

Professional Pitfalls To Avoid

- * **Feeling entitled and arrogant—you have to earn that right**
 - ◆ Just because you may be brilliant does not mean that THEY know it
 - ◆ With any new job you have to earn respect from the beginning

- * **Treating your boss & co-workers like you do your friends**
 - ◆ There is a time for everything under the sun...including when to be formal and when to be informal
 - ◆ Watch your language, tone, and slang—it's easy to disrespect someone
 - ◆ Remember to maintain boundaries—your boss doesn't want to hear about your late night party this weekend that you're still recovering from

- * **Being fashionably late for work—there's no such thing**
 - ◆ Plan ahead or find faster routes to avoid traffic
 - ◆ Strive to make it to the office BEFORE your boss

- * **Not dressing the part**
 - ◆ You need to dress for the position that you want, not just for the one that you currently hold
 - ◆ Business casual is NOT the same thing as casual

- * **Playing on company time**
 - ◆ Wean yourself off Facebook and Twitter (only during lunch/breaks if you must)
 - ◆ Businesses monitor e-mails and internet site usage—is it worth losing your job?

- * **“That's not what we learned in school!”**
 - ◆ Stay open to learning new things—every company is different
 - ◆ Be proactive and ask questions about the company's approach/philosophy during your interview
 - ◆ Know that sometimes real-life experience is more practical than classroom settings

- * **Going crazy with the first paycheck**
 - ◆ It's tempting to start spending that increase in pay fast—even before you've been paid!
 - ◆ If you keep the same cost of living the whole first year (or even 6 months) of your first real job, you can build up a great savings and establish a realistic budget

Etiquette in the 21st Century

E-mail Pitfalls to Avoid:

Premature Sending

-  To avoid sending e-mails to the wrong person or incomplete e-mails, wait until the end to type in the address
-  This is also helpful if you're typing an e-mail when you're angry; maybe by the time you go to address it you've cooled off a bit

Forgetting the Attachment

-  Before you begin typing the e-mail, insert the attachment
-  If you do forget the attachment, send a 2nd e-mail right away. I often mention that the glue came off and I had to re-stick it :)

Forwarding useless e-mails

-  You lose credibility when you forward these constantly, especially if it includes inappropriate humor
-  Some offices have strict e-mail policies, and monitor their employee e-mails
-  Know your audience, and if you must send these along send only to those who would want to see them, and do it from your personal e-mail

Poor spelling or grammar

-  Another fast way to lose credibility
-  Do not use text slang in an e-mail format. Just about the only acceptable transfer from texting are smileys :-)
-  So, proofread your e-mail before pushing Send. Remember that spellcheck doesn't catch certain things

No Greeting

-  It is common curtesy to begin e-mails with the recipient's name and a brief (but appropriate) greeting.
-  Picking up midstream on a conversation from 2 months ago is confusing and disrespectful. It says "I don't have time to address you personally"

Reply All

-  This can be really frustrating and create awkward situations (including your supervisor on an e-mail to co-workers, confidentiality, or if you leave someone off a reply to a group)

Leaving the whole thread

-  Three initials for you: TMI
-  This can be especially problematic if forwarded to your supervisor—s/he WILL read the entire thread