

WORK HABITS

STANDARDS

- Standard 2: Students will employ strategies to achieve future career goals with success and satisfaction.
- Standard 3: Students will understand the relationship between personal qualities, education, training, and the world of work.

MATERIALS

- ◆ Information Sheet C-26: Work Habits Inventory
- ◆ Handout C-26: Self-Management Skills
- ◆ Pens or pencils

ACTIVITY

Discuss some of the personal habits needed to get along with others on the job with the students. How are these personal habits important? You may refer to Information Sheet C-26 to generate ideas with the class and to preview the content so students understand the terms used. Distribute a copy of Handout C-26 to each of the students and ask them to complete it.

SPECIFIC SUGGESTIONS

After completion of the inventory, have the students discuss how they felt about doing a self-evaluation of themselves. Does ethnicity or gender affect work habits? How would a post-secondary education improve work habits? Ask the students to discuss why they believe good work habits influence a successful career.

ESTIMATED TIME

1 class period

WORK HABITS INVENTORY

Carefully read the descriptions given for each of the qualities listed below. Then place a checkmark next to the statement that, in your opinion, most accurately describes you.

COOPERATION

- I work against rather than with others.
- I find it difficult to get along with others.
- I usually get along with others.
- I get along with others.
- I get along well with others. I am friendly and helpful.

INITIATIVE

- I need to have repeated instruction.
- I need to be urged to do things.
- I do routine work acceptably.
- I am fairly resourceful; do well by myself.
- I am resourceful; look for things to learn and do.

COURTESY

- I am often discourteous to others.
- I am sometimes not courteous in action or speech.
- I am usually courteous and considerate of others.
- I am considerate and courteous of others.
- I am always very courteous and considerate.

ATTITUDE TOWARD CONSTRUCTIVE CRITICISM

- I resent any criticism.
- I don't pay much attention to criticism.
- I accept constructive criticism and try to change.
- I accept constructive criticism and improve greatly.

SUPERVISION

- I usually need constant supervision to complete routine tasks.
- I need frequent supervision to complete routine tasks.
- I need occasional supervision while doing routine tasks.
- I need little supervision while doing routine tasks.
- I do not need supervision while doing routine tasks.

ACCURACY OF WORK

- _____ I am very careless about my work.
- _____ I am frequently inaccurate and careless.
- _____ I make errors; show average care, thoroughness, and neatness.
- _____ I make few errors; I am careful, thorough and neat.
- _____ I seldom make errors and do work of very high quality.

WORK ACCOMPLISHED

- _____ I am very slow; output is unsatisfactory.
- _____ I am slower than average; output is mediocre.
- _____ I work with ordinary speed; work is generally satisfactory.
- _____ I work rapidly; output is above average.
- _____ I am fast and efficient; work is well above average.

ADAPTABILITY

- _____ I can't adjust to change.
- _____ I have difficulty adapting to new situations.
- _____ I adjust to change after instructions.
- _____ I adjust to change readily.
- _____ I find it pleasant to adapt and meet changes.

PERSONAL APPEARANCE

- _____ I am careless about my appearance.
- _____ I sometimes neglect my appearance.
- _____ I make an effort to improve my appearance.
- _____ I care about my appearance; I look neat most of the time.
- _____ I am extremely careful about my appearance. I look very neat all of the time.

ATTENDANCE (school, work, or organizations to which I belong)

- _____ I am frequently absent.
- _____ I am not regular enough in attendance.
- _____ I am average in my attendance.
- _____ I am almost always in attendance.
- _____ I am never absent except for an unavoidable emergency.

PUNCTUALITY

- _____ I am frequently tardy.
- _____ I am very often tardy.
- _____ I could improve my punctuality.
- _____ I am seldom tardy.
- _____ I am never tardy except for an unavoidable emergency.

SELF-MANAGEMENT SKILLS

Below is a list of some of the self-management skills that will help you keep a job and succeed in the world of work. Where do you stack up? Rate yourself as “good,” “so-so,” or “needs work.”

On-the-Job Self-Management Skills

_____	Punctuality	_____	Responsible
_____	Cheerfulness	_____	Orderliness
_____	Willingness to learn	_____	Honesty
_____	Managing temper and impulses	_____	Politeness
_____	Concern for others	_____	Enthusiasm
_____	Ability to relate to others	_____	Determination