Improving your accountability as a leader

Your team may have KPIs, one-to-ones, salary reviews and more, but what's holding you accountable? Are you confident you're performing at a high level? Do you ever find yourself being a bottleneck or failing to complete tasks you've committed to? Improving your accountability makes sure your company is working efficiently and can help to reduce stress levels.

- **Effort:** High
- **Impact:** High

Actions:

Identify a recent issue in your business and work back to the root cause, looking at what involvement you had in the situation or the processes that created it.

- **Impact:** Medium
- **Suggested duration:** 14 days
- **Why this will help:** The buck stops with the person in charge. Looking into the root cause of issues often highlights management failures, whether training, a poor hiring decision, bad targets or something else.

Look at how much time you're spending on tasks, where you're adding value and if you're creating a bottleneck on any business activities.

- **Impact:** Medium
- **Suggested duration:** 7 days
- **Why this will help:** The frenetic pace of leadership means managers often flit between different tasks. Measuring what you're spending time on provides a reality check.

Work through a structured checklist to make sure you're delegating tasks properly and trust your team to get things right.

- **Impact:** High
- **Suggested duration:** 10 days
- **Why this will help:** It's hard to work effectively if you're micromanaging. Getting pulled into completing tasks that other team members are working on undermines your ability to plan your time and have enough of it to get everything done.

Action plan

Use team members and external advisers to hold yourself accountable.

- **Impact:** High
- **Suggested duration:** 21 days (ongoing)
- **Why this will help:** Having a coach or financial advisor that can question what you've achieved since you last met is a healthy way to put pressure on yourself. Similarly, team members should be able to hold you accountable if you're failing to complete tasks you're responsible for.

Set yourself three measurable goals, with help from your management team, that will improve your accountability as a leader.

- **Impact:** High
- **Suggested duration:** 14 days
- **Why this will help:** Setting goals for yourself, alongside those you set for the company and your team, makes sure you have a way to measure your impact and can improve your accountability.

How will I know if my action plan is working?

Way to measure success
Number of goals completed.

Why this metric?
If you're holding yourself accountable, you should be able to complete your goals and meet targets.

How do I start tracking?
Review the progress you've made each quarter and check whether you're on track to complete goals or have completed them already.