
HANDOUT IJS-1

GUIDELINES FOR BEING A GOOD WORKER

Respect your fellow workers, and show that respect.

- Be on time. Your absence has an impact on others.
- If someone needs a hand, and you can help, do it.
- If you work in an open environment, don't distract by being loud.

If your boss hasn't been clear about whom to see for help or guidance, ask him or her.

Remember that your boss' job is to give you instruction and direction, and that accepting instruction and direction is part of your job.

- Use your listening skills to really HEAR what your boss is saying. "Getting it" will make you a more valuable worker.
- Recognize that some bosses give direction and instruction better than others. Your job is to get the most out of that direction and instruction, no matter what level of skill your boss displays.

Note the people who seem to be most respected for doing a good job.

- Watch the way they do things, and try to do similar tasks in the same way.
- Consider asking them for informal advice or guidance — but don't overdo it.



If you don't understand — ask.

- Don't be embarrassed to admit you don't understand. Remember: the only stupid question is the one you don't ask.
- When you think you understand, repeat it in your own words to make sure.
- Take notes.

Learn from your own experiences and those of your co-workers.

- Create mental or written checklists of things you should do whenever you perform certain tasks.
- When you (or someone else) has made a mistake — figure out why, and what can be done to avoid making that mistake again. Add that to your checklist.
- Use your checklist to evaluate every task you've done, before you consider it complete.

Don't allow boredom to set in. Boredom doesn't promote quality.

- Remember — boredom doesn't just "happen." You have to let it happen.
- Fight boredom by creating challenges for yourself. Ask yourself: Can you do this task better, or faster than you've done it before? What is it about the task that tends to bore you? Can you make changes in that?

Concentrate first on getting the experience, rather than the money or recognition.

- Some people won't do jobs that "aren't in their job description." Getting experience is more important. If you don't get paid or recognized for it now — there will be pay-offs later.

WORKSHEET IJS-2

SELF-ASSESSMENT

Task	What I Did Well	What I Didn't Do Well	How I Could Improve