

THE ACCOUNTABILITY CHECKLIST

A key responsibility for all leaders is to hold their team accountable for their performance and overall success.

“The quality or state of being accountable; especially: and obligation or willingness to accept responsibility or to account for one’s own actions.”

Merriam-Webster Dictionary

The following checklist can be used as a guide to ensure that the experience of accountability is effective, efficient, and of the greatest quality for everyone involved.

Accountability can be validated when the leader and, more importantly, the team member can answer yes to the following questions:

Does the team member:

YES **NO**

1. Have a clear sense of the intent and purpose of the task?
2. Understand the needs and values driving the overall objective?
3. Know with certainty their role and expectations of themselves and others?
4. Have clarity on the specific targets, measures, and deliverables?
5. Know how to identify with certainty the required timeline for each task?
6. Have the required tools and resources for the task?
7. Understand the structure and process for two-way communication and feedback (both evaluative and developmental)?
8. Have consistent supportive appreciation and/or recognition?

Accountability is up to everyone. But it starts with the leader.