

## Exercise: Taking Initiative

**Scenario:** Read the following scenario. Discuss it in your small group.

Margaret just got hired as a clerk in a medical laboratory. She is an extremely hard worker and is eager to prove herself to her new employer. After only a few weeks on the job, she comes up with what she thinks is a better and more efficient way to process customer accounts. To impress her boss, she comes in early one morning to implement her plan. Margaret's boss arrives at work and is upset to find the office in a mess as she attempts to put her plan into action.

### Discussion Questions:

1. Do you think that what Margaret did was wrong? Why or why not?
2. What could she have done differently?
3. How do you know your limitations at work?
4. How does this scenario demonstrate the importance of knowing the difference between taking the initiative and knowing your limitations?

## Taking Initiative at Work

When you are at work, there are always extra little things that can be done. Try to think of at least three things you could do if things are slow at work in the following jobs/place of employment:

### 1. Fast food restaurant

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### 2. Summer camp

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### 3. Office

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### 4. Retail store

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### 5. Ice cream parlor

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### 6. Coffee shop

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### 7. Book store

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### 8. Grocery store

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### 9. Auto-mechanic shop

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