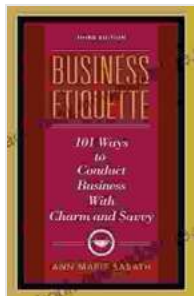


101 Ways to Conduct Business with Charm and Savvy



Business Etiquette: 101 Ways to Conduct Business with Charm and Savvy by Ann Marie Sabath

★★★★☆ 4.6 out of 5

Language	: English
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Screen Reader	: Supported
Enhanced typesetting	: Enabled
Word Wise	: Enabled
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In today's competitive business landscape, it is imperative to stand out from the crowd. One way to do this is to cultivate charm and savvy in your interactions with clients, colleagues, and superiors. Here are 101 ways to do just that:

Networking

1. Attend industry events and conferences.
2. Join professional organizations.
3. Volunteer your time to a worthy cause.
4. Connect with people on LinkedIn.
5. Follow thought leaders on social media.

6. Reach out to people you admire and ask for advice.
7. Be a good listener and ask thoughtful questions.
8. Remember people's names and faces.
9. Send handwritten thank-you notes.
10. Be genuinely interested in other people.

Communication

11. Be clear and concise in your communication.
12. Use active listening skills.
13. Be respectful of others' opinions.
14. Be open to feedback.
15. Use positive body language.
16. Be mindful of your tone of voice.
17. Proofread your emails and other written materials.
18. Use humor appropriately.
19. Be yourself.
20. Be authentic.

Relationships

21. Build strong relationships with your clients.
22. Be a team player.
23. Be supportive of your colleagues.

24. Be respectful of your superiors.
25. Be ethical and honest.
26. Be trustworthy.
27. Be reliable.
28. Be a good mentor.
29. Be a good friend.
30. Be a good listener.

Savvy

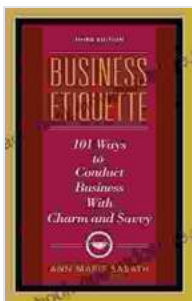
31. Be aware of your strengths and weaknesses.
32. Be adaptable and flexible.
33. Be a problem solver.
34. Be creative and innovative.
35. Be a good negotiator.
36. Be a good leader.
37. Be a good follower.
38. Be a good communicator.
39. Be a good listener.
40. Be a good team player.

Charm

41. Smile often.

42. Make eye contact.
43. Be polite and courteous.
44. Be respectful of others.
45. Be genuine.
46. Be authentic.
47. Be yourself.
48. Be confident.
49. Be humble.
50. Be charismatic.

Cultivating charm and savvy in your business interactions can help you build strong relationships, advance your career, and achieve success. By following these 101 tips, you can become a more effective and successful businessperson.



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