

## **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*

**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*

**Own your attitude.** Bring your great attitude to your job; don't let your job define your attitude—or it will surely stunt your growth. *Rod Randall*

**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*

**Never take "no" for the final answer.** If you really want something, don't take anything less; instead, work harder for it. *Sandra Harrsen*

**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."***