

THE BASICS

OF

PROFESSIONALISM

1.

PUNCTUALITY

Be on time. Respecting people's time can get you far. Try to be at least 5-10 minutes early to things, so you can be prepared.

2.

COMMUNICATION

Always be sure to communicate. Communicate things like if you will be late to an event or if you have questions or misunderstandings. Open communication shows that you are honest.

3.

FOLLOW-THROUGH

If you say you are going to do something, be sure to do it! It never goes unnoticed who follows through and follows up on the items/actions they say they will complete.

4.

ACCOUNTABILITY

Hold yourself accountable. If you forgot to do something, that's okay—but own up to it. If you made an error, own up to it. This shows that you can take ownership of all your actions—both the good and the bad!

5.

INTEGRITY

Be sure to have integrity in all your work. Be thorough in the things you put your name on and never cut corners. This will make you trustworthy.