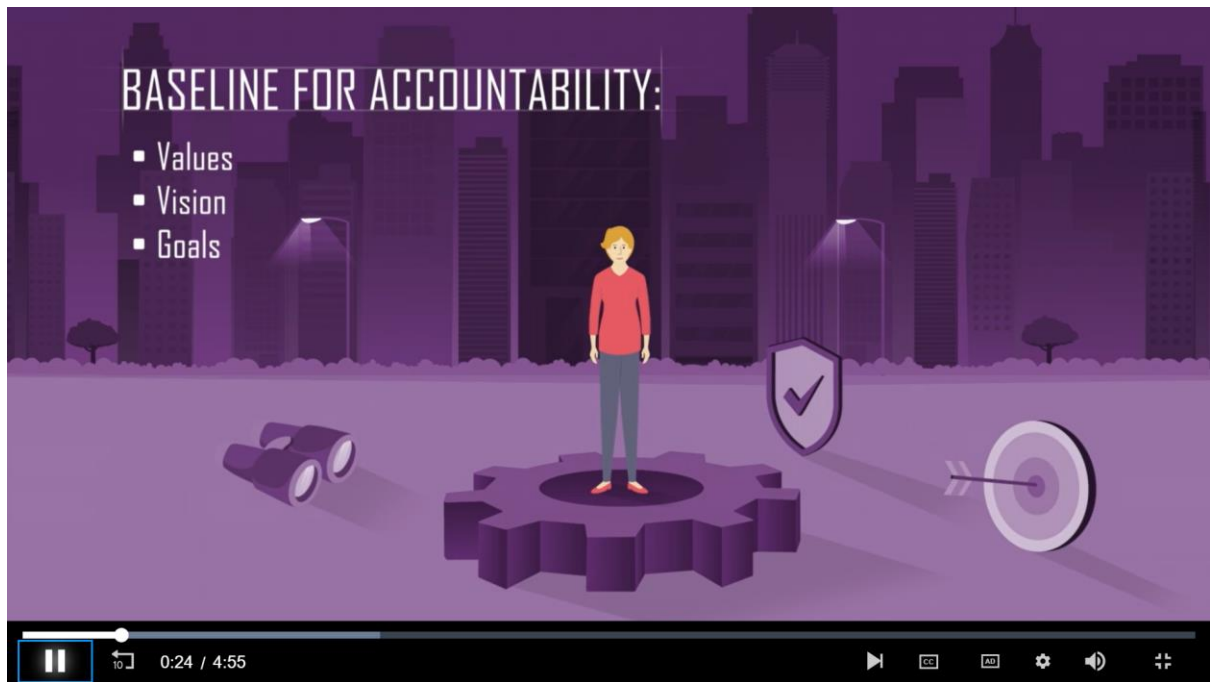




## **Creating a Foundation for Personal Accountability**

skillsoft



VISION STATEMENT: WHO YOU WANT TO BE AND HOW  
