

You're Fired!

Most workers are fired from jobs because they do not have the appropriate work habits and attitudes that employers want from their workers. Listed below are 12 work habits that are needed both in school and in a job. Match the habits to the correct behaviors you might have in school.

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| _____ 1. Follows directions | a. When you make several sloppy mistakes on a paper, you do it over. |
| _____ 2. Manages time well | b. The teacher assigns a 200-word report. You write 250 words and add an attractive cover. |
| _____ 3. Accepts responsibility | c. You re-check your math problems to be certain you didn't make any careless errors. |
| _____ 4. Cooperates | d. You tell the teacher you broke a game piece and offer to replace it. |
| _____ 5. Takes pride in work | e. You have missed 7 or 8 spelling words on every test for the last 3 weeks. You take home the words for this week's test and study even more. |
| _____ 6. Does something without being asked (takes initiative) | f. You volunteer to straighten the bookshelves on your own time because it needs to be done. |
| _____ 7. Does a little more work than what is expected. | g. Your teacher says it is too wet to play ball outside after lunch. You leave the ball in the room even though you could sneak it out and he would never know. |
| _____ 8. Is prompt | h. You are on time for school every morning. |
| _____ 9. Is accurate | i. You bring everything you need (homework, paper, and pencils) to class every day. |
| _____ 10. Perseveres (keeps trying even when it is difficult) | j. You choose to begin your language homework during study time rather than daydream. |
| _____ 11. Takes pride in appearance | k. You do your best to work well with a small group in science when your best friends are all in another group. |
| _____ 12. Is willing to learn | l. You make certain your body, hair, and clothes are clean every morning. |