

TEAM ACCOUNTABILITY TOOLKIT

Use this toolkit to create a structure that supports team ownership, accountability, and performance. When your team knows what's expected, has the right tools, and can see results, they step up.



1. ROLE CLARITY WORKSHEET

Use the following prompts to define each team member's role clearly.

- Role Title: _____
- Core Responsibilities (list 3-5):
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____
- What does success look like in this role?

- What decisions can this person make independently?

- Who do they report to, and how often?



2 OWNERSHIP VS. SUPPORT MATRIX

Clarify who owns what and who supports. Use this sample layout for major functions or projects.

Function/Project	Primary Owner	Support Roles
Client Onboarding	Alex (Ops Manager)	Jamie (Admin)
Social Media	Taylor (Marketing Lead)	Jordan (Design)

Function/Project	Primary Owner	Support Roles



3. WEEKLY ACCOUNTABILITY RHYTHM TEMPLATE

Use this structure for your weekly team check-ins.

- What were your top 3 priorities last week?

- ☐ _____
- ☐ _____
- ☐ _____

- Did you complete them? If not, what blocked progress?

- ☐ _____
- ☐ _____
- ☐ _____

- What are your top 3 priorities this week?

- ☐ _____
- ☐ _____
- ☐ _____

- Do you need support, approvals, or resources?

- ☐ _____

- Is anything off track or unclear?

- ☐ _____

- Share any quick wins or client/team highlights.

- ☐ _____
- ☐ _____
- ☐ _____

4. PERFORMANCE FEEDBACK PROMPTS

Use these questions to provide supportive and constructive feedback.

- What's something you did this week that you're proud of?
○ _____
- Where did you feel stuck or unclear?
○ _____
- What support do you need from me?
○ _____
- What's one thing we could improve in this process?
○ _____
- Are you confident in your current responsibilities?
○ _____



5. VISIBILITY CHECKLIST: DASHBOARDS, REPORTS, KPIS

Check which visibility tools you currently have in place:

- ☐ Shared team dashboard (project/task tracking)
- ☐ Weekly operations scorecard (team KPIs)
- ☐ Role-specific goals and metrics
- ☐ Progress tracking in your CRM or PM tool
- ☐ Shared SOPs or training resources



WRAP UP:

If you're ready to take the next step, but want a partner to help you get there, schedule a meeting with us.

We'd love to help.

[Schedule a free discovery session with WOWSuccessTeam](#)

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