

Good Practices for Work

1. Be on time! If you are running late make sure you call and let them know.
2. Get organized! Use a calendar to keep track of your schedule
3. Be professional and courteous when communicating with your boss-this includes emails and phone messages. Keep your messages brief and speak in a confident respectful tone.
4. Dress for Success! Make sure your clothes are clean, pressed and appropriate for the work environment.
5. Be friendly and positive at work and avoid office gossip.
6. Be aware of body language
7. Take pride in your appearance! Make sure you have clean hair, nails and teeth before heading out to work.
8. Be your own advocate! If you need modifications, ask your boss.
9. Don't be afraid to ask for help!
10. Enjoy your job and be a success!