

## **Ten Work Habits of Highly Effective Employees**

1. **Punctuality/Good Attendance-** These are two attributes that reflect an employee's ability to manage time and overcome obstacles.
2. **Keeps Classroom Clean-** Employees who keep their classrooms tidy are usually good at organizing priorities as well.
3. **Takes direction well-** This indicates that the employee fully understands and accepts the standards or policies of the school.
4. **Works well in a team-** This is an important quality that proves the employee is not power-driven or overly territorial within her classroom.
5. **Admits Mistakes-** Employees who admit to their errors are the ones who are most open to learning how to do things right.
6. **Displays a positive disposition-** Regardless if the employee is a quiet or introverted type, it's important that she remain approachable under pressure.
7. **Willingness to coach others-** These employees are aware of the fact that knowledge-sharing works for the good of the school.
8. **Presents constructive ideas-** This shows that the employee is a proactive thinker, a person who is willing to apply her skills to improving the school.
9. **Takes advantage of training programs-** Employees who electively take part in training programs or learn new skills on their own rarely fall victim of job slacking or burnout.
10. **Works with the parent in mind-** These employees are more quality-conscious and embrace processes that improve the school's service.