GROUP GUIDELINES

When we meet as an Accountability Group, we agree to:

1. **Set a clear purpose:** Clearly define the purpose of the Accountability Group. This will help to keep everyone focused and motivated towards achieving their objectives.

2. **Establish communication channels:** Decide on the best means of communication for the group, whether it be meeting at the Y, through video conferencing, or a messaging platform. It is also important to establish communication guidelines and expectations for response time.

3. **Encourage participation:** Make sure everyone has a chance to speak and share their progress and challenges. Encourage active participation by creating a safe space for everyone to share their thoughts and feelings.

4. **Celebrate successes:** Celebrate every achievement, no matter how small. This will help to keep everyone motivated and create a positive and supportive environment.

5. **Be respectful:** Respect each other’s time, opinions, and privacy. Avoid any form of judgment or criticism, and always communicate in a respectful and constructive manner. What is said in the group, stays in the group.

6. **Hold each other accountable:** Hold each other accountable for achieving goals. This means being honest and transparent about progress and setbacks, and offering constructive feedback and support to help each other stay on track.

7. **Create a culture of learning:** Encourage learning and personal growth by sharing resources, experiences, and insights. Be open to feedback and suggestions from other group members, and use them as opportunities to learn and improve.

Remember, the success of the Accountability Group depends on everyone’s commitment to these guidelines. By creating a positive and supportive environment, everyone can achieve their goals and grow together.

COMMUNICATION CHANNELS

**MEETING VIRTUALLY**

**When holding virtual meetings, keep this in mind:**

- Try to keep your camera on! Seeing other’s faces helps to create a more personal and engaging experience.
- For safety reasons, do not participate in a meeting while driving.
- To enhance sound quality for the group, please use the MUTE function when appropriate. This will help reduce background noise and distractions.
- Consider using the CHAT BOX feature. People process and share information differently.

**IN-PERSON MEETINGS**

**When meeting in-person, keep this in mind:**

- Find a place to meet at the Y. There are comfortable spaces to gather, connect, listen, and share.
- Explore taking a class together and schedule your meeting before or after the class.
- Be respectful of everyone’s time by arriving on time and being fully present during the meeting.
- If someone needs to miss a meeting, encourage them to let the group know in advance.
- Be present and avoid distractions such as using your phone, checking emails, or engaging in side conversations during the meeting.
MEETING PROMPTS

CONNECT
Start with light, fun questions to get to know each other. You can start with questions like:
• Your name? Where are you from?
• Why did you join the Stronger Together Challenge?
• Icebreaker Questions:
  • What’s one thing you’re looking forward to this week?
  • What’s the best thing that happened to you this week?
  • What’s your favorite hobby or activity outside of work?
  • What’s the last book you read and enjoyed?
  • Do you have any pets? If so, tell us about them.

REFLECT
Reflecting on the week during the challenge is a way to gauge progress and stay motivated. Here are some ways you can reflect on the week:
• Review your goals: start by looking at the goals you set for yourself at the beginning of the challenge.
  • Did you make progress towards these goals during the week?
  • Were there any barriers or challenges that prevented you from achieving your goals?
• Reflect on your experiences: take some time to reflect on your experiences during the week.
  • What did you enjoy?
  • What was challenging?
  • What did you learn about yourself?
• Adjust your plan: use your reflections to adjust your plan for the upcoming week.
  • What changes can you make to help you achieve your goals?
  • Are there any strategies that worked particularly well for you that you can continue to use and share with the group?

CELEBRATE
Celebrate any successes or accomplishments of the group during the week, no matter how small they may seem. This can help boost motivation and confidence for the upcoming week.

DOWNLOADABLE JOURNAL
Use our Downloadable Journal to effectively keep track of your progress and keep yourself accountable for upcoming group meet-ups. Write down your goals, reflect on your progress, track your water intake, prioritize your daily tasks, and more. By taking advantage of this valuable tool, you can maintain a clear perspective on your wellness journey and stay on track towards achieving your desired outcomes.

DOWNLOAD IT AT GWCYMCA.ORG/STRONGER-TOGETHER-CHALLENGE.