

# Workplace Accountability

## CHECKLIST



When introduced correctly in company culture, accountability creates an environment of trust, support, and dedication to excellence. Without it, an assortment of negative traits can take hold in an organization.

The following 10 behaviors focus on different aspects of accountability—the ways we hold ourselves accountable and how we practice accountability with others. How does your team measure up? Use this checklist to find out!

- WE ESTABLISH EXPECTATIONS.** Our team members avoid misunderstandings by setting expectations for others and asking questions when they aren't clear of what's expected of them. They make sure everyone has clarity about action items, responsibilities, and deadlines.
- WE DELIVER RESULTS.** Our team members don't just put in effort—they follow up on everything and take responsibility for making sure tasks are completed. They set goals, use measurements to track progress, and hold themselves accountable for achieving results.
- WE PRIORITIZE IMPROVEMENT.** Our team members regularly evaluate how they work to find ways to improve. They always look for, develop, and document methods to get things done better, faster, and more efficiently.
- WE HONOR COMMITMENTS.** Our team members do what they say they're going to do, when they say they'll do it. If something prevents them from fulfilling a commitment, they still honor it by notifying others early to establish a suitable alternative.
- WE FIND A WAY.** Our team members take personal responsibility for making things happen. They look for ways to do things rather than explaining why they can't be done. They are resourceful, show initiative, and don't make excuses.
- WE ALWAYS ASK WHY.** Our team members respectfully challenge and question what they don't understand. They don't accept anything at face value and do their best to get all the information needed to develop the best solutions.
- WE PAY ATTENTION TO THE DETAILS.** Our team members focus on accuracy and precision and double-check their work. They take responsibility to get things right, not just get things done.
- WE TAKE QUALITY PERSONALLY.** Our team members demonstrate a passion for excellence and take pride in the quality of everything they don't settle for mediocre or passable work.
- WE ACT WITH INTEGRITY.** Our team members are committed to doing the right thing in every action they take—even when no one's looking. They always tell the truth. If they make a mistake, they admit it and make it right.
- WE HAVE A BIAS FOR ACTION.** Our team members are proactive and plan their work. They're organized and work with a sense of urgency to get things done. They take ownership of their work and don't rely on others to do it for them.

Want to learn more about how to teach, coach, and practice these behaviors to make accountability part of your company's culture? We're here to help! [Contact us](#) to set up a free consultation.