

# ONE DAY AT A TIME

## BE A STAR EMPLOYEE

### HERE IS WHAT YOU SHOULD DO

BE ENERGETIC AND COMMITTED. TAKE THE INITIATIVE .

BE ATTENTIVE TO WHAT NEEDS TO BE DONE .

HELP OTHERS WHO MAY BE STRUGGLING WITH A PROJECT OR WORKLOAD .

BE PATIENT WITH YOUR BOSS AND YOUR CO - WORKERS .

BE DEDICATED AND UNDISTRACTED .

BE HONEST AND FORTHRIGHT . SOLVE PROBLEMS .

BE STRESS FREE . ALWAYS BE INDUSTRIOUS .

RESOLVE CONFLICTS AND DIFFICULTIES QUICKLY .

ACCEPT OCCASIONAL HARDSHIPS WITH A SMILE .

ALWAYS TREAT CO - WORKERS WITH RESPECT .

LOOK FOR WAYS TO IMPROVE THE WORK ENVIRONMENT .

COMMUNICATE OFTEN WITH YOUR BOSS .

BE CONSISTENT WITH YOUR OUTPUT AND QUALITY OF WORK .

***BE THANKFUL FOR THIS JOB.***

***WORKS FOR ME***