



Creating real-world-readiness since 1987

Peak Mastery
Toll free 866.471.4285

Keeping and Succeeding in Your Job

In your job, avoid the negative and the common mistakes. Learn about success and focus on the positive.

Discussion: On-the-Job Etiquette Use the following categories to lead a discussion about etiquette in your job. Discuss in large or small groups or with a partner. Take notes. After the discussion, **write how YOU will manage each of these for you and your job.**

Personal hygiene: hair clean, neat, and trimmed; teeth and breath clean; body showered and no colognes; clothes clean and appropriate:

Show up each day, on time: keep track of your schedule; set an alarm; arrange reliable transportation ahead of time; get there a few minutes early and ready to work:

Right attitude: helpful and positive; cooperative and listening; offer compliments and encouragement:

Socializing: stay focused - work comes first; appropriate language; no touching; move social activities away from work:

What other etiquette *best practices* did you, your partner, or your group think of?

Top 10 Reasons People Lose Jobs, and How You'll Avoid Them In each of the following, write how you'll avoid these problems. **Remember**, no one is perfect, and everyone has problems occasionally. The important thing is to deal with these right way, if they ever become a problem.

1. Not showing up and not calling

2. Excessive absences

3. Being late

4. Acting rude or make trouble on the job

5. Doing a poor job

6. Poor hygiene, manners, or appearance

7. Conflict with coworkers or supervisors

8. Laziness, lack of energy, or low productivity

9. Too many errors or mistakes

10. Theft or dishonesty

Learn How to Excel: Interview Your Supervisor

→ ***In your online account, download the Sample Supervisor Interview.***

The best way to learn how to excel in your job is to ASK. In this Activity, you'll interview your boss to learn how to do better and get ahead. Simply asking your supervisor these questions will earn you credit.

Click the red button to print an Interview Form. Follow the instructions on the Form. Then, after the Interview, decide on a few goals from you what you learn.

First Goal, Today:

Second Goal, 1 Month:

Third Goal, 3 Months:

Optional Essay: Power of a Positive Attitude

In many job situations, your skills and experience are not as important as you attitude. YOU choose your beliefs and your response to people and events. YOU decide if you're approach will be positive, helpful, patient, accepting -- or something else.

You may do this optional activity alone, with a partner, or with a group.

Write a couple paragraphs on when you've practiced a positive attitude in the past. Write how you'll maintain the right attitude now and how it will help you.

