How Your Personal Activities Impact Your Job

Personal Habits & Your Success

In the workplace, first impressions about you and your future potential can have a major impact on your future success. Think about your personal habits. Do they have the potential to help you or to hurt you in your quest to become a successful employee in your trade? Are there positive changes that you can make?

Be Rested, Alert, & Ready for Work

Alcohol and Drug Use.
- Know that your personal use of alcohol or drugs can negatively impact your job performance.
- Do not go to work if you are under the influence of drugs or alcohol. This includes the residual effects from use the previous day or night.
- Do not use drugs or alcohol during working hours. This includes many prescription or over-the-counter medications.
- Do not drive under the influence of alcohol or drugs. This includes personal or company vehicles.
- Do not take illegal drugs.

Get Enough Sleep
- When you are not well rested, you do not perform at your full capacity.
- In cases of sleep deprivation, your lack of coordination or concentration may pose a danger to yourself or to your coworkers.
- Seek medical assistance if you have problems sleeping on a continuous basis.

Get to Work on Time
- Establish successful routines that allow you to arrive at your assigned jobsite prior to the starting time.
- Develop back-up transportation and child-care plans.
- Be ready to begin working at the time established by your employer.
- Remember that habitual tardiness can lead to termination of your employment.

Procrastination and Avoidance
- You might be risking your job security, if you are someone who frequently puts things off until the last minute or regularly misses deadlines.
- Develop the ability to manage your time so you are able to effectively complete tasks as expected.

Discussion Notes:

What’s Covered:
Covers many personal habits that can have a positive or negative impact upon work performance.

For Discussion Leaders:
Emphasize that actions and activities during an employee’s personal (off work) time can have a big impact on their job performance and employment status. Caution away from the negative behaviors and promote those that can have a positive impact.
Points to Remember!

Don’t let alcohol and drug use on your own time affect your work performance.

Arrive at your jobsite on time and ready to work.

Provide your body with adequate nutrition to work hard throughout the day.

Tobacco Use

- Smoking is prohibited in many Wisconsin workplaces, including an increasing number of construction jobsites.
- If you are a tobacco user, make sure that you know the rules regarding smoking in workplace buildings or on the grounds.

Food and Nutrition

- Always begin your day with a good breakfast that provides your body with the nutrition necessary to work hard throughout the day.
- Pack a healthy lunch that provides your body with the nutrition necessary to work hard throughout the day.
- Avoid foods that are loaded with fat and empty calories, such as donuts, and most fast foods.

Participant Signature(s) and Date: