

Maintaining Effective Work Habits: Fundamental in Leading to Enrichment of one's Career Prospects

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Introduction

It is apparently understood, when the individuals are pursuing education or are engaged in employment opportunities, they need to put emphasis upon maintaining effective work habits (Tulgan, 2021). In reinforcing their work habits, it is indispensable for the individuals to be well-equipped in terms of various factors. These factors are, they need to be well-versed with job duties and responsibilities; inculcate the traits of diligence, resourcefulness and conscientiousness;

Abstract

When the individuals get recruited in various types of organizations, it is apparently understood, one not only needs to be well-versed in terms of various aspects of the organizations and methods to implement job duties in an effective manner, but one also needs to be informative in terms of work habits. When the members of the organization are well-equipped in terms of work habits, they will contribute in an efficacious manner in enhancing one's career prospects. When the individuals are pursuing education in educational institutions at all levels or they are engaged in various types of employment settings, they will be able to do well in their job duties and functions, when they implement work habits. The work habits will enable the individuals to develop motivation towards the implementation of job duties, achieve the desired goals, cope with various types of problems and challenges in an effective manner and lead to up-gradation of the overall structure of the organization. Therefore, one is able to understand on a comprehensive basis that maintaining effective work habits is fundamental in leading to enrichment of one's career prospects. The main concepts that are taken into account in this research paper are, understanding the meaning and significance of work habits, methods of maintaining work habits in an effective manner, and ways of reinforcing positivity in work habits.

Keywords: Career Prospects, Enrichment, Methods, Organization, Reinforcement, Work Habits, Up-gradation

implement the traits of morality and ethics; augment competencies, abilities and aptitude; make wise and productive decisions; take out time for all tasks and activities; create a balance between personal and professional lives; form cordial and pleasant terms and relationships with others; identify the limitations and bring about improvements and generate information in terms of various aspects of their job duties. When the individuals develop motivation towards putting into operation job duties in a well-ordered and

satisfactory manner, they will pay attention towards bringing about improvements in work habits. In this case, the individuals either work on their own or they obtain help and support from the other individuals as well. Therefore, when work habits are maintained in a well-ordered and satisfactory manner, they will prove to be beneficial to the individuals on a large scale.

When the individuals are aspiring to acquire employment opportunities in various types of organizations, they not only have to focus upon their educational qualifications, competencies and abilities, but they need to maintain effective work habits (8 Great Work Habits that Can Help you stand out to Management, 2021). The effective work habits will render a significant contribution in doing well in one's job duties. Within employment settings, the individuals have various types of goals and objectives to achieve. Their major goals are to put into operation their job duties in accordance to the expectations of their employers, achieve the desired goals and objectives and lead to up-gradation of the overall structure of the organization. With advancements taking place and with the advent of modernization and globalization, it is necessary to bring about changes in the overall structure of the organization. Hence, when the individuals will maintain effective work habits, they will be able to bring about changes. They will ensure, these changes are worthwhile to the members and the overall structure of the organization. Furthermore, when one experiences any types of problems and setbacks, the implementation of work habits will be able to overcome them in a well-ordered and efficacious manner. Therefore, it is essential for the individuals to put emphasis upon reinforcing work habits throughout their jobs.

Generating a source of income to sustain one's living conditions in an effective manner is not a manageable task (Mckay, 2019). In other words, the individuals are usually overwhelmed by number of problems. But they need to be well-equipped in terms of measures and approaches

to overcome the problems. Furthermore, they need to be prevented from assuming a major form. When the individuals recognise the meaning and significance of work habits, they will not only alleviate problems, but they will form positive viewpoints in terms of their job duties and various aspects of the organizations. Within organizations, there are some individuals, who are demanding in nature. They are difficult to deal with. But effective work habits enable the individuals to put into operation their job duties in a well-organized manner. In this manner, they are able to form cordial and sociable terms and relationships with the members. This indicates that effective work habits contribute significantly in augmenting social skills among the individuals. Apart from generating information in terms of methods and approaches, it is indispensable to focus upon honing communication skills and interactive abilities. When the individuals aspire to enhance their career prospects and lead to enrichment of their overall standards of living, they need to pay attention towards up-gradation of work habits. Therefore, work habits are regarded as favourable and advantageous.

