



MAFES Dawg Tracks



December 8, 2014



Positive Habits of
Highly Effective Employees

Why are some employees more valuable than others? We all have different personalities and different attitudes about life in general. Items that are important to one group may not be to other groups. However, there are some character traits that pertain to all employees and are common to highly effective ones. We shall discuss these common traits below:

STRONG SELF-DISCIPLINE-

The effective and talented employees are always in a good mood and get excited over projects and jobs that they are assigned to.

There is always the situation that we think that "there is no light at the end of the tunnel." A good example of self-discipline is where the "first teamers" or "cracker-jacks" are separate from the regular employees or players. The effective employee will "suck it up," dig in and do whatever it takes to complete the project accurately and on time.

WELCOME CRITICISM-

We all make mistakes. The effective employees will seek out constructive criticism and not avoid it. "Sir Winston Churchill once said, "Criticism may not be agreeable, but it is necessary". It fulfills the same function as pain in the human body. It calls attention to the state of unhealthy situations.

Some surveys reveal that average employees get hostile and defensive when they receive constructive criticisms. The highly effective employees use constructive criticism to improve their job performance and career growth.

Think: Does the average employee receive the positive criticism and use it to improve? **Or** do they take the suggestions negatively and either argue or "2nd guess" the contributor?? **Hopefully**, they will take the positive criticism and use it to improve their efficiency.

EMBRACE OPPORTUNITIES-

The highly effective employees look for weaknesses in their system for 2 reasons: **First:** They want to correct them; and **Secondly** -They want to show their skills in leadership. **Highly effective employees** don't wait for opportunities to come their way- they go out and look for them.

PERSISTENCE-

True innovation requires hard work and steady focus, in addition to great ideas. It's easy to get excited over a new project; but if we aren't careful we won't be prepared for the hard work, diligence and persistence to complete the project. Even with great planning a project may get sidelined and take longer than anticipated to complete. The **highly effective employees** will continue on with the unexpected length of the project with the same attitude and persistence to get the project completed. Thomas Edison was quoted in relation to hard work that, "**Genius is 1% inspiration and 99% perspiration.**"

The **highly effective employee** will maintain his leadership capabilities to act as a role model for the employees that might back off on their work efforts due to the unexpected length of a project.

DECISIVENESS-

The **highly effective employees** will possess the trait of decisiveness. They will "step up" and make decisions, disregarding the possibility of making a mistake.

Some ideas that you may originate may fail or not produce the results that you anticipated. **That's life!** Remember that on the next project with your dedicated hard work, the ability to keep "plugging on", that your next project might just be the one that you "hit a home run" with. **Quoting Thomas Edison, "I never failed on experiments or ideas, but found 10,000 ways that don't work".**

Another famous historian was quoted as saying, "**The greatest mistake you can make in life is continually to feel that you will make one.**" The **highly effective employee** has the attitude that says "never say die," and keeps at it to make the situation work.

LISTEN FIRST-

It has been said that most people talk too much. The most effective employees are those that listen first and only talk when they can add something meaningful. These folks are effective because they don't need to listen to themselves talk. They consider the facts, ask questions, and then offer their opinion.

Silence is golden!

A good way to measure a person's listening skills is to give them the opportunity to ask questions. This offers an invitation for them to talk and gives you the opportunity to cue in on their answers to follow-up questions. However, some employees may walk in with rote questions to find favor with the boss, the questions maybe not being related to the subject matter.

There are **2 types of questions: "What" & "Why"**. The **Why** questions usually center around **Why** does this have to be done? People who lack good listening skills generally ask the question "**What** do you need?" The 2 may sound similar but they aren't. The person with the **Why** question will usually be creative and may find a better solution to the problem. The person who typically asks **What** will get the job done, but since they do **What** needs to be done, they don't know **Why** you need it done, so they'll have little room or reason to be creative.

KNOW THEIR LIMITS-

The most effective employees are experts in their key areas, but will recognize when a project is over their head, and then they ask for help. They share credit with others so that they can call on them later for help. This conveys good judgment and leadership. They don't take 100% credit for a project, but also don't dish out 100% of the blame to other employees as well.

**COURTESY AND COMMON SENSE
PROMOTE SAFETY!!
ENJOY EVERYDAY BY BEING SAFE**

Ted Gordon-Risk Mgmt. / Loss Control Mgr.
MAFES MSU-ES (662) 566-2201
Excerpts:www.ou.edu/oupd
7/16/2014