

**Work Ethics:  
What to Expect  
in the Workplace  
and in  
Relationships. By  
Erica Jermanus**

## Table of Contents

Chapter 1: Punctuality and Time Management

Chapter 2: Productivity and Efficiency

Chapter 3: Responsibility and Accountability

Chapter 4: Professionalism and Respect

Chapter 5: Integrity and Honesty

Chapter 6: Teamwork and Collaboration

Chapter 7: Dedication and Perseverance

## Chapter 1: Punctuality and Time Management

The first thing I want to talk about is punctuality or time management. Time management is so important no matter what you are doing or where you are going. Many of us waste so much time doing things that do not matter. We find ourselves scrolling mindlessly through our newsfeed on social media. Before we know it, we have wasted so much time. When it comes to work, school, and making appointments, it is important to arrive consistently on time to get the benefit of the impact on our lives. When we are late all the time, it shows that we do not really care. But when we show up early for work, school, or our appointments, it shows that we care about what truly matters most. It also shows that we have great time management skills because we always arrive on time rather than being late or never showing up at all.

This can go the same for attending church services. If we want God to get the glory out of our lives, then we may need to arrive at church a few minutes early. Attending church is not for ourselves. Many arrive at church after the worship service is over, but that is the whole point of going—not for ourselves, but for Heavenly Father. We are there to give him glory and to fellowship and commune with God and others. We also are there to apply the lessons learned to our daily lives.

When we are working a job or going to school, we have to complete certain assignments. It is important to meet these deadlines or finish these assignments on time. This shows responsibility and good organizational skills. Before you start a task, you want to first plan that task and set goals for yourself. You want to prioritize the things that are important to you. If you want to exercise daily, you will make sure that you get to the gym early or that you go for walks or runs so that you can get the exercise that you need. If you want to prioritize God in your schedule, you will make time for reading the Bible and praying. That will set the tone for the rest of the work or school day.

## Chapter 2: Productivity and Efficiency

It is also important to complete our assignments not only on time but also efficiently. We do not want to do a half

fast job on our work or school assignments. We do not want to speed through our assignments. We want to make sure that our projects are completed thoroughly. We want to make sure we do our work decently just like God completed his work decently, and in order. It is not so much about how much we can get done in a day, but it is about the quality of work we get done in a day.

What also helps is to do your job not unto men to be noticed by men and to get the applause or praise of men. But to do your work unto God. You want Jesus Christ to reward you for your hard work and effort and not man. When you are doing your work for man, you will not get rewarded by God because you want your work to be seen and appreciated. You want to get recognition for your work. But God sees it, and he appreciates the work you do behind closed doors, and he will reward you for the work that is done in secret. Even if no one else notices or sees, God does, and he will reward you. Even if the work you are doing is good works or deeds and it is done in secret, you will receive rewards in heaven.

Colossians 3:22-23 says, "And whatsoever ye do, do it heartily, as to the Lord, and not unto men; knowing that of the Lord ye shall receive the reward of the inheritance: for ye serve the Lord Christ."

It is also about contributing to others and the company you work for. Think of how you can be a blessing to your coworkers or your classmates. How can you share love and truth with them? How can you bring souls into the kingdom at your job or school? After all, that is our purpose in life: to lead people to Christ. How can you contribute to the company? Maybe you can do some volunteering or community service at your job or through the company or school you work for.

Jobs and schools give back to the community in some way, and you can be a part of that. That shows your love and generosity. Not just around the holidays, but all year round. When you help out at your school or job, you are giving back to the community and to God. He sees it and will reward you on earth and in heaven.

You may have set goals for yourself and for the year. You want to accomplish all your goals before the end of the year. What can you do to make sure you are getting things done and accomplished? Well, you can plan your day and make a schedule for each day and week to help you stay focused and stay on top of it. You can also set timers for when you want to get things done. Timers are reminders of the things you want to do. You do not want to plan for your goals without actually taking action steps. If you have

a goal, you want to make sure that you execute that goal and put it to work in action in your life.

