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MISSISSIPPI STATE UNIVERSITY™
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*10 Work Habits of
Highly Effective
Employees*

Positive attitudes breed habits that make employees successful on their jobs. Employees can make or break a company with their work attitude and work ethic. The basic traits of good employees weren't born with this work ethic. It starts in their adolescence years and gradually builds up to their present status.

There are several avenues that contribute to this development of positive work ethics. These are, first of all, good parenting, followed by good schooling at the various levels and dedication to their jobs and their employers. As you grow in these endeavors, the skills and standards of the work are easy to learn because of the positive attitudes and desires to learn and excel.

Following are habits developed through hard work and dedication that have proven to be effective in highly motivated and effective employees:

TEN WORK HABITS OF HIGHLY EFFECTIVE EMPLOYEES-

- **Punctuality/Good Attendance** – These dual traits reflect an employee's ability to manage their time and overcome work obstacles.
- **Keep Work Areas Clean** – Employees that keep their work areas clean and organized usually are efficient at organizing their priorities.
- **Take Directions Well** – Assuming that instructions and directions have been handed down clearly by upper management, taking instructions and carrying them out is a good indicator that the person understands and accepts the standards and policies of the organization.
- **Works Well With a Team** – This trait is proof that the person isn't power driven or territorial in his domain or work area. We've all seen a person who works well in his job, but doesn't fit in the team module. The individual is looking for personal recognition and working toward a promotion. His interest is solely isolated to his own betterment. The fear of a group effort doesn't give him the high visibility of personal recognition that he wants upper management to notice.
- **Works Well With the End Result in Mind** – Quality consciousness is the key to this trait. The individual isn't looking for instant results, but he's looking down the road at the end result of a successful project. They are striving that the standards of the job are met and that they are in accordance with those that upper management is looking for.
- **Admits Mistakes** – Employees who admit their errors or mistakes are usually the ones that are more open to learning the proper methods to do the job. There is an old saying, "I have been right all of my life, except one time – I was right then but thought I was wrong."
- **Displays A Position Disposition** – An employee may be quiet by nature or is an introvert. It's important that this person remains approachable under pressure. There are two different personalities that exemplifies position disposition. You may have a person that is a totally happy, go-lucky extrovert, but when a problem arises and a pressure situation exists he reverts to an introvert and is hard to talk with. The other personality is the person who is also a happy, jovial extrovert – friendly, pretty level-headed. However when they are approached with a problem, they remain level-headed, objective and calm.
- **Willingness to Coach Others** – This is a trait that is displayed by that person who possesses the knowledge and shares it with employees for the betterment of the project or tasks. The other personality is one who has the same knowledge, but holds it inside for fear of less job security or being replaced. It's referred to as "false job security."
- **Presents Constructive Ideas** – This trait is identified by the person who is a "thinker" and has the innate ability to apply the skills he has acquired to improve his work environment.
- **Takes Advantage of Training Areas** – This trait is found in that person who takes advantage of training that will help him acquire and develop more skills that will further his advancement and job skills.

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