

Good Work Habits - Do's And Don'ts

People with good work habits tend to be more successful in their careers than poorly organized individuals, and they tend to have more time to spend on personal life. Good work habits are more important than ever because of today's emphasis on productivity and quality.

Procrastination is the leading cause of poor productivity and career self-sabotage. People procrastinate for many reasons, including their perception that a task is unpleasant, overwhelming, or that it may lead to negative consequences. Fear of success can also lead to procrastination. Awareness of procrastination can lead to its demise.

Techniques for Reducing Procrastination:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Developing Good Work Habits:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Increasing Productivity:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Overcoming Time Wasting:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____