



ADULTING 101

WORKPLACE
PROFESSIONALISM



Workplace Professionalism: What You Need to Know

Be Timely:

Be on time (if not early) to your job every day. Show up ready to work and use your time wisely throughout the day. Also consider timeliness when it comes to communicating with coworkers. Reply to all work requests in a timely manner whether it be with a phone call, email, or in person discussion. Finish assignments and projects in a timely manner, especially if others are depending on your work.

Practice Basic Manners:

A simple "please," "thank you," and "excuse me" can go a long way. Politeness can set a professional tone for everyone around you. Think of others and don't be afraid to offer a helping hand or hold a door. Consider your office culture for what topics and discussions may not be suitable for work. Also consider politeness when it comes to appropriate behavior with technology. For instance, put your cell phone away for personal business while at work, avoid utilizing social media while on the job, and follow appropriate email etiquette.

Communicate Effectively:

Be sure to communicate with your team to keep things running smoothly. Most disagreements and misunderstandings begin with a lack of communication. Work to share ideas, critiques, information, etc. in a way that will be easily understood by coworkers in person, over the phone, or on email. Address miscommunication when it arises.

Show Respect:

Respect should be extended to everyone you encounter at work - your superiors, your coworkers, those you supervise, and people from the community you may encounter even if they are being difficult or demanding.

Separate Work and Personal Life:

Everyone has things happening outside of work. However, it is best to limit the impact they have on our work. Try to maintain a professional appearance at work and avoid bringing up difficult situations that may be happening in your personal life. Step away from your desk if you need to make or receive a personal call, try to leave using the Internet for personal use until you get home, avoid printing personal documents at work, etc. Sometimes mixing work and personal life cannot be helped, but try to minimize where possible.

Take Initiative:

As an employee, one of the best ways to stand out as a professional is taking initiative. Don't be afraid to volunteer yourself to help with a new project or initiative or suggest your own ideas. Be proactive to anticipate needs before they arise. Take initiative for your own learning to stay up to date in your field.

Maintain a Professional Attitude:

To be professional, it is essential to remain positive while at work. Avoid complaining. Although all jobs have their pros and cons, do your best to limit or eliminate complaints and instead work to problem solve for issues that are frustrating. Avoid office drama or gossip that may negatively impact your attitude.

