

12 examples of accountability in the workplace

Employee accountability comes in all shapes and sizes. You demonstrate accountability in the way you speak to others, how you prepare for meetings and your leadership style. And the main difference between [accountability and responsibility](#) is that accountability focuses on the outcome of a task — not who completes it.

Think about how you might model accountability at your workplace with these 12 examples:

1. Be proactive rather than reactive

It's easy to follow the same comfortable routine — but that won't help you become a more valuable team member. Being proactive means you're consistently evaluating your effectiveness and the strengths of your workplace. You're looking for ways to improve and grow before problems have a chance to occur.

2. Come up with solutions

You'll inevitably encounter a big challenge at some point in your job. Rather than admit defeat, why not [take steps to solve it](#)? [Take the initiative](#) to brainstorm possible solutions and bring them to your supervisor alongside the problem. It's OK to be frustrated with difficult circumstances, but don't let them win. Think creatively and use all the resources at your disposal.

3. Show up

Arrive at the office ready to work. Team members who jump ship when things are tough or don't contribute much aren't as valuable. Show up to team meetings on time — maybe even ahead of schedule. Be ready to flex your skills and offer a hand when a coworker needs help.

4. Accept criticism

Constructive criticism is an incredible tool. To be an accountable employee, you must be open to [giving and receiving feedback](#), even if it's not always positive. Know that it's necessary for improvement. Don't avoid team check-ins or evaluations, because they allow you to learn and grow. Try not to take things personally and know your team members only aim to help.

5. Speak up

There's a time to listen and a time to speak up. Maybe you're in a meeting with your team, and a manager assumes an idea they didn't like was someone else's when it was yours. Rather than letting others take the blame for you, [speak up and take responsibility](#). Actions like this help to [build trust](#) within your team.

6. Communicate effectively

Every workplace values [strong communication skills](#). Articulate your ideas and instructions concisely so others can learn from you. Don't be afraid to voice your concerns if you're lost or confused about something, either.

7. Set clear expectations

This goes for creating actionable items for other employees and yourself. Organize your schedule and know when you'll be working on specific tasks during the day. Delegate work early and be there to support your coworkers if they need guidance.

8. Handle disagreements maturely

Sometimes you won't see eye-to-eye with your team members. But whatever happens, remain calm as you unpack your feelings and reflect on your actions. Never yell or throw insults at your coworker. In a mature disagreement, work out how you can do better moving forward to avoid a similar problem in the future.

9. Be mindful of rules and regulations

Understand the rules and regulations of your workplace. How do you request a sick day? Who are your projects handed off to? An accountable staffer knows how to operate within the company's expectations — this shows you value and respect management. If you don't care about the rules, it communicates you don't care about the work environment as a whole.

10. Have a willingness to learn

Personal accountability takes lots of practice. Listen to advice from your peers, and don't shy away from the chance to expand your knowledge and [learn new things](#). Your accountability is always evolving and improving.

11. Pay attention to the details

If you want to be accountable, you need to develop a keen eye for detail. Look over your work with a fine tooth comb. Strive to catch mistakes before they cause any problems. Double-check metrics, statistics, and other data as often as you can.

12. Be sincere

It's one thing to apologize or admit when you've made a mistake, but do you really mean it? Accountability goes hand in hand with honesty, so be sincere with your apologies, feedback, and praise. It's your chance to be vulnerable with your feelings, build trust, and show you care about your coworker's experiences.

Reference : [Betterup.com](https://www.betterup.com)