Understanding the Meaning and Significance of Work Habits

The career prospects of the individuals can be enhanced through two ways. One is through pursuing education or through getting engaged in employment opportunities. In educational institutions of all levels and in various types of employment settings, it is of utmost significance for the individuals to recognize the meaning and significance of work habits. In educational institutions of all levels, it is the job duty of the teachers and professors to impart information among the individuals in terms of work habits. On the other hand, in various types of organizations, the supervisors and employers make provision of information in terms of work habits. When the individuals get recruited in organizations, they are required to get enrolled in training and development programs. In these programs, adequate information is provided to the individuals in terms of not only various

aspects of the organization and job duties, but also work habits. Therefore, one is able to understand the meaning and significance of work habits, when they prove to be beneficial to them in implementing job duties in an appropriate manner.

It is apparently understood, when the individuals are pursuing education or are engaged in employment opportunities, they need to put emphasis upon maintaining effective work habits. There are numerous benefits of work habits. When the individuals are well-versed in terms of work habits, they are able to contribute significantly towards putting into operation job duties in a well-ordered manner, achievement of goals and objectives, and leading to up-gradation of the overall structure of the organization. Hence, it is indispensable for the individuals to be well-equipped in terms of work habits. These need to be reinforced throughout one's jobs in various types of organizations. When the individuals realise that within the course of pursuance of education or within the course of putting into operation job duties and responsibilities in a satisfactory manner, the work habits facilitate in the achievement of desired outcomes, they are recognized. Therefore, the meaning and significance of work habits is understood, when they facilitate in the achievement of personal and professional goals.

Methods of Maintaining Work Habits in an Effective Manner

When the individuals are pursuing education or are engaged in employment opportunities, they need to put emphasis upon maintaining effective work habits. In other words, when they are focused upon enhancing their career prospects and bringing about improvements in their overall quality of lives, they need to pay attention towards reinforcement of work habits(Chatterjee, 2019). When the individuals implement work habits in an effective manner, they will incur the feeling of job satisfaction. When they feel satisfied with their jobs, they will develop motivation and their

mind-sets will get stimulated towards the implementation of their job duties and responsibilities. The individuals need to be well-aware in terms of methods of maintaining work habits in an effective manner. They generate information in terms of them on their own through conducting research or through communicating with others. On the internet, there are various articles that are imparting information in terms of meaning and significance of work habits. When the individuals aspire to upgrade their work habits, they read the articles and acquire an efficient understanding of the information. In various types of organizations, work habits will contribute significantly in generating the desired outcomes. The methods of maintaining work habits in an effective manner are stated as follows:

Putting into Operation Effective Communication Processes

Within various types of organizations, it is essential for the individuals to put into operation effective communication processes. The communication processes takes place among superiors and subordinates and among colleagues. These are regarded as one of the key concepts, which takes place on regular basis. The speakers provide information, listeners express their responses and the speakers provide feedback. In this manner, the communication processes get completed. When the individuals are communicating with each other, they need to make use of polite language and decent words. The communication takes place in a verbal as well as in a written form. Hence, the individuals need to ensure, they treat each other with respect and courtesy. When they treat each other with reverence and consideration, they will be able to work in co-ordination and integration with each other. As in order to do well, it is essential for the individuals to develop mutual understanding. It is indispensable for all the members of the organization, irrespective of their job positions in the hierarchy to focus upon honing communication skills and interactive abilities. Therefore, putting into operation communication

processes is a method of maintaining work habits in an effective manner, which is recognized by the individuals in all types of organizations.

