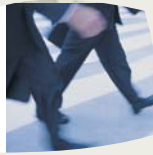




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Expert *speak*

ADDRESSING THE NEEDS OF KNOWLEDGE WORKERS AND ENHANCING PRODUCTIVITY IN THE WORKPLACE.

10 good workplace habits to develop

We must have come across many persons in our work lives who are either habitually late to work, delays work completion, fears to ask others for help when needed, brings personal issues to work, carries work to home, unwilling to learn, hesitates to clarify doubts or unreliable on confidential issues. Such work habits, which seems to be common as seen, can bring down organization's efforts to success, team spirit and affect everyone's work life. Here are few simple tips to develop good work habits that will definitely impact your work life positively.

1. Understand your organization rules.

Every person is unique in nature and possesses only around 25% of similar characteristics when compared with any other person. This is due to differences in backgrounds, cultures etc.

Employees in an organization are no exception to this. Many employees unknowingly behave oddly, violate organization rules/policies or take rules in force at work in a light way. This happens often due to poor knowledge they have over organization's rules. A good understanding of organization rules and polices can solve this problem.

Organization rules will provide them knowledge on organization objectives and its management, councils/committees in existence, work procedures, workplace maintenance, personnel records etc. The rules will also include dos and don'ts at the workplace. Many employers assume that their employees are aware of all organization rules and there is no need to document them. This is incorrect. Organization rules should be documented and



updated when changes occur.

2. Follow instructions and accept directions.

Work procedures and processes vary from one organization to another. When

you are initiating a new work assigned to you, first you should seek instructions and accept directions from peers and experts. The instructions and directions will be helpful for someone new to that particular work as they would be based on their past experience in the same work. Following of instructions can minimize errors at work.

3. Be punctual - Arrive on Time.

Be punctual to work. Punctuality is essential for every employee as every manager expects it. This characteristic would tell your manager that you are dedicated and serious about work. Make it a habit to reach office on time every day. Wake up at correct time, get ready and have enough time to get dressed and drive to work. If you arrive on time, there are more chances that you can finish work on time. If you are not punctual, sometimes you may get a feel that you got a bad start to the day/work which can spoil your entire day/work. You may also feel dissatisfied particularly when work is delayed just because you have not arrived/started it on time. If you are not punctual, you may also lose respect even though you have done good works in the past.

4. Pay attention to details

Every accomplishment, either big or small, is an accumulation of small steps/details. Besides passion for work and commitment to quality, attention to details is also essential for excellence. Every detail has potential to make the difference between success and failure. Paying attention to details is the key to highest quality, regardless of whether the detail is small or big.

Secret behind every successful

accomplishment is always found in attending smallest of details. Given careful attention to every detail of a work, the final result will always be of the highest quality. Successful people say that it requires consistent practice to understand and attend small details to produce good results.

5. Clarify doubts

When you are assigned a work, you will be briefed on work requirements, procedure to accomplish the work and expected end result. You will meet expectations when you are clear about the work to be accomplished. If you are unclear about what exactly should be done, do not hesitate to clarify your doubts. There are more chances that your work may get misguided ultimately leading to rework/rejection. It is your first priority to clarify your doubts on the spot. You should discuss with your manager and request to clarify your doubts. If you are still not clarified, you should approach subject expert with your manager's permission.

6. Ask for help if needed

When you are stuck during accomplishment of a task assigned to you due to any reason and have no idea on how to move ahead, ask your peers/managers for help. They can help you in solving the problem. Do not hesitate to ask for help till the problem gets too complicated to solve. It is better to speak up and ask for help than worrying about not doing the job properly.

Sometimes employees are afraid that they may lose their job or manager may see them as less efficient if they ask for help. Before asking for help, first you should know better about the problem you are facing. Explain the same clearly to your manager. You can explain more clearly with real examples. Put forth your ideas about how their help can solve the problem. In this way, you can ask for help. Your peers/managers will also appreciate your efforts to solve the problem than seeing you as weak.

7. Be organized

Being organized is the key to success. You can make better use of time and try to complete work within given time. Being organized allows you to focus efforts on your priorities. First step for being organized is to list down all the works you want to accomplish and assign priorities to them. This list will remind you know what is important to you at the moment and what is not. Thus you can take better decision on what task to take up and when to accomplish. Always prepare a schedule for the works you need to do and go ahead to carry out the tasks.

Make a habit of doing everyday routine works in specific times. You can concentrate and accomplish the task more efficiently and effectively when it is planned in an organized manner. Many people think that getting organized for once a while is fine, but to make it as a habit is difficult and requires lot of time. In actual, being organized save you lot of time and make you more efficient in carrying out the things.

8. Deliver work on time

Some people feel it is difficult for them to complete work on a said time due to their 'unique' working style. However, it matters particularly when the work assigned to you is of great urgency to your manager/client, who is expecting work completion on said time. Your manager/client may get disappointed with your performance and consider you are less efficient. There are chances that manager/clients lose confidence on you.

Always complete assigned work to you in the given time. Don't make a mistake of keeping work till the last minute. Start working from the first minute. Keep milestones and short goals. Save some time after completing the work for quick review and submission. The moment you find deviations from actual path inform your manager/client immediately and

give proper explanation. Request them to grant you some additional time for completing the remaining work.

9. **Keep personal issues out of work**

Employers expect employees to work with focus during work hours. They wish employees to be committed and serious to work during work hours. You should not bring your personal commitment to workplace. They will certainly affect your performance because they are of high priority for you. You may behave incorrectly with your coworkers, pay less attention to your duties or forget to do things. Do not let your personal issue affect your work. If they are unavoidable, inform your manager and take permission. Your manager can divert/assign work to some other so that work is not affected.

10. **Be a team player.**

Last but not the least, be a team player. Coordinate assigned work with your team members, other teams and departments as instructed. You should understand the fact that as a team you can achieve more than as an individual. Respect your other team members' opinions and ideas and abide by your team's decisions. In case of any difference in opinions request your team for a gathering and discuss.

These workplace habits when followed will make you more professional, accountable and successful at workplace. Wish you all the best.

UNIQUE PRACTICAL PROJECT MANAGEMENT WORKSHOP



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