

Girls Clubs of the GTA

January | Attention to Little Things: *What Makes a Job Well Done?*

Talk Outline

- When we do things at home, in school or anywhere else, sometimes we might be told that what we did was a **job well done**. What do you think this means?
 - Usually, people say a job is “well done” when everything that needs to be done to complete it was done, and it was done in a very good way.
 - Work that is well done shows that someone paid attention to what they were doing and how they did it. They took the time and made the effort to do a good job of what they had to do.
- Why is it so important to do a job well? Isn't it most important to just get the job done?
 - Everything a person does makes a difference, to other people around and even to herself or himself! When we do not try our best in what we do, someone else could suffer or have a hard time because we were careless or sloppy or a little bit lazy.
 - It is important to do the work we have to do, but not just to get it done. We always want to try our very best, using our time and energy well in trying to help others and ourselves.
- Part of doing our work well is to pay **attention to the little things** that make up the job we are doing.
 - Those little things could include reading directions well, doing each step carefully, checking on our work after we think we are done, cleaning up after ourselves and putting things we used back where they belong.
 - Do you ever rush through something because you think you do not have enough time to finish what you have to do? Rushing can lead to mistakes, and mistakes can lead us to waste even more of that time we thought we did not have enough of. When take the time we need to do things well, it will actually help us to finish our work in good time without having to be corrected.
- Do you know when “good enough” not good enough? It is when we do not want to try our best or give more time to work we have to do, and we say it's “good enough”.
 - There are times that when we say, “Oh, that's good enough.”, what we really mean is, “Oh, that will do and I do not want to bother with it anymore.” It is usually a pretty clear sign that we did not do our best.
 - We do not want to make excuses when we are still able to do something to improve our work. If we cannot sincerely say that we tried our best, then it probably means we did not do what we had to do for a job well done.
 - A good thing to remember: a job well done is not about you or me “feeling good”. It is about helping those around us by doing the good that we can do through the work we finished.
- **Points for Consideration:**
 1. *Do I pay attention to the work I do at home and in school, or am I always distracted and thinking about other things I would rather do?*
 2. *Do I believe that what I do make a difference, or do I think it doesn't matter if I do anything?*
 3. *Do I pay attention to the instructions and details of what I have to do, or do I think I know better and can just figure it out on my own?*
 4. *Do I take the time I need to do my work well, or do I rush through the job I have to do and not care about the mistakes I make?*
 5. *Do I think a job is important only when it is about me and makes me feel important, or do I remember that it is important to do a good job in my work because it helps others and myself?*