

ownership

***being accountable for a department, project, initiative, etc.
The owner is the person who takes responsibility for any shortcomings,
even if they aren't necessarily his or her own personal fault***

What does taking ownership at work mean?

To take ownership at work means to be proactive in your job role and to understand the purpose of your job duties in achieving larger company goals. Another way to define this concept is to hold yourself accountable for your work, regardless of the outcome, and demonstrate a genuine interest in contributing to company success.

Why is it important to take ownership at work? Taking ownership at work can benefit you in several ways:

Provides a constant source of motivation for your work: Taking ownership of your work helps with motivation in your job role, as it empowers you to ask questions, develop ideas and get feedback on your efforts instead of waiting to receive answers from your superiors.

Ensures you align your projects or job duties with company goals: When taking ownership of your work, you maintain good communication with your direct superior and ask questions about the reasoning behind new assignments or job tasks. This helps you direct your work activities toward accomplishing company goals.

Helps you foster positive workplace relationships: Because work ownership encourages accountability and communication with your superiors, it helps you complete your work while thinking of how it affects others and ensures you speak with your superior to learn more about their expectations.

Encourages career growth: Work ownership encourages you to expand your skill set, take on additional responsibilities and pursue new job roles, which can help you take proactive steps in your career.

Here is a list of different strategies you can use to take ownership at work:

Remind yourself why you chose your job Reminding yourself of the goals and career aspirations that led you to apply for and accept a job offer can help you remotivate yourself about your job duties. This is because you clearly understand your job's purpose in your life and future career. Your ability to remember why you chose your current job also allows you to reevaluate your career goals and develop strategies for achieving those objectives.

Be proactive instead of reactive Taking ownership of your work requires you to take proactive measures in your daily job duties. This includes anticipating problems and developing solutions, asking for clarification on deadlines or tasks and working ahead to minimize stress or confusion during busy workdays.

Balance expressing your ideas with supporting others' ideas An important part of taking ownership of your work is expressing your ideas during team meetings or projects. To do this, you need to have confidence in yourself and support your ideas with evidence.

Ask for constructive feedback Instead of waiting for performance reviews and peer reviews, ask for constructive feedback regularly as a standard part of your work routine. Asking for constructive feedback from peers and superiors gives you the chance to better understand how you excel in your role as a teammate and employee.

Practice active listening Active listening is a method you can use to enhance your communication skills in the workplace and take ownership of your work. It includes non-verbal cues like nodding, smiling, making eye contact, taking notes and positioning your body in certain ways, but it can also involve making small verbal gestures and asking questions. Through active listening, you can better understand the needs of your employer and your teammates.

Offer solutions to problems When taking ownership of your work, offering solutions is more effective than presenting problems. For example, instead of going straight to your manager with a problem you discovered, take a few minutes to consider how you would solve the problem by yourself. When you visit with them, present the problem and immediately describe a few potential solutions you came up with. This shows initiative on your part and helps your manager maintain awareness of workplace activities.

You spend a tremendous amount of your life at work. You have the choice to invest yourself physically, mentally, and spiritually in your daily activities, or to approach them transactionally. The win in terms of satisfaction, enjoyment, and success goes to those who make the conscious decision to own their jobs.



**CareGivers
of America**
Home Healthcare Services