

Activity 16.3: Responsibility Challenge Consistently Getting It Done Right The First Time

The purpose of this activity is to enhance one's ability to be highly responsible: to be consistently (reliable), perform with quality (excellence) and accountability (getting it done on time); to be able to focus when needed, and to persevere (not give up or given in).

Part 1. Obstacles to quality and excellence. *Check off any reasons that apply to you.*

- Knowledge/Skills: *I don't know how.*
- Embarrassment: *I don't ask for help because it may shame me, and avoiding shame is more important to me than doing well.*
- Attitude/Not motivated: *I don't care. How I perform doesn't affect me one way or another.*
- Lazy/Irresponsible: *I don't have motivation. Others can do it better why not just let them do it?*
- Lack of equity: *Others don't why should I (no ethic or personal standard)*
- Low expectations: *If no one expects me to do better why should I, or if I do better I won't be accepted, or could even be punished, ostracized, etc.*
- Time: *I don't have time, or it's not important enough to me to make the time to do it well.*
- Like status quo: *I'm happy the way I am. If it's not broke, why change?*
- Loner: *I want to be alone and do it my way. I don't care what others think or do.*
- Money: *It's cheaper for me to not invest in doing things well and/or I believe I really don't have the money that it would take to do it the way I want to.*
- Hopeless: *No matter what I do it won't make a difference.*
- Fatigue/Exhaustion/Burn out: *I'm just too tired to care any more.*
- Disorganized. *I could do better but I can't or don't keep track of what I need to do.*
- Lack of focus: *I'm not able to get into the zone to sufficiently channel my efforts to get it done.*
- Don't complete: *I give in when it's hard and pull out before I can finish the task*
- Too emotional or anxious: *I get overwhelmed with hard things, need help and need to be supported through the task.*
- No friends: *I don't have a supporter or an adequate support system that empowers me when I need it.*
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What are the areas in your life where you don't perform at a high standard? Why? What are the consequences of your actions?

Part 2: Why do I value quality? Check off all the reasons that apply to you.

- Most effective: *I resolve the problem or challenge at a high standard.*
- Maintain high standards: I like to consistently live with order and happiness
- Task-Oriented: I make sure that the desired goal is accomplished.
- Efficiency: I don't waste resources.
- Ethics: To me, it's the right thing to do.
- Self-confident: Quality demonstrates my competence.
- Self-esteem: I feel better about myself and may increase other's confidence in me
- Respect. When I do things well I get greater respect from others (and myself).
- Professionalism: Quality is a hallmark of professionalism.
- Expectations: Where I come from nothing less than your best is expected: If you don't you either won't be rewarded or will suffer consequences.
- Other's perception: excellence increases others' positive opinions of me.
- My Happiness. I am happier when I do things very well.
- Others' happiness. Others' who I value are happier when I do well.
- Time: *I don't have time to do it over if I don't do it well enough the first time.*
- Easy: *It's easy for me!*
- Fun: *It's fun to do it well.*
- Love: *I do it well because others I care about benefit.*
- Personal benefit: *There's other personal benefits:*

What's most important for you to do very well? Outline three to five key aspects of your life that you consistently perform with high quality, and what strategies you will use to make this happen. Hint: You may want to complete your strategies after completing this entire activity

Part 3. Overcoming barriers to focus. *Place check marks next to issues that undermine your focus. Identify at least one obstacle you can change and draft ideas for overcoming this challenge.*

- too much caffeine (not enough caffeine?)
- not enough water
- not enough rest or sleep
- insufficient breaks
- unstable blood sugar (don't eat well)
- anxiety about other issues or people
- too much noise (too much quiet?)
- too light, too dark, or flickering light
- other distractions (phones, e-mails, other projects)
- lots of meetings or appointments that compromise quality time
- illness or pain
- negativity, criticism, worry, stress
- burnout, depression
- excessive multitasking
- other

Part 4: Persistence: not letting obstacles stop you from your accomplishing your responsibilities

How do you go the distance, particularly when it's hard, you're over budget, or you have limited time?

√ *Check off all the reasons that apply to you.*

- When you commit to something: You never give in/up. You deliver.
- You persevere by not giving up, keeping your eye on the prize, and going forward.
- You believe, trust and realize it's a journey.
- You wisely proactively ask for needed assistance, time, and money in advance of the need.
- You stay motivated by focusing on a vision, what it will mean to complete it—and complete it well.
- You forgo other unnecessary things, postpone other not-as-urgent tasks, and focus on the priority at hand.
- You stop for necessary self-care so that you will have the energy and mental clarity.
- You thank and credit to everyone who deserves it.
- You savor the accomplishment and give yourself time to recover and enjoy something important that you had to give up during your journey.
- You make it a habit to be the person who “gets going” when the going gets tough.
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How can you better persevere through personal challenges?

Part 6. Commitments. What are the key things you will actually do because of this activity? By when?

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Going Deeper: The Responsibility Challenge.

Step 1. Choose an area of your life that you are responsible to do well. Outline your responsibility, what’s your vision of success, why you would benefit from doing it well.

Step 2. Outline the obstacles, how you would overcome key obstacles, how you would sustain and measure your progress for at least one week.

Step 3. Do it! Track your progress.

Step 4. Summarize what you did well, the benefits, what you could improve on or other “Lessons learned” for others who take on this challenge.