WORK SKILLS

Skill 31
Do Cornerstone: Financial
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1. BE PUNCTUAL
Arrive on time for your shift, and don't be the first to clock out

2. DRESS TO IMPRESS
Dress appropriately for your work environment

3. MEET THE STAFF
Remember names and use them in conversation

4. BE FRIENDLY
Be social with your coworkers, but don't waste time

5. WRITE IT DOWN
Take notes when given a new assignment

6. SPEAK UP
Ask questions when you aren't clear about a task

7. WATCH THE CALENDAR
Stay on top of your work load. Don't miss deadlines

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