

# The 3 A's of Professionalism

A **quick, at-a-glance guide** to fundamental business etiquette principles for daily workplace interactions.

## ACTIONS: WHAT YOU DO



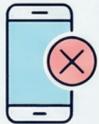
### Be on Time & Prepared

Punctuality for work and meetings shows respect for others' time.



### Be Present & Engaged

Put your phone away during meetings and conversations and avoid interrupting others.



### Be Responsive & Courteous

Reply to messages promptly and be considerate in shared spaces like kitchens.



## APPEARANCE: HOW YOU LOOK



### Dress for Your Workplace

Follow the company dress code and avoid overly casual or revealing clothing.



### Maintain Good Hygiene

Pay attention to personal grooming and use fragrances sparingly.



### Compliment with Care

It's okay to compliment an outfit, but avoid comments about a colleague's body.



## ATTITUDE: HOW YOU ARE



### Be Inclusive & Positive

Introduce people, avoid gossip or public criticism, and say "thank you" often.



### Give Credit & Own Mistakes

Acknowledge the work of others and take responsibility for your own errors.



### Stay Open to Learning

Embrace new experiences, knowledge, and constructive feedback to grow professionally.



NotebookLM

# 2026

## January

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## February

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## March

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## April

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## May

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31						

## June

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## July

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## August

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23	24	25	26	27	28	29
30	31					

## September

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## October

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## November

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22	23	24	25	26	27	28
29	30					

## December

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