

Doing good quality work

- 1. Find out the exact expectations or instructions for tasks.**
- 2. Assemble the necessary tools or materials.**
- 3. Carefully begin working. Focus your attention on the task.**
- 4. Continue working until the task is completed or criteria are met.**
- 5. Examine the results of your work to make sure it was done correctly.**
- 6. Correct any deficiencies, if necessary. Perhaps, check back with the person who assigned the task.**