

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.



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2026

January

SUN	MON	TUE	WED	THU	FRI	SAT
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
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February

SUN	MON	TUE	WED	THU	FRI	SAT
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March

SUN	MON	TUE	WED	THU	FRI	SAT
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April

SUN	MON	TUE	WED	THU	FRI	SAT
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August