

15 WORKOUTS TO BUILD YOUR 'PROFESSIONAL' MUSCLE

1. Keep your knowledge and skills up-to-date, always!
2. Deliver highest quality work on time, in accordance with standards/guidelines
3. Be on time for meetings and discussions.
4. Never turn up to client meetings unprepared.
5. Maintain a positive attitude.
6. Keep calm under pressure no matter what.
7. Speak clearly, and speak up when necessary.
8. Learn to take feedback and act on it.
9. Be pleasant and respectful to your colleagues or everyone you come into contact with, no matter what their role is and no matter what you think of them.
10. Focus on getting your work done well.
11. If things go wrong, accept responsibility for the part you played.
12. Tell the truth and never compromise your values. (what are your values?)
13. Do the right thing at all times and in all circumstances, even if it means others will disagree or disapprove.
14. Be flexible enough to adjust to any changes.
15. You are always on show and being judged, so take care of your professional image (appearance, email, untidy report?)