

# 13 Identify Ways to “Go the Extra Mile” at Work

## TRANSITION OBJECTIVE

Students will learn and apply specific behaviors that go beyond the basic requirements of a job.

## RELEVANCE TO SUCCESSFUL TRANSITION

To be successful on a job, it is important to “go the extra mile.” This means being self-motivated, thinking ahead and anticipating what needs to be done. It also means going out of your way to be helpful to those with whom you work.

## INSTRUCTIONAL SEQUENCE

### ❑ STEP 1: Update Journal

I do an extra good job when . . .

### ❑ STEP 2: Convene Roundtable

“When I do more than I’m supposed to do, I feel \_\_\_\_.”

### ❑ STEP 3: Advance Organizer

“Today you will learn why it is important to do more than what is required on a job.”

167



CAREER MANAGEMENT: Unit 3 LESSON 13

Go the Extra Mile

Complete all work early.

Volunteer for extra work.

Find work to do without being told.

Offer to help co-workers.

Come to work early.

Clean up after yourself.

Help and support co-workers.

Keep a positive attitude.

Compliment others and never gossip.

Learn new skills.

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### ❑ STEP 4: Activity - 30 Minutes

In a class discussion, ask students what it means to “go the extra mile.” Write their responses on the board. Now ask students to name ways they could “go the extra mile”

on a sports team, at school and at home. Ask students how they could “go the extra mile” to be a good friend. Finally, have them name ways they could “go the extra mile” on a job.

Write all responses on the board and compare their answers with the handout **Go the Extra Mile**. Ask students if they would like to add any of the ideas from the board to the handout list. After they have adjusted the list, have students rate the importance of the items on the list, starting with the most important and selecting the top five items. To end the activity, have students share their first item so the class can make comparisons.

### ❑ STEP 5: Activity - 15 Minutes

Students go over the story about Marcus from the handout **Starting a New Job** in Lesson 9. Have students keep track of ways that the character, Marcus, would “go the extra mile” in his job. Students should total and share their findings.

### ❑ STEP 6: Evaluate Outcomes

One way I will “go the extra mile” on my job is “\_\_\_\_.”

### ❑ STEP 7: Connecting Activity

Have students identify how they “go the extra mile” in their life at home, school, work, with friends and as part of a team.

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**KEY WORDS**

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**follow-through****perseverance****considerate****compliment**

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**MATERIALS AND PREPARATION**

- Student Handouts: **Go the Extra Mile**, page 167; **Starting a New Job**, page 157 (Lesson 9).
- Prepare for the class discussion activity.
- Prepare for the “story” activity.

**SCANS FOUNDATION SKILLS**

- Basic Academic Skills: Reading, Writing, Listening, Speaking
- Thinking Skills: Creative Thinking, Visualizing, Reasoning, Decision Making
- Personal Qualities: Self-Management, Self-Esteem, Sociability