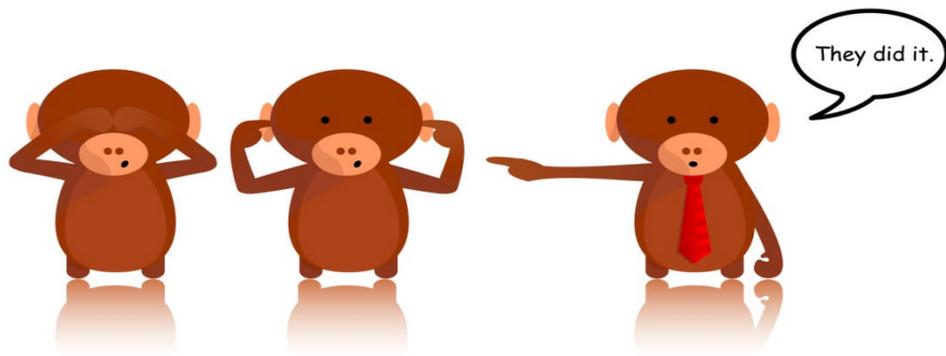


My Celebrating Success and Taking Responsibility Quotient Quiz Workbook



Wake Up Eager Insights
Priceless Personal &
Professional Development
www.pricelessprofessional.com

What It Looks Like...

This workbook is designed to help us all answer this Wake Up Eager Quiz item as very true in our own lives and in our roles as leaders:

"I take responsibility for my achievements AND my errors."

Definition:

It is the ability to be responsible for the consequences of one's own actions and decisions; acknowledging without hesitation or guilt one's accomplishments and wins. It is also embracing all decisions and not shifting focus or blame on somewhere else or on others.

Observable Behaviors When Strong in This Area:

- Will forge ahead with little or no hesitation in the face of difficulty or adversity.
- Can handle criticism from others with no outward sign of resentment.
- Is self-motivated rather than relying on external resources for motivation.
- Easily acknowledges other's wins, without hesitation.
- Quickly acknowledges errors and moves toward finding solutions, does not spend any time trying to 'cover up' mistakes.
- Is future focused. Learns from wins and mistakes and is constantly improving.

***"Celebrate your success and
stand strong when adversity hits,
for when the storm clouds come in,
the eagles soar while the small birds take cover"***

Self Development Exercise #1: What Have I Accomplished...

Purpose:

To improve your ability to celebrate your successes by listing your top accomplishments over the past 6 months.

The Why Behind This Exercise:

When you find achievements to celebrate, you nourish your spirit and motivate yourself. Most of us are more comfortable talking and thinking about what we've not done, this exercise gives you a change to rebalance your perception of yourself.

Your team needs you to acknowledge their successes – and it's hard to do that for others – if you don't know how to do it for your self, first.

"Celebrate what you want to see more of." Tom Peters

Reflect on good things that you've done over the last 6 months.

- Did you get through another year of school? Or did you complete a training course? Did you learn new skills or insights? What were the best times around development for you?
- Are you exercising even a little bit? Have you started to eat more healthy?
- Did you meet a deadline at work that was tough? Did you make progress with your team or in meetings?
- Have you been focusing on improving your parenting skills? Have you made any improvements in that area?
- Have you connected with old and new friends and improved your personal life in some way? How?
- Have you been reading books that you enjoy? Or have you gotten involved in outside groups that are fun for you?

No one's looking.

Think about and list on the next page all the big things and little things that you are proud of. The things you can celebrate that you've accomplished over the last 6 months.

Self Development Exercise #1: What Have I Accomplished...

This is What I've Accomplished Over the Last 6 Months:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

***"Increasing your self esteem is easy.
Simply do good things and remember that you did them."
John-Roger***

Self Development Exercise #2: Interviews

Purpose:

Learn how others have developed their expertise in this area. Interview 2 leaders, whom you admire & who are very good at acknowledging successes and taking responsibility for errors.

The Why Behind This Exercise:

To change a habit, it we must **1)** consciously decide we want to create something different, then we must have **2)** role models or examples we can follow.

If you do this, I **guarantee** you'll see improvement. Admitting your willingness to improve to another and then seeking support is **like magic** – new habits and skills will begin to form.

Interviews can be informal or over lunch. Simply call or email and ask, *"Can I meet with you for 30 minutes? I admire how you lead and work and I'd like to pick your brain over lunch, my treat. Okay?"*

Sample Role Model Interview Questions:

1. Do you think of yourself as a successful person? What does success mean to you? How do you know if you're successful?
2. Do you see yourself as someone who's good at celebrating successes and taking responsibility for errors? Who or what influenced you in this area?
3. How often do you set goals for yourself? What are some examples of goals you've set and reached?
4. Who is YOUR role model? Who taught you to be good at taking responsibility and leading so effectively?
5. What development recommendations do you have for someone like me – who's working to improve their ability to lead and to do a better job of taking responsibility?

