Apply These 10 Fundamental Keys Beginning Today and You Will:

- *Create higher productivity immediately*
- *Eliminate forgetting and misunderstanding*
- *Create higher revenues and lower expenses*
- *Create more accountability and trust*
- *Eliminate "surprises" of non-performance*
- *Eliminate excuses and reasons*
- *Stop anything from falling through the cracks*
- *Eliminate "I'll Try" or "I forgot"*
- *Create shorter and fewer meetings*

What makes your organization stand out?

You keep your word, no matter what. You will not surprise people with non-accountability. The current economy requires that we be on top of everything and let nothing fall through the cracks.

It takes courage to both *model* and insist on accountability.

The 10 Fundamental Success Keys on the next page form the basis of creating a totally integrated *system* of accountability and efficiency. This system builds the highest level of trust in today's highly competitive business world.

As you model this highly successful accountability system to all of your employees, the results begin to trickle to everyone. Your clients and customers notice the difference.

Mike Scott Enterprises, Inc.
The leader in creating the Totally Accountable™ workplace

❶ Use a consistent system for recording, tracking and prioritizing all tasks and projects. (Master Task System).

❷ Create an environment where no "surprises" are allowed.

❸ Conduct fewer, shorter, more effective and more productive meetings immediately.

❹ Stop giving or accepting excuses.

❺ Model total accountability in all areas of your life.

❻ Never ask "Why?" or "Why not?" when someone "surprises" you with non-performance.

❼ Track the *facts* of the progress of a project, not the *opinion* of the progress of a project.

❽ Give and get agreed-on due dates and due times for completion for all delegated work.

❾ Don't accept "I'll try" or "I'll give it my best."

❿ Discontinue the employment of people who are consistently not accountable.

*"The significant problems we have today
cannot be solved at the same level of thinking
with which we created them."*
-Albert Einstein

"Don't cheat your people out of the opportunity to win
because of your discomfort holding people accountable."
-Michael Canic

*"If your goals are larger than your need to be liked,
then you will reach your goals.
If your need to be liked is larger than your goals,
then your goal will become the need to be liked."*
-Peter Drucker

"How I do anything is how I do everything."
- T. Harv Eker

*"It is easy to fool yourself.
It is possible to fool the people you work for.
It is more difficult to fool the people you work with.
But it is almost impossible to fool
the people who work under you."*
-Harry Thayer

"If it's predictable, it's preventable."

"Model first. Then teach."

"The best advice we will ever give won't be written or
spoken; it will be in the example of how we live our lives.
What are you an example of today?"

"Culture eats strategy for breakfast."
- Peter Drucker

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10 Fundamental Keys To Create a Totally Accountable™ Work Environment

ACCOUNTABILITY
- ✔ Doing what you said you would do
- ✔ As you said you would do it
- ✔ When you said you would do it

<u>PERIOD!</u>

*Accountability doesn't just happen.
You create it.*

The Totally Accountable™ Success System
Developed and Presented by Mike Scott

Mike Scott Enterprises, Inc.