Let's say you want to drink more water. Then, you will not go to the store and buy soda or juice, but you will buy water or you will buy a water bottle so that way you can fill the water bottle up every day with water. That way you are meeting your daily goal by setting timers to drink more water or to fill your water bottle. This is just an example. If you want to go to the gym in the morning, you will set an alarm to wake up early so you can get to the gym in the morning after you get up.

You want to make the most use of your time so that way you can meet all of your goals for the new year. You may need to be more efficient with your time by setting timers or writing things down in a calendar. This will help you to get things done that you want to do. You do not want to set too high of expectations for yourself. You want to make sure you can accomplish the goals you have set out for yourself. You want to make sure you can accomplish goals that are not too hard but that are rewarding.

### Chapter 3: Responsibility and Accountability

One way to be responsible when it comes to work, school, or ministry is to take ownership for your work and to

accept responsibility for your mistakes. When you can acknowledge when you have made a mistake and when you have messed up, that is true humility. Once you have acknowledged the sin or the fault in your life, that is when you are quick to fix it, to repent, and to get back up again. You confess your sins to God and repent and ask God for forgiveness. Repentance is a change of mind or a turning away from sins. If it is a mistake at work, that is when you can confess that fault to one another and receive mercy and forgiveness.

Another good work ethic, and not just at work but in relationships, is being reliable and dependable. You want others to know that you are true to yourself and true to what you say and do. You want others to know that they can count on you because you are constantly showing up and on time. You are faithful and obedient to God and to the work that he gives you to do. God can trust you with much because he can trust you with the little first. He knows that because you are faithful over the little he gave you to do, he can trust you with much more. When you stay committed to God and to the faith, you work at it with all your heart. God sees your hard work and dedication, and he will reward you for it. Your hard work will pay off in the end, especially if what you are doing is for the Lord. Then, you will receive rewards in heaven if you are a Christian and believer.



Matthew 25:21 says, “His lord said unto him, Well done, thou good and faithful servant: thou hast been faithful over a few things, I will make thee ruler over many things: enter thou into the joy of thy lord.”

Luke 16:10 says, “He that is faithful in that which is least is faithful also in much: and he that is unjust in the least is unjust also in much.”

Another thing you can do as a Christian is to hold yourself accountable or to judge yourself so that God does not judge you or you do not face the penalty of your sins. We all will face judgment one day at the end of our lives. But we can be held accountable today so that way we will not be held accountable by God on the day of judgment. Also, what helps is to have an accountability partner. A friend or family member who is a true born-again Christian who can point out whenever you are sinning or doing something that goes against God or the Bible. That person can hold you accountable for your actions. But it also helps when we can do that ourselves and confess up to our mistakes and failures and repent when we have fallen short.

Chapter 4: Professionalism and Respect

In the workplace, it is important to maintain a professional appearance even when you go to church. It is important to look presentable for the job, for school, or for church. We do not want to look like we do not take care of ourselves. Our body is the temple of the Holy Spirit, so we want to make sure that we are taking care of the temple that God has given us to steward. One way to take care of our body or temple is to dress in presentable clothes if we are not poor and can afford to buy new clothes. If not, then there may be a thrift store where you can get clothes. You may know a friend or family member that can pass down clothes to you if you cannot afford to buy clothes.

If you ask God to provide you with new clothes or shoes, you can be sure that he will show up right on time. He will come through with some clothes in the least expected way. But he is faithful to provide. So you can trust that God is going to provide for you even if you have nothing. Philippians 4:19 says, "But my God shall supply all your need according to his riches in glory by Christ Jesus."

In the workplace, in a school setting, or in church, we want to make sure we are treating others with respect and courtesy. The Bible says in Matthew 7:12, "Therefore all things whatsoever ye would that men should do to you, do ye even so to them: for this is the law and the prophets." We do not want to be rude or disrespectful to others. We

want to walk in love, especially if we are Christians or believers. We want to exemplify Christ in our thoughts, words, and actions. We also want to walk in the fruit of the Holy Spirit. Galatians 5:22-23 says, "But the fruit of the Spirit is love, joy, peace, longsuffering, gentleness, goodness, faith, meekness, temperance: against such there is no law."

