Podsheet

How to be more accountable at work

Squiggly Careers®

Accountability is taking ownership of your actions, decisions and their outcomes, including being responsible for explaining both successes and failures.

It builds trust, stronger relationships, and gives you more freedom in how you work, pulling more possibilities towards you in your Squiggly Career.

Accountability assessment

Start by giving yourself an accountability score out of 10 in each of the six areas below, then pick the one where a small change could make the biggest impact.

Six moments to put accountability into action

When something goes wrong
Share a mistake moment within 24 hours. It helps you learn and shows others what you'll do differently.

This could sound like: *"My mistake was... What I learnt was... What I'll do differently is..."*

One-to-ones
Take ownership of the conversation by asking for focused feedback.

This could sound like: *"What's one action I could take that would increase your confidence in this project?"*

Making decisions
Share your recommendation, reasons and one risk to be aware of.

This could sound like: *"I recommend we do... because of... One risk to be aware of is ..."*

If you spot an issue
Say the hard thing to create a pause and open up a conversation.

This could sound like: *"If I were to say the hard thing, I think we could do X better."*

Actions from meetings
Swap to clear "I" statements and using will/whens.

This could sound like: *"I will [action] by [date]."*

Owning outcomes
Know and share your metrics that matter.

Try a fast flag if something is off track – raise it early rather than waiting for someone else to spot it.

Coach yourself

Where could I take more accountability and ownership this week?

