

# MSU-ES Dawg Tracks

January, 2008 *Ten Work Habits of Highly Effective Employees*



Work ethics in any line of work are critical for the success of the facility, regardless if it is on the private sector or public sector. When you observe folks that appear to be very knowledgeable and confident in their field of endeavors, we should know that they weren't born with these skills. These skills were developed because of hard work and dedication. Along with these developed technical skills, they have developed work habits that have assisted them to reach their respective levels of efficiency. Following are habits that have proven to be effective in highly effective employees. We all probably practice some of these, so I thought it would be worth the time to review each of these. Hopefully, it will help us get started in the new year with a fresh look.

## 10 WORK HABITS OF HIGHLY EFFECTIVE EMPLOYEES:

- **Punctuality/Good Attendance** - These two 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.
- **Takes Directions Well** - Assuming that directions and instructions have been passed down clearly by upper management, taking instructions and carrying them through is a good indication that he or she understands and accepts the standards and policies of the organization.
- **Works well with a Team**- This is proof-positive that the employee isn't power-driven or territorial within his domain or work area. We have all witnessed through the years where an individual does his job adequately, but doesn't work well with a group. Sometimes these folks are looking for individual recognition or looking to be promoted. The fear of group efforts doesn't give him or her high visibility of individual recognition from upper recognition.
- **Works with the End Result in Mind** - Quality consciousness is the key in this trait. The individual doesn't look at today, tomorrow or next week for what will transpire, but looks at the overall program or project to see that the proper standards handed down by the upper management will be met.
- **Admits Mistakes** - Employees who admit their mistakes are usually the ones that are most open to learning the proper methods to do a job. Have you heard the old adage that says, "I've been right all of my life, except one time, and I was right then and thought that I was wrong." This kind of thinking could "put your ox in the ditch instead of between the ditches."
- **Displays a Positive Disposition** - Regardless if the employee is an introvert or quiet by nature, it's important that they remain approachable under pressure. A prime example is the individual who is always smiling and laughing in most circumstances, but when a problem arises, they revert to an introvert under the pressure and become hard to communicate with. The other end of this pendulum is the individual who isn't an extreme extrovert, but is solemnly friendly and level thinking. When they are approached, they are always objective.
- **Willingness to Coach Others** - These types possess the trait of awareness that knowledge-sharing of work is for the good of the organization. An example of the negative side of this scenario is the employee who won't share knowledge or methods for the fear of losing his position or possible job replacement. The layman's term for this is "false job security."
- **Presents Constructive ideas** - This trait shows that the employee is a "thinker" and has the ability to apply skills learned and acquired to improve the work environment.
- **Takes Advantage of Training Areas** - This is a trait that shows that the employee wants to acquire more knowledge and skills and stay abreast of the avenues available to them to acquire these skills. It also enables them to "ward off boredom" or burnout.

Ted Gordon - Risk Mgmt. / Loss Control Mgr.  
MAFES / MS-ES 662-566-2201

Excerpts: [www.clement.com](http://www.clement.com)

**A GOOD ATTITUDE  
MAKES SAFETY WORK  
FOR YOU!**

**SAFETY IS AS SAFETY  
DOES!**