personal responsibility

taking full accountability for your actions, decisions and thoughts

CareGivers of America
Home Healthcare Services

Personal responsibility is about executing your duties with integrity and caring about the results.

It's about owning the results, whether good or bad. It's about fixing bad results with the same integrity you started with. And it's about *looking out for those you affect*. In this way, personal responsibility is also about leadership. Even those who aren't in formal positions of leadership have a sphere of influence.

Within this sphere, to be personally responsible is to lead. Personal responsibility is, ultimately, an approach to life. It's about having the confidence to be accountable for what you can control – and putting the effort into controlling it. It's a valuable, underappreciated skill in the workplace.

Personal responsibility is accepting ownership of your intentions, actions, decisions, and reactions, both good and bad. It is also taking the consequences for the mistakes and failures you make during an assignment or position.

Examples of not taking responsibility include blaming others for mistakes, refusing to apologize or own up to a commitment you made, waiting for a solution to present itself, saying "It's not my problem," and to be afraid of being wrong. Such behavior undermines team morale and performance, eroding relationships within the workplace.

How To Strengthen Your Personal Responsibility "Muscle"

Take Responsibility for Your Actions When someone does not do what they promised, if you can, you should do it yourself. Do not spend your time worrying about someone's inactions. Worry about the things *you* do because you are responsible for your own action.

Admit Your Mistakes Accept responsibility if you make a mistake, own up to it, and apologize. Learn from your mistakes and don't repeat them. Don't excuse your behavior or make excuses for yourself. It shows humility on your part.

Ask Questions to Better Understand If some things seem confusing and struggling, ask someone else who understands. You will never know everything about your job. Own up and ask!

Never Blame Others Don't blame other people for your problems at work. Instead, look inside yourself and find ways to solve the issues, or at least your own reaction.

Avoid Frustrating Others with False Promises Taking responsibility includes avoiding making false promises. *If you know that a task will take you longer to complete, tell people who depend on your part of the work how much time it would take so there is no confusion or frustrations later if you are unable to complete the work on time.*