



Executive Etiquette Tips to Succeeding in the Workplace

Whether you are soon to graduate from college or starting on your second (or third) career, there are certain skills that will make your transition into your new work environment go much smoother. Follow these basic tips and you will be on your way to a successful career.

1. **Choose a challenging career path.** Enjoying what you do will make a big difference in the amount of time and energy you invest in your career.
2. **Don't be afraid to ask questions.** The more knowledge you can obtain the better equipped you will be do your job to the best of your ability.
3. **Be punctual.** Arriving to work on time or a little early won't ensure you a stress-free day but will start your day off on a positive note.
4. **Answer your telephone and record your voice mail message with a smile.** Your tone of voice carries a very strong message to your clients and your colleagues.
5. **Find a mentor.** Not necessarily your boss but an experienced colleague that you can rely on to give you important and useful information and training.
6. **Never take credit for someone else's work.** As a matter of fact, when you are congratulated on your own success, acknowledge your colleagues and their team effort.
7. **Use your time efficiently.** Learn how to prioritize your tasks and get your work done without complaining that you are "so busy."
8. **Don't hesitate to stay late to finish a project or to help a colleague.** Your efforts will be greatly appreciated and send the message that you are committed to your success and the success of your team.
9. **Steer away from office gossip.** Negative conversation is destructive and detrimental to your career.
10. **Make all compliments public and keep all criticism a private matter between you and the person with whom you have an issue.** Public humiliation is not the best tactic when voicing a complaint or criticism.
11. **Use social media with caution.** Your personal Facebook page (and all social media) is public information and can easily be viewed by your employer or client.
12. **Dress professionally.** Take your cue from the best-dressed, not the worst dressed, colleague in your company. Every detail counts and if you want to be taken seriously, you have to dress the part.
13. **Do not use your cell phone at your desk, at a staff meeting or client luncheon.** Leave your cell phone behind when attending any of these functions and if you are expecting an emergency call, place your phone on vibrate and step away from the table to receive the call.
14. **Avoid overpowering scents.** If someone comments on your cologne, positively or negatively, it's too strong.
15. **Respect the office lunchroom.** Clean up your mess after you are through with your meal.
16. **Before borrowing a colleague's stapler, scissors or anything else from their desk, ask permission.** Don't assume that you are welcome to use a colleague's supplies without permission.
17. **Keep conversation polite and professional.** Stay away from topics such as religion, sex and politics.
18. **Make your boss look good.** When the opportunity presents itself, make a positive impression on clients and the community and follow up with your boss with your corporate success. There is a difference between boasting and passing along positive feedback.
19. **Read, research and grow.** Continue to attend seminars and workshops that will move you closer to your professional objectives and goals.

- 20. Offer to train others.** Once you become familiar and established in your company, volunteer to train incoming employees in certain areas of your expertise. This will position you as an expert in your field and your boss will view you as an informed and valued employee.
- 21. Finally, details really do matter.** Everything from the cleanliness of your car to the order of your desk is sending a message that you are organized, take pride in your appearance and will represent the company in the best possible light.

Information provided by: The Protocol School of Texas www.protocolschooloftexas.com

Corporate Networking and Etiquette Training

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