

EVERYDAY ETIQUETTE AUDIT

10 things to check before work

The Etiquette Audit

Use the following checklist to ensure you're presenting your best self each workday. Good etiquette is a cornerstone of professionalism and builds positive relationships.

1. **Did I Greet with Intention?**

- Make eye contact and smile.
- Use a person's name when greeting them.
- Offer a sincere 'Good morning' or relevant greeting.

2. **Is My Outfit Aligned with My Image?**

- Is my clothing clean and well-maintained?
- Does my outfit project professionalism and respect for the workplace?
- Does my attire meet dress code requirements?

3. **Are My Shoes Clean and Presentable?**

- Are my shoes free of dirt and scuffs?
- Are they appropriate for the workplace environment?
- Do they complement my overall attire?

4. **Is My Posture Telling the Right Story?**

- Am I standing and sitting tall with good posture?
- Does my posture convey confidence and engagement?
- Am I avoiding slouching or closed-off body language?

5. **Did I Check My Breath, Nails, and Scent?**

- Is my breath fresh?
- Are my nails clean and trimmed?
- Am I wearing a subtle and appropriate fragrance (if any)?

6. **Is My Digital Etiquette on Point?**

- Have I reviewed my email signature for accuracy and professionalism?
- Am I prepared to respond promptly and politely to digital communications?
- Am I mindful of my online presence and social media activity?

7. **Am I Prepared to Start on Time?**

- Have I planned my commute to arrive punctually?
- Have I set up my workspace for optimal efficiency?
- Am I mentally prepared to begin my tasks without delay?

8. **Do I Know Who I'm Meeting or Speaking With Today?**

- Have I reviewed the names and titles of individuals I'll be interacting with?

- Am I familiar with any relevant background information or discussion topics?
- Am I prepared to address them respectfully and professionally?

9. Do I Have a Graceful Response Ready for Conflict?

- Have I considered how I will handle potential disagreements or challenges?
- Am I prepared to listen actively and respond calmly and respectfully?
- Do I have strategies for de-escalating tense situations?

10. Have I Centered Myself Spiritually or Mentally?

- Have I taken a moment for mindfulness, prayer, or reflection?
- Am I approaching the day with a positive and balanced mindset?
- Am I prepared to manage stress and maintain composure?

Reminder: Your etiquette isn't for show — it is a daily habit that elevates how others experience you.