


Future»»Proof ADVISORS

Inevitable Change»»Limitless Opportunity



Top 5 Templates

Top 5 » Accountabilities

What	Why	How	Future » Proof Point
<p>Employee Accountabilities are a list of essential responsibilities that employees must do to be successful at their jobs.</p>	<p>Amid a busy and evolving company, most don't have time to read everyone's job descriptions to understand how each role works with other departments. However, employees can quickly create a list of their top 5 accountabilities which can help create clarity about what everyone does and what they need. This also helps leadership easily identify gaps and redundancies.</p>	<ul style="list-style-type: none"> ▸ Ask each employee to list the Top 5 Accountabilities needed to do their jobs. Make sure they prioritize and clearly define each responsibility. ▸ Ask employees to provide an approximate % of time that they spend on each. ▸ Managers should review the lists and note inefficiencies or redundancies cross-team. ▸ Next, managers should identify what accountabilities (if any) are spent on low value-add activities. ▸ Finally, managers should eliminate or adjust accountabilities across teams to address any issues. 	<div style="text-align: center;">  </div> <p>Share accountabilities with the entire team.</p> <p>This will foster team collaboration and provide transparency about roles and interdependencies.</p> <p>Your team may also have great ideas about how to make things more efficient!</p>

Top 5 » Accountabilities

Future»Proof Point



Managers: Fill out this Worksheet with your employee. Don't forget to share everyone's Top 5's with your team to generate better collaboration and identify operational inefficiencies and accountabilities that are not providing value.

Accountabilities	Accountability Detail	% of Time Spent
List of top 5 employee accountabilities in priority order with clear definitions here.	Define and provide detail for each accountability here	Indicate the perceived amount of time employees spend on each accountability here.
1. Example: Buy media on websites	Example: Negotiate rates, purchase media and analyze performance.	Example: 25%
2		
3		
4		
5		

About Us



We are a **mid-market** and **emerging company advisory firm** founded by two pragmatic visionaries who have grown and scaled businesses from \$4M to \$200M+.

Our **Future Proof Advisors** have successfully transformed Inc. 500, private equity backed, and publicly traded companies into award winning, **highly profitable industry leaders** that realized multi-million dollar exits.

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