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TEAMWORK

Good Listener	Give your undivided attention to the person whom you are speaking with. Do not interrupt. Let them complete their thoughts before interjecting yours. To have a better understanding, place yourself in their shoes.
Cooperative	Willingness and ability to work with others. Open to other people's ideas.
Patient	Think long-term. Measure gradual success and trust the process.
Trustworthy	Worthy of a team member's confidence—dependable. Trust others.
Never say "not my job."	Be open to assist in whatever capacity is needed. Assist to find a solution even if it is not in your realm of responsibility.

RESPECT

Courteous	Respect yourself first. You cannot be respectful of others if you do not have an underlying respect for yourself. Be respectful and considerate of others. Communicate openly and honestly.
Acknowledgement of others	Express gratitude to others. Give credit where credit is due. Be cognizant of other people's time and commitment. Always do your best!
Selflessness	Focus and give credit where credit is due. Give open and honest feedback in order to help a team member grow and improve.
Do not interrupt	Let others finish their thoughts before responding. Be considerate of the opinion of others.
Follow through on commitments	Do what you say you will do when you say you will do it. Communicate any changes immediately.

INTEGRITY

Ethical	Hold yourself accountable to professional standards of conduct.
Honest	Always be genuine and real.
Self-respect	Consider yourself in the highest esteem.
Consistent	Dependable, stick-ability, always work on solutions.
Do not gossip	Persuade others to speak directly with their supervisor or the persons involved. Realize there are three sides to every story. Never take issues out of context as it can throw fuel on a fire. Understand that gossip is never the full truth.

COURAGE

Stay true to values	Don't allow yourself to be persuaded to do something that you don't believe is right. Do the right thing!
Welcome new challenges	Be open to tasks assigned that are outside of your comfort zone.
Self-confident	Believe in your ability to adapt and move forward.
Have faith	Believe and trust in the process.
Take initiative	Move forward with your ideas—don't wait to be asked. Don't be afraid to share your ideas with Management and peers. Learn from your mistakes, it is part of the process.

PERSISTENCE

Determined	Find your passion. Your passion will propel you forward. Let nothing come in the way of reaching your goals. The road to success is never smooth. Enjoy the journey.
Use no excuses	Take 100% responsibility for your actions.
Create results	Make a plan and do whatever it takes to make it happen.
Bounce back	Be flexible and ready to adapt & change. Don't let yourself get down, learn from your mistakes and move forward. Challenges are part of the process.
Open to change	Be flexible to movement within your department and company. Take a positive outlook of change.

POSITIVE OUTLOOK

Believe the best is yet to come	There is always room to grow and improve.
Optimistic	Anticipate the best possible outcome and have the mindset to adjust where necessary to make it a reality.
Smile	Smile all the time. Happiness is contagious.
Appreciate what I have	Be thankful for all the great things you have in your life, i.e. family and health. The grass may look greener on the other side but it is not always what it appears to be.
Find positive in every situation	Think of the glass half full never half empty.

URGENCY

Efficient	Be productive without wasting time and energy. Work hard and smart!
Prioritize	Put your projects in order of importance. Always make sure you are working on what is most urgent and what is getting you to the desired outcome.
Meet deadlines	Complete projects on time and on budget.
Request help when needed	Asking questions means you are doing your job—it is a strength not a weakness. There is no dumb question. It is more productive to ask than to have to do a project over again.
Live in the now	Focus on what your efforts can create today. It is too late to change what happened yesterday and tomorrow will take care of itself. Don't dwell on the "What ifs."

TAKE 100% RESPONSIBILITY

No blame on others	Accept 100% responsibility for your own actions.
Admit mistakes	Don't be afraid to acknowledge an error, just learn from it. Take ownership of your responsibilities.
Accountable	Be able to justify your actions. Think things through. Sleep on it!
Just do it	No excuses, just get the job done.
Take ownership	Believe that each task given to you is yours alone. Follow through with the task to its completion. Be proud of the results.