Inculcating the Traits of Diligence, Resourcefulness and Conscientiousness

Within various types of organizations, it is essential for the individuals to inculcate the traits of diligence, resourcefulness and conscientiousness. These traits will prove to be beneficial to the individuals in doing well in their jobs, retaining them and incurring the feeling of job satisfaction. When the individuals are aspiring to achieve goals and objectives, they need to inculcate these traits. When the individuals are pursuing education or are engaged in employment opportunities, they need to recognize the meaning and significance of these traits. When the individuals are well-equipped in terms of job duties and responsibilities, the inculcation of these traits will enable them to do well in their job duties and generate the desired outcomes. These traits will enable the individuals to augment competencies, abilities and aptitude, make wise and productive decisions, take out time for all tasks and activities and generate the desired outcomes. Hence, throughout their jobs, the individuals need to put emphasis upon these traits. Therefore, inculcating the traits of diligence, resourcefulness and conscientiousness is a method of maintaining work habits in an effective manner, which needs to be put into operation by the individuals, irrespective of their job positions in the hierarchy of the organization.

Implementing the Traits of Morality and Ethics

Implementing the traits of morality and ethics is regarded to be of utmost significance in doing well in one's job duties, retaining them and incurring the feeling of job satisfaction. When the individuals are aspiring to achieve goals and objectives, they need to implement these traits. When the individuals are well-equipped in terms of job duties and responsibilities, the inculcation of these traits will enable them to do well in their job duties and generate the desired outcomes.

These traits will enable the individuals to augment skills, abilities and aptitude, make wise and productive decisions, take out time for all tasks and activities, generate the desired outcomes, differentiate between appropriate and inappropriate, clarify their doubts and problems, form cordial and sociable terms and relationships with others, identify the limitations, overcome various types of impediments, form positive viewpoints in terms of various aspects of the organization and depict efficiency. Hence, throughout their jobs, the individuals need to put emphasis upon these traits. Therefore, implementing the traits of morality and ethics is a method of maintaining work habits in an effective manner, which needs to be put into operation by the individuals in educational institutions at all levels and in various types of organizations.

Forming Cordial and Sociable Terms and Relationships with Others

One needs to form cordial and sociable terms and relationships with others in all types of organizations. It is comprehensively understood, one cannot carry out one's tasks and activities in seclusion. In other words, one needs to develop mutual understanding and work in co-ordination with each other. When the individuals aspire to enhance their career prospects and lead to enrichment of their overall standards of living, they need to pay attention towards forming cordial and sociable terms and relationships with others. In educational institutions at all levels and in various types of organizations, there are some individuals, who are demanding in nature. At one time, they may assign various types of job duties and responsibilities. But when the individuals are aware in terms of the methods and approaches and take out time for all job duties and responsibilities, they will be able to please the individuals. In this manner, one is able to form cordial and amiable terms and relationships with others as well. This is worthwhile and essential for leading to up-gradation of the overall structure of the organizations. Therefore, forming cordial and sociable terms and

relationships with others is a method of maintaining work habits in an effective manner, which needs to be acknowledged by the individuals to a major extent.

Identifying the Limitations and bringing about Improvements

Within the course of putting into operation various types of job duties, it is apparently understood, there are occurrence of various types of problems and setbacks. These need to be identified on a regular basis. Even when the individuals are experienced and are well-versed in terms of various aspects of their job duties, still they experience limitations. When the individuals are working in a team, they undergo various types of problems and limitations. Hence, they need to work in collaboration and integration with the other members of the group to identify the limitations in an effective manner. When these are identified, one will be able to put into operation the strategies and methods to bring about improvements. Furthermore, one needs to be well-equipped in terms of measures and strategies to curb them and prevent them from assuming a major form. Hence, it is necessary for all the members of the organizations to identify the limitations and bring about improvements. They generate information in terms of measures and strategies on their own through conducting research or through communicating with others. Therefore, identifying the limitations and bringing about improvements is a method of maintaining work habits in an effective manner, which needs to be acknowledged by the individuals throughout their job duties.

Generating Information in terms of various aspects of their Job Duties

It is apparently understood, when the individuals are pursuing education or are engaged in employment opportunities, they need to generate information in terms of various aspects of their job duties. When the individuals are in leadership positions, they have multiple job

duties to carry out. On the other hand, the other members of the organization also have various types of job duties to put into operation. Hence, it is of utmost significance for them to be well-equipped in terms of measures and strategies to carry out their job duties in a well-ordered and regimented manner. They generate information in terms of various aspects of their job duties through putting into operation effective communication processes with other members. In educational institutions at all levels, the instructors and professors impart information to their students. Whereas, in various types of organizations, supervisors and employers make provision of information. When the information is imparted, one needs to acquire an understanding of it in an effectual manner. Therefore, generating information in terms of various aspects of their job duties is a method of maintaining work habits in an effective manner, which enables the individuals to do well in their jobs, incur the feeling of job satisfaction, retain their jobs and lead to up-gradation of the overall structure of the organization.

