

Business Accountability CHECKLIST



Here is a quick cheat sheet that can help you when maintaining accountability for your business. It will help with goal setting and creating action items that will help your team stay on track.

- Do you have a clear vision for the future of your organization and is this vision supported by a documented business plan that you share with your team? Your employees will be motivated if they understand the overall mission and goals of the business and how that vision relates to them and what their responsibilities are in order for them to be held accountable.
- Do you have clearly defined accountability tasks for your executive team and other members in documents you can send to employees and new hires? Without a clear understanding of what tasks are, they won't be able to measure success or define their role.
- Do you provide adequate training for your team in the skills of accountability that's expected of them in their job. Have they been provided with the proper tools to be successful?
- Does your leadership team attend ongoing training programs and exercises to ensure that your organization can share in the knowledge being provided, to prevent gaps in knowledge that may lead to complacency at the workplace?
- How do you lead your team? Are you showing that you are accountable for your actions and follow through with your goal setting?
- What are you doing to help your team become accountable? Are you having those scheduled meetings to make sure the team is managed properly though monthly, weekly, or quarterly reporting? In addition to reporting, one on one meetings are vital to communication in the workplace to ensure the leaders are defining clear goals and expectations.
- Are you holding others accountable when they may not be on task/target in an effective manner to find out the "why" of the situation?
- Identify and remove whatever road blocks your team may encounter and take appropriate actions to alleviate those issues with new tools, systems and processes.
- Do you provide positive and worth-while feedback when a team member meets expectations and accountability requirements?
- Successful leaders regularly inform their employees of important events and goal achievements within the organization.