

Accountability Essentials for Individuals

Utilize these steps to ensure you are effectively taking accountability:

1. Always ask for clarification and additional information on assigned tasks/projects if you are not clear on the desired outcome
2. Ask for additional resources or time if you are overloaded or do not have the needed skills to complete a project
3. Do not leave a meeting until all tasks are assigned to team members with a due date. Be sure you are clear on which tasks are yours
4. Don't overcommit
5. Overcome procrastination
6. Manage your time
7. Always show up for meetings with team leads or your manager
8. If you disagree with your manager about an issue in a meeting, address this honestly in a one-on-one conversation.
9. Always consider how you can support colleagues in solving a problem (rather than asking who dropped the ball?)
10. Try to delegate assignments if you are on overload....or ask for help
11. Accept responsibility for outcomes of your actions, both good and bad
12. State the actions you'll take to correct your execution failures
13. Make amends-apologize
14. Be honest with yourself and others