Creating a Pleasant Environment within the Workplace

Creating a pleasant environment within the workplace is essential to achieve the desired goals and objectives, develop mutual understanding with others, provide solutions to various types of problems, incur the feeling of job satisfaction, and lead to up-gradation of the overall structure of the organization. In order to create a pleasant environment within the workplace and achieve the desired goals and objectives, there are various factors that need to be taken into account, i.e. communicate effectively with others; form positive viewpoints regarding various aspects of the organizations; be well-versed with job duties and responsibilities; inculcate the traits of diligence, resourcefulness and conscientiousness; implement the traits of morality and ethics; augment competencies, and abilities; make wise and productive decisions; take out time for all tasks and activities; create a balance between personal and professional lives;

make provision of infrastructure, amenities and facilities; promote teamwork and implement grievance redresser procedures. When the members of the organization acknowledge these factors, they will be able to create a pleasant environment within the workplace. Therefore, creating a pleasant environment within the workplace is a method of maintaining work habits in an effective manner, which enables the individuals to concentrate on their job duties and responsibilities in a well-organized and satisfactory manner.

Developing Motivation towards Job Duties

It is essential for the individuals to develop motivation towards job duties. Even when the job duties are complicated, one should form positive viewpoints in terms of various aspects of job duties. The development of motivation will render a significant contribution in stimulating the mind-sets of the individuals. When the individuals are working on any assignments or projects with others. They need to develop mutual understanding. There should not be any room for negative feelings of antagonism and hatred. When these negative feelings are experienced, they usually give rise to barriers within the course of putting into operation various tasks and activities. The individuals need to put in their best abilities towards their job duties. When the individuals develop motivation towards putting into operation job duties in a well-ordered and satisfactory manner, they will pay attention towards bringing about improvements in work habits. In this case, the individuals either work on their own or they obtain help and support from the other individuals as well. Hence, when one is focused upon maintaining work habits in an efficient and satisfactory manner, they will prove to be beneficial to the individuals in all types of organizations. Therefore, developing motivation towards job duties is a method of maintaining work habits in an effective manner, which enables the individuals to form positive viewpoints in terms of various aspects of job duties.

Coping with various Types of Problems

Within the course of putting into operation various types of job duties, it is apparently understood, there are occurrence of various types of problems. These need to be identified on a regular basis. When these are identified, one will be able to put into operation the strategies and methods to bring about improvements. Furthermore, one needs to be well-equipped in terms of methods and strategies to curb them and prevent them from assuming a major form. When the individuals focus upon bringing about improvements in work habits, they will be able to render a significant contribution in coping with various types of problems. Within various types of organizations, it is essential for the individuals to put into operation their knowledge and skills in a well-ordered and satisfactory manner. Furthermore, inculcating the traits of diligence, resourcefulness and conscientiousness will enable them to augment their knowledge and understanding in terms of methods and approaches. Hence, when the individuals are well-aware and communicate effectively with others, they will be able to cope with various types of problems in a well-ordered and appropriate manner. Therefore, coping with various types of problems is a method of maintaining work habits in an effective manner, which enables the individuals to put into operation their job duties and responsibilities in a smooth manner.

