

Accountability Worksheet

Name: Emma Larson

Age: 29

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This worksheet is designed to help individuals take responsibility for their actions and develop a sense of accountability. It is a tool to identify areas for improvement and plan actionable steps.

Understanding Accountability

Describe a recent situation where you feel you could have been more accountable.

I missed a project deadline at work last week.

What were your actions in this situation?

I procrastinated and did not communicate my challenges to my team.

How did your actions affect others?

My team was stressed and had to work overtime to compensate.

Reflect on why you acted in this way.

I felt overwhelmed by the task and avoided confronting it.

Identifying Patterns

**Have you noticed any recurring patterns in your behavior that hinder accountability?
Please describe.**

I tend to procrastinate on large tasks and avoid seeking help.

What triggers or situations lead to these behaviors?

High-stress tasks and fear of failure trigger this behavior.

Setting Accountability Goals

List specific areas where you want to improve your accountability.
Communication with colleagues, meeting deadlines.

For each area, define a clear and achievable goal.
Improve communication by weekly check-ins, plan tasks better to meet deadlines.

Developing Strategies

What steps will you take to reach these accountability goals?
Use a planner for deadlines, schedule regular team updates.

How will you measure progress?
Track completion of tasks on time, note feedback from colleagues.

Identify potential obstacles and how you plan to overcome them.
Possible overwhelm; will seek mentorship and break tasks into smaller steps.

Seeking Support

Who in your life can help you in your journey towards greater accountability?
My supervisor, John, and my coworker, Lisa.

How will you seek their support?
Request regular feedback sessions and guidance.

Reflecting on Progress

Set dates for regular reflection on your progress.
Monthly, starting 02/19/2024.

Note any improvements or challenges faced during this period.
Improved time management but still struggle with large tasks.

Health Professional's Observations, Recommendations, and Notes

Emma shows awareness of her accountability issues. Recommended cognitive-behavioral techniques to manage procrastination and stress.

Name of Health Professional and Signature:

Dr. Rachel Green

Name of Practice:

Harmony Mental Health Clinic