

HANDOUT

Attendance Action Plan

Directions: Write the specific actions you will do to perform each step 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.
