

DEPENDABILITY EXERCISE



Green	A	Go 9-10
Yellow	B	No 8-
Red	C	

PRIMARY DUTIES

ABILITY

EFFECT

EFFORT

IMPROVEMENT PLAN



“YOU NEED NOT WONDER WHETHER YOU SHOULD HAVE AN UNRELIABLE PERSON AS A FRIEND. AN UNRELIABLE PERSON IS NOBODY’S FRIEND.” – IDRIES SHAH

DEPENDABILITY RESOURCES

- Watch the “Dependable” videos on Perspective’s “Ultimate Employee” program and complete the PDF challenges.
 - Take them to your supervisor during your next evaluation and ask for feedback.
- Read *Punctuality: The Thief of Time* by Kay Saunders.
 - Summarize each chapter in a paragraph.
 - Ask your supervisor, peers, and subordinates what they believe are the areas in which you are the least dependable. It may be keeping your word “on time”, showing up on time, carrying through with what you said you’d do, etc.
 - Write down their responses and develop a plan with specific goals to improve in those areas each week.
 - Summarize the results of that effort at the end of the month, and repeat the process, gathering feedback and setting new goals.
- Read http://www.lindoncharacterconnection.com/files/curriculum/year1/1_November.pdf
 - Although it is written for teachers to students, place yourself as a leader and your subordinates as the students.
 - Take some of the exercises and apply them professionally. For example, in the exercise that asks students to bring one ingredient for a recipe, instead, establish specific tasks that you want accomplished from yourself that are dependent on chronological order for the next six months.
 - You can do the same thing for your subordinates, increasing their awareness for dependability, while also holding yourself accountable and increasing your own.
- Read <http://mashable.com/2011/07/22/dependability-business/#ubAKgt5LgaqQ>
 - Write down three ways in which your accountability positively or adversely affects your dependability. Write down how can you capitalize on your accountability strengths, and mitigate or improve on your weaknesses.
- Read <http://smallbusiness.chron.com/example-dependability-workplace-34899.html>
 - Write which of the four areas of dependability you feel you are most deficient in according to the article. Develop and write down an action plan to improve in that area. For example, if productivity is your greatest weakness, set goals to increase your productivity by 5% each week for a month and then track the results.
- Read <http://smallbusiness.chron.com/dependability-important-person-workplace-15463.html>
 - Identify which of the four areas you currently value as the most important reason for being dependable. Develop a plan to improve your dependability by setting one additional professional goal each week and seeing it through.