

How to Become the Most Respected Employee at Work

The most likeable and respected employees have a lot in common. Will you be a "most respected"?

- ___ 1. **They buy into the company's vision.** Outstanding employees have many options for where to work. So when they choose an employer, they make sure the organization stands for something they believe in.
- ___ 2. **They support the leaders, even the not-so-good ones.** If they can't do that, they need to look for some place else to work.
- ___ 3. **They act ethically.** Great employees want to be productive—get a lot of things done—but they want to do it morally and with fair dealing.
- ___ 4. **They take initiative.** They don't sit and wait for someone to tell them what to do. If they see tasks that need to be done, they get started.
- ___ 5. **They follow through.** Reliability and dependability are requirements for every successful person. There is no more to say about this one!
- ___ 6. **They offer good suggestions.** Great employees look for ways to improve their work and support their coworkers and company.
- ___ 7. **They accept they can't always be right.** They're able to overcome the need to be right. Their self-esteem allows them to admit when they are wrong or make a mistake.
- ___ 8. **They look for chances to help people.** Whether it's helping a potential customer or assisting a coworker, great employees want to be part of the solution.
- ___ 9. **They're proud of their company and they show it.** Everyone's job involves sales to some degree. Great employees spread the news about their company's products and services.
- ___ 10. **They say Thanks.** "Please" and "Thank you" aren't just words to teach small children. Great employees express appreciation because they know it makes people happier and more productive.
- ___ 11. **They don't show their frustration.** Hiding frustration may mean counting to 10—and smiling while you're doing it—but it reduces conflict and bad feelings.
- ___ 12. **They take care of themselves.** They know that if they don't take care of all the parts of their lives—their health, their happiness, their families—they are unlikely to be very successful at their job.



Action: Write a plus (+) by each trait you know will be easy for you to demonstrate on the job. Write a minus (-) by each trait that may be hard. How can you turn the minuses into pluses?