

# Appendices

## 1. Personal Accountability

### *A workbook to assess and address accountability issues*

Compiled by:

Laura L. Bierema, EdD

Professor of Adult Education, Learning & Organization Development  
University of Georgia

*If you take responsibility for yourself you will develop a hunger to accomplish your dreams. ~Les Brown*

*You cannot escape the responsibility of tomorrow by evading it today.*

*~Abraham Lincoln*

*Each of us has the right and the responsibility to assess the roads which lie ahead and . . . if the future road looms ominous or unpromising . . . then we need to gather our resolve and . . . step off . . . into another direction.*

*~Maya Angelou*

*It is not size or age that separates children from adults. It is responsibility.*

*~Jules Feiffer*

**Accountability: A Plan for Meeting your Tasks and Responsibilities**

1. Write your key tasks in the first column.
2. Rate the importance of the task to your organization or department in the second column.
3. Rate your personal enthusiasm for the task in the fourth column.
4. Multiply the importance column x the passion column for the "IP Factor." The IP Factor reflects the benefit of the task and likelihood you will complete it.

Task	Importance 1=not very to 5=extremely important	X	Passion 1=not too passionate to 5=extremely passionate	= IP Factor
1.		X		
2.		X		
3.		X		
4.		X		
5.		X		
6.		X		
7.		X		
8.		X		
9.		X		

Adapted from: Corbett, B, Ho, R., & Colemon, J. (2011). *Coaching skills for high performance: The Sherpa guide to coaching for managers*. Cincinnati: Sherpa Coaching, LLC.

**Who am I Accountable To?  
Who am I Accountable For?**

1. Write the name of the person you are accountable to or for in the first column.
2. Rate the importance of the person to your organization or department in the second column.
3. Rate your personal enthusiasm for the person in the fourth column.
4. Multiply the importance column x the passion column for the "IP Factor." The IP Factor reflects both the value of the relationship to the organization and the probability you can enjoy working with this person. This is a private exercise, "for your eyes only."

<b>Who I am Accountable To:</b>	<b>Importance</b> 1=not very to 5=extremely important	<b>X</b>	<b>Passion</b> 1=not too passionate to 5=extremely passionate	<b>= IP Factor</b>
1.		X		
2.				
3.				
4.				
<b>Who I am Accountable For:</b>	<b>Importance</b> 1=not very to 5=extremely important	<b>X</b>	<b>Passion</b> 1=not too passionate to 5=extremely passionate	<b>= IP Factor</b>
1.				
2.				
3.				
4.				
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**What is keeping me from being accountable?**

**Comfort Zone**

**Perceptions (self and others)**

**Fear of...**

**Blame**

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### Attitude Assessment

Is it possible your attitude can affect accountability? This is a quick snapshot that covers common conceptions and misconceptions you and your colleagues may have about attitude. Generally, the best answers are false. It is possible to look at a question as having a true answer and have a positive justification for the answer. Now, be honest with yourself...

<b>Circle the answer you think is most correct.</b>	<b>T</b>	<b>F</b>
I was born with the attitude I have today.	T	F
When my life changes, my attitude stays the same.	T	F
People should always be able to tell whether I'm happy or unhappy.	T	F
I can never change my attitude. This is who I am.	T	F
If I don't feel great when I get to work, everyone should know that.	T	F
It is valuable to vent my feelings.	T	F
Usually, what's going on at home controls my attitude.	T	F
Talking about my feelings is the best way to handle an argument.	T	F
My attitude shows exactly how I am feeling.	T	F
My mood is affected by the people around me.	T	F
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### Accountability Action Plan

1. What accountability homework do you have?
2. For each item, rate how well you are doing on a scale of 1-10 (10 being best).
3. Next, formulate and write down your first action step on your **lowest item**.

Item	Score 1=worst 10=best	My next step for each item
Accountable for the things I am responsible for.		
Accountable to the people who report to me.		
Accountable to the people I report to.		
My attitude.		
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**What is your top accountability commitment?**

**What support do you need from others?**