

Unit 5:

Professional Ethics

Demonstrating your work ethic and commitment

- Do the right thing
- Exceed expectations
- Assist others as part of your job
- Remember that others are depending on you
- Find your inner motivation

Being dependable and reliable

- Keep track of your commitments
- Manage expectations
- Practice consistent attendance
- Arrive early

Managing your time

- Identify time-wasting activities
- Plan your day
- Set priorities
- Block distractions
- Vary the types of task you perform
- Be flexible

Managing Stress

- Remove yourself from stressful situations
- Use stress to your advantage
- Eat a snack
- Get enough sleep
- Engage in some physical activity
- Use your support network

Taking advantage of professional opportunities

- Keep your career goals in mind
- Look for high-visibility opportunities
- Meet key people
- Attend training sessions
- Accept unappealing tasks graciously

Earning Recognition

- Communicate about all of your accomplishments
- Give your boss “talking points”
- Call attention to yourself by praising others
- Seek unique tasks
- Take advantage of promotional opportunities
- Network across the organization

Looking back...

- Demonstrate your work ethic and commitment
- Be dependable and reliable
- Manage your time
- Manage stress
- Maintain a professional workspace
- Take advantage of professional opportunities
- Earn recognition