Priceless

TriMetrix®HD
Job Ethic

Job Ethic

The personal commitment an individual makes to executing a task.

Why is this skill important?

A person with a good Job Ethic will have a positive self-direction, a realistic understanding of their role, and a positive goal and direction focus. Having a good Job Ethic doesn't mean that you have to be the person who is always the first to get to work or the last to leave. Instead, having a good Job Ethic means that you become the person who DOES THE MOST, THE BEST during the hours you are at your place of work. It also means you become the MOST RELIABLE person in your personal, professional, and civic lives.

Having a good Job Ethic means that you are personally committed to doing the best you can on any task you are assigned or have set for yourself—no matter how easy or difficult, small or large.

Do you ever find yourself saying things like, "Someday, I'll really get myself organized," or "I'll go on a diet… starting next Monday"? Procrastination is a real trap for most people—even those who are otherwise high achievers. In fact, many of the brightest, most energetic people in business are held back by the habit of constantly putting things off.

A person who has a poor Job Ethic may have a negative self-direction, a poor understanding of their role, and a poor goal and direction focus, which may lead the person to have trouble applying their abilities to a given task. There are many reasons why people procrastinate or even outright ignore tasks they should be paying attention to:

• We con ourselves into thinking there will be a more convenient time later.
• We're not sufficiently motivated by the importance of a task to do it promptly.
• We aren't pressed for completion.
• We allow a continuous flow of distractions, disturbances, and interruptions to prevent us from doing any meaningful work.
• We have a cluttered, disorganized workspace.
• We are faced with a task that is so unpleasant that we can't bring ourselves to do it.

Procrastination has simply become a way of life for many of us. We are constantly in a got-to-catch-up mode that keeps us frustrated, depressed, less productive, and more stressed. Improving our Job Ethic is directly related to REDUCING the amount of time we procrastinate and INCREASING the amount of time we are self-directed and proactive.

COACHING
priceless

If you can improve your dedication to completing tasks that you have been assigned or have set out for yourself, you will make significant improvements in your own job satisfaction, the impression you make on others, your productivity, and most likely, your promotability within your company.

What are skills associated with a Job Ethic?

Someone who has mastered skills associated with a good Job Ethic:

• Has a positive self-direction—can motivate him/herself through positive self-talk and reasonable goal setting.
• Makes efforts to understand his/her role within a larger corporate organization, and understands that he/she brings unique value to that position.
• Keeps professional, personal, and civic goals at the forefront of his/her mind at all times.
• Develops his/her organizational skills and manages schedules well.
• Keeps procrastination to a minimum.

How do you develop your own Job Ethic?

• Make sure you understand the key expectations of your role or position. How do your tasks tie into those main expectations? How does each task you do positively affect the outcome of something bigger?
• Be consciously goal-directed. Remind yourself regularly of your goals and expectations.
• Ask someone else—a mentor, spouse, or good friend—to remind you of the priorities you have stated.
• Stay focused! If you get distracted from a task, don't forget to go back to it.
• Focus on the benefits of completing each task you have set for yourself or been assigned.
• Get organized! Start small—maybe by organizing your desk—but keep expanding the habit of organization into every aspect of your life.
• Create an inventory of tasks and projects that have been hanging around for a long time.
• Set a realistic schedule for completing any tasks that you have put off doing.
• Review and revise your "to-do" list regularly. Start each day by reminding yourself of tasks that must be done on that day, and give them priority.
• Reward yourself for doing well—treat yourself to a delicious lunch or think of some other reward for completing a task or task list.
• If you have something unpleasant to do, do it first thing in the day—you'll get it over with.

COACHING
priceless

• Try to think of unpleasant tasks as opportunities to grow, show your skills, develop patience, or improve your self-discipline. Try not to use negative words when discussing these tasks.

• Adopt a more positive mental attitude about your work—practice saying affirming things to yourself to encourage yourself.

• Use visual reminders—notes reminding yourself to do important tasks, keywords to help you think of essential attitudes.

• Before you take on a new project, look for a place in your schedule for it. If you don't have time available, turn it down. If your boss is making the assignment, make sure he/she understand what else you have on your plate, and ask for help prioritizing.

• Keep practicing "DOING THINGS NOW" until it is a habit!

• Remember to give yourself long vacations once or twice a year, and short ones—mini-vacations—as often as feasible. Sometimes it helps refocus your energies if you just take a few hours off one afternoon and get away from the workplace.

• If you are really struggling with a task, set it aside TEMPORARILY. But be firm with yourself about returning to it within a reasonable timeframe. Sometimes a night's sleep or a change in scenery can change how you approach a problematic task.

Job Ethic

Activities

Activity 1: Planning

Part 1: Make a list of all the projects and tasks you have to do in your PROFESSIONAL life, and determine how many of them are running behind schedule. What percentage of your work—and even your pleasure—is being delayed? Why?

Project Name	On Schedule or Behind Schedule?	Due Date?

Part 2: Make a list of all the projects and tasks you have to do in your PERSONAL life, and determine how many of them are running behind schedule. What percentage of these tasks are being delayed? Why?

Project Name	On Schedule or Behind Schedule?	Due Date?

Activity 2: Action Item

Pick ONE area of your life in which you tend to procrastinate. You may even feel overwhelmed right now based on how you answered Activity 1 above. But don't try to fix everything all at once. Start TODAY clearing out the clutter and every unfinished task associated with that ONE area. For example, let's say you are an accountant, and you typically procrastinate on filing last year's tax paperwork. Even if you procrastinate on other things, temporarily forget about them. Instead, concentrate on clearing out the clutter and unfinished tasks associated with filing last year's tax paperwork.

When you have caught up on that task, schedule the tax filing paperwork into your daily, weekly, and monthly plans. Then, move on to another problem area for you, and get it under control.

Activity 3: Goals in Mind

Look back at your job description, and think carefully about the goals that are described there. Write down the key job goals you have, then add to that list any additional professional goals you personally have. Then add any personal goals related to your personal or civic life to the list.

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

11 _____

12 _____

Now, look back at the tasks you listed in Activity 1. Choose at least ten tasks, and try to figure out which GOAL each of these TASKS is related to. How will completing each task help you with your GOALS?

Project Name   Goal it is Related To

1 _____   _____

2 _____   _____

3 _____   _____

4 _____   _____

5 _____   _____

6 _____   _____

7 _____   _____

8 _____   _____

9 _____   _____

10 _____   _____

COACHING
priceless