We also want to develop positive relationships with other like-minded believers. We want to nurture those relationships that God brings into our lives. We also want to let go of the wrong people that God tells us to let go of. We may need to let go of toxic or negative influences or jobs and careers. We may need to let go of people, jobs, and careers that no longer serve us or no longer do us good. Jesus Christ has something better in store for us. We just need to trust in him and know that all things are working together for our good and for his glory.

1 Corinthians 15:33 says, "Be not deceived: evil communications corrupt good manners."

Romans 8:28 says, "And we know that all things work together for good to them that love God, to them who are the called according to his purpose."

The most important skill to have in any relationship, marriage, or job is communication skills. Communication skills are what make that marriage, relationship, or job go smoother. It is also important to share ideas and feedback with coworkers or classmates. That way each person can contribute to the group discussion. That is how you can work together as a team to get the work done. Also, if you are married, it helps to communicate with your spouse anytime you have a problem. That way you can work things out, and you can compromise with your spouse. That can go the same with friendships or relationships with friends or family. You want to keep the peace, and you do not want to argue, fight, or bicker back and forth. You want to learn to respect others and their opinions or views on things.

## Chapter 5: Integrity and Honesty

Another important quality to have in life is integrity or honesty. You do not want to lie about your personal information or job application information just so you can get a job or go to school. You want to make sure your information is true and honest. People get in trouble when they lie and mishandle information. Also, you want to try not to lie when you are working and in a school setting or even with friends and family. You want to be truthful, and

you do not want to be a fake or false prophet if you are a Christian. You want to make sure you are preaching the full gospel message of salvation whenever you do. That is something that is required of us believers. When we go out, we want to make sure we are speaking the truth, which is the word of God. We do not want to preach a different gospel because that would be falsehood. This is an example for ministry purposes. Speaking the truth on the job or in school is important because we do not want to cheat or mishandle personal information.

Another way you can be honest is when you do the right thing when nobody's watching. For example, if you were at the store and you saw a wallet on the ground with money in it. You would turn it into customer service and not keep it for yourself. That would be the right thing to do. That would be the honest thing to do. Even if no one sees you turn that wallet in, God does, and he will reward your obedience.

Also, with any relationship or marriage, you want to build trust through communication and by being open and honest. You want to be able to communicate effectively in any relationship or marriage with your spouse. If you want that relationship to work for the good, then you want to be open and honest in your conversations. You also want to treat people with fairness. You do not want to treat one

person differently from another person or show any kind of favoritism. God does not show favoritism with his people. He treats everyone fairly. He is a just judge. But if we judge people, it is with a righteous judgment. We judge people to correct them out of love. Not everyone will receive correction, so that is where discernment comes in. We should discern who to talk to and who not to talk to.

## Chapter 6: Teamwork and Collaboration

Teamwork is important in the workplace and in a relationship or marriage because you work together as a team to get the work done. Also, married couples work together as a team with their spouses and children to better serve their families and spouses in marriage. Also, when you are a team player, you are willing to assist or help others. You are willing to help others on the job or at school or in your relationships with your marriage partner. Also, teamwork involves working together to communicate effectively. When you are on the job, you work together to share information to reach a common goal.

## Chapter 7: Dedication and Perseverance

When you are dedicated to a project, you will follow through with it and get it done on time. You will not delay progress, and if you do, it may only be for a short period of time. Then, you come right back to it to get it completed.

As a Christian or believer, perseverance is a trait that all Christians need to have in order to walk the straight and narrow path. We all need to continue to endure and persevere to the very end if we want to be saved, especially in tribulation. It is important to stay focused on our assignments even in the midst of challenges and obstacles.

We want to stay faithful and dedicated to the mission, plan, and purpose that we are set out to do and accomplish. We also want to be faithful and obedient to God in our relationship and walk with him. Another important aspect is to keep a positive attitude in the midst of trials and hardships. When we can thank and praise God for the storms and in the midst of the storms, that is when our faith and character are strengthened and increased. We continue to finish the assignment that we are working on with endurance and perseverance. If there is a problem in the assignment, we will work to get that problem fixed.