

WORKPLACE ETIQUETTE

5 TIPS FOR WORKPLACE SUCCESS

01.



PREPARE YOURSELF, DRESS APPROPRIATELY, AND ARRIVE ON TIME

02.



MINIMIZE PERSONAL TECHNOLOGY USE

03.



RESPECT COWORKERS, SUPERVISORS, AND CUSTOMERS EQUALLY

04.



AVOID GOSSIP AND DON'T BRING PERSONAL BUSINESS TO WORK

05.



TAKE INITIATIVE AND BE FLEXIBLE TO HELP OTHERS WHEN NEEDED



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