



**CAREER COMPASS**

Steer Your Career. Accelerate Our Mission.

# **Accountability: The “Self” Perspective**

**Participant Workbook**

## Table of Contents

|  |   |
|--|---|
| Introduction .....   | 1 |
| Objective.....   | 1 |
| Agenda .....   | 1 |
| Grounding Video: Self-management is needed .....             | 1 |
| Self-management.....   | 2 |
| Time Management .....  | 2 |
| Connecting Time Management and Self-accountability.....      | 3 |
| Reflection:.....   | 4 |
| Roles and Responsibilities of Self and Time Management:..... | 4 |
| Why Tracking Helps .....                                     | 5 |
| Time management mistakes.....                                | 6 |
| Time management hacks.....                                   | 6 |
| Developing Tools .....                                       | 7 |
| Self-Management .....  | 7 |
| Time management .....  | 7 |
| Final Reflection:.....                                       | 8 |
| Resources .....  | 9 |
| BD17 Contact Information:.....                               | 9 |
| Development Resources:.....                                  | 9 |

# Introduction

## Objective

Participants will be able to:

- **Understand** responsibilities of self-management
- Understand **strategies of self-accountability** and best practices relating to self-management
- **Implement** time management best practices into daily activities

## Agenda

1. Introduction
2. Time Management
3. Developing Tools to Support Self-Management
4. Closing

## Grounding Video: Self-management is needed

Please watch the video, “Accountability vs. Responsibility,” by copying and pasting the following URL into your address bar:

<https://www.youtube.com/watch?v=9Hn1yiixa0s>

***As you are watching, write down any thoughts and ideas that come to mind. Use the space provided below.***

There are four main takeaways from this video:

1. We all have a part to play
2. When we look at ourselves first, we can set an example
3. Anybody can do most jobs and tasks; we first have to believe we can
4. It only takes one person to start the process for making a change, and others will follow

## Self-management

*What is your definition of self-management? Use the space provided below.*

## Time Management

*What is your definition of time management? Use the space provided below.*

## Connecting Time Management and Self-accountability



### Connection Strategies

1. Prioritize your daily, weekly, and monthly tasks.
2. Learn to say “no.”
3. Recharge your batteries.

## Reflection:

*What will you do differently today to make yourself more accountable, to you?*

## Roles and Responsibilities of Self and Time Management:

### Roles:

Self-manager

Task Leader

Team Leader

### Responsibilities:

Know your timelines and expectations

Time audits

Plan for and estimate time properly

Ask questions, as needed

Know policies

**What additional roles or responsibilities do you believe should be included in this listing? Use the space provided below:**

### Why Tracking Helps

| Pros                     | Cons                          |
|--------------------------|-------------------------------|
| Increased productivity   | Decrease in employee morale   |
| Increased accountability | Potential for micromanagement |
| Increased transparency   |                               |

**What is a best practice you can share to add to the “pros” listing and why? Use the space provided below.**

**What are we missing on the “cons” listing and why? Use the space provided below.**

**What are some ways you can turn “cons” into “pros” and how?**

### **Time management mistakes**

- Tight schedules
- Saying “yes” to everything
- Losing discipline (slipping up on scheduling)

### **Time management hacks**

- Awareness
  - Find your peak performance time
  - Treat your time like it's money
  - Try timing-up
- Arrangement
  - Use a calendar app
  - Schedule protected time
  - Reduce underestimation errors
- Adaptation
  - Try “habit stacking”
  - Create contingency plans
  - Seek to reduce time wasters

**What did you learn that you didn't know from our discussion on Time Management?**

# Developing Tools

## Self-Management

### Developing standards in self-management

- Define the standards you want to meet
- Ensure you and your supervisor know the standards

### Establish a priority of tasks

- What needs to be completed
  - Now or later
  - Tomorrow or next week
  - Next month or next year

### Negotiation of priority setting

- When you have your schedule ready, discuss it with your supervisor to ensure nothing has changed in priority with senior leaders

### Standard Defined

- A standard is the reasonable expectation of time management
- Time management is the coordination of tasks and activities to maximize the effectiveness of an individual's efforts
- Essentially, the purpose of time management is enabling people to get more, and better, work done in less time

### Who sets standards?

- You
- First line supervisor
- Senior management

## Time management

- Simple "to do" Lists
- Calendar app on phone or computer
- Smart phone
- Tablet with calendar reminders

***What other mechanisms could be seen as a best practice in tracking time management and why? Use the space provided below.***

**Final Reflection:**

***What will you do today to make yourself more accountable? Write your thoughts in the space provided below:***

***What actions can you take to help the team become more accountable? Write your thoughts in the space provided below:***

**Why do you want your team to be more accountable? Write your thoughts in the space provided below:**

## Resources

### BD17 Contact Information:

Write to us! We are always seeking to improve our learning and development products and encourage your feedback. Please email us with your suggestions and we will incorporate them into future work. Additionally, we are available to answer any questions about the content you may have and provide additional resources to support y our learning endeavors.

- NAVFACHQTotalForceDevelopment@navy.mil

### Development Resources:

#### Career Compass Resource Center:

An online source of information that provides NAVFAC civilian employees access to professional grown and development opportunities.

- <https://www.navfac.navy.mil/ccrc>

#### Career Compass Catalog:

An online tool which provides you with information to help you take ownership of your professional development. It identifies options to assist in planning and creating a successful career path within NAVFAC.

- <https://www.navfac.navy.mil/cc>

## **Employee Competency Assessment:**

Complete an online survey to assess yourself – from awareness to expert – on 20 non-technical competencies identified in the WFD Continuum and Section Two of the Community Management Framework (CMF). The assessment takes 10 to 15 minutes to complete.

- <https://www.navfac.navy.mil/eca>

## **Individual Development Plan:**

A tool for NAVFAC employees to define career goals and identify development opportunities as a part of career planning. Creating an IDP is the third, and most significant, step associated with participating in Career Compass, a career development program for NAVFAC civilian employees.

- <https://www.navfac.navy.mil/idp>