

Good Work Habits in Action

Activity D
Chapter 14

Name _____
Date _____ Period _____

In your own words, explain how having the work habits listed below can help you get along with your coworkers. Give a specific example of how you could put each work habit into action.

Work Habits	Effect on Coworkers	Work Habits in Action
1. Being open to new ideas	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
2. Respecting coworkers	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
3. Seeing coworkers' positive qualities	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
4. Showing trust	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
5. Admitting errors	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
6. Accepting constructive criticism positively	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>

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Name _____

Work Habits	Effect on Coworkers	Work Habits in Action
7. Keeping a positive attitude	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
8. Having a good sense of humor	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
9. Avoiding the poor use of humor	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
10. Avoiding arguments	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
11. Avoiding rumors	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
12. Avoiding harassment	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
13. Avoiding comparisons	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>