

Ways to demonstrate work ethic

- 1 Put away things that might distract from your work, such as your cell phone.
- 2 Ask trusted colleagues or mentors to help you identify areas for improvement and set SMART goals.
- 3 Spend your time wisely on tasks that align with your goals and prioritize tasks by impact.
- 4 Organize your notes, email inbox, and workspaces for increased focus, motivation and time management.
- 5 Take breaks throughout the day and practice a healthy work/life balance to avoid burnout.
- 6 Identify aspects of your work that motivate you, such as tasks, goals or colleagues.
- 7 Practice time management to complete quality, on-time work and to be more present during meetings.



Tools For Mentoring Work Ethic

JE Gale



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