



ACCOUNTABILITY SELF-ASSESSMENT

Accountability

HOW ACCOUNTABLE AM I?

Does it depend on the situation, or am I, most often, ready to accept responsibility for my decisions and behaviors?

Rank yourself on each of these characteristics of accountability

SCALE:

0 = Definitely not

1 = Probably not

2 = Probably yes

3 = Definitely yes

- I communicate regularly and accurately with colleagues
- If I don't understand something, I seek out information
- When I make a mistake, I admit it
- I am proactive, often taking the initiative
- I ask for the things I need to do my job
- Most of the time, I deliver on my tasks on time
- If I can't deliver on time, then I let my team know in advance
- I welcome feedback, feedforward & follow up
- I speak up if I observe unproductive behaviors in others

0-9 points: Work at increasing your accountability skills before this becomes a potential career derail.

10-19 points: Look at the statement where you scored lowest and make a plan to improve your skills in that area.

20-27 points: You're looking good. Check your self score by asking a co-worker to respond and compare answers.

ACTION: SELF-REFLECTION

The better you are at being accountable the more freedom you will experience in your life. Take a second look at items on which you ranked yourself at the low end of the scale. What can I do more of and less of to become more accountable in those areas?