



Personal Accountability

This worksheet guides you through examining your personal accountability so that you can be more committed to your work and a better partner to your team.

Step 1: Take the Quiz

Which questions are you most tempted to ask? Let's take a quiz!

Choose one answer for each of the scenarios below. Just have fun with it, and do not overthink it.

1 You just found out you must take a really difficult test for a certification at work that you didn't think you had to have. Which question below might you ask yourself?

- a. Why didn't anyone clarify for me that I needed this?
- b. When will they update the standards?
- c. Who is supposed to help me prepare?
- d. What can I do to prepare for the certification?

2 You can't decide if you should quit your job and take a risk with a new venture or if you should play it safe and stay where you are. Your partner doesn't have any opinion either way. What question would you ask?

- a. Who got me stuck at this point in life?
- b. What do I need in order to take this decision?
- c. When will someone just tell me what choice to make?
- d. Why doesn't my partner care about this decision?

3 You don't like your manager at your job. After a frustrating day when you were yelled at for being late, how do you respond?

- a- Who does this guy think he is, anyway?
- b- When will I be on time?
- c- How can I avoid being late next time?
- d- Why is life so unfair?

4 Last week you forgot to take the garbage cans out to the curb, and your spouse got mad. What question might you ask yourself?

- a- How can I better remember next time to take out the garbage can?
- b- When will my partner cease to get mad at me?
- c- Who is going to remind me to take out the trash from now on?
- d- Why do I have to do all the work?



5 Your kids are begging for the next hot device. You just bought them one recently, but they're already bored with it. What question do you find yourself asking?

- a. Who created these devices anyway?
- b. Why are my children so demanding?
- c. When are my kids going to be more grateful?
- d. How can I explain that I will not buy them a new one?

6 You're overwhelmed thinking about finances and the future. How do you frame your thoughts on this?

- a. When is my financial adviser going to give me more guidance?
- b. Why is life so expensive?
- c. How can I better manage my finances in the future?
- d. Who got me into all this debt?

7 One of your closest friends hasn't been speaking to you lately. You know he is mad at you, but you're not sure why. How do you think about this conflict?

- a. Who caused this problem in the first place?
- b. What can I do to understand why he is mad at me?
- c. Why is my friend so hard to get along with?
- d. When am I going to find better friends who don't take so much work?

8 You've heard that someone said something about you behind your back. The rumor is spreading quickly, and you're not sure how to stop it. What do you ask?

- a. Why are people so mean?
- b. Who's doing this to me?
- c. When is someone going to stand up for me?
- d. How can I address this situation?

9 You didn't get the promotion you applied for last year, but you worked really hard and improved during the past twelve months. You're the senior employee, and you think you've got a shot at this position. The announcement is made... and someone who's worked there less time got the job. How do you respond?

- a. Who influenced the boss to take side against me?
- b. Why don't I get what I deserve?
- c. When will I get a promotion?
- d. What can I do to get the promotion the next time?

10 Your significant other has been distant lately. You've tried hard to reach out and connect but can't figure out how to bridge the gap. What thoughts do you have about this?

- a. How can I bridge the gap?
- b. Who's going to help me here?
- c. When will my partner recognize that I'm trying my hardest?
- d. Why are relationships so hard and difficult?



Step 2: Add up!

How many Who-questions did you choose? _____

How many When-questions did you choose? _____

How many Why-questions did you choose? _____

How many What/How-questions did you choose? _____

Step 3: Personal Accountability Formula

Who-questions can often be “blame” questions > we blame others, we hope for a savior, we put the burden/task on someone else.

When-questions often hide “procrastination and delay” > we ask for a solution in the future, we put things off, we avoid facing the problem now.

Why-questions can often be “complaining” or “victim thinking” questions > we may feel powerless, we give excuses not reasons, we push responsibility away, we whine about things.

What & How-questions can lead to more accountability and self-responsibility.

Example of poor Why-questions:

Why don't others work harder?

Why is this happening to me?

Why do they make it so difficult for me to do my job?

Why don't people care as much as I do?

Better:

How can I do my job better today?

What can I do to improve the situation?

How can I make it easier for myself / for my team?

How can I support others?

Personal accountability formula:

What or How + I + verb of action

More examples:

How can I help?

What can I do to support?

How will I show up to work today?

What can I learn today?



Step 4: Share & Discuss

Practice!

Write down 5 How/What Questions using the formula above to projects/subjects that currently matter to you.

Share them with one other team member.

Reflect:

- How do you feel about your own accountability questions?
- How does that make you feel when hearing the personal accountability of someone else?
- What can you brainstorm as activities and actions to do in relation to your own personal accountability questions?

Happy to hear your thoughts once you have run the accountability exercise.
I am just a digital doorstep away.