

# Dependability and Reliability



*Consistent, timely, and prepared. Able to follow directions, attend to details, and fulfill obligations.*

Seek opportunities where you can...

- 1** Develop/practice a habit of punctuality.
- 2** Share your personal strategies for time management and fulfillment of obligations.
- 3** Follow directions and ask clarifying questions as needed.
- 4** Explain the importance of attention to detail within the context of your career field.
- 5** Practice recalling details.
- 6** Self-assess the quality of your own work. Identify critical details that result in a successful project and quality work.
- 7** Identify areas for self-improvement.
- 8** Understand and explain the importance of policies and procedures.

## Topics for Class Discussion

- ⦿ Identify time management strategies for balancing personal and professional responsibilities and responsibilities to others.
- ⦿ Discuss the importance of attention to detail at various levels of a project/different positions.
- ⦿ Arrive on time and prepared (regardless of modality or communication format).
- ⦿ Understand expectations (seek them out, ask for them).

### “Why do details matter?”

You order steak but you get chicken...*oh well...it's still meat.*

**How** to do things and **when** to do things are critical in school and at work.

Understand expectations!

### “Why is being on time and prepared so important?”

- Is there a difference in being on time to class vs being on time to work?
- Are you still “on time” if you must go back to your car for your calculator or safety glasses?
- What did you miss during that time you went out to your car?



Time is money...


You are wasting money if you miss class time. Your company loses money if you are not where you are supposed to be when you are supposed to be there.

### “How does the way you manage time impact you and those around you?”

We are all busy...learn how to

- |                                   |                         |
|-----------------------------------|-------------------------|
| ▪ Prioritize tasks                | ▪ Anticipate problems   |
| ▪ Leave time for planning         | ▪ Create a “to do” list |
| ▪ Schedule time for interruptions | ▪ Combine tasks         |

Find a method that works for you and stick with it.

 [Inside the mind of a master procrastinator](#)

 [Don't Eat the Marshmallow!](#)

### SCENARIO

Debbie is an apprentice at her company. She is paid by her employer for her time at her job as well as the time she spends in class 2 days per week. Debbie did not attend her 2 days of school last week because she did not feel well. However, she was present for her scheduled hours at work. She did not report to her employer that she was absent from class last week.



**Q:** Should Debbie report to her employer that she was not present for class?