

# Attendance Action Plan

Directions: Write the specific actions you will do to perform each step for maintaining good attendance.

1. Make work attendance your highest priority.

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2. Know your schedule.

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3. Make daily use of an alarm clock.

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4. Get enough sleep.

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5. Arrange your transportation ahead of time and have a contingency plan.

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6. Inform your supervisor directly in plenty of time if you are unable to perform duties.

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