



## **Secret to Achieving Success in Life**

Do you have a dream yet to be fulfilled? Or asking yourself why you are not having a fruitful relationship with people? Let me tell you the secret to helping you becoming more productive, build better relationships, and achieving more successes at work and in life.

Actually, it is not really any secret... more so, it is a discipline for life's success. I have never said that what I am going to share with you is easy, but it must be made conscious in our mind, making an effort to put it into practice, and you seem to be attracting positive things into your life! The secret is... *Accountability!*

A friend once asked me how I managed to sustain so much energy each day waking up around 5.15am to get my son prepared for his school as well as balancing household chores and work assignments. My reply was simple, "Accountability."

Every leader sees accountability as a foundational ingredient in a healthy and sustainable culture. Accountability is not just a mind-set, it is a skill-set that everyone can learn and master.

When we hold ourselves accountable, we will take ownership of situations that we are involved in. I see myself as being accountable to waking up every morning latest by 5.30am so that my son will not be late for school yet having time to take his breakfast and washing up before leaving the house. I held myself accountable to ensure that laundries are done on every Tuesday, Thursday and Saturday, to ensure that dirty clothes would not be piling up as well as assuring that my son has nice clean uniforms to wear. Whenever I am committed to a project for a client, I held myself accountable to source out every information or to do every research to ensure that the project will be completed on time. If there are any delays, I held myself accountable for any form of distractions, reflecting the mistakes, learning from the mistakes, and re-evaluate my choices. *Accountability is Answerability!*

We need to take accountability in every areas of our lives, namely:

- Self – we need to make ourselves accountable for our personal growth, our health, as well as acquiring new knowledge and keeping in trends.
- Time – as we are aware time is one element which we cannot recycle. As in all my talks, I would always tell everyone, "Time is Life! Every second that passes by, my life is living shorter by the seconds that ticks away." When we don't take accountable of time, we are not only wasting our own time but other people's time as well; and creating unnecessary stress to everyone having to rush or pressured to produce. Time flows like a streaming river; the water will not return to the same spot ever again.
- Words – taking accountability over our words are very important in building trusting and loving relationships. Let what we said be a commitment, and not always flip-flopping our own words, which can be viewed as lacking integrity in a person. Say what you mean; and mean what you said, otherwise, your integrity will be at stake. Also, choose your words wisely when communicating with people, hurtful words once hurled out of the mouth cannot be returned. Hurtful words hurt, and they stick with us far beyond the time of their telling.
- Stop being so critical – There are people who are critical of many things and loved telling others what to do, without lifting a finger to help. My view is that if you do not know what to do, be humble and asked; and if you think you can do better, do it, show it, and teach it. Don't be a person who only work with words, lacking action.



- Thoughts – be careful what you feed your mind, you are in control of what enters your head. As in the words of Jim Rohn, “stand guard at the door of your mind. If you don’t watch what you let into your mind – negative thoughts from yourself or from others – then you are allowing weeds to grow and to spread.”
- Productivity – As we work towards our success and becoming a more productive human, there will be set backs or challenges we face. It is important to understand that when we fail at something, it does not make us a failure, rather it is something that we can always learn from it. You must embrace failure as an opportunity to improve yourself. If you give up every time life gets hard, then you may never reach your goals. Being productive gives you purpose and keeps your mind active. Being productive teaches you to continuously push yourself. And the more productive you are, the easier it is to evolve into a better self, because things in motion tend to stay in motion, being productive can easily lead to creating better habits.
- Happiness – Taking accountability for your own happiness means not blaming others for your unhappiness. It means figuring ways in which you can be happy despite others’ negative behaviors and challenging external circumstances. One of the keys to happiness is acceptance. Accept you for who you are. Accept that there are things that is beyond your control. Accept the things you cannot change. Accept the fact of life that you cannot be right all the time. Unhappy people are unproductive people – wasting time on negative issues, distracted with too much criticism, poisoning the mind and thoughts, and becoming a poor communicator.
- Be a Peacemaker – many people are peacekeeper, that is, hating conflict and do whatever it takes to avoid conflict. Peacekeepers operate out of fear. And trying to manage life through constant fear of conflict and upsetting people is no way to live. Peacekeepers hide their true feelings to prevent arguments; but taking it on people who are closest to them. A peacemaker is one who restore peace out of strength through reconciliation. A peacemaker has peace within and always have the other person’s best interest at heart, willing to confront small tensions in order to ensure no big ones can fester and explode. A peacemaker identifies and addresses conflict, knowing when it is important to confront and when it is better to keep silent. A peacemaker listens not to reply but to understand, and to works toward resolution. Successful people take personal accountability to becoming a peacemaker

When we take personal accountability be it in work or in life, then, we will be willing to answer for the outcomes of our choices, actions, and behaviors. When you are personally accountable, you stop assigning blame, “should-ing” on people, adding pressures on other people to complete the task you are supposed to do, and making excuses. Thus, when problems or troubles arises, we will be willing to ask ourselves “What is the problem?” “What am I doing – or not doing – to contribute to the problem?” “What will I do differently to help solve the problem?” and “How will I be accountable for the result?”

