



*Ideas that make you
a better leader*

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15 Accountability Strategies for the Workplace

1. Being Proactive is the best trait

It is quite natural to get stuck in the daily struggle. Sometimes a step back can work wonders in re-evaluating a situation!

Just revisit yourself and the situation in an impartial way and observe others around you. This brief pause will aid you in determining what must be changed so that you can act proactively rather than being *reactive*. Being Proactive makes you accountable towards your work and inspires others.

2. Figuring out Solutions to Problems

Bringing solutions to the table is proactive and demonstrates that you are showing initiative at work, which is a valuable trait for employees. People become irritated

when a coworker or manager complains frequently rather than finding a solution that might solve the situation.

One can complain and blame all he wants, but the problems will stick around unless you start looking for answers. Even when you do not know how to solve the problem, keep an optimistic attitude and work with others to find a solution.

3. Be receptive to learning

Be open to learning from others. Listen to suggestions that may save you from future problems which could jeopardize your professional life.

There are always multiple ways to do something correctly. So, if a person knows something that you don't, it never hurts to request they share their knowledge with you. Being receptive and open minded can do wonders and make you coachable.

4. Owning Responsibilities

To be accountable for a mistake, a person must have the willingness to assume responsibility whenever something goes wrong and take steps for resolution. It's not as easy as it sounds because no one likes to acknowledge that they are wrong.

However, acknowledging your mistakes doesn't make you weak, you are just a human after all! Mistakes can also provide a way to get a solution and discover more from the situation.

Accountability requires bravery and humility. It's also about having the willingness to fight what you believe is incorrect. It shows your bravery in attempting to improve the working environment for all.

5. Accept Constructive Criticism

Accountability calls for the willingness to admit you lack somewhere and are willing to learn from the failed experience. Everyone makes mistakes at some point in their lives.

It isn't about how big the mistake is, but acknowledging that you made a mistake. It is tough to admit that you are not ideal if you keep clinging to your ego. Be honest with yourself and admit when you are wrong.

Accepting criticism will aid both your personal and professional development and cultivate the right attitude towards work.

6. Have A Steady Approach Towards Your Goals

In the office, there are constant distractions and pressures to cope with. It requires patience, drive, and tenacity to stay focused when there are a lot of things that require your attention.

People will start respecting your professionalism and grant you a broader space to work if they realize that you can prioritize your important responsibilities. The way you conduct yourself demonstrates what you believe in and how you accomplish your job.

7. Abide the Policies & Procedures

When employees do not abide by the established protocols or procedures, they lose all respect, credibility, and confidence.

Having regulations and procedures in place is a wonderful way to gauge how much accountability employees have in the workplace. If everyone starts to follow them, it's an indicator of a high degree of accountability and respect for the leader and the organization. Being Mindful of the work policies is the key step towards accountability at work.

8. Always Ensure Your Participation

If you are constantly missing from work, you will not be appreciated at your workplace. People taking accountability at work arrive on time and sometimes even earlier, particularly if they have scheduled meetings or briefings to participate in.

Active Participation is an important indicator for employee engagement and it is a key enabler for accountability at the workplace.

9. Knowledge Sharing With Others

If you have a good idea that can help your co-workers accomplish their tasks better, make it available to them, and contribute to a beneficial conclusion. Never purposefully conceal anything that could prevent team members from doing their work.

Knowledge transfer with coworkers ensures everyone works in tandem to accomplish the company or team goals. Accountability improves departmental communication and encourages effective teamwork. When you speak with others freely, they will be inclined to return the favor.

10. Exhibiting Transparency

To ensure a smooth flow in an organizational structure, utmost transparency should be achieved. This can happen if you, as a leader, provide information about your activities and governance to your employees that is accurate, complete and available in any convenient manner.

This should not mean that every bit of information should be deemed visible. The main criteria of transparency is to ensure that it enables accountability.

11. Collaborating with Colleagues and supporting them

When you command the respect of your colleagues by displaying accountability, they will come forward to help you finish duties whenever necessary. You exhibit your commitment to collaboration by assisting those around you in helping them do their tasks better.

This workplace culture ensures a healthy symbiotic relationship between employees where every colleague is open to contribute themselves to the fulfillment of a balanced working environment.

12. Resolve Issues Before They Intensify

Among the most crucial aspects of employment is resolving problems prior to escalation. When problems are allowed to accumulate, they have a tendency to spiral out of control.

Immediately after detecting an issue, take a moment to remedy it before it worsens. If you fix the problems early, you will save yourself from major trouble in the future.

13. Get More Deliberate With Meeting Action Items

Action items can be useful for many reasons, one of which is to improve accountability. When action items are discussed in the team meetings, it often lacks the detail necessary to encourage follow-through. To retain action items in your mind better, designate a notetaker to record them when you present them and distribute them promptly after the meeting.

14. Communicating Despite Disagreements

There will always be conflicts in workplace opinions. It's tough to remain cool when you sense you are right and someone else is mistaken. However, it requires a great deal of maturity as well as patience to explain your ideas and opinions gently, when the team is split on something. People will learn from the examples if they witness you dealing with disputes maturely.

15. Pay attention to minute details

Paying close attention to tiny details requires scrutinizing everything you do or see around you. It takes a disciplined method of working because you must look out for potential problems before submitting a task or project.

You will be less prone to mistakes if you adopt a habit of double-checking everything before submitting anything.

Happy Leading!

