



BUSINESS ETIQUETTE • CHILDREN'S MANNERS • CONSULTANT TRAINING

Recently I did an etiquette program for your firm that focused on first impressions. Everyone had a great time. As time passes we all forget the details that can make or break our success. I am sending out a reminder list for clients to send out to their associates. As always if you have any questions, please feel free to contact me. Enjoy.

10 Business Etiquette Reminders

1. Avoid wearing overly casual or sexy clothing.
2. Avoid wearing too much fragrance or jewelry.
Remember if someone can hear you or smell you coming, it is too much.
3. Clothing should fit and not be too tight or too loose.
4. Do not over accessorize. Do not wear items that look unnatural. Your look should not be a daily surprise.
Have a consistent look.
5. Too much makeup or not enough makeup can take away from a professional look.
6. Avoid chewing gum in any public setting including the office.
7. Do not remove gum or any dental device at the table or in front of others.
8. Do not use speakerphone unless you are in a private office and have permission from the person on the other end of the call.
9. Do not cross your arms, put your hands on your hips or roll your eyes. We sometimes forget how clear our body language can communicate a message.
10. Always put the needs of others ahead of your own.
Think before you speak and think before you act.