events Attended	# of networking events attended for the reporting period.	# of networking events attended
Mental Health	How are you dealing with the stress in your life?	Varies by person; exercise\, yoga\, Bible reading\, solitude time\, etc.

The Meeting

1. Go around the table with each person providing an update on their status for the week (1st meeting should include our elevator speeches). This should also include discussing their target goals for the next week.
2. Once everyone gets to provide their update, then there is time for discussing other issues or concerns of the group.
3. The targets for the next week should be published to the group via email (one person takes notes or everyone publishes their own)



The Public You

John Doe

In Transition Status Report

Period of March 30 – April 5, 2008

Goal	Target	Actual	Comments
New Network Connections	15	16	8 targeted/8 General
Informational Interviews	3	2	Vanguard, Coventry Health Care
Identify Target Companies			
Positions Applied For – In Person	3	1	
Positions Applied For – On Line	10	3	
Networking Events Attended	3	3	BCC, Wall Street Journal, DBM
Recruiters Talked To		3	Jeff Nicoll-Pegstaff; David Valentine-ValTech; Barbara Mack – CEO HR
Mental Health	7	0	Need to start daily Bible reading & solitude

New Sites

Site	Description	Received From	Joined?
http://bnchicago.org	Business Network Chicago (BNC) is a professional networking and career development organization which currently serves over 1500 members in the downtown Chicago area.	David Valentine	Yes
http://www.resourcesglobal.com	Resources Global Professionals is a multinational professional services firm that helps business leaders execute internal initiatives	David Valentine	No; they are not in my target areas.
http://www.itilcommunity.com/index.php	The <i>Itil User Community Forum</i> is intended to serve as an interactive and completely independent resource to support ITIL education and enable the free exchange of ITIL information.	David Valentine	Yes
http://groups.yahoo.com/group/BCCIT			
http://groups.yahoo.com/group/BCCALL			

Other Progress

- Met with Jeff to discuss my background and the overall market; he will try to connect with someone at BOA.
- Met with David Valentine at the BCC; further defined my objective and updated my resume.
- Met with Barbara Mack, CEO HR. Had 1.5 hr meeting and completed paperwork to start working with her. She will try to have a couple of companies setup for me when I visit Charlotte
- Scope Change – Now looking at Sarasota
- Identified/Contacted all my references



The Public You

Daily Log

Goal	Monday	Tuesday	Wed	Thur	Fri
New Network Connections					
Job Interviews					
Informational Interviews					
Identify Target Companies					
Positions Applied For – In Person					
Positions Applied For – On Line					
Networking Events Attended					
Recruiters Talked To					
Mental Health					