**HOW TO BEHAVE AT WORK**

Heard all sorts of advice about how you should behave at work, but wondering if there are elements of behavior you could adopt to better your performance and reputation in the workplace? The following steps will give you an edge in the workplace.

**Arrive early, but do not work late.** A lot of emphasis is placed on being punctual, but many people forget one important element of being punctual - going home on time. Arriving early denotes a commitment to the job you've accepted, while leaving late each day gives away that you have lack-luster time management skills1. Impress your employer by conscientiously arriving early enough to prepare yourself for the work day ahead, work while you are at work, then leave when you are supposed to leave.

**Be interested in what you are doing at work, and show it.** Employers become more confident in your skills and abilities as they see you treating your work like it is a valuable contribution to the company.

**Treat everyone you encounter with dignity and respect.** While some people can be very difficult to interact with in the workplace, when you treat them poorly you should remember that you are negatively affecting your career opportunities with the company. Your co-workers were as carefully selected as you were, so showing contempt for and disrespect for any co-worker you encounter shows a disregard for the intellect of your employer.

**Don't criticize others.** It can be very tempting to criticize the work or effectiveness of others in the workplace, but hold your tongue if you want to enjoy success on the job. Discourage your fellow workers from criticizing co-workers to you; how others perform their tasks is not your concern, it's your employer's.

**Listen well and apply what you hear.** It's easier to hear important details and new opportunities if you listen well. If you are a good worker, you'll likely hear about your employer's personal preferences and new job opportunities before other workers. Make mental notes on what you hear so you can promote a candidate you think would be most useful in the new position and/or to incorporate what you can of your employer's personal preferences into your work, or work style.

**Bring something extra to the table.** Do your work well and completely, then look for ways you can do a little extra to help the company you work for reach its goals.

 Adapted from[*http://www.wikihow.com/Behave-at-Work*](http://www.wikihow.com/Behave-at-Work)

1 have lack-luster time management skills: avoir un problème de gestion du temps