

Foster a Culture of Personal Accountability

CHECKLIST

○ Set clear expectations from the beginning

Define roles, responsibilities, and performance metrics so everyone understands what's expected.

○ Keep the lines of communication open

When employees feel heard, they are more likely to take ownership of their work.

○ Acknowledge and reward accountability

Positive reinforcement motivates employees to maintain responsible behaviors.

○ Use tools to track accountability and tasks

These project management tools can help you keep track:

- **Asana** – Great for team task coordination
- **Trello** – Visual Kanban-style project tracking
- **ClickUp** – Highly customizable all-in-one workspace
- **Notion** – Flexible notes, tasks, and databases

