

## **HABITS OF EVERY SUCCESSFUL EMPLOYEE - PART 2** by Ms. Marlene Legasi-Munar

Success comes at a price. It is costly. Hindi ito madali. Kailangan ng disiplina, kailangan masipag, kailangan matiyaga. Merong mga habits na dapat mdevelop sa atin if we would like to become successful in our personal and professional lives. Kahapon nagsimula tayo sa ating two-part series “Habits of every successful employee” galing sa aklat na The Etiquette Advantage ni Jun Hines Moore.

10. **Maintain the appearance of dignity but not superiority.** Ano ang kaibahan ng dalawa? Hindi kinakailangang mataas ang posisyon natin sa kumpanya para maging dignified tayo. A person who is dignified is someone who carries himself with integrity, someone who is characterized by honesty and fairness. Ang tao na dignified makikita mo binibigyang halaga niya ang kanyang sarili at binibigyang halaga din niya ang ibang tao. Makikita mo ang respeto at maayos na pagtrato niya sa kanyang mga kasamahan because he believes that every man and every woman is a person of dignity. Sa kabilang banda naman yung mga feeling superior, ito yung pinamumukha na sila ay mahusay, mataas ang kanilang posisyon and so they expect other people to respect them or to bow to their every whim and command. That is not what successful employees do. Successful employees maintain the appearance of dignity but not superiority.
11. **They keep promises, obligations and appointments.** Their yes is yes and their no is no.
12. **Always be on time.** If detained, notify the host or guest. Kung malalate kinakailangan magpaabiso o masabihan kaagad ang ating mga kausap o kaya ang host na nagimbita sa atin.
13. **The habit of returning telephone calls within 24 hours or ask assistance in doing so.** Kapag hindi mo magawa magpatawag ka sa iba.
14. **Avoid procrastinating.** Do not procrastinate or neglect your duties consequently burdening someone else’s schedule. Palagi nating tandaan iyong mga procrastinators sa atin, iyong mga mahilig mag-cram, sa ating pagpapaliban ng mga trabaho na dapat ginagawa natin ngayon merong ibang tao na maapektuhan. Do not procrastinate or neglect your duties.
15. **Return borrowed property quickly and in good condition.** Kapag may hiniram ibalik kaagad lalo na kung ang hiniram ay pera.
16. **Do not engage in office gossip but do attempt to stop rumors.** Ang chismis talagang bahagi na yata iyan ng ating mga opisina pero hindi excuse na porke bahagi ito at nangyayari sa ating opisina, tayo ay makikisama na rin. Do not engage in office gossip. You have a responsibility to stop rumors. Meron ka bang katabi ngayon na nagtatrabaho rin? Tingnan mo nga siya at sabihin sa kanya, “Don’t engage in office gossip, do attempt to stop rumors.”
17. **Not bragging or becoming paranoid or defensive about your position or tasks accomplished.** Let us avoid being defensive lalo na kung halimbawa merong ibinigay na kumento ang ating mga katrabaho sa ginawa natin. Always take that as an opportunity to grow, as an opportunity to learn.
18. **Be discrete about any personal friendships with employees or any personnel within the company.** Of course we cannot avoid to develop friendships and very close friendships in the workplace dahil ang mga ka-opisina natin sila ang mas madalas nating nakakasama at mas mahabang oras ang ginugugol natin sa kanila, but do not allow your personal friendships to compromise your professionalism and your convictions in the workplace. Hindi pwedeng porke kaibigan nagkakamali na hindi pa rin itatama o itotolerate pa rin. Be discrete about any personal friendships with employees or any personnel within the company. Ang trabaho ay dapat trabaho. Company policies should never be sacrificed because of personal friendships.
19. **Habit of giving recognition to those who deserve it and not taking credit for someone else’s work.**

Be a blessing in the workplace today.