



MAFES Dawg Tracks



October 14, 2013



Ten Work Habits of
Highly Effective Employees

A positive attitude breeds habits that make employees successful in their jobs. Employees can make or break a company with their attitude and ethics of work. The basic traits of good employees weren't actually born with this work ethic, but have developed them starting in their adolescence and working through to their present status.

Several avenues help develop this ethic, good parenting, and good teaching in their various levels of schooling and dedication to their jobs and employers. As they grew in their endeavors, the skills and standards of the work were easy to learn due to their positive attitudes and desire to learn and excel. Following are habits that have proven to be effective in highly motivated and effective employees whom, I think, you will agree that were developed through hard work and dedication:

10 WORK HABITS OF HIGHLY EFFECTIVE EMPLOYEES-

- ✓ **Punctuality/Good Attendance** – These 2 traits reflect an employee's ability to manage their time and overcome work obstacles.
- ✓ **Keep Work Areas Clean** – Experience has proven that employees who keep their work areas clean and orderly usually are efficient at organizing their priorities.
- ✓ **Take Directions Well** – Assuming that instructions and directions has been handed down clearly by upper management, taking instructions and carrying them out is a good indication that the person understands and accepts the standards and policies of the organization.
- ✓ **Works Well With a Team** – This trait is proof that the employee isn't power driven or territorial in his domain or work area. We probably have seen in the past where a person does his job well but doesn't fit in to a work team. In many of these cases, the individual is looking for individual recognition and a promotion. The fear of a group effort doesn't give him the high visibility of personal recognition that he wants from upper management.
- ✓ **Works with the End Result in Mind** – Quality consciousness is the key in this trait. The individual doesn't look or expect ready results but is looking down the road at the end result of the task. They want to be sure that the standards of the job are met and are in accordance with what upper management expects.
- ✓ **Admits Mistakes** – Employees who admit their mistakes are usually the ones that are most open to learning the proper methods to do a job. The old adage of "I have been right all my life, except one time and I was right then but thought I was wrong."
- ✓ **Displays a Position Disposition** – An employee may be an introvert or quiet by nature. It's important that this personality remains approachable under pressure. A good example is the individual who is always smiling, jovial and laughing most of the time, but when a problem arises reverts back to an introvert due to the pressure of the situation and is hard talk with. Also, there is the individual that is more or less an extrovert, but not extreme - is solemnly friendly and level headed. When they are approached, they remain objective and calm.
- ✓ **Willingness to Coach Others** – These individuals possess the trait of awareness and realize that knowledge-sharing works well for the organization. The opposite of this trait is the individual who holds his knowledge inside and won't share with fellow employees for fear of losing his job or possibly being replaced in his job. The layman's term for this position is "false job security."
- ✓ **Presents Constructive Ideas** – This trait is identified with the individual who is a "thinker" and has the innate ability to apply the skills he has acquired or learned to improve the work environment.
- ✓ **Takes Advantage of Training Areas** – This trait is identified by the individual who shows his employer that he wants to acquire more knowledge and developing more job skills, which will open up more avenues in his career. Also, this will help the person to avoid getting burned out on the job.

**DONT LEARN SAFETY
BY ACCIDENT!**

<<<<>>>>

**SAFETY RULES ARE YOUR
BEST TOOLS!!**

Ted Gordon-Risk Mgmt./Loss Control Mgr.
MAFES/MSU-ES (662) 566-2201
Excerpts: www.clement.com