**YOU WANT TO LIVE AND WORK**



**( MAP OUT YOUR GOALS )**



GOALS ARE MORE SPECIFIC  
**THAN VISION STATEMENTS**

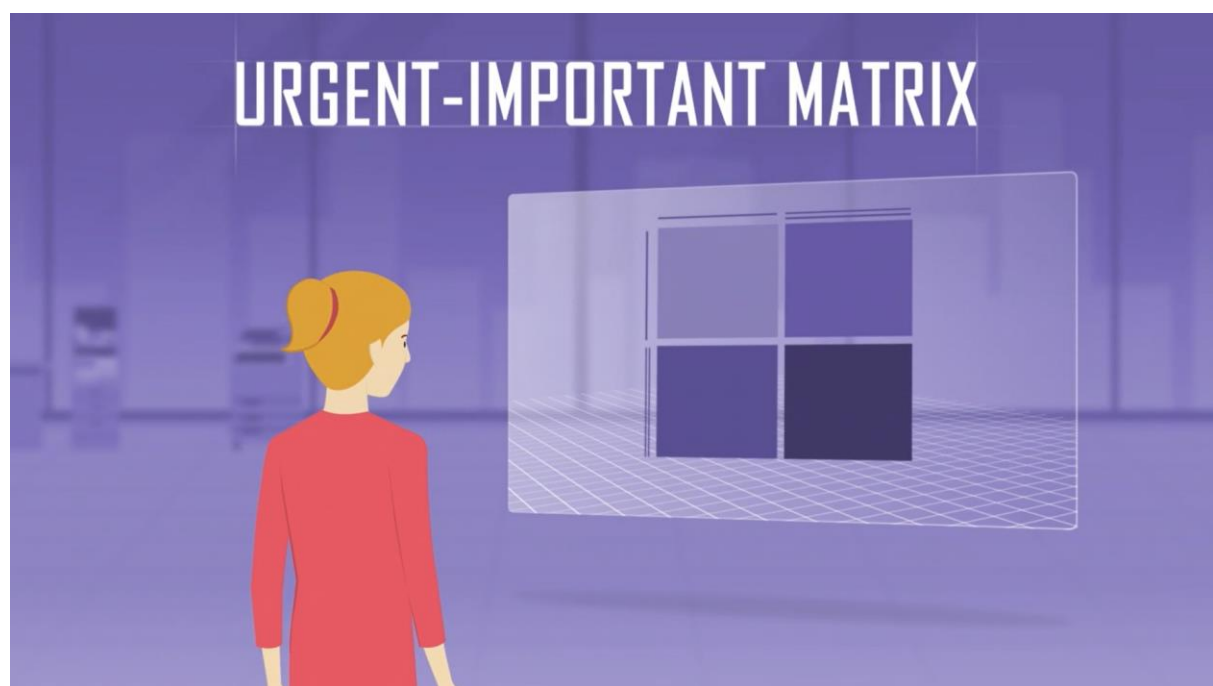


KEY  
