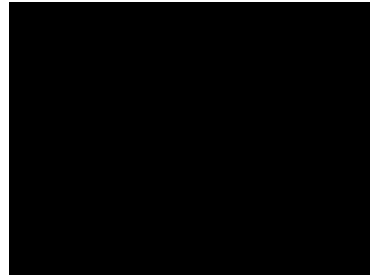


## How To Be A Better Than Average Employee

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MSOL, CPOT, ABQC, COA, OSC



### Objectives

- 8 ways to be a better employee
- Time Management
- Punctuality
- Staying Focused
- How To Prioritize
- Being Respectful
- Personal Appearance
- Being Productive
- Being a team player
- Request feedback



### What is an "Employee"

- one [employed](#) by another usually for wages or salary and in a position below the executive level
- An employee is an individual who was hired by an [employer](#) to do a specific job. The employee is hired by the employer after an [application and interview process](#) results in his or her selection as an employee. This selection occurs after the applicant is found by the employer to be the most qualified of their applicants to do the job for which they are hiring

Great things in business are never done by one person, they're done by a team of people.

Steve Jobs

### Ways To Be A Better Employee



### Know About The Job In Which You Are Applying



- The expectations
- The anxiety levels required
- Is it a good match for your health and personality
- Are you being fair the employer
- Are you being fair to yourself

### Stay Focused

- Demonstrate willingness to work
- Being able to complete task!
- Listening with an intent to learn
- Regardless of what is going on in you or around you
- A way to identify what went wrong in your day
- Helps in maintaining organization



### Be Consistent In Your Performance

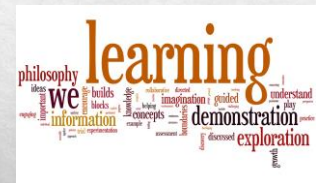
- Creates a sense of dependability
- Makes patient's more at ease
- Allows providers to trust your work more
- Enhances team performance



### Actively Engage in Learning Discussion



- Always Learn Something New Everyday
- Builds a better you and team
  - Makes your patient care skills stand out
  - Better provider support



### Be Teachable

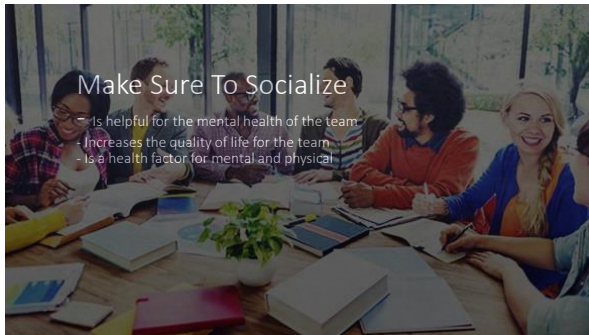
- Attitude of learning
- Listening and observing skills
- Understand how to question
- Demonstrates deliberate effort on your behalf
- Behavior is team positive
- More open to assist



### Going to conferences

- Represent your office well
- Don't forget that you are a reflection of your provider/office
- Dress the part
- Wear professional clothes
- effort on your behalf
- Stop at vendor booths and learn
- Be prepared to bring back info to your team of something
- Thank your provider for sending you





### Spend as little time as possible on your phone

- Is considered rude
- Is cheating the clock if it you are not working (FB, Instagram, tik-toc, etc.)
- Is normally against the rules
- Will drive leadership nut if phones are being abuse



### Time Management: Set Yourself A Schedule

- Look and see what your day is going to look like before you get started
- This is necessary to reduce unwanted surprises
- You will be able to deconflict your day and identify potential problems



### Personal Punctuality: Always Be On Time

- You will less than average if you can't show up on time!
- This should reflect on your performance evaluation
- Superstars truly understand their need on the team and show up on time!



### Be Predictable

- Enables improvements
- Makes team more productive
- Improves team efficiency
- Improves processes
- Aids in team relationships
- Improves patient satisfaction
- Aids in culture development
- Prevents guess work
- Aids in establishing expectations







## Follow All Work Protocols

- Improves office efficiency
- Eliminates doubts and establishes team continuity
- Improves team productivity
- **Reduces rework or problems in patient care**
- Positive impact on the culture



## Be A Team Player

- Understands team's success
- Makes you see outside of your personal space
- Makes you see the roles of others on the team
- Connects the entire team
- Reduces waste, increases collaboration
- Forces you to become more organized for team efficiency
- Watchout for attaching yourself to cliques

## A Team Player is...

**T – Teachable**

**E – Energizer**

**A – Achiever**

**M – Mission-Focused**



## Always Demonstrate Excellence

- Sets you apart from others
- Develops efficiency on team
- Enhances your reputation amongst staff and patients
- Raises your self-esteem
- Enhances job satisfaction
- Helps you attain personal goals



Quote: Kathryn Scott

- Stay away from the drama!
- Is this my business?
- Is this my battle?



## Don't Be A Speed Bump

- Someone that slows down every process or every program
- Interrupts the office meeting with nonsense
- Always complaining about the office leadership or coworkers
- Never wants to try anything new or different

## Be Respectful To Your Co-workers

- Giving respect will help you to earn respect
- Enhances the team's job satisfaction
- Demonstrates your personal passion for the job and team
- Showing up on time is a sign of respect
- You understand that you are being observed
- Demonstrates your value of the team culture



## Be Respectful To Your Supervisor

- Do not bark orders
- You must believe the best for the team
- Showing up on time
- You must not second-guess
- Remember who you work for
- Request time to show your demand
- Learn how to disagree
- Request feedback or give



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## Request Feedback From Your Supervision



## Request Feedback: Accept Constructive Criticism

- Allows you to grow
- Gives specifics on what you need to improve
- Paints a picture of what is desired and expected of you
- Makes you reflect upon self-improvement



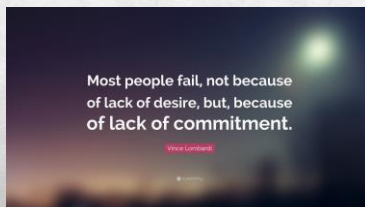
## Work On Self Improvement

- Demonstrates your desire to grow professionally
- Enhances team's perspective of loyalty
- Increases your knowledge
- Opens the door for opportunity



## Be committed

- Enhances team camaraderie
- Means that you care
- Helps organization to meet goals
- Is synonymous with character
- Reflects your relationship to others
- Reflects self-esteem



## Be Accountable

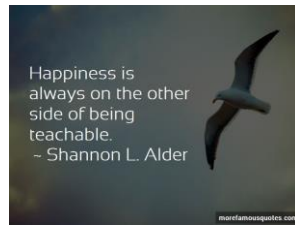
- Higher productivity
- Admirable character
- Goal accomplishment
- Records keeping
- Shows maturity
- Impacts team morale
- Able to explain your actions

**YOU ARE RESPONSIBLE  
FOR THE PREDICTABLE  
CONSEQUENCES OF  
YOUR ACTIONS**

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Can Follow  
Instructions



Thank you

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