

Points to Remember!

A great work ethic does not come from magical powers – it takes dedication and commitment to maintain a great work ethic.

Your choices, bad or good, translate directly into work ethic. Take care to make good choices.

Emulate others who are successful, good leaders, or team players.

Take a hard look at yourself to determine how many of the following traits you possess. Work hard to incorporate these traits into your approach to your job and your life. Remember, being a great employee is an ongoing endeavor.

Trait 1: Be dependable.

Trait 2: Be respectful in the workplace.

Trait 3: Handle mistakes swiftly.

Trait 4: Communicate, ask questions and smile.

Trait 5: Listen and learn.

Trait 6: Be flexible.

Trait 7: Be organized.

Trait 8: Be a team player.

Trait 9: Have a great attitude.

Trait 10: Look professional.

Trait 11: Know your trade.

Trait 12: Focus on the future.

Participant Signature(s) and Date:
