



Accountability Self-Examination Worksheet

Being accountable is challenging so do not let yourself feel discouraged if you need some improvement. You are not alone. Everyone needs to spend some time focusing on accountability as our lives continuously change and as we steadily grow as individuals.

To help understand what it means to be accountable, keep in mind the following three key aspects of being **accountable**:

- **Responsible:** adj. - having an obligation to do something, or having control over or care for someone, as part of one's job or role.
- **Answerable:** adj. - required to explain or justify one's actions
- **Trustworthy:** adj. – able to be relied upon as honest or truthful

Once again, remember as important as these things may seem, most people are a work in progress with some room for improvement. Fill out the following accountability worksheet below with a view toward looking at ways that you can learn, grow and improve:

- **Accountability Worksheet:**

Life in General: What are some things in life that you are accountable for? (Try to list at least 3 or more below)

- 1.
- 2.
- 3.
- 4.

Substance use/Mental Health Specific: When it comes to substance use and/or mental health issues, what aspects of the change process do you believe you are accountable for? (Check all that apply in your situation)

- Abstaining from using _____
- Taking medications as prescribed (without over or underusing them)
- Attending my treatment program as recommended
- Complying with rules and expectations of involved legal entity (probation, court, parole, etc.)
- Promptly telling my counselor and other concerned/involved parties of any setbacks or relapse
- Making positive choices about the following important day to day life decisions:
 - Avoiding negative people, places, things, and other risky or dangerous associations
 - Managing anger, stress, frustration, etc. without acting out in a negative manner
 - Maintaining a law-abiding lifestyle
 - Keeping busy with purposeful life pursuits (work, education, or other areas of self-improvement)
- List any other specific life areas or ideas that you believe that you are accountable for below:
 - _____
 - _____
 - _____



Honest Self-Examination: What areas do you sometimes struggle with when it comes to being accountable? (Check any that apply)

- I sometimes find it hard to tell the truth when – (Describe situation, for example “If I were to relapse” or “When I call out of work”) _____

- Life areas I should be more responsible for but at time struggle with are – (For example, “Going to work”, “paying my bills”, “maintaining chores at home”, etc.) _____

- Other? - _____

Areas of Strength: What are some things in your life that you feel that you are doing well with when it comes to accountability, answerability and responsibility?

- 1.
- 2.
- 3.

Moving Forward with Goals: Accountability is closely linked with our goals and our dedication to achieving those goals. What are three things you are committed to working on going forward?

- 1.
- 2.
- 3.

For the Group: How can the members of this group help each other to remain accountable? – Discuss as a group in a positive manner. (Keep in mind the following guidelines)

Things that do not help accountability in a group or team:

- Blaming and excuse making
- Finger pointing and avoiding or hiding from issues
- Criticizing and comparing

Things that can help increase accountability in a group or team:

- Accepting feedback without being defensive
- Creating a “culture of honesty” – Honesty and openness should be valued by the group
- Admitting mistakes up front, without having to be confronted or caught first

What can this group do to help one another with accountability?