**PERFORMANCE INITIATIVES**



2:36 / 4:55



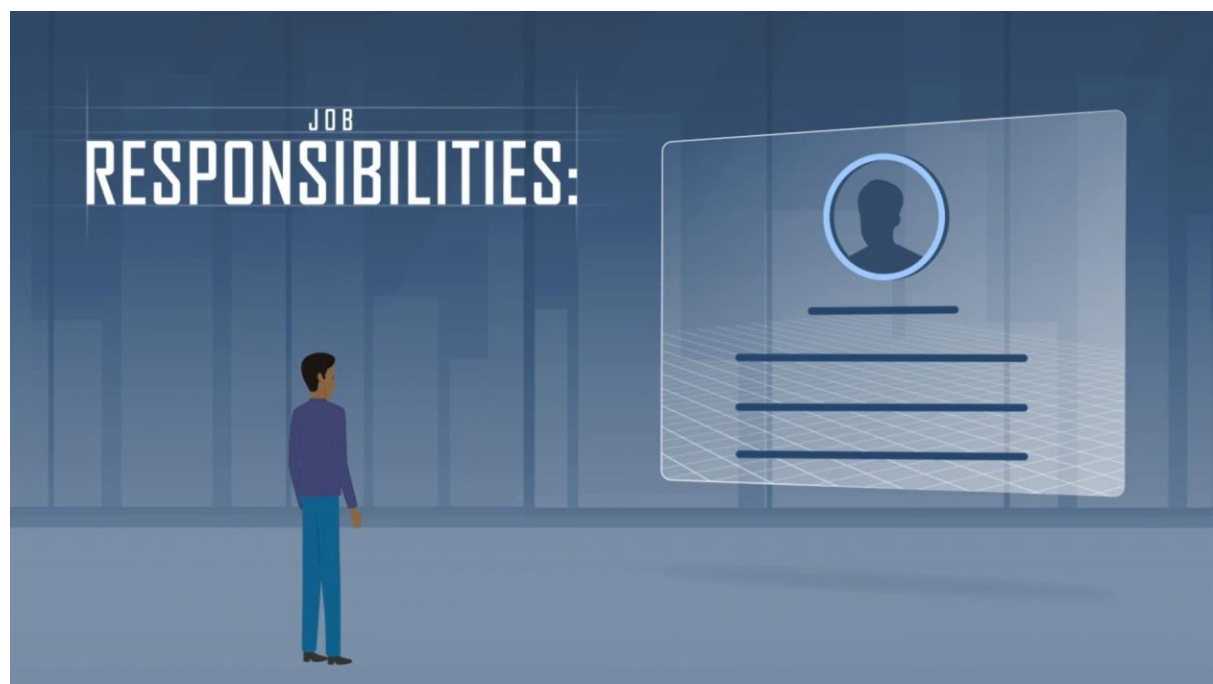


## Drawing the Blueprint for Accountability

skillsoft





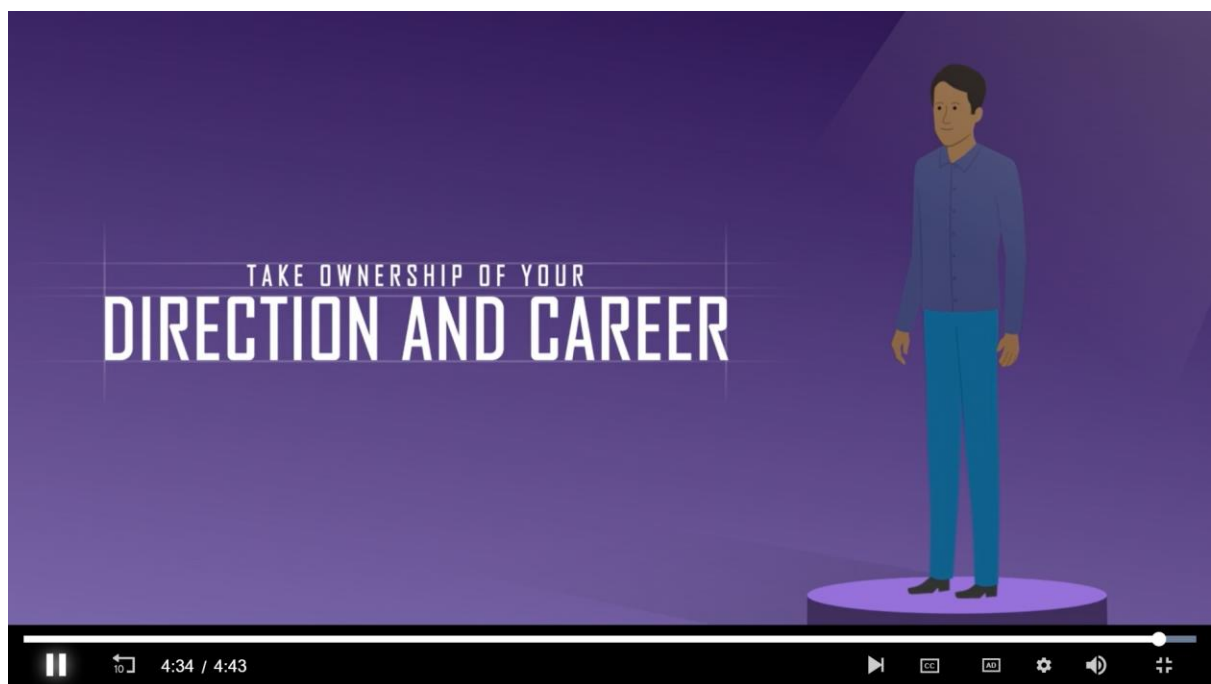


