

Employee Accountability

Handout #2: Self-Reflection

Name:

Date:

Directions: Rate how often you demonstrate each Habit of Mind (1-5). Be honest!

Rating Scale: 1=Rarely 2=Sometimes 3=Often 4=Usually 5=Almost Always

Habit of Mind	Description	Rating
Persisting	I stick with a task even when it's challenging.	
Managing Impulsivity	I think before I act or speak.	
Metacognition	I stop to reflect on my choices and how to do better.	
Listening with Empathy	I listen carefully to others before responding.	
Striving for Accuracy	I double-check my work and take pride in it.	
Taking Responsible Risks	I try new approaches and learn from mistakes.	
Continuous Learning	I look for ways to grow and improve my skills.	

Reflection Questions:

1. Which Habit of Mind is your greatest strength? Give an example:

2. Which Habit of Mind do you most need to develop? How will you improve?

3. How do your Habits of Mind affect your accountability?