

# PREPARING FOR TOMORROW'S WORKPLACE

## SCHOOL

- » Class starts at 8 a.m.
- » Complete homework
- » Volunteer in school
- » Homework after school
- » Learn computer skills
- » Dress neatly for school
- » Practice good manners
- » Communicate with others
- » Practice safety / follow rules

WHY?

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## WORK

- » Clock in at 8 a.m.
- » Complete a job application and work assignments
- » Volunteer for work projects
- » Work over-time to complete task
- » Perform computer tasks
- » Professional appearance
- » Works well with others
- » Communicate with co-workers / employees
- » Safety at work means following the rules