

Be a Better Employee

Type your answers in a different color. Work with a partner.

Part 1: Impact of Attendance on your company

1. Consider, why is it important to show up on time to your job?
2. What do you think happens for your boss when you are late or don't show? What other negative impacts might your attendance have on the company?
3. How would you feel if you were in charge and one of your employees didn't show up or came late?



Part 2: **Demonstrate Initiative**

Research Online to determine ways to show initiative at work. Then answer:

1. What are some ways you currently show initiative at your job?
2. What are some ways you will show initiative in the future?



Part 3: Positive Culture and Attitudes

1. What does it mean to you to have a positive attitude at work?
2. On a scale of one to ten, how positive are you usually at work? Why are you positive or not positive?
3. Research some ways to develop or maintain positivity at work. Summarize here: