



Weekly Character Challenge

ACCOUNTABILITY

accepts consequences ▪ conscientious ▪ responsible ▪ takes ownership

willingly accepts responsibility for decisions and actions; is willing to step up and take ownership of challenging issues; reliably delivers on expectations; can be counted on in tough situations

MORNING

AFTERNOON

M

A lot of people are unclear about what their responsibilities are at work on certain projects. If this sounds like you, schedule some time with your manager this week to clarify your role and relevant boundaries – what tasks are you accountable for, and which are extraneous?

Volunteer for something new this week – perhaps it's a task at work, an errand around the house, or a project that's been sitting on the backburner for a while. Put your name on it, and get it done!

T

When meeting with your team today or later this week, make it a point to establish a clear goal for the meeting. You can set an agenda and email it to your coworkers before the meeting. During the meeting, continue to establish clear group goals and targets for achievement on the team project.

Consider a recent dispute or difficult conversation that you were part of. Did you apologize in the moment? If not, consider the aspects of the situation you should apologize for, and craft an apology. When writing out the apology, avoid using the phrase "I'm sorry if you feel", as "if" can remove responsibility. A real apology takes accountability for your role and doesn't hedge or make excuses.

W

Think about a recent big decision you made. What are the possible outcomes of that decision? How can you best take responsibility for both positive and negative outcomes?

Be cautious when making promises that you can't keep. Even small promises, such as "I'll get back to you on that point later" or "Let's meet up for coffee sometime" can earn you a reputation for being unreliable if you don't follow-up on those commitments. Be realistic about what you *can* take on (versus *want* to take on), and if you can't deliver on a promise due to limited time, immediately and transparently communicate that to others.

T

For the next week, take on a household chore that you don't typically enjoy doing (e.g., shoveling snow, mowing the lawn, cleaning the toilets). This will help you take on more responsibility at home.

Think of an instance at work recently that went poorly. What was your role in the situation? Did you take full ownership for your mistakes in the moment? If not, communicate that now to your team.

F

Organize something that hasn't been organized in a while (e.g., your closet, a bookshelf, your photos, files on your computer, your pantry, etc.).

Tonight, play a game with a loved one (board game, card game, sports, etc.) Whoever wins has to take the other one out for dinner!