

Tips on Being More Professional

Time Management

Get and keep control of your work day – arrive on time, maybe a few minutes early so you can prepare for the day. Being on time shows that you care about your boss, your company and your fellow co-workers. Once at work, stay busy. Don't waste your time checking personal emails and surfing the Internet. As you are working on tasks and projects, tackle the hardest part of the task early. Take minibreaks so you don't get burned out.

Speaking Skills

Do you use slang while speaking at work? Do you sound unsure when giving a presentation? Using slang, "ums" or phrases such as "You see what I'm saying" are all unprofessional and should not be used in a business environment. If your language and speaking skills are not on par, consider taking some grammar refresher courses or a public speaking class. Check with your local community college or university to see if they offer any "continuing education" courses on business speaking, public speaking or grammar. When you are speaking, be confident, state your words clearly and do your research if you are unsure about what you are speaking about. Using poor language and stumbling over your words can cost you in the long run.

Proper Business Attire

Proper business attire not only reflects professionalism, it boosts your confidence as well. Dress the part. Your suit should be clean, pressed, shirts tucked in and no missing buttons, zippers or flaps. Ladies, your dresses should be the right length and not too revealing. On casual days, don't go too casual. Wear clean jeans that have no holes in them. T-shirts are inappropriate; wear a polo or solid-color shirt. Also, don't wear shirts with advertisements or controversial words on them.

Keep Personal Matters At Home

If you are having personal problems, leave them at home or at the front door of your job. Do not bring personal matters or problems into your work environment. This will hinder you from getting any work done and it can cause issues if you discuss personal matters with co-workers. Being buddy-buddy and discussing matters not related to the job or company is unprofessional and disrespectful.

* http://www.ehow.com/way_5370940_professionalism-tips.html