Leading to Enrichment of the overall Structure of the Organization

Leading to enrichment of the overall structure of the organization is one of the primary goals of all the members, irrespective of their job positions in the hierarchy of the organizations (6 Good Workplace Habits to Help You Succeed in Your Career, 2020). When the members of the organization are putting into operation their job duties, they have the primary goal of leading to effective growth and development of the organizations. In implementing this method, there are various factors that need to be taken into account, i.e.

communicating effectively with others; forming positive viewpoints regarding various aspects of the organizations; being well-versed with job duties and responsibilities; inculcating the traits of diligence, resourcefulness and conscientiousness; implementing the traits of morality and ethics; augmenting competencies and abilities; making wise and productive decisions; taking out time for all tasks and activities; depicting the traits of helpfulness and co-operation; making provision of infrastructure, amenities and facilities; promote teamwork and implementing grievance redresser procedures. When the members of the organization acknowledge these factors, they will be able to lead to enrichment of the overall structure of the organization. Therefore, leading to enrichment of the overall structure of the organization is a method of maintaining work habits in an effective manner, which enables the individuals to do well in their jobs and incur the feeling of job satisfaction.

Ways of Reinforcing Positivity in Work Habits

It is apparently understood, when the individuals are pursuing education or are engaged in employment opportunities, they need to generate information in terms of work habits. In some cases, in the work habits of the individuals, one identifies various types of limitations. When these are identified, one will be able to put into operation the strategies and methods to bring about improvements. As these are regarded as barriers within the course of putting into operation job duties in a well-ordered manner, achieving desired goals and objectives and leading to up-gradation of the overall structure of the organization. Hence, when the individuals are putting into operation work habits, they need to ensure, they reinforce positivity. The reinforcement of positivity will enable the individuals to do well and please their employers as well. Ways of reinforcing positivity in work habits are, form constructive viewpoints in terms of various aspects of the organizations; make wise and productive decisions; implement time management skills in an effective manner;

possess a pleasant attitude and an amiable nature; hone critical thinking and problem-solving skills and put into operation pioneering methods in one's job duties. These are stated as follows:

Form Constructive Viewpoints in terms of various aspects of the Organizations

It is of utmost significance for the individuals to form constructive viewpoints in terms of various aspects of the organizations. When one will think positive, one will be able to concentrate on their job duties in a satisfactory manner. These will prove to be beneficial to the individuals in various areas. These will enable them to create a pleasant environment within the workplace, achieve the desired goals and objectives in an appropriate manner, develop mutual understanding with others, provide solutions to various types of problems, incur the feeling of job satisfaction, and lead to up-gradation of the overall structure of the organization. Even when the job duties are complicated, one needs to form constructive viewpoints. Furthermore, they will be able to develop motivation. When the individuals develop motivation towards putting into operation job duties in a well-ordered and satisfactory manner, they will pay attention towards bringing about improvements in work habits. Therefore, forming constructive viewpoints in terms of various aspects of the organizations is regarded as one of the vital ways of reinforcing positivity in work habits.

Make Wise and Productive Decisions

When the individuals aspire to enhance their career prospects and lead to enrichment of their overall standards of living, they need to pay attention towards making wise and productive decisions. In educational institutions at all levels and in various types of organizations, there are some tasks and activities which require making of decisions. When the decisions are made, it needs to be ensured, they prove to be effectual and meaningful to the members as well as the overall structure of the organizations. In putting into

operation the decision making processes, one may use his or her own discretion or obtain ideas and suggestions from others. In the implementation of decision making processes, one needs to conduct an analysis of the alternatives. After the analysis is conducted, one makes selection of the alternative, which is regarded as worthwhile and beneficial. It is necessary for the individuals to be well-versed with various areas. When the individuals are well-equipped in terms of various aspects of their job duties and methods, they will be able to make wise and productive decisions. Therefore, makingwise and productive decisionsis regarded as one of the crucial ways of reinforcing positivity in work habits.

Implement Time Management Skills in an Effective manner

When the individuals aspire to enhance their career prospects, do well in their jobs, achieve the desired goals and objectives and lead to enrichment of the overall structure of the organization, they need to focus upon implementation oftime management skills in an effective manner. The individuals are overwhelmed by various job duties and responsibilities in personal and professional spheres. Hence, it is necessary for them to assign priorities. The tasks, which are more important are carried out first, whereas, the tasks, which are not regarded as important are carried out later. But all tasks are important for the individuals and they need to take out time for all of them. When the individuals are well-equipped in terms of various aspects of their job duties and methods, they will be able to take out time for all tasks and activities. Normally, the individuals give preference to professional lives over personal lives. Therefore, implement time management skills in an effective manneris regarded as one of the ways of reinforcing positivity in work habits, which needs to be acknowledged by all the members of the organizations.

