

Personal Responsibility Inventory

Kindness in the Community

Look at your own span of control and take stock of how responsible and accountable you are. What are you going to do more of or less of, now that you have taken inventory of your personal behavior?

...Your Assignment (should you choose to accept it)

S

strength

GO

growth
opportunity

- 1) I would not conceive of taking credit for work others have done.
- 2) I always take responsibility for my actions even if it means I might get a reprimand.
- 3) If I were to witness someone stealing company property such as food items, office supplies, etc., I would report it or tell them to stop.
- 4) I believe in treating everyone with respect and dignity.
- 5) I refuse to participate in gossip.
- 6) Unless given permission, I don't scan the Internet at work to research information for my personal use.
- 7) I generously share my knowledge with others.
- 8) I will readily say, "I am sorry."
- 9) I never add illegitimate extras to my expense account.
- 10) If I were to witness unsafe procedures in our workplace I would speak up.
- 11) I do not blame others when my day is not going well or I am upset.
- 12) I believe that no one can motivate me but me.
- 13) I am responsible for my actions or reaction to what goes on around me.
- 14) I decide how I feel, not others.
- 15) I would never lie to a client just to make a sale or make myself look good.
- 16) It is my responsibility to manage my own career.
- 17) My colleagues can depend on me. I am reliable at work.
- 18) If I am upset with a colleague, I tell them in a professional manner.
- 19) I do not say, "I know" when I don't. I will ask for assistance.
- 20) If I make a mistake, I believe I own it and have to fix it.

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| <p>21) My happiness is my responsibility and no one else's.</p> <p>22) I will not watch a colleague flounder. I will step in a support them.</p> <p>23) I will not say, "It's someone else's job."</p> <p>24) I don't treat someone with favoritism because they are my friend. Everyone is treated equally.</p> <p>25) I have seen co-workers treated disrespectfully, bullied, or harassed by other colleagues, and I will step in to stop it.</p> <p>26) I won't call in sick when I just want the day off.</p> | | |
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Resource: *Compendium12* by Olivia McIvor