

# Better Business Behavior

## Quizzes

### Video #1 – The Importance of Punctuality

- 1) According to the video, why does being on time matter?
  - a. It sets a good example for your colleagues.
  - b. It creates a positive impression in the minds of others.
  - c. It doesn't matter.
- 2) Which unforeseen circumstance is mentioned in the video as a possible reason that you might be late without intending to be?
  - a. Traffic being busier than normal.
  - b. A meeting running longer than planned.
  - c. An unexpected medical emergency.
- 3) Being consistently late can convince others that \_\_\_\_\_.
  - a. You're not making their needs a priority.
  - b. You're in over your head.
  - c. Both of these, and probably some other unpleasant things as well.

### Video #2 – Time Management

- 1) One hour of 'wasting time' at work is equivalent to missing \_\_\_\_\_ of work every year.
  - a. Two weeks.
  - b. Six weeks.
  - c. Six months.
- 2) Which of the following was NOT mentioned as a way to maximize your productive time at work?
  - a. Keep breaks to a minimum.
  - b. Ask for extra assignments if you have the capacity to handle them.
  - c. Only interrupt your colleagues for legitimate reasons.
- 3) What is the main point of this video?
  - a. You should be working 100% of the time you are on the clock.
  - b. The more productive you are at work, the more quickly you'll be rewarded for it.
  - c. Showing up on time is more important than what you do while you are at work.

### **Video #3 – How to Show Initiative**

- 1) Which of the following is an example of a question that shows initiative?
  - a. I finished the first draft of the website. Would you mind looking it over and letting me know your thoughts?
  - b. What do you want me to do when I finish this assignment?
  - c. What do you want me to talk about in tomorrow's meeting?
- 2) According to the video, being willing to take initiative means that you will \_\_\_\_\_.
  - a. Quickly earn the respect of everyone you work with.
  - b. Occasionally make mistakes.
  - c. Never need to ask another question again.
- 3) A key element to have if you want to become better at taking initiative is \_\_\_\_\_.
  - a. Confidence in your abilities.
  - b. A solid back-up plan in case your idea doesn't work.
  - c. A script of what to say if people push back.

### **Video #4 – Be Careful What You Watch at Work!**

- 1) What do you think is the employee in this video is about to receive?
  - a. A raise.
  - b. Extra responsibilities.
  - c. Nothing good.
- 2) Visiting unauthorized websites can lead to which of the following problems?
  - a. The perception that you aren't serious about your job.
  - b. Malware, viruses and other computer problems.
  - c. Both of these.

### **Video #5 – How (and When) to Take Time Off**

- 1) Which of the following should you try to avoid when taking time away from work?
  - a. Coordinating time away with your colleagues.
  - b. Offering too little advance notice.
  - c. You should only take time off of work if you or someone you care about is dying.
- 2) If you are going to fake calling in sick, which of the following should you probably avoid doing?
  - a. Going out anywhere in public that others might see you.
  - b. Posting anything on social media that contradicts your "I'm sick" story.
  - c. Telling anyone at all that you were faking sick.
  - d. All of these, I guess. Huh. So I can't really do anything without worrying that I'll be caught. That's a bummer.
- 3) The key to effectively taking time off of work is \_\_\_\_\_.
  - a. Communication.
  - b. Infrequency.
  - c. An ironclad alibi.

## ANSWERS:

### Video #1 – The Importance of Punctuality

- 4) According to the video, why does being on time matter?
  - a. It sets a good example for your colleagues.
  - b. It creates a positive impression in the minds of others.**
  - c. It doesn't matter.
- 5) Which unforeseen circumstance is mentioned in the video as a possible reason that you might be late without intending to be?
  - a. Traffic being busier than normal.**
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- 6) Being consistently late can convince others that \_\_\_\_\_.
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