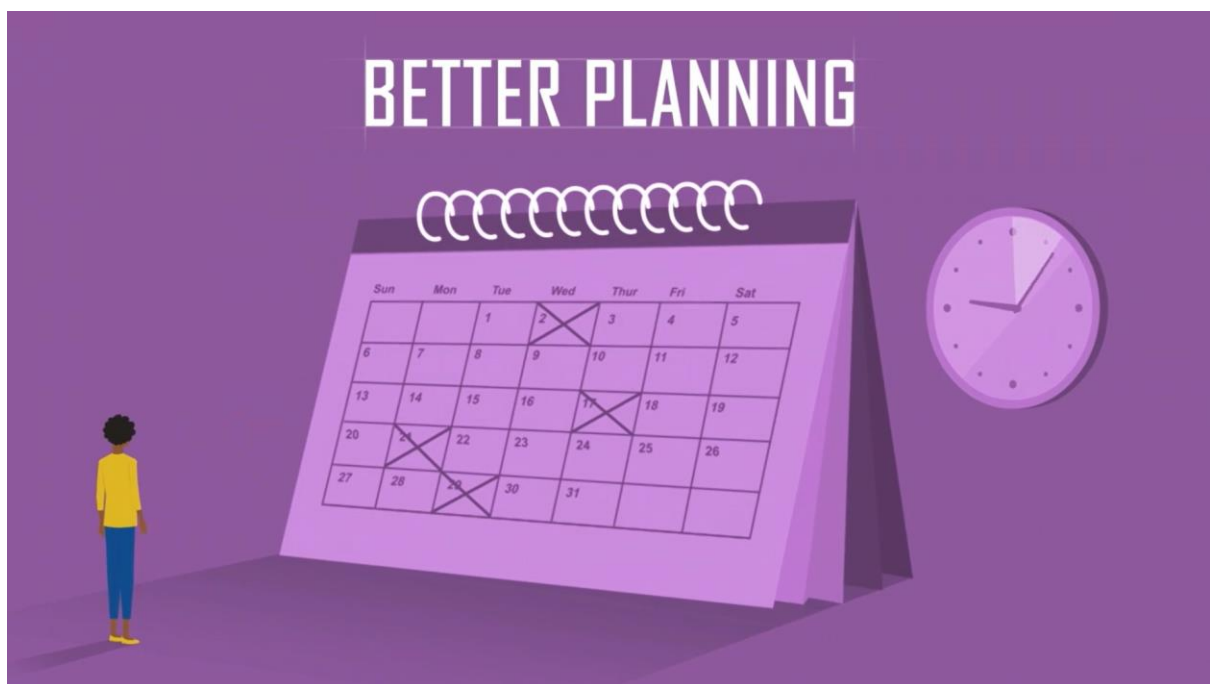








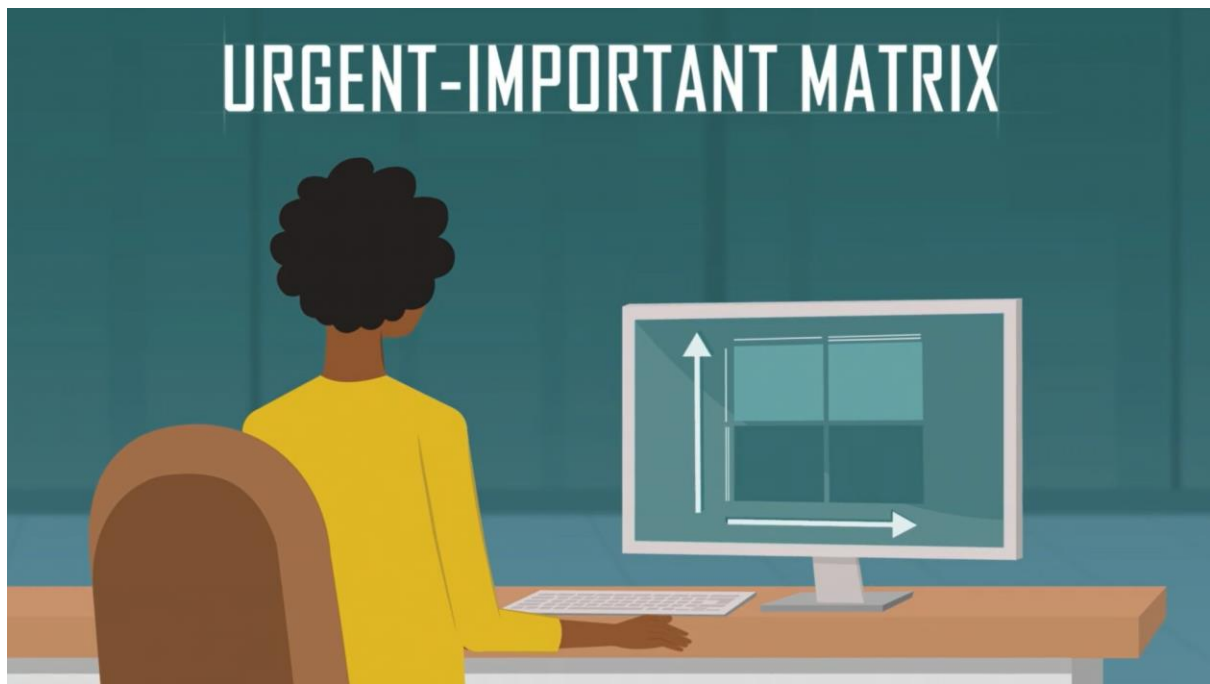


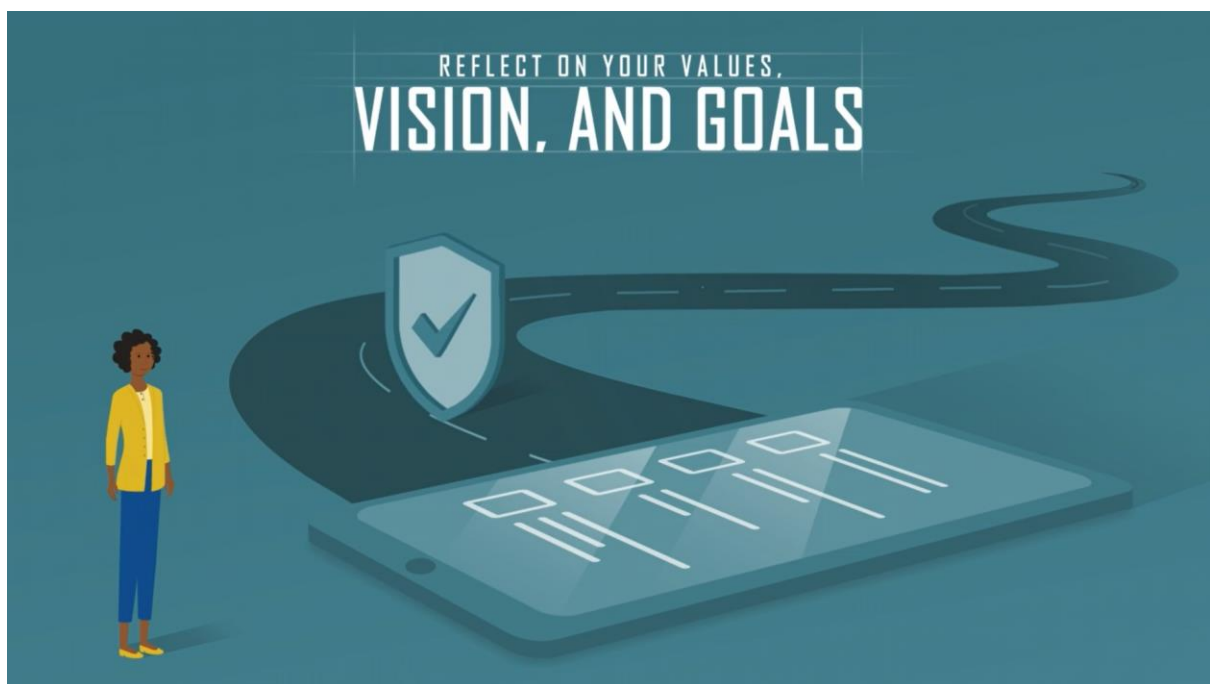
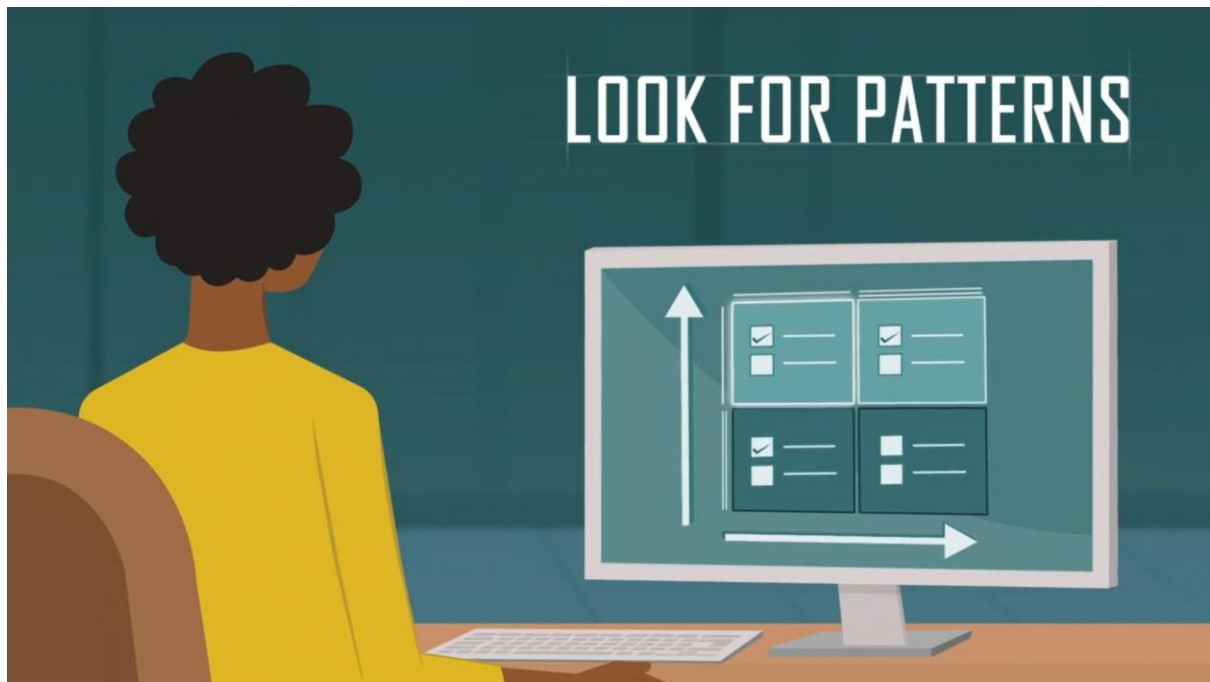