Frankly, I believe that accountability is the fundamental factor for anyone to take on responsibility, self-discipline, and ownership. When we do not hold ourselves accountable for our own actions, choices, behaviors, and attitudes, we will not want to be responsible for what is wrong, allowing ourselves to indulge in bad habits, making excuses for our unhealthy behaviors, and justifying our actions that causes inconveniences and problems to others, thus, damaging relationships. A person who do not take personal accountability is no respecter of other people’s time, i.e., they will do things according to their timing causing inconvenience to other people’s timing or stressing timeline because of their lack of focus.



In short, my definition of accountability *is the obligation of an individual to account for his or her activities, accept responsibility to complete the tasks they have been assigned or they have made a commitment to; and be willing to answer for the outcomes resulting from your choices, behaviours, and actions.* Accountability means you are responsible to somebody or for something; and being responsible means you cause something to happen, be it bad or good. When people held themselves accountable, they will take ownership of situations that they are involved in.

*Why people avoid being accountable?* The sad thing is that some people held association between accountability and punishment. Employees usually hear the phrase “You are been held accountable!”, in other words, if anything goes wrong with the work, you will be punished. Thus, accountability is making them “look bad” or if something is wrong, they must face the music or punishment of some kind. No wonder, people avoid being held accountable because of fear of failure as well as fear of rejection.

### Journey to taking Better Personal Accountability

#### *Accepting complete responsibility for your behavior.*

Accepting responsibility is not about blaming yourself. Accepting responsibility is being fully aware of exerting control over your behavior through your choices; and accepting the consequences of the choices you make. What you refuse to acknowledge you cannot change or improve. Responsibility is not something you do – it is a way of thinking and being. When you are truly responsible, you believe that you are accountable to the successful outcome of the project or your commitment to another person is vital to making the other person’s life better

#### *Self-empowerment.*

Rather than waiting for someone to instruct you on what needs to be done, a self-empowered accountable person will take initiative to source out answers, be willing to try doing the unfamiliar stuff, stepping outside the comfort zone, make things happen rather than waiting for things to happen, and answer for the outcomes. Be willing, i.e., taking action because we want to rather than because we have to. The most direct route to self-empowerment is to be clear about expectations – not only what you expect, but also what’s expected of you.

Identify the behaviors it will take to reach your goals. By identifying the habits that will get you to your goals, the task becomes more digestible and it is easier to assess if you are moving forwards or not. Identify the unhealthy habits that are derailing you from your course and make a commitment to eliminate or minimize it; at the same time also, look at any habits that need to be added in order to reach your goal.

Remember to think through the consequences of not being accountable to yourself. What will it cost you in money, relationships, and life experiences? Are you building up relationships or destroying it? Are you achieving your goals with lots of stress, even when you reached it, it seems like you lost ‘everything’ else? Sometimes when change feels hard, we must remember that the cost of doing nothing may be higher in the long run.



Unless you take personal accountability in your work and in your life, you would not be able to feel responsible for people or task that are assigned to you or you are committed to, and you will not be able to exercise self-discipline to reduce distractions in order for you to focus on doing what is right as well as taking ownership to complete given task and project at all costs and be a respecter of time. Accountability, by its very nature, is a personal endeavor. It is about being responsible for our own actions and choices. And only we can ever be responsible for our own actions and choices, not someone else. *Accountability is a personal process.* It is about taking responsibility for your own success as opposed to depending on others to motivate us.

Accountability is an energizing force throughout an organization. Where a culture of accountability exists, people do what they say they'll do. Being accountable is not just a matter of integrity. It is a success principle. Becoming accountable allows us to be more accurate in our work, make better decisions, and feel more satisfied. All of those factors give us a higher sense of achievement and a greater sense of self-esteem.

Being accountable is a craft that takes practice. It is time to jump-start your career growth and your life by boosting your competitive skills. Choose accountability and own your success at work and in life. You are accountable to yourself for your success and achievement; as well as being a responsible human being to people around you. Without accountability, there will be no responsibility!

Your Success is My Reward!

Your Favorite Author & Speaker  
Peter Ng