

Accountability Self-Assessment

Accountability depends on clear, two-way communication and follow-through. To determine your effectiveness level, answer the questions in the tables below.

1:5 Scale (5 = Always, 4 = Usually, 3 = Sometimes, 2 = Rarely, 1 = Never)

| ITEM | Score (1:5) |
|---|-------------|
| My team takes the appropriate level of responsibility for the tasks I assign them. (LEVELS OF RESPONSIBILITY) | |
| I clearly assign who is responsible for each part of the tasks I assign, including what I am responsible for. (WHO) | |
| I clearly define the parameters of each task I assign to my team, including quality requirements and intended outcomes. (WHAT) | |
| I give a clear deadline for each milestone that must be completed along the way. (WHEN) | |
| I set appropriate follow-up protocol for tasks to ensure to keep the team on track and offer support along the way. (FOLLOW-UP) | |
| I ask each team member for their understanding of their specific tasks and for agreement to complete the work. (AGREEMENT) | |
| My team completes tasks on time the way I intended them to. (ACCOUNTABLE ACTION) | |
| TOTAL | |

In addition to your total score, what were your highest and lowest scores?

Scoring:

| | |
|-----------------|--|
| 27-35 | High – Excellent! This is rarely a challenge for you. |
| 20-26 | Medium – You're close. Where can you improve most? |
| Below 20 | Low – Pay attention! This is likely a barrier. |

This assessment is included in the [Leadership-in-a-Box®](#) Accountability program.