

How to stay Above the Line using *16 Accountability Best Practices*

Staying Above the Line® is all about taking ownership, finding solutions, and driving results. The 16 Accountability Best Practices give you simple, practical ways to strengthen your accountability and keep moving forward.

See It®

1. Obtaining the perspectives of others
2. Communicating openly and candidly
3. Asking for and offering feedback
4. Hearing and saying the hard things to see reality

Own It®

5. Being personally invested
6. Learning from both successes and failures
7. Ensuring my work is aligned with Key Results
8. Acting on the feedback that I receive

Solve It®

9. Constantly asking, "What else can I do?"
10. Collaborating across functional boundaries
11. Creatively dealing with obstacles
12. Taking necessary risks

Do It®

13. Doing the things I say I'll do
14. Staying Above The Line by not blaming others
15. Tracking progress with proactive, transparent reporting
16. Building an environment of trust

HERE'S HOW YOU CAN PUT THE BEST PRACTICES INTO ACTION:

- ✓ **Make it a Habit** - Each week, pick a few Best Practices to focus on and find ways to incorporate them into your work. Rotate through different practices so you get exposure to all of them over time. If there's a particular accountability step (See It, Own It, Solve It, Do It) that you want to improve on, prioritize practices that align with that step.
- ✓ **Check in with Yourself** - Take a few minutes and think about how well you use each of the Best Practices. Where are you excelling? Where are the opportunities to do better? Use these insights to make a plan to utilize the Practices that need improvement in the coming days. Want an outside perspective? Ask your manager or a colleague for their feedback on where you can develop.
- ✓ **Help Your Team** - If you lead a team, accountability isn't just about you—it's about the whole team staying Above the Line together. Try the self-assessment exercise with your team to identify strengths and areas for growth. Then, in Team Meetings, highlight the Best Practices for your team to improve on, give examples of how to use them, follow up if they need support, and provide recognition when you see these practices come to life.

Bottom line? Small, consistent efforts with these Best Practices can create consistent change and drive real results. So, what's one Best Practice you can focus on right now?