5 Accountability chart

Every important outcome has one owner.

BUSINESS _____ PREPARED BY _____ DATE _____

Seats, not names. One person owns each seat; one person may hold several seats while the business is small. Write each seat's five key outcomes.

Seat	Five key outcomes this seat is accountable for	Person today	Weekly number

GAPS: SEATS THAT NOBODY OWNS

PHOTOCOPY FOR USE IN YOUR OWN BUSINESS