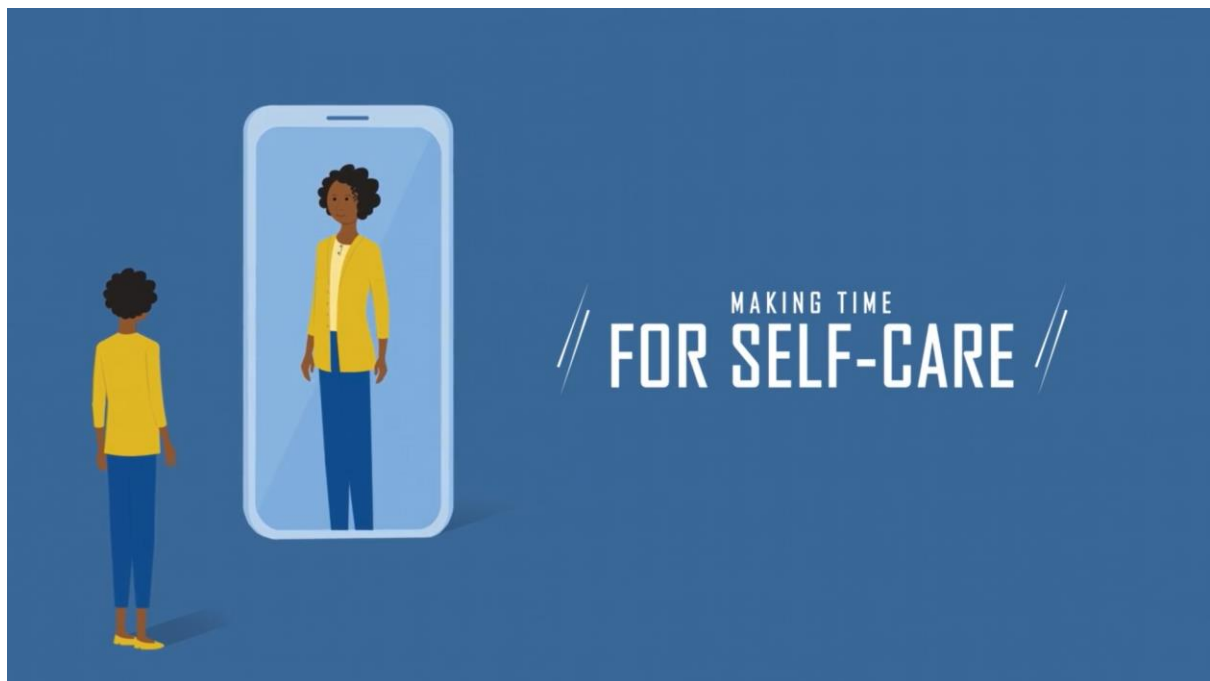
# MAKE TIME FOR PLANNING AND REFLECTION



## URGENT-IMPORTANT MATRIX

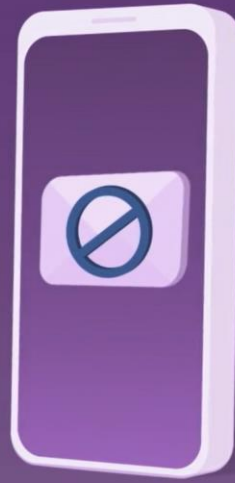








