

Outstanding Work Habits to Implement:

- Value people's time.
- Value your time.
- Don't procrastinate.
- Allow extra time for everything.
- Be dependable.
- Achieve deadlines.
- Don't spread rumors or gossip.
- Speak behind people's back. BUT, speak only genuine, accurate AND positive things.
- Be open to feedback.
- Give constructive feedback.
- Admit mistakes.
- Be prepared.
- Complain with a purpose and solution.
- Be organized.
- Communicate needs, concerns and ideas.
- Get curious. Ask questions.
- Ask for help.
- Sweat with others. Just because it is not in your job description doesn't mean you can't step in and help others.
- Say 'no' to too many demands.
- Put boundaries.
- Say 'yes' to opportunities.
- Be flexible.
- Avoid multitasking.
- Implement a time management system.
- Implement an energy/stress management system.
- Plan your day.
- Reduce distractions.
- Listen.
- Be kind.
- Be comfortable with acknowledging what you don't know.
- Speak up when you notice something.
- Contribute in meetings.
- Don't react.
- Seek help when your personal life affects your day-to-day work.
- Never stop learning.
- Acknowledge emails, voicemails and communications promptly.