### **1. Understand Your Role in the Situation**

When you have a **clear definition of what tasks, responsibilities, and deliverables** you must accomplish, the easier it is to take ownership of it. If your job or tasks are unclear, you’ll want to talk to your manager to receive a [clear scope](https://bstate.com/2020/05/05/the-master-choice-the-dichotomy-of-goals-and-purpose/) of what you have ownership over.

If you work closely with others on a team, **ensure that everyone’s tasks and responsibilities are clearly defined** and that everyone understands what they must deliver as well as the deadlines.

### **2. Be Honest With Everyone (Including Yourself)**

First and foremost, be honest with your coworkers, managers, family, and friends. When you tell the truth.**While telling the truth can be challenging when you’ve made a mistake**, taking personal responsibility **builds integrity** and **often reduces consequences**. When people hide from, blame, or ignore a problem, it doesn’t go away, and usually becomes even worse.

### **3. Be Quick to Apologize**

If you recognize that you may have done something wrong in a situation, then **be quick to say sorry and work to rectify the situation.** When you follow an apology with actions that will help the situation, it will make it easier for everyone to move on and work together to resolve the problem. **Don’t forget – solving the problem doesn’t fall on you and you alone.**

### **4. Manage Your Time Wisely**

If you are productively managing your time and projects, you’ll complete tasks on time, and coworkers will be able to rely on you for critical tasks. **If you procrastinate often, you’ll become unreliable to those around you.**

### 

### **5. Know Your Limits**

Do you often take on too much because **you have a hard time saying no?** Does this lead to dropping the ball on some projects because you don’t have the time or resources to complete tasks? To take on a manageable load that you can successfully be accountable for, you’ll want to:

* Be mindful of your schedule.
* Determine if you have the skills, resources, and time to complete the project on time.
* Be open about what’s on your plate so that the individual or manager can help you [prioritize tasks and responsibilities](https://bstate.com/2020/12/02/removing-the-confusion-about-priorities/).