



Personal Accountability Self-Assessment

Instructions: Rate Yourself using the Rating Scale to the right of the descriptors. Enter your score in each box. Total your scores in each column. Total all columns for your final score.

Personal Accountability	Always 5	Usually 4	Sometimes 3	Rarely 2	Never 1
1. I create my own process and timeline(s) for getting things done.					
2. I work on tasks and projects until they are done.					
3. I know when to ask for permission and when I have full responsibility to proceed.					
4. I know how to find information I need to get things done.					
5. I connect and learn about people so I know who I can reach out to if needed.					
6. I find out what I need to do even when I am not given direction.					
7. I do what is expected even when no one is watching.					
8. I actively seek out feedback from others.					
9. I seek out different ways to assess my knowledge, skills and expertise.					
10. I let people know when I don't know something.					
11. I "own" my results and outcomes.					
12. I expect only what is earned.					
13. I do what I say I am going to do.					
14. I work through barriers to get things done.					
15. I can reverse my negative thoughts and feelings.					
16. I am proud that others can expect the same level of quality from me all the time.					
17. I have methods to keep myself, both personally and professional, on track.					
18. I can move myself forward when I get off track.					
19. I know exactly what motivates me and I create tools to keep me motivated.					
20. I can report results for my personal and professional areas in my life.					
Total Scores					
Combined Total Score:					

>90 - High Level of Accountability
 70-90 - Fairly Good of Accountability
 50-70 Medium Level of Accountability.
 <50 - Low Level of Accountability.