

“UNLOCK YOUR POTENTIAL”



50

**Expert Tips
to thrive in the**

CORPORATE WORLD

(PART I)

1



SWOT Analysis

Know your Strengths, Weakness, Opportunities & Threats. Always Focus on your STRENGTHS!

2



Accept Reality

Accept the fact that work is not supposed to be fun. Lucky people will find themselves in a field they like.

3



Do not Interrupt

Never interrupt anyone while they are talking. Wait for your turn.

4



Dress for your Boss' Job

First impressions Last!

5



Be a Great Listener

Listen to Understand. Process it well & then respond.

Chivalry

‘Please’, ‘Thank you’, ‘Excuse me’, ‘Pardon me’ and ‘Apologies’ are golden words. Use them as much as you can.



Mind the Clock

Being on time is the least you can do. Always be on time. In case you're late, inform the contact you're meeting in advance. Value other people's time.



Meeting on, Cellphone off

Need I say more?



Say no to Impulse

Each move in the corporate world needs to be carefully measured & scrutinized. Do not fall prey to your impulses.



Knock Knock!

No matter what your designation, always knock on the door before entering any cabin or meeting room.



11



Learn from the Best

Stay updated about your own field. Read what the experts have to say. Keep up with the Local, National & Global Trends.

12



Tongue Tied

If you have no clue what they are talking about in a situation, keep your lips zipped.

13



Be Loyal to Yourself

Set your boundaries & create a solid work ethic. Stick to it. Nurture it.

14



Preserve your Ideas

When an idea gets rejected, don't be disheartened. Keep it in your record.

15



Do not Argue

Arguing indicates lack of Self-Control. Even as a Lawyer, it is not necessary to argue in office, be Polite and Controlled.

Do not have a blocked mindset

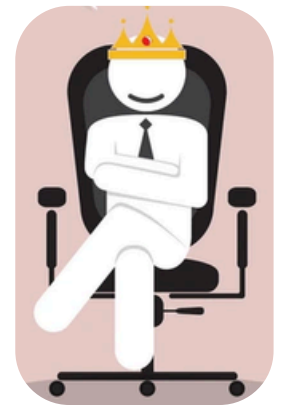
Keep your mind open to new Ideas, Solutions & Perspectives.



16

The Boss is (almost) always right

Bosses carry more Experience. Work as per their Guidance. Politely register your disagreements. Never make your boss look bad in front of others.



17

Don't be intimidated

Don't fear people & situations in a corporate setting. It's all in your head.



18

Don't slouch

It makes you look Lazy & Careless.



19

Dump assumptions

Never assume anything. Do your research. Study the issue. Get help from people in the know if required.



20

21



Mail to Record

If you wish to record, please put it on Email.

22



Back up, back up

Always back up your data including emails. This will come in handy on a rainy day.

23



Avoid the gossip

Gossip travels like an Epidemic. Focus on your work & avoid the Gossip Mongers.

24



To-Do List

Always keep a To-Do List. Do not rely on Memory.

25



Always jot down instructions

Note down on Critical Instructions & always focus on them first.



**DON'T FORGET TO
CHECK PART - II**