

## 13 Tips on Business Etiquette: Setting a Professional Tone with Co-workers, Clients and Customers

### Business Etiquette Tip No. 1

#### Cubicle Etiquette: 4 Close-quarters Rules

Even if there aren't four walls and a door marking the area, you need to respect everyone else's work space.

- 1) **Don't "prairie dog."** Walk around the partition to see a neighbor, instead of popping your head over the top. And as you walk down the passageways, don't peek into each workstation.
- 2) **Grant your neighbors private time.** Stagger lunch breaks to provide everyone a few minutes alone at their desks.
- 3) **Don't chime in to conversations you hear over the wall.** Whether it's a work question you can answer or a private conversation you'd rather not hear, ignore comments that aren't directed at you.
- 4) **Keep lunch in the kitchen.** Or, when you absolutely can't leave your desk for a meal, choose foods without strong odors, and dispose of your trash in the kitchen, not in your own wastebasket.

### Business Etiquette Tip No. 2

#### 'Casual Dress' Etiquette: Demystify Your Event's Dress Code

Casual; *corporate* casual; *business* casual; *smart* casual; *resort* casual – don't leave meeting attendees baffled about your event's dress code. Explain what you mean by "business casual" or "corporate casual," etc., with examples of appropriate attire for men and women. One event's "resort casual" encouraged wearing jeans, while another explained that shorts were acceptable, but not denim or cutoff-2(\*a)4(s)-1(u-2(o)ne)4( f)3(o)-10(r('))-10(rMC /P <</MCID 27 >>BDC /TT0 1 Tf  
How to Finesse Awkward, Embarrassing Situations  
Knowing whether or not to tell your CEO he has spinach stuck in his teeth is one sure test of your business etiquette skills. (*Answer:* Tell him, but discreetly.)

*Another situation:* You find a personal – and potentially embarrassing – document left behind on the photocopier. *Solution:* Normally, you'd put forgotten pages in a tray beside the copier for people to claim later. In this case, though, deliver the document in person, advises Peter Post, author of *The Etiquette Advantage in Business*.

### Business Etiquette Tip No. 4

#### Handshake Etiquette: Setting the Stage for Instant Rapport

A good, well-timed handshake to pair with your smile is a sure way to stand out, whether you're at the company picnic or an industry conference. *Here's how important it is:* A prospective employee with the best handshake is more likely to get the job, research shows.

### Business Etiquette Tip No. 5

#### Job Etiquette: When a Co-worker Gets a Pink Slip





*How to steal this idea:* Take a few minutes to do a Google search before you leave for lunch.

- 5) **Put some thought into choosing the right restaurant.** Too casual or inexpensive and the person may not feel valued. Too expensive and they may perceive you as wasteful. When in doubt, suggest that the other person pick the place.

### **Business Etiquette Tip No. 12**

#### **Office Decorations: Balance Personal and Professional Image**

Personalizing our office space is tempting because we spend more awake hours there than anywhere else. But strike a balance by answering these questions about your cubicle décor:

- 1) **Who will see it?**
- 2) **What does it say about you?**
- 3) **Is it distracting?**
- 4) **Does it go overboard?**

### **Business Etiquette Tip No. 13**

#### **Party Etiquette: Special Occasions with Co-workers**

Office party etiquette is simple: Don't do anything that you don't want the entire company to be talking about for several years to come. Contrary to popular myth, an office party is not the place to wear a lampshade on your head. Keep your dignity, and respect the dignity of others.

\* <http://www.businessmanagementdaily.com/glp/28411/14-Tips-on-Business-Etiquette.html>