

Employee Accountability

Habits of Mind

Handout #1

Name: _____

Date: _____

Directions: Review the Habits of Mind below. For each habit, think about how it connects to accountability. Then write a brief example of a time you demonstrated (or could demonstrate) this habit at work, school, or home.

| Habit of Mind | What It Looks Like | My Example (work, school, or home) |
|--|---|------------------------------------|
| Persisting | Sticking with a task even when it gets hard; trying new strategies when the first approach doesn't work. | |
| Managing Impulsivity | Pausing to think before acting or speaking; considering consequences before making decisions. | |
| Listening with Understanding & Empathy | Paying attention to others' ideas and feelings before responding; seeking to understand different perspectives. | |
| Thinking Flexibly | Considering multiple viewpoints; adapting when plans change or fail; being open to new approaches. | |
| Striving for Accuracy | Checking work carefully; setting high standards; taking pride in quality and attention to detail. | |
| Taking Responsible Risks | Trying new things thoughtfully, even when uncertain; stepping outside your comfort zone to grow. | |
| Remaining Open to Continuous Learning | Reflecting on experiences, seeking feedback, and actively working to improve over time. | |

Connection to Accountability:

Habits of Mind help people make thoughtful choices, take responsibility for outcomes, and learn from every experience. People who practice these habits don't blame others -- they reflect, correct, and improve.