# BLOCK EMAILS



3:38 / 4:45





DON'T GET  
DEFENSIVE

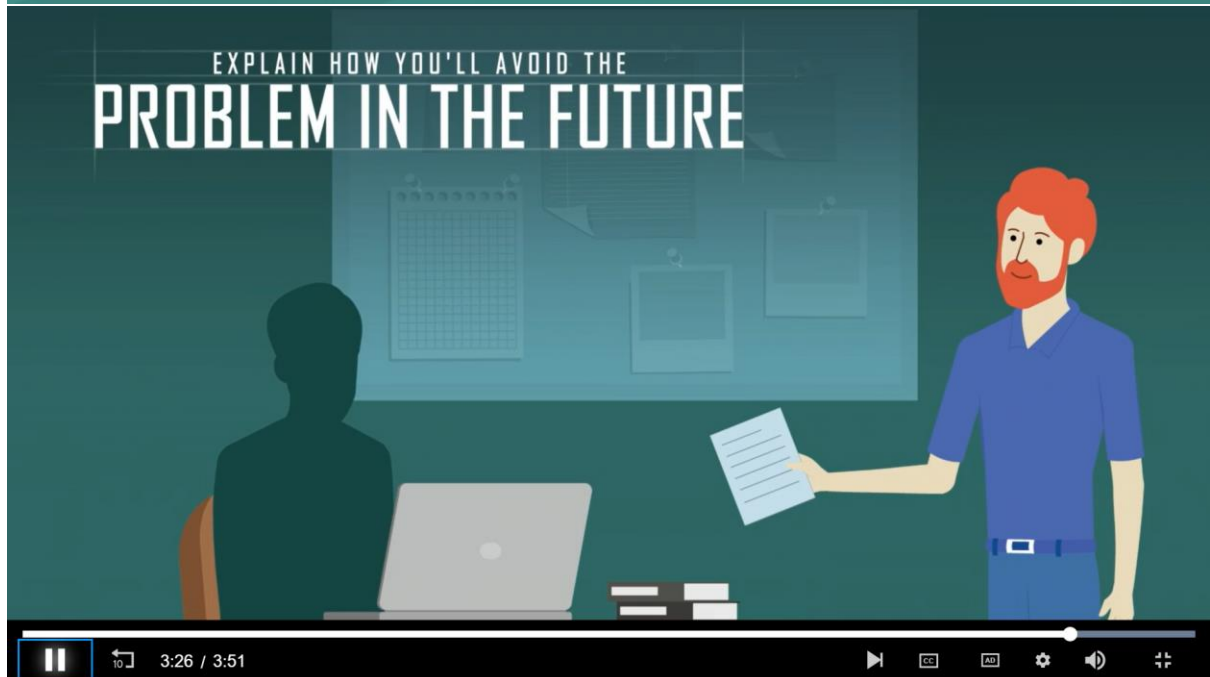
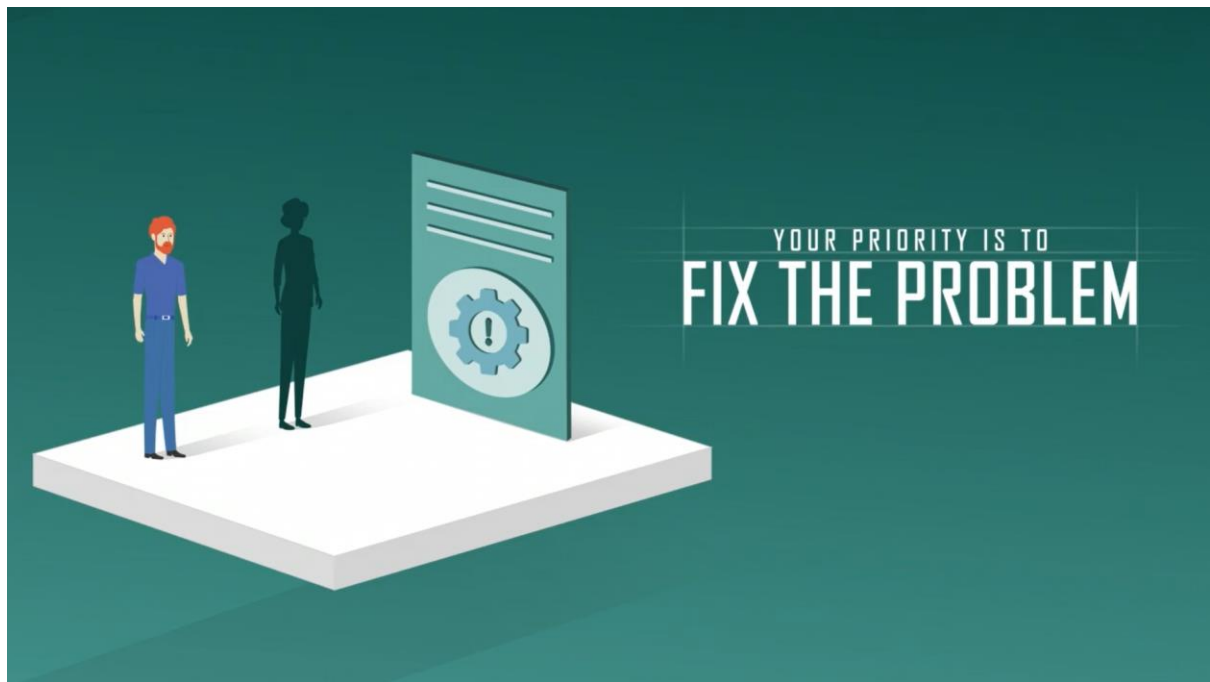


