



Workplace Etiquette: The Dos

1. Do arrive early.

There's some common advice often given to new workers: You want to be in the office before your boss, and stay until after he or she leaves. You *will* be remembered for answering your phone at 8:01 a.m. in a world where tardiness is common (especially in major cities, where traffic can cause all kinds of headaches). Conversely, you will also be noticed if you consistently show up 15 minutes after everyone else—just not in the way you want.

2. Do network with people outside of your cubicle or office.

Of course, it's important that you complete your work on time and up to standard. But it's also important to remember that a perk of having a job at a company you appreciate is meeting other people with similar interests who can share advice from their past experiences that you can use on the job.

That's why it's important to take networking opportunities seriously, especially when you're first starting on the job. Grabbing coffee or lunch with your coworkers, attending happy hour or other company functions, and simply making yourself available can go very far.

3. Do be willing to help out a coworker.

If one of your coworkers asks you for help in completing a task, you should generally say yes, however, this is to your discretion as long as you feel that you can realistically help them while also hitting your own deadlines that you already have set. This is an opportunity to stand out and demonstrate your own knowledge and skills.



4. Do bring in goodies.

Who doesn't love to eat? If you have free time one night, baking cookies, brownies, or some other treats can be a really nice gesture for your coworkers—especially if you're celebrating a big win or going through a stressful period.

If you do choose to bring in treats, though, it's important to understand ahead of time whether any of your coworkers have allergies or dietary restrictions like gluten insensitivity. Bringing something in that everyone can enjoy will only make the gesture that much more meaningful.

5. Do jump at the chance to complete a new task.

If your boss, superior, or coworkers ask you to work on a task that you've never worked on in the past, it's natural to feel nervous. But, that's no reason to decline the work. Accepting new projects expands your skillset and can lead to exciting opportunities down the line.

You were likely chosen because they have confidence in your abilities. Just make sure to ask questions, seek advice, and make sure you're on the right track before getting too bogged down in the task.

6. Do be flexible.

Sometimes, you're going to be tapped for a project or initiative that requires you to be flexible. You might be asked to work earlier or later hours than usual; you might be asked to perform duties or tasks that you don't necessarily want to perform, or that you weren't hired to do. There may come a day when you are asked to work a holiday—either to cover someone else's shift or to usher a project through to completion.

While it's never fun to work a holiday, a weekend, or to do "someone else's job," being willing to roll with the punches demonstrates that you value the company and take your role seriously, which will only help you in the long run.

7. Do dress appropriately for the office.

What constitutes appropriate will depend on the particular culture of your workplace. But it's always a good idea to dress to impress, especially when you're first starting a new role at a company. Even if you don't have a formal dress code, save the crop tops, flip-flops, and see-through shirts for the weekend—no one will take you seriously if you don't. Refer to the handbook if necessary.



8. Do make sure your earbuds are plugged in securely to your computer.

Have you ever made the mistake of listening to music or a video on your laptop while in public, only to realize that your earbuds weren't plugged in and that everyone around you could hear? Talk about embarrassing.

This can even be only more embarrassing in the workplace. If your coworkers can over hear then you are too loud.

9. Do be open-minded.

Whether you're taking on new work, building relationships, or advancing in your career, you should do your best to remain open-minded. Nothing is known for certain, and being flexible and open to change will only help you in the long-run.

And finally...

10. Do wear a smile.

Having a positive attitude about being at work will affect your job performance significantly. Appearing happy, friendly, and approachable at work can do wonders for your career. Never underestimate the power of a smile!