



Job Habits to Keep You Employed

Are you wondering how to stay employed in today's tricky job market? Follow these suggestions and Keep That Job!

1	Be prepared for work Understand your tasks and responsibilities Make arrangements for childcare and elder care
2	Develop good work habits Be on time Keep your employer informed Work diligently Wear proper clothing Work safely Schedule time off Don't abuse breaks Ask questions Find out about workplace rules Leave weapons at home Do not use drugs or alcohol at work Stay away from problem employees Show initiative Understand how to set goals Take responsibility for your work
3	Develop good communication skills Work well as a team member Work independently Communicate effectively with your supervisor
4	Improve yourself Understand your strengths and weaknesses Increase your knowledge Update your skills Show initiative Take responsibility for your work Learn how to set goals