ACCEPTING FEEDBACK AS A  
GIFT TO HELP YOU IMPROVE



DISCUSSING POTENTIAL  
**NEXT STEPS**





## Job Aid: Responding Effectively to Feedback

Fear of feedback is universal; no one enjoys being told what's wrong with them. But accepting criticism is part of life, especially at work. An important part of accountability is embracing feedback and using it to improve. There are three key actions you can take to use feedback effectively.

terms and explanations	
Action	Details
Use empathy to understand others' perspectives	<ul style="list-style-type: none"><li>• Put yourself in the other person's shoes</li><li>• Start by listening</li><li>• Don't get defensive</li><li>• Draw on empathy</li><li>• Consider your own biases</li><li>• Foster curiosity about others</li><li>• Seek common experiences</li><li>• Understand how your actions affect others</li><li>• Treat others the way you'd like to be treated</li></ul>
Accept feedback as a gift to help you improve	<ul style="list-style-type: none"><li>• Remember that feedback is not an attack</li><li>• View feedback as constructive criticism</li><li>• Take the opportunity to do better</li><li>• Acknowledge mistakes</li><li>• Ask questions</li><li>• Discuss potential next steps</li></ul>
Take action to address the feedback	<ul style="list-style-type: none"><li>• Identify short- and long-term steps</li><li>• Make fixing the problem your priority</li><li>• Ensure the problem doesn't happen again</li><li>• Follow up</li><li>• Explain how you'll avoid the problem in the future</li><li>• Remember that no one is perfect</li></ul>

