



MICHELLE CLAIRE SMITH LTD.

MY JOURNAL

HOW I'M
CHAMPIONING
A CULTURE OF ...

Accountability

Name: _____

THE START OF MY HABIT

THERE ARE MANY THEORIES ON HOW LONG IT TAKES WITH REPETITIVE ACTION TO FORM A HABIT, FROM TWO WEEKS TO SIXTY SIX DAYS, HOWEVER, ONE THING IS CERTAIN, MAKING A START IS THE ONLY THING THAT REALLY STARTS TO FORM A HABIT.

USE THESE 31 DAYS OF CONSCIOUS ACTIONS TO START YOUR HABIT.



Start the day by setting three clear goals for the day and sharing them with your team

My notes ...



Acknowledge a colleague's contribution or achievement with a personalised note or message of appreciation

My notes ...



**Practice active listening during meetings by
summarising key points and action items at
the end.**

My notes ...



Use 'i' statements to express your thoughts and feelings clearly and take responsibility for your opinions

My notes ...



Share a relevant article or resource with your team that can spark discussion and learning related to your work

My notes ...



Set aside time to reflect on your recent communication and identify one area for improvement

My notes ...



Encourage open dialogue by asking for input from team members during decision making processes

My notes ...



Take a short break to engage in a non-work-related conversation with a colleague to build rapport

My notes ...



Practice proactive communication by providing updates on your progress to relevant team members or team progress to colleagues

My notes ...



Clarify expectations by confirming details and deadlines through written communication

My notes ...



Use positive language and tone in written and verbal communication to foster a supportive environment

My notes ...



Seek opportunities to collaborate with colleagues from different teams to gain diverse perspectives

My notes ...



Take a moment to express gratitude for the support and collaboration you've received from your team

My notes ...



Encourage team members to share their ideas and perspectives during brainstorming sessions

My notes ...



End the day by reflecting on your achievements and areas for improvement, and set intentions for the next day

My notes ...



Practice the ‘five whys’ technique to get to the root cause of a problem and communicate your findings with your team to foster a culture of continuous improvement

My notes ...



Share a recent success story or case study with your team, highlighting the key factors that contributed to its success and encourage discussion on how these principles can be applied to current projects

My notes ...



Take a few minutes to review and update your team's shared documents or knowledge base to ensure shared information is up to date and easily accessible for everyone

My notes ...

Lined writing area consisting of 18 horizontal lines.



**Offer to help a colleague with a task or project,
demonstrating a willingness to support others,
collaborate and learn**

My notes ...



Take a moment to provide specific and meaningful praise to a colleague for a job well done, highlighting the impact of their work on you or your team

My notes ...



Practice brevity and clarity in your written communication by summarising complex information into concise, actionable points

My notes ...



Take part in a cross-functional meeting or initiative to foster collaboration and break down any silos within the business

My notes ...



Organise or participate in a knowledge sharing session where team members can share expertise or skills with each other

My notes ...



**Reflect on a recent challenge or conflict and
identify one lesson learned that can help
improve future communication and
collaboration**

My notes ...



End your month by seeking feedback from colleagues on your communication and accountability efforts, and use this input to refine your approach moving forward

My notes ...





MICHELLE CLAIRE SMITH LTD.

Hello there!

It's fantastic to hear that you are actively looking to make a difference to your world and those around you.

If we can help with that, just shout,

Excited for your future,

Michelle x

Contact Us



07976 761689



hello@michelleclairesmith.com



www.michelleclairesmith.com

Office Address



306a Stourbridge Rd,
Catshill,
Worcestershire

THE FUTURE
IS EXCITING...