## 12 Strategies for Getting a Good Evaluation at Work

Respond to emails promptly.



Work at a quicker and more accurate pace.

Be kind to coworkers and supervisors.

Limit cell phone usage.

Do not take time off unless absolutely necessary.

Watch what you wear - appearance makes a difference.



Keep acquiring new skills.

Be careful with how you express yourself.



Be a team player by helping others.

Limit and manage distractions.

Be careful with how you express yourself.





Keep your workstation neat and clean.

Communicate effectively.