## Maintaining Accountability for Continuous Growth

skillsoft



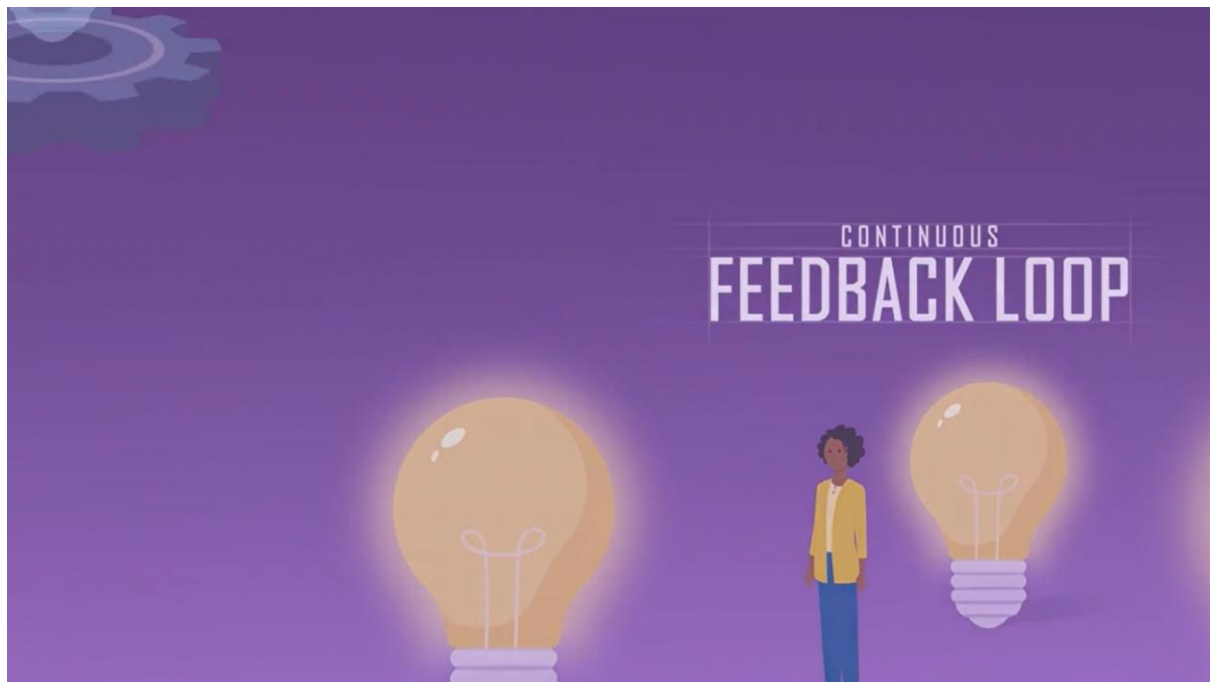
ACKNOWLEDGE YOUR  
**WORK AND SUCCESSSES**





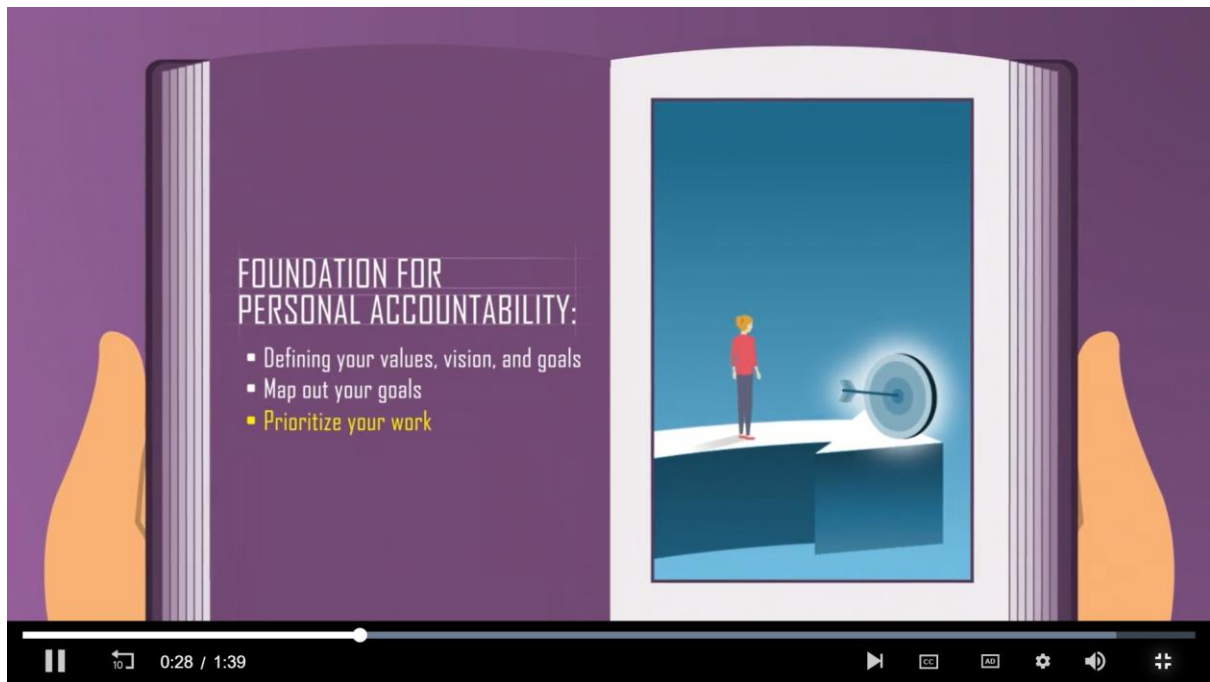










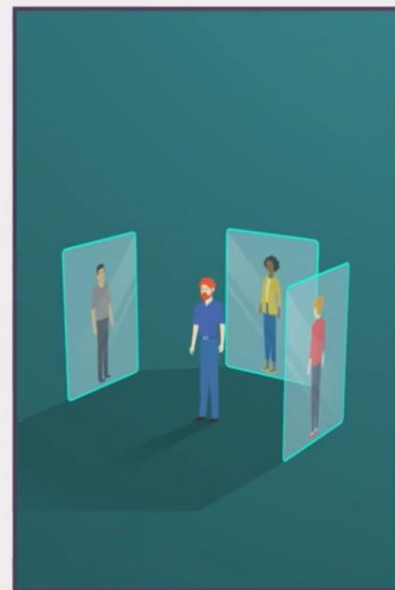




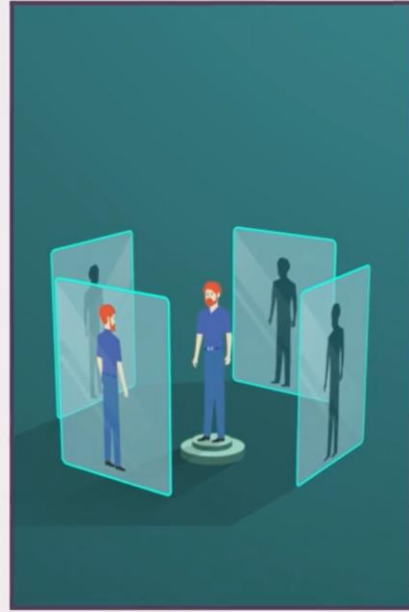
# RECOGNIZING AND ADDRESSING BLOCKERS TO SUCCESS



# EMBRACE FEEDBACK



- Using empathy to understand others' perspectives
- Accepting feedback as a gift to help you improve
- Taking action to address the feedback



- Celebrating your accomplishments
- Instigate lessons learned self-reviews
- Use challenges to experiment and innovate

