

DEVELOPING GOOD WORK HABITS

4/14

- 1) **Sell yourself.** When interviewing or starting a job, you have to convince the boss and other employees that they need you and not someone else.
- 2) **Be early.** If you are early, you are on time. If you are on time, you are late.
- 3) Offer to **work for free or half off** for the first day or first chore, if you have to, to show how good a worker you are and how serious you are. All you have to lose is time if you don't have a job.
- 4) **Be careful what you say** to anyone about someone else; you never know who they know or who they are related to.
- 5) **Don't burn bridges.** When you leave a job, don't say anything to or do anything about your employer that would make it difficult for you to get another job. Some employers call past employers to check on your past work experience.
- 6) **Under promise and over produce.** Tell people what you will do, then do more than expected. Never do less than what is expected.
- 7) **Keep your promises.** Do what you say you will do.
- 8) **Get it in writing** (especially if you are self-employed). Ask customers to sign an agreement stating that they promise to pay for the work you do. ("I _____ will pay \$__ in exchange for this chore if it is done by this time." OR "I will do this for this amount.") Both you and them sign and date it. Make two copies if they want a copy, but you keep one for sure.
- 9) **When you borrow something**, return it in as good or better condition than it was when you borrowed it. Clean it. Fill it up. They may be glad to let you borrow it again if they know you will take good care of it, especially if it is better now. Also it is much cheaper to borrow than having to buy one, and you don't have to find a place to store it.
- 10) **Employers try to keep** good, dependable, trustworthy, knowledgeable, hard-working employees, but usually fire those who are lazy, late, dishonest or have poor attitudes.
- 11) **Always tell the truth**, otherwise you will have to remember what lie you told and who all you told it to. It is always easier to remember the truth than to have to remember the details of your lies.
- 12) Do not expect employers to **fully trust** you at first. Many employers have been used and burned by past employees.
- 13) **Trust takes a long time to build**, but can be destroyed in an instant. All it takes is one bad decision to ruin peoples' trust in you.
- 14) **Learn from the mistakes of others** because you can't live long enough to make them all yourself.
- 15) Answer the phone and greet customers with a **smile**, it helps put people at ease and makes them easier to talk to especially if they are unhappy.
- 16) **Don't feed the fire.** A harsh or aggressive response to an aggressive person only makes the situation worse – so be calm & keep your cool. (A gentle answer turns away wrath, but a harsh word stirs up anger – Proverbs 15:1)
- 17) Read **Proverbs** and **James** in the Bible – they both teach how to live a proper life. Use a good Study Bible (as The MacArthur Study Bible) to help explain what the verses mean.
- 18) Remember **The Golden Rule** – *"Treat people like you would want them to treat you."* Don't treat people like they treat you, if it is bad treatment. Avoid the "Revenge Attitude."
- 19) The biggest problem in most relationships (at work and home) is **poor communication**. Look people in the eye when talking with them; don't be distracted. Also don't assume that you know what other people are thinking OR that they should know what you are thinking.
- 20) **Build job security.** Make yourself valuable to the company you work for so they realize how much they need you. Make them want to keep you. Learn as much as you can. Be available to work whenever they need you. Knowledge, experience, availability, trust and a good attitude makes for a good employee – someone employers want to keep.
- 21) If permitted to do so, **learn other employee's jobs** as time permits. This makes you more valuable since you will be able to do someone else's job when they are out. It is hard to let an employee go when they know several positions in the business.
- 22) **Learn by paying attention** to what other people do and say. Learn to copy the good and avoid the bad.
- 23) Our society is constantly changing, so **continue to learn** and grow or you'll become obsolete.
- 24) **Look before you leap.** Think about things before you jump into a bad situation. Find someone you can trust to discuss things with.
- 25) **Be a team player**, not a soloist, when you are expected to work together. Work well with other employees to help everyone look good by getting the total job done.
- 26) **A chain is only as strong as its weakest link.** In other words, a team is only as strong as its weakest player. If one person performs poorly it affects everyone by bringing down productivity and morale.

