

# 10 Effective good work habits for success

01

Be on time

02

Set boundaries and eliminate distractions

03

Set short-term goals

04

Improve self-awareness

05

Use a calendar to schedule your tasks

06

Take care of your health

07

Utilize your energy effectively

08

Avoid stress or burnout

09

Get comfortable with your work environment

10

Reflect on the day you just spent

# Successful Work Habits In A Week

**F Rizvi**



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