



## Key Points - Asking For Help

**When you need to ask for help, here is what you should do:**

1. Walk over to your supervisor (or experienced co-worker).
2. If they are on the phone or helping a customer, you usually need to wait until they are finished.
3. Then, politely and calmly say something like, "Excuse me, I am sorry to interrupt you."
4. Then, ask your question or ask them to come and assist you.
5. When they help you with what you need, you might need to write down their instructions so you will know what to do next time.
6. Be sure to say "thank you."