



Be an Outstanding Professional

- **Follow up and follow through.** Never wait to be reminded. Try to beat assigned deadlines. Write memos or notes updating your boss on progress made on projects. Dependability and initiative are tickets to success.
- **Be there.** Arrive on time for meetings. It shows respect for others involved.
- **Be open-minded about things that are different.** Give them a chance before you try to change everything.
- **Be part of the solution, not the problem.** If you have a gripe, come up with a workable solution. If something seems unfair, find out why it is the way it is. Don't assume the worst before you know the facts.
- **Be a team player.** Be an active participant, willing to share ideas; be willing to go along with decisions of the majority and departmental policies; be willing to go beyond the limits of your job description; be willing to reach out and support your colleagues and supervisors; volunteer.
- **Look for ways to make things better.** Strive to improve your methods and streamline operations. Offer innovative ideas. Also, be aware that some of your ideas might have been tried and failed in the past. Don't be discouraged if your ideas are not accepted.
- **Keep your supervisors informed.** Surprises make supervisors nervous. They're expected to know what you're doing and why. If a potential problem appears, give them time to react.
- **Demonstrate loyalty.** Be able to explain the rationale behind policies and willing to defend your superiors.
- **Address problems rather than skirting them.** It is a sign of professional maturity to confront and address difficult situations.
- **Admit your mistakes.** Learn from them and make sure you don't repeat them.
- **Set priorities.** Be sure to complete projects that are a priority to your supervisors before completing your own. Be sure you are not neglecting your duties to pursue outside interests.