

# How Accountable and Responsible Are You?

## A Self-Assessment

Team members holding themselves and one another accountable is one of Lencioni’s essential teamwork elements. It is often easier to recognize what others are doing (or not doing) and often difficult to see ourselves clearly. We often have blind spots concerning our own behavior. You can’t change your behavior if you are not aware of it. The following is a self-assessment. Try to be as self-aware as you can. Be candid and honest in assessing yourself. Using the following scale, write the number that best describes how accurately each statement describes how you are at work.

This resource is for your own personal use.

1 = never    2 = rarely    3 = sometimes    4 = often    5 = always

ACCOUNTABILITY STATEMENT	NUMBER
When I perceive a problem in my department, I share my concern with my boss and propose suggestion(s) for how to fix the problem.	
When I make a mistake, I let my boss and other appropriate people know as quickly as possible. I apologize and do whatever I can to fix my mistake.	
When I receive praise, recognition, or a compliment for a job well done, I share the credit with others who helped me in my accomplishment.	
When there are problems between my department and another department, I work to pull both groups together to find a “win/win” solution that will help ALL of us.	
When I have suggestions for improvement or new ideas that could help my organization be more successful, I share them openly with my boss and/or the appropriate people in my organization.	
If I have a problem or misunderstanding with another person in my organization, I go directly to that person to address the problem (rather than complaining to others).	
I acknowledge and praise other people who demonstrate their own accountability at work.	
I volunteer to take on new challenging assignments, over and above my regular job.	
I think and act proactively, to prevent problems and mistakes, and to have contingency plans thought-out in case something goes wrong.	
When things don’t go my way, I try to learn what I can from the situation, make the best of it, and move on. (I don’t whine, pout, or hold grudges.)	
<b>TOTAL SCORE</b>	

## Scoring

40-50. You demonstrate a high level of personal accountability in your own job performance, as well as in your interactions with other people. You know you're not perfect, but you respond in a mature, responsible manner when things go wrong. You're an excellent role model for others.

25-39. In some situations you demonstrate accountability, but sometimes you slip into playing the Blame Game. Occasionally, you may feel like a victim of other people's decisions or actions.

10-24. You prefer to play a more passive role at work – waiting for others to solve problems or improve organizational performance.

## Tips for Becoming More Personally Accountable and Responsible

1. Be proactive rather than reactive.
2. Maintain a high level of consciousness, focus, and purpose.
3. Take responsibility for every choice, decision, and action without blaming or finding excuses.
4. Be fully accountable for all promises and commitments you make.
5. Be clear on what is and is not within your control and/or influence. When confronted with tough situations, focus on what you *can* do.
6. Be task-focused rather than focused on making yourself look good.
7. Be results-focused rather than turf-protecting.
8. Be able to bounce back from defeat, setbacks, or adversity and continue moving toward goals, rather than surrendering to despair. When things go wrong, focus on finding solutions, not assigning blame.
9. Demonstrating an unmistakable commitment to facing reality, whether pleasant or unpleasant.
10. Be a powerful role model and a living example of personal accountability in action, rather than “preaching” or “finger-wagging.” Focus on what you can change in yourself, rather than what others need to change.