- 27) **You are what you eat.** Our environment influences who we are and who we will become. So we must watch what we let into our lives, what influences us. If what you see, hear, read, and hang around is a bad influence to you, get away from it and change.
- 28) **Attitude** – how you react to situations (what you say, what you do, what you think and even the expressions on your face) is very important. No one wants an employee who has a bad attitude, one who does not show respect for the boss, other employees or their customers. So develop a good attitude.
- 29) **Be positive!** Look at the good in every situation (things could always be worse than they are).
- 30) **Be self motivated.** Employers don't like seeing people just sitting around getting paid to do nothing; it is a waste of money. Look for something to do once your chores are done. Don't wait for someone to tell you what to do. Ask what else you can do. Ask other employees if they need help.
- 31) **Be thankful.** Thank people whenever they help you. You never know when you might need their help again. They'll be more likely to help you again if they know you appreciate them. Also you can return the favor by helping others when you can.
- 32) Learn how to appreciate and **show appreciation for others** in your life, especially at home but also at work.
- 33) **Don't bite the hand which feeds you.** Don't do things to upset those who help you or pay you. Just as a person is less likely to keep feeding an animal which bites them, a person is less likely to help you again if you are not nice to them.
- 34) **Avoid distractions.** Anything or anyone who keeps you from doing your job properly, as personal phone calls or visitors or chit chat with other employees , will slow you down and make you look like a problem employee to an employer.
- 35) **The customer is always right!** Well maybe not, but let them know that you understand their concern and you will do your best to help them or get someone else who can help them. Try to understand their point of view and why they may think what they think.
- 36) **Put yourself in the other person's shoes.** Try to understand how they feel and why they feel that way. We often have no idea how negative a life someone has had, enduring verbal, physical and/or sexual abuse and neglect. Their parents and/or spouse may show no love or care for them. So if someone has a bad attitude, realize that it could be due to a hard time at home, work or school and not really you. Try to show them that you truly care for them and want to help them.
- 37) Learn how to **appreciate other people** to improve relationships, especially at home. It is easy to find fault in others, but everyone has good in them too. So try to find the good in people.
- 38) It is easy to say bad things about people, but if you try to **be positive** and say good things about people and to them, you will find your life becoming more enjoyable.
- 39) **Compliment people** when appropriate to do so, but be sincere about it.
- 40) **If you complain** about everything, you will be miserable and make those around you miserable.
- 41) **Learn to apologize** when you say or do something wrong. Admit your mistakes. No one is perfect.
- 42) **Don't be a bully!** You are a bully if you do or say anything to someone to make them look weak or stupid. This is done to make yourself look stronger or smarter and is a sign of your own poor self-esteem.
- 43) Learn to **accept constructive criticism** – those things people tell you about what you are doing wrong, in order to help you do better. Thank them for telling you; you do not want to be the last to know what you are doing wrong.
- 44) **Be a good role model;** people need someone they can trust and respect (especially your children).
- 45) **Don't be a hypocrite** – a person who lives a different way than they tell others to live. People learn more from watching how you live than from how you tell them to live (especially your children).
- 46) Try to live by: **The Boy Scout Promise** – “On my honor, I promise to do my best to do my duty to God and my country, to obey the Scout Law, to help other people at all times, and to keep myself physically strong, mentally awake, and morally straight;” **The Scout Law** – be “Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean and Reverent;” **The Scout Slogan** – “Do a good turn daily” (look for opportunities to help others); and **The Scout Motto** – “Be Prepared” (by gaining knowledge and experience).
- 47) The more you **help others**, the less you'll have to worry about yourself. People who really enjoy helping others tend to be more content with what they have and not worry about their own self as much.
- 48) When people do things to help you, look for opportunities to **return the favor** – be less selfish and help others.
- 49) We all have the same amount of time in life, **how will you spend your time?** Will you help or hurt others? Will you build or tear down relationships?
- 50) **What will be your legacy?** When you die, what will people remember about you?