

Personal Productivity Tools



Accountability

“True accountability is not something we apply on others.
It comes from within. It is what we apply to ourselves.
And it is the bedrock of success.”

“Good men prefer to be accountable.”

– Michael Edwardes



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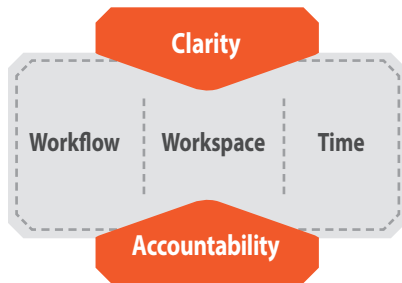
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Accountability



What and Why

Personal accountability is central to professional productivity. It is not something we either have or don't have; but rather something we work on everyday. And it cannot be mastered in the classroom. Your daily decisions and actions are your accountability lessons.

It is helpful to have a framework to help you define, discuss, and apply accountability. It is also helpful to have someone to whom you report your accountability and stewardship on a regular basis.

How

The following key actions can help ensure personal accountability:

- a. Use the Accountability Framework to assess, discuss, and apply accountability to your role.
- b. Use Weekly Stewardship reports to account for what matters most.

Personal Accountability Framework



Personal Accountability Assessment.

What should accountability look like for me in my role?

1

Act in an honest, ethical, and respectful manner.

START

STOP

CONTINUE

2

Quantify and qualify your efforts.

START

STOP

CONTINUE

3

Keep stakeholders informed.

START

STOP

CONTINUE

4

Take ownership for your situation.

START

STOP

CONTINUE

5

Be dependable and reliable.

START

STOP

CONTINUE

6

Acknowledge and learn from your experiences.

START

STOP

CONTINUE

Personal Accountability

Application.

How should I apply accountability to my situation?

My Situation

What is a situation or challenge that I am currently facing? Describe the situation below.

Then describe to the right how you can/should apply each of the six accountability key actions to that situation.

My Application

1

Act in an honest, ethical, and respectful manner.

2

Quantify and qualify your efforts.

3

Keep stakeholders informed.

4

Take ownership for your situation.

5

Be dependable and reliable.

6

Acknowledge and learn from your experiences.

Stewardship Report

An accountability tool.

Proactively submit a written report each week to the person to whom you are most accountable.





Stewardship Report

Template

Name

Date

**What I accomplished
this past week.**

**What I learned
this past week.**

**What I plan to
accomplish this
coming week.**

**Needs, ideas,
and concerns that
are on my mind.**

