

My Accountability Action Plan

1. I will clarify details about _____ project with my manager or board of directors by _____ (date)
2. I will schedule _____ (how often) with my staff to provide project support and feedback (if you manage people)
3. I will prioritize my projects and either delegate or ask for help by _____ (date); if I am on overload.
4. I will make amends about _____ to _____ (if you've unjustly pointed a finger at a colleague)
5. I will support my team member _____, by _____ (action you'll take to help them uphold their accountability)
6. I will take time to communicate the importance of our new project _____ by explaining that _____ (if you're a manager)
7. I'll manage my time better by _____ (action you'll take)
8. The next time one of your team members/staff fails, I will not punish but rather brainstorm with them on how to improve. I need to have this conversation with _____ by _____ (date)
9. I will "walk the talk" about my own accountability by _____ (action you'll take; especially leaders)
10. I will talk to my manager about how I will correct my execution failure, _____, by _____ (what date?)