

79 Etiquette Tips, Tools, and Techniques to Get Ahead and Stay Ahead

In today's competitive world, it's more important than ever to make a good impression. Etiquette is the key to success in both your personal and professional life. It can help you build relationships, get ahead in your career, and make a lasting impression on everyone you meet.



New Rules @ Work: 79 Etiquette Tips, Tools, and Techniques to Get Ahead and Stay Ahead by Barbara Pachter

★★★★☆ 4 out of 5

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If you want to get ahead and stay ahead, it's essential to master the art of etiquette. Here are 79 tips, tools, and techniques to help you do just that:

Personal Etiquette

1. Be on time for appointments and events.
2. Dress appropriately for the occasion.
3. Be polite and respectful to everyone you meet.

4. Use proper grammar and pronunciation.
5. Be mindful of your body language.
6. Be a good listener.
7. Avoid interrupting others.
8. Be positive and upbeat.
9. Be honest and trustworthy.
10. Be grateful for what you have.

Professional Etiquette

11. Be respectful of your colleagues.
12. Dress professionally.
13. Be on time for meetings.
14. Be prepared for meetings.
15. Be a team player.
16. Be willing to help others.
17. Be ethical and professional in all your dealings.
18. Be mindful of your online presence.
19. Be a good mentor.
20. Be a role model for others.

Dining Etiquette

21. Arrive on time for your reservation.

22. Dress appropriately for the restaurant.
23. Be polite to the staff.
24. Order from the menu politely.
25. Use your utensils correctly.
26. Be mindful of your table manners.
27. Be a good conversationalist.
28. Tip your server appropriately.

Social Etiquette

29. Be polite and respectful to everyone you meet.
30. Be a good listener.
31. Avoid interrupting others.
32. Be mindful of your body language.
33. Be positive and upbeat.
34. Be honest and trustworthy.
35. Be grateful for what you have.
36. Be a good friend.
37. Be a good neighbor.
38. Be a good citizen.

Tools and Techniques

39. Use a mirror to check your appearance before you go out.

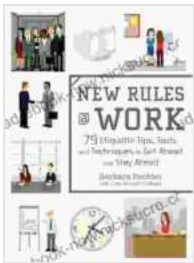
40. Practice your handshake.
41. Use a notepad to take notes during meetings.
42. Dress in layers so you can adjust to the temperature.
43. Carry a small mirror and comb with you.
44. Keep a lint roller in your desk drawer.
45. Use a breath mint before you speak to someone.
46. Be aware of your posture.
47. Use a timer to stay on track during meetings.
48. Use a to-do list to keep track of your tasks.

Additional Tips

49. Be yourself.
50. Be authentic.
51. Be confident.
52. Be humble.
53. Be kind.
54. Be compassionate.
55. Be respectful.
56. Be responsible.
57. Be accountable.
58. Be a lifelong learner.

By following these tips, tools, and techniques, you can master the art of etiquette and make a lasting impression on everyone you meet.

Remember, etiquette is all about showing respect for others and making them feel comfortable. When you do that, you'll be well on your way to success in both your personal and professional life.



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