

ACCOUNTABILITY

CHECKLIST



DO

TO

Paraphrase what you understand to be the assignment, goals, and what success looks like.



Demonstrate that you're processing the information deeply, not just nodding and walking away clueless.

Ask questions to clarify requirements and expose aspects of the task or problem no one has yet considered.



Show that you are taking ownership by engaging your head and heart, not just your arms and legs.

Explore the thresholds for when you should persist, course correct, or escalate.



Indicate that you respect the balance between taking ownership and taking unnecessary risks.

Confirm timelines, interim milestones, deadlines, and interdependent projects.



Make others feel confident that you appreciate that they are counting on you to deliver.

Ask for input about stakeholders, precedents, novel approaches, or good sources of information.



Highlight your desire and willingness to do things thoroughly, not just expediently.

Check-in and provide updates to share your plans, progress, concerns, and challenges.



Help others relax, knowing you're on top of emerging issues and they're not going to get an unpleasant surprise.

Coordinate with, influence, and coach those whose efforts you depend on to deliver.



Show stakeholders that you feel ownership over aspects of the work you aren't doing yourself.

Notice when your original approach isn't working and share your thoughts and ideas to course correct.



Reduce people's concerns that you'll stick with an ineffective approach for too long.

Ask for help on a specific issue rather than expressing general frustration and exasperation.



Suggest that you haven't abdicated ownership and can be trusted to work through the current struggle.

Apologize, identify what went wrong, and propose a new approach if things go poorly.



Demonstrate that you understand the ramifications of failure and are unwilling to accept defeat.