Steps to Personal Accountability

**Purpose**: Use this job aid to review the steps for improving your personal accountability.

Personal accountability is a hallmark of professionalism. You can accept and demonstrate accountability by following four basic steps.

**Step 1**: Set SMART goals

Ensure your goals are formulated to achieve results by using the SMART principle. A SMART goal is one that is specific, measurable, achievable, realistic, and time-framed. For example, if your goal is to become the perfect employee, you will struggle to know where to begin. What makes a perfect employee exactly? How will you know when you are one? Instead make a SMART goal. If you’re in sales, for instance, you could say you want to make twenty major sales by the end of the year. This is specific, it can be measured, it is within your abilities, it's likely, and it has a time constraint to motivate you.

- **Specific**
- **Measurable**
- **Attainable**
- **Results-oriented**
- **Time-bound**

**Step 2**: Develop an action plan

Once you have a goal in mind, develop an action plan to bring it to fruition in five steps:

- have a clear goal
- remove obstacles
- identify limiting factors
- divide your goal into sub-goals
- plan actions for each sub-goal
Step 3: Manage priorities and energy

Categorize the tasks that will help you complete your goals into three categories:

- maintenance tasks
- people tasks
- creative and analytical tasks

Then assess the time and energy required for each task.

Step 4: Stay focused and re-energized

- Neutralize boisterous colleagues
- Tell colleagues you don’t want to be disturbed, using the physical environment and body language to do this.
- Avoid time-wasting
- Organize your e-mail and set aside times for handling it
- Set-up an effective filing system
- Avoid using technology for multitasking
- Understand the four types of energy
  - physical
  - emotional
  - mental
  - spiritual

Complimentary Resources

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Organizational and Talent Development

- Leadership Development
- Team Development
- Organizational Development
- Employee Development
- Learning Technology / Spark Learning

http://www.sanjac.edu/org-talent-development

- Register for Leadership Discussion Groups via SPARK Learning – Item # ODHR 5431

- Need information on how to navigate SPARK? Search SPRK 1000 in the catalog to access the online training course: Spark LMS: Getting Started and General Navigation

SPARK support available @ (281) 998-6399 (ext. 6399) or sparksupport@sjcd.edu

For additional Organizational and Talent Development support, email the OTD department at otd@sjcd.edu