Tips on Being More Professional

Time Management
Get and keep control of your work day – arrive on time, maybe a few minutes early so you can prepare for the day. Being on time shows that you care about your boss, your company and your fellow co-workers. Once at work, stay busy. Don't waste your time checking personal emails and surfing the Internet. As you are working on tasks and projects, tackle the hardest part of the task early. Take minibreaks so you don't get burned out.

Speaking Skills
Do you use slang while speaking at work? Do you sound unsure when giving a presentation? Using slang, "ums" or phrases such as "You see what I'm saying" are all unprofessional and