Self Development Exercise #3: Self Reporting

Purpose: To recall and build upon times in the past when you've been successful and not been successful in celebrating accomplishments and taking responsibility for errors.

The Why Behind This Exercise:

This exercise is a rational way to reflect upon the repercussions around taking responsibility and not taking responsibility. Helping you reflect upon and examine your actions without defensiveness or judgment.

List 3 specific examples of times when you've celebrated success and taken responsibilities for errors.

Times I've Been Good at This...	Summary of Situation	Degree of Difficulty (1=least difficult, 10=most difficult)	How I Felt at the Time
1.			
2.			
3.			

List 3 specific examples of times when you've not done this very well.

Times When I Blamed Someone Else...	Repercussions...	How I Felt at The Time
1.		
2.		
3.		

Self Development Exercise #4 Practice Makes Perfect

Purpose:

To become more conscious of what you promise to others – improving follow through and increasing the habit of always doing what you say you're going to do.

The Why Behind This Exercise:

Most of us do not intend to not follow through with things we've promised. We just forget or we promise too much or we just think it isn't that important. These sometimes 'small' transgressions 'chip away' at the very trust we want to build and keep with others.

Use this exercise to become more conscious about what you promise and how well you follow through.

Step 1: Get a notepad small enough to carry with you at all times. Big enough to make notes.

Step 2: Commit to tracking every promise you make to everyone for two weeks.

Step 3: Each and every time you promise someone something, write down what you promised and when you promised to have it done.

Step 4: Review your list regularly to ensure that you are addressing the promises you made.

My 2 Week Practice Makes Perfect Recap	
# of promises I made:	_____
# of promises I kept:	_____
# of promises I did not keep:	_____
On a typical grading scale I believe the people @ me would give me this grade on keeping my promises these 2 weeks:	_____

Taking Responsibility Behaviors...

- Set your own goals, professional and personal.

See goal setting worksheets here:

<http://www.pricelessprofessional.com/goal-setting-worksheets.html>

- Tie your goals to the organization's key missions and values.

See Becoming an Expert, here:

<http://www.pricelessprofessional.com/how-to-build-self-confidence.html>

- Make commitments and keep them. Don't make promises you can't keep.
- Be available to employees, peers, and managers if they need to discuss difficult issues. Show that you can be trusted by NEVER giving away confidential information.
- When facing a difficult decision, analyze different alternatives, consult with appropriate individuals within your organization, then take decisive action on whatever decision you make.
- Be prepared to explain your rationale. Be open to others' reactions and help them come to terms with your decision if they don't agree with it.
- Learn from the wisdom of others—ask people you trust for their opinions and value their advice.
- If you make a mistake, admit it. Then work immediately to put the fire out!
- Once you have remedied a problem, analyze the mistakes you made. Think about how you could have handled things better, and work to implement your new ideas into your daily life.
- If a problem is the result of something you did, work to solve it. If it is someone else's project, help him understand the problem and give advice if he asks for it.
- Stand up for others when they need support. Not only is it the right thing to do, but people you support will be more likely to support YOU when you need their help!
- Practice stress-reduction—get enough sleep, exercise regularly, engage in relaxation techniques.

See Managing My Body Resources here:

<http://www.pricelessprofessional.com/daily-motivation.html>

See Stress Management Help, here:

<http://www.pricelessprofessional.com/stress-management-help.html>

Other Wake Up Eager Resources...

- Take the Free My Celebrating Success and Taking Responsibility Quotient Quiz

<http://www.pricelessprofessional.com/leadership-characteristics.html>

- Take the Free Wake Up Eager Quiz

<http://www.pricelessprofessional.com/motivation-techniques.html>

- Take the Free Team Quiz

<http://www.pricelessprofessional.com/team-building-ideas.html>

- Take the Free Leadership Skills Quiz

<http://www.pricelessprofessional.com/characteristic-of-leadership.html>

- Take the Free Relationship Quiz

<http://www.pricelessprofessional.com/free-relationship-quiz.html>

- Use the additional free resources, tools for each Wake Up Eager area: Mind, Body, Spirit, Career and Team:

<http://www.pricelessprofessional.com/define-motivation-survey.html>

- New materials are added to the Wake Up Eager site every week, to be notified of updates, join the Wake Up Eager Community List, here*:

<http://visitor.constantcontact.com/manage/optin?v=001mBomMP0GdY8SqJs9ISe0qISFCwvHLoSp> *be sure to complete the joining process by clicking on the follow up confirmation email.

My mission is to provide resources for people who want to Wake Up Eager.

Thank you for spending time here...

Seeing All the Best, and More, for You Today and Every day.



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