

Top Ten Business Etiquette Behaviors for Building Better Relationships



1. Be on time. Avoid doing “just one more thing:”
2. Classic and true: Use “Please” and “Thank you.”
3. Always present yourself to represent your organization: attire, attitude, effort.
4. Harness the power of the sincere compliment.
5. Fight demeaning behaviors or superior attitudes in yourself.
6. Take responsibility: apologize and have a solution.
7. Be prepared. Period.
8. Know that your actions outside of work affect you and your organization.
9. Focus on etiquette for greetings, table manners, and work space issues.
10. Embrace and use the principles of etiquette: Consideration, Respect, and Honesty.

