

# SKILL – PERSONAL ACCOUNTABILITY (CPIP)



## 1) DESCRIPTION OF THE TOOL

This tool helps you take responsibility for your own actions, decisions, and results, without making excuses or blaming others.

**Name of the tool:** What could I have done differently?

**Time:** 20 minutes

**Environment settings:** Indoor & Outdoor

## 2) OBJECTIVES OF THE TOOL

- ✚ Taking responsibility for your own decisions and behaviour.
- ✚ Acting according to your values and be honest in all your interactions.
- ✚ Being responsible for the impact you have on others.

## 3) CONNECTION OF THE TOOL WITH THE SKILL

This tool is fully connected with the personal accountability skill because it helps you practice self-reflection to understand your role in events and be open to admitting your mistakes. This is critical to both individual and team success.

## 4) RESOURCE MATERIALS

The following resources materials are needed to successfully practice this tool:

- ✓ Sheet of paper
- ✓ Pen

## 5) HOW TO APPLY THE TOOL

**Step 1:** Think of a recent situation at work where the outcome was not what was expected. It could be a failed project, a conflict with a colleague, or an unmet goal. Write down the chosen situation.

**Step 2:** Now answer the questions below considering the chosen situation.

**What was my role in this situation?**

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**What could I have done differently to get a better result?**

**What did I learn from this experience?**

**Reflect on:** Why is it that people's first reaction is generally to blame others instead of taking responsibility?

## 6) WHAT TO LEARN

- Learn how to (better) take responsibility of your own actions.
- Learn how to practice personal accountability skills.
- Learn how to do things differently following similar experiences.



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