

# Careers

## Did you know?

*“They intoxicate themselves with work so they won't see how they really are.”*

– Aldous Huxley

**Don't monopolize conversations by speaking only about yourself and your accomplishments. Show personal interest in others by asking them about themselves and actually listening to what they have to say.**

## How To Be Polite

Just imagine how embarrassed you will be if you show up for a job interview, only to realize that the man you just cursed in the parking lot because you think they parked in 'your' spot, is actually the interviewer. Trust me, it has happened many times before and could happen to you.

Being polite involves being respectful and considerate of the needs, feelings,

time, resources, values and cultural norms, of others. Being polite and kind will make you very likable and will encourage others to reciprocate your consideration. Another benefit of being polite is that it will make it very easy for you to gain the respect of those around you.

Even if they do not instantly change their behavior, they will be forced to respect you and your standards. Eventually, they

may change for the better as a result of your efforts. Wouldn't life be much easier if we all had jobs in which our employees, subordinates, and colleagues, all treated us with respect?

Respect has to be earned and being polite is one of the easiest ways to earn it.

So, if you have nothing kind to say, don't say it, don't post it on social media or even think it.

## Give someone else a chance to shine every now and then.

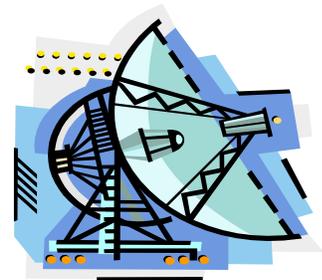
you are leaving, kindly excuse yourself. And if you are greeted, respond warmly and with a smile.

Do not criticize the efforts of others, especially when it is obvious that they tried very hard to ac-

complish a particular task. If you must offer some constructive criticism, sandwich it with some genuine commendation. Be appreciative of the efforts of others. Even if what is presented is not to your lik-

ing, there is no need to make it known.

Try to learn a little about the cultural norms and beliefs of those around you. You do not have to share their views, you simply need to know enough not to unintentionally



## Your CareerScope

Even words that are whispered to a friend have been known to turn around and bite you.

Don't be stingy with greetings and salutations. If you enter a room, pleasantly greet all present. When you

offend them. It is also most polite to allow them to freely express these views, without fear of being disrespected. You can always agree to disagree. You do not always have to insist on things being done your way.