If things do not go according to plan, be part of a new solution.

Do not do everyone else's job; share responsibilities and set boundaries.

Share your project management skills with others to encourage collective success.

If goals or objectives sound unclear, speak up.

Look for ways to improve effectiveness or efficiency at work.

The Responsible Worker

**SKILLS & STRENGTHS**
- Commitment
- Follow-through
- Detail-Oriented
- Preparedness
- Dependability
- Can-do Attitude

**VALUES & BELIEFS**
- SMART goals (Specific, Measurable, Achievable, Relevant, Time sensitive)
- Clear work objectives and outcomes
- Role and work task clarity
- Effective project management
- Timelines and deadlines

**RESPONSIBILITY IN THE WORKPLACE**

**SEE**
- Look for ways to improve effectiveness or efficiency at work

**HEAR**
- If goals or objectives sound unclear, speak up.

**DISCUSS**
- Share your project management skills with others to encourage collective success

**DO**
- Do not do everyone else's job; share responsibilities and set boundaries

**ADJUST**
- If things do not go according to plan, be part of a new solution

www.randomactsofkindness.org/kindness-at-work-assessment