Possess a Pleasant Attitude and an Amiable Nature

It is apparently understood, when the individuals are pursuing education or are engaged in employment opportunities, they need to possess a pleasant attitude and an amiable nature. This will enable the individuals to enhance their career prospects, do well in their jobs, form cordial and amiable terms and relationships with others, achieve the desired goals and objectives and lead to enrichment of the overall structure of the organization. Within the course of putting into operation various types of job duties, it is apparently understood, there are occurrence of various types of problems. Hence, when the individuals will possess a pleasant attitude and an amiable nature, they will be able to provide solutions to various types of problems through implementing communication processes in an effective manner. This enables the individuals to acquire promotional opportunities. These are essential in enhancing one's career prospects and bringing about improvements in one's overall quality of lives. Therefore, possessing a pleasant attitude and an amiable natureis regarded as one of the ways of reinforcing positivity in work habits, which needs to be acknowledged by all the members of the organizations on a comprehensive basis.

Hone Critical Thinking and Problem-solving Skills

It is apparently understood, when the individuals are pursuing education or are engaged in employment opportunities, they will experience various types of problems. These need to be identified on a regular basis. When these are identified, one will be able to put into operation the strategies and methods to bring about improvements. Furthermore, one needs to be well-equipped in terms of methods and strategies to curb them and prevent them from assuming a major form. When the individuals focus upon bringing about improvements in work habits, they will be able to render a significant contribution in coping with various types of problems. Within various types of organizations, it is essential for the individuals to put into operation their critical thinking and problem-solving skills. When the individuals are

experienced and they get engaged in regular practice, they will be able to hone critical thinking and problem-solving skills. Hence, when the individuals will hone these skills, they will be able to contribute in a well-ordered and satisfactory manner in doing well in their jobs and providing solutions to various types of problems. Therefore, honing critical thinking and problem-solving skills is a way of reinforcing positivity in work habits, which is regarded as significant by all the members of the organizations.

Put into Operation Pioneering Methods in one's Job Duties

With advancements taking place and with the advent of modernization and globalization, it is necessary to put into operation pioneering methods in the implementation of one's job duties. All the members of the organizations, irrespective of their job positions in the hierarchy need to be well-aware in terms of these methods. These are necessary to be put into operation in all the job duties in the overall structure of the organization. Hence, when the individuals will maintain effective work habits, they will be able to generate information in terms of these methods. When the individuals will put into operation these methods, they will be able to contribute in a well-ordered and satisfactory manner in doing well in their jobs, achievement of goals and objectives and lead to up-gradation of the overall structure of the organizations. When the individuals get recruited in organizations, they are required to get enrolled in training and development programs. In these programs, adequate information is provided to the individuals in terms of these methods. Therefore, putting into operation pioneering methods in one's job duties is a way of reinforcing positivity in work habits, which has proven to be advantageous and meaningful to all the members of the organizations.

Conclusion

It is apparently understood, when the individuals are pursuing education or are engaged

in employment opportunities, they need to put emphasis upon maintaining effective work habits. The methods of maintaining work habits in an effective manner are, putting into operation effective communication processes, inculcating the traits of diligence, resourcefulness and conscientiousness, implementing the traits of morality and ethics, forming cordial and sociable terms and relationships with others, identifying the limitations and bringing about improvements, generating information in terms of various aspects of their job duties, creating a pleasant environment within the workplace, developing motivation towards job duties, coping with various types of problems and leading to enrichment of the overall structure of the organization. Ways of reinforcing positivity in work habits are, form constructive viewpoints in terms of various aspects of the organizations; make wise and productive decisions; implement time management skills in an effective manner; possess a pleasant attitude and an amiable nature; hone critical thinking and problem-solving skills and put into operation pioneering methods in one's job duties. Finally, it can be stated, when the individuals maintain work habits, they will contribute significantly in doing well in their jobs and incurring the feeling of job satisfaction.

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