BEING THERE…ON TIME! ANSWER KEY

1. What problems can arise for businesses with undependable employees?

   Acceptable responses include: loss of customers, bad working environment, problems between coworkers, loss of profits, good employees leaving to find work elsewhere, etc.

2. How does an employee benefit from having good attendance and being punctual (on time)?

   Acceptable responses include: keep their job, better raises, better promotional opportunities, good working relationship with coworkers, good work environment, good relationship with supervisor, etc.

3. List the steps you will take to be sure that you get to work on time every day:

   Acceptable responses include: have reliable transportation, alarm clock, have phone number of a coworker in case of car trouble, make work a life priority, keep late nights to nights where there is no work the next day, etc.

4. What are some of <u>your</u> personal lifestyle obstacles to getting to work on time every day?

   Acceptable responses include: unreliable transportation, like to sleep late, like to party, trouble sleeping, etc.

5. What are some of your personal lifestyle obstacles that could negatively impact your absenteeism?

   Acceptable responses include: children, aging family, need to travel for family business, like to party, need to work two jobs, friends are bad influences, unreliable transportation, etc.

6. List some possible contingency (emergency) plans for the items listed in #5 above:

   Acceptable responses include: have a back-up babysitter, arrange for travel on days off, party on weekends, make sure second job is not too taxing, find more mature friends, have back-up transportation plans, etc.