

# Module 1 v Activity 1 v ATTENDANCE

Activity: Maintaining Good Attendance

Materials Needed: Handouts/Transparency: Steps for Maintaining Good Attendance

Directions: Discuss the introduction to your students to heighten their interest and to form a common base of understanding. Give a copy of the "Steps for Maintaining Good Attendance" handout to each student.

**Time Required:  
30 Minutes**

## INTRODUCTION

Competent performance in the workplace requires good attendance. Employees who come to work whenever they are scheduled create a sense of comfort and security in their supervisors and co-workers who know that they are dependable. Individuals who demonstrate their reliability make themselves marketable. Such people should have less fear of losing or of not finding a job than others because they show by their actions that they value the opportunity to work.

Employees with a good track record of being in their workstation during all scheduled hours are more likely to be effective in the organization. These people have the respect of others who share the view that part of being a good worker is being on the job when assigned.

Maintaining good attendance is very important but is only the beginning of doing an effective job in the workplace. It is what employers expect and rarely brings with it any amount of applause. Yet it is a definite step toward the rewards that will come later from doing an effective job.

How do you maintain good attendance? Those who do utilize strict self-discipline and make good attendance their highest priority use the "Steps for Maintaining Good Attendance" (give students a copy of the handout so they can take notes):

Step 1: Make work attendance your highest priority. Place your job highest in importance among any activities you might do at a particular time. Make up your mind not to let anything short of a personal health problem or family emergency prevent you from going to work.

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Step 2: Know your schedule. Be sure that you are aware of exactly when you are expected to be at work. Never use the excuse, "I didn't know I was supposed to work." Take responsibility for knowing and for fulfilling your commitments.

Step 3: Make daily use of an alarm clock. Do not depend on your own ability to wake up to arrive at work scheduled. Take necessary measures to get yourself awake and ready to perform duties.

Step 4: Get enough sleep. Obtain the necessary rest to do your job well. Do not stay up late the night before you must work. Reserve this for nights that precede days off.

Step 5: Arrange your transportation ahead of time and have a contingency plan. Know how you plan to get to work the day or night before. Have a plan for an alternate ride, in case your car fails or your ride falls through. Saying, "I have no way to get there" is an unsuitable excuse for an employed adult to use.

Step 6: Inform your supervisor directly in plenty of time if you are unable to perform duties. In the case of illness, always telephone your supervisor yourself (unless you are too ill) and explain the situation. Never pass on a message to someone else.

Maintaining good attendance is crucial to every employee's career. It communicates a sense of respect for making a living. This important skill should become second nature to everyone who has a job.

## **HANDOUT**

### **Steps for Maintaining Good Attendance**

1. Make work attendance your highest priority.
2. Know your schedule.
3. Make daily use of an alarm clock.
4. Get enough sleep.
5. Arrange your transportation ahead of time and have a contingency plan.
6. Inform your supervisor directly in plenty of time if you are unable to perform duties.