

Personal Accountability Plan

Instructions:

Complete the sections of the Personal Accountability Plan to identify areas to improve in your leadership and the steps to sustain those changes.

Section I:

What are three actions you will take to increase your accountability as a leader?

Action 1:

Action 2:

Action 3:

Section II:

For each defined action complete the following section to define the path forward for personal accountability.

Clear Goals and Objectives

Establish clear goals and objectives.

Defined Responsibilities

Define who is responsible for the goal and objectives.

Regular Self-Assessment and Reflection

Take time to assess your level of accountability through self-reflection.

Timelines and Deadlines

Define a realistic timeline and deadline to achieve the defined goal and objectives.

Tracking and Measurement

Define how progress and opportunity for modifications in the plan will be tracked.

Feedback Loop

Define how feedback will be received from others to assess with self-assessments and reflection.

Action Plan for Improvement

Define the steps that will need to be taken to achieve the goal and objectives.

Accountability Partners

Identify individuals who will hold you accountable for the goals and objectives.

Consequences and Rewards

Define potential consequences and rewards associated with the goals and objectives.

Commitment to Continuous Improvement

State your commitment towards continuous improvement.