

WORK HABITS

Name _____

Date _____ Hour _____

- Tardy to class
- Forgot Materials/Supplies
- Gum/Drink/Food, etc.
- Off Task (talking, wasting time, etc.)
- Out of seat w/o permission
- On Internet w/o permission
- Dress Code Violation

Workstation:

- Wrist pad to edge of counter
- Keyboard to wrist pad
- Mouse pad to edge of counter
- Mouse belly up
- Computer off
- Monitor off
- Book(s) closed and back in place
- Keyboard cover on CPU (neatly)
- Folder or binders put away
- Chair tucked in
- Any trash around area picked up
- Other _____

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