**The Project Citizenship Guide to Living Your Best Professional Life**

**September 2018**

**Tips: All of these tips are designed to help you give a good impression to the staff in our office! Giving a good impression and helping people to like you is essential in a professional environment to be able to be respected, promoted, or recommended when you go for your next job. Wherever you go, it’s always an advantage if people like you and think that you do a good job.**

1. Always be on time. In the professional world, to be on time you actually need to be EARLY! If you happen to be late, instead of giving excuses it is better to apologize to your supervisor and get to work right away.
2. Always say please and thank you! It can go a long way, even if you’re asking for something small.
3. Follow up with people after completing work for them. Update them on the results of the task and ask them if there’s anything else you can do for that project. If not, thank them and move on!
4. Ask questions! Never be afraid to ask someone to repeat something or clarify directions. It shows that you want to do a good job.
5. Positive attitude! Act like you care about the work. All of us have days where we feel tired, slow, or would rather sit on our phones, but it’s important to act professional and show a good work ethic anyways. Talking about not wanting to do work or wanting to do less work gives people the impression that you don’t care about our office or our work.

\***No matter how smart you are or how good your work is, people will only respect you in the office if you do these things above! People want to work with someone who cares about the office and is respectful to the people in it.**

**Expectations:**

1. Punctuality. It is extremely important to be on time in any job you work at. If you are not on time, it sends the message that you don’t care about our office.

You are expected to arrive at 9am every morning and to be back after an hour of lunch. Any minute that you are late arriving back to the office needs to be made up at the end of the day and will be reflected in your Cristo Rey assessment. If lateness continues, the number of late minutes will be doubled to be made up at the end of the day (ex: if you are 15 minutes late arriving, you will need to make up 30 minutes at the end of the day).

1. No phones please. Unless there is a reason related to the work for you to be using a phone, please keep it in your bag during the work day. If you are at lunch or on a break given by your supervisor it is fine to use it, but otherwise it should not be visible.

\*\*As always, feel free to ask your supervisor if you have any questions about these things!

**On Your Own…**

1. Write 3 ways that you can act professional at work, and why you think they’re important.

b.

c.

1. Write 3 things to avoid doing in a work environment and why you don’t think they’re good.

b.

c.

1. Write something you want to learn at Project Citizenship this year.
2. Write 1 reason you’re excited to be at Project Citizenship.
3. Write 1 goal you have for this year.
4. Write 1 goal you have for high school.

\*Anything else you want us to be aware of? Anything you want to share?