

HABITS OF EVERY SUCCESSFUL EMPLOYEE - PART 1 by Ms. Marlene Legasi-Munar

Ang sabi ni Jun Hines Moore sa The Etiquette Advantage – adopting the following habits will improve your success no matter where you are on the career ladder. Mayroong 19 na mga tips pero ibabahagi ko sa inyo ngayon ang unang 9.

1. **Always introduce people in a manner that makes each of them feel comfortable.** Hindi ba nabanggit ko na sa inyo dito sa Protips na ang pinakamatamis na tunog sa ating pandinig ay ang ating pangalan. Kahit na napakabusy natin kapag halimbawa’y narinig natin ang pangalan natin napapahinto tayo at nakukuha kaagad ang ating atensyon. When you make it a habit to introduce people in a manner that will make them feel comfortable, you are actually making deposits in their lives. Bahagi iyan ng pagdevelop ng maayos na people skills. Making introductions and always introducing people in a timely and gentle manner.
2. **Do not be pushy or aggressive in social situations trying to promote your own career at the expense of another.** Hindi makakatulong iyan kung gusto nating maging people person at kung gusto nating magimprove ang ating mga careers. There is a time to assert yourself pero kapag agresibo tayo masyado, many people are turned off.
3. **Always write a note or a letter to acknowledge a favor or gift.** Ngayon mas madali na para sa atin kasi meron nang cell phones. Pwede tayong magtext anytime kapag ginawan tayo ng pabor ng ating colleague o kaya customer o kaya supplier. Always be thankful.
4. **Be able to converse intelligently on a variety of subjects.** So dapat well rounded ang ating kaalaman. We are updated with what is going on para kapag merong pinag-usapan kahit papaano makakapagcontribute tayo sa discussion.
5. **Do not pretend to be a know-it-all on any topic of conversation.** Related sa naibahagi kong bahagi kanina, it is important that we conversant with a variety of subjects but do not pretend to be a know-it-all. Kung hindi natin talaga alam iyong pinag-uusapan, it would be good to ask intelligent questions from the person who is knowledgeable about the subject matter. In that way, you are affirming the expertise of the person at natututo rin tayo.
6. **Know how to dress properly on and off the job and in keeping with the company image.** Seek help in building a professional-looking wardrobe if necessary.
7. **Never discuss private company matters with outsiders.** Bakit? Kapag halimbawa ang kausap mo ay hindi naman tagaloob ng kumpanya at hindi mo masyado kakilala, iyon pala merong kuneksyon doon sa inyong boss or kaya sa iyong manager or supervisor e di lagot na tayo. At saka, hindi polite na pinag-uusapan natin lalo na ang problema natin sa labas ng kumpanya at sa mga taong hindi naman talaga involve dahil:
 - a. Baka naman hindi sila talaga interesado.
 - b. Hinid maganda na nagreklamo tayo tungkol sa ating kumpanya o organisasyon sa mga taong hindi naman aware kung ano ang nangyayari talaga sa loob. The best person to talk about the problems that you have in your company is your boss o kaya iyong mga kasamahan mo doon sa trabaho. Again, an important habit that we should develop if we want to be successful is to never discuss private company matters with outsiders.
8. **Remain polite but firm with ill-mannered individuals.**
9. **Remember that everything you do reflects on all.** Kung papaano natin ginagawa ang trabaho natin, reflection ng ating pagkatao, reflection din ng leadership ng ating boss at reflection ng kung ano ang uri ng kumpanya o organisasyon na kinabibilangan natin.

Be a blessing in the workplace today.