

WINNING WORKPLACE BEHAVIORS

*These behaviors can improve
your performance and value to your organization.*

Continuous improvement. Try not to compare yourself with others. If you choose to compete, then compete with yourself and with the objective of continuous improvement.

Dr. Yung-Chen Lu

Be knowledgeable. Strive to be the most knowledgeable in your chosen field of work—be the subject matter expert or the go-to person. *Hazel Lowe*

Focus on doing a good job. Many people want everyone to like them in the workplace. This is not going to happen. Instead, go to work and focus on doing a good job. The rest will mostly take care of itself. *Hilda O. Byrd*

Have fun in your work. If you are not having fun in your work, you most likely are not doing the best that you can. Having fun should be an essential part of your job. *Fernando Arce*

Maintain integrity in the workplace. Do the things that are right even when people are not watching. *Eliu Camacho*

Make tough decisions. In a leadership position, taking a too-soft position by trying to get along with everyone is often not the best approach. Ask yourself what's best for the business.

Ann El-Moslimany

Don't complain. Be part of the solution, not part of the problem. *Dr. Yung-Chen Lu*

Don't take things personally. It's not personal, it's business. *Malcolm (Buck) Marsh, Jr.*

Evaluate yourself daily. Evaluate yourself each and every day. Always ask yourself how you can grow from your daily experiences. *Dr. Yung-Chen Lu*

Demonstrate empathy. By choosing to practice empathy in interpreting a situation, I'm better able to understand a person's behavior and be more positive in my response. *Val Schmitt*

Take criticism constructively. Whenever you receive criticism, take a deep breath, step back, and ask yourself if the criticism is valid. If yes, make amends moving forward. If no, let it go. *Dr. Yung-Chen Lu*

Break the rules occasionally. Workplace rules are made for 95 percent of the employees 95 percent of the time. (I'm not talking about breaking ethical or legal rules.) *Pat McCarty*

“Ideas to help you become more successful.”