

# Accountability Worksheet

Properly assigned tasks strengthen individual and team accountability and enable individuals and teams to produce higher quality outcomes. To strengthen your ability to clearly assign tasks, complete the following exercise utilizing the Accountability Formula.

|              |               |               |                    |                  |
|--------------|---------------|---------------|--------------------|------------------|
| <b>Who +</b> | <b>What +</b> | <b>When +</b> | <b>Follow-up +</b> | <b>Agreement</b> |
|--------------|---------------|---------------|--------------------|------------------|

For the activity below, select a task you will need to assign to a member of your team.

| Item   | Expectation |
|--|-------------|
| <u>WHO</u> is the task assigned to?  |             |
| <u>WHAT</u> is the task?   |             |
| <u>WHEN</u> is the task due?   |             |
| How will <u>FOLLOW-UP</u> of status and delivery take place, including for unforeseen circumstances? |             |
| How will your team member demonstrate <u>AGREEMENT</u> ?   |             |

Which level of responsibility do you desire from your team member for this task? Check One:

| Level 1             | Level 2   | Level 3        | Level 4           |
|---------------------|-----------|----------------|-------------------|
| Perform as directed | Ask first | Act and notify | Act independently |