

SUCCEED

how to be a successful teammate

IN 9 EASY STEPS



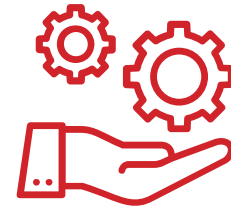
GET TO WORK ON TIME

Do not complain about how early you have to arrive or how late you stayed up the night before.



BE PROFESSIONAL & DEPENDABLE

People are relying on you. Poor time management is NOT a reason to call in "sick."



DO WHAT IS EXPECTED

Fully complete all assignments, and never leave anything unfinished.



GO ABOVE AND BEYOND

Doing more, when it doesn't cost more, demonstrates tenacity and an energetic work ethic.



BE HUMBLE AND EAGER TO LEARN

Those you work with will be more likely to teach you, and you will earn respect from your co-workers.



ASK GOOD QUESTIONS

Ignorance is not bliss—pay close attention to instruction, and follow up when confusion arises so you are maximizing learning opportunities.



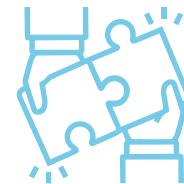
THERE IS ALWAYS SOMETHING YOU CAN DO

Don't wait for someone to notice you have nothing to do. Ask what needs to be done or look for tasks to complete—even in the break room.



SEARCH OUT OPPORTUNITIES

Your unique skills, talents, and background could benefit your employer in unexpected ways—where could you humbly offer your help?



BE A TEAM PLAYER

Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, and religions. Have an awareness of personal attitudes that may prevent you from including others.

