



Creative Business Consulting Business Tips



Develop your Professionalism

Anyone can become a top professional regardless of the type of work that you do. Whether you are a construction worker, teacher, or are employed in the service industry, you too can become the best, most professional person in your field. Below are some tips to help you enhance your professionalism.

Tip # 1: Define professionalism for yourself. Take a few minutes to think about and then make a list of all of the characteristics that you associate with being a professional in your position. Here are some examples that you can use: “I am reliable and my co-workers know that they can count on me. I come to work with a positive attitude. I am courteous to everyone at work. I consistently perform my work tasks on time. I offer to help others when I see that there is a problem.” Be sure that your list is specific to your job and reflects how you wish to be perceived as a professional.

Tip # 2: Continually improve your work habits. Consider the following questions to help you assess your own work habits. Do you always do a thorough job? Are you on time to meetings? With work tasks? Is your workspace well-organized? Do you accomplish what is most important to do each day? Do you handle multiple tasks with skill and finesse? If you answered “No” to any of these questions, you can use them as suggestions for improving your work habits. If you answered “Yes” to most of the questions above, you’re well on your way to becoming a top professional.

Tip # 3: Develop a professional attitude. There is a big difference between a person who just shows up to his/her job everyday and an employee who comes to work with a positive, “can do” attitude. Which type of person are you? To develop and sustain a positive, professional attitude I suggest that you focus on what is good about your job, the benefits you receive, the

skills that you are learning, or the accomplishments that you achieve. An attitude of gratitude goes a long way in polishing your professional demeanor!

Tip # 4: Respect others. This means valuing others for their cultural diversity and individual uniqueness. It’s easy to get along with people who hold values and interests that are similar to your own. The challenge is to show fairness and respect to others whose talents and backgrounds may be very different from yours.

Tip # 5: Be a team player. In most work environments, major accomplishments are not achieved alone. Your success as a top professional depends on you making your best contribution to the overall efforts of your team or department. Be sure that your co-workers can count on you to get your part of the job done within the time required. When you function in harmony with your fellow workers, everybody wins.

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