Striving For Excellence
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Attitudes At Work

1. Be Enthusiastic try to be happy at work while doing your task it will make it more fun and make the people around you notice you more.

2. Be Efficient you should constantly trying to improve your work method

3. Excellence, You should strive to be excellent in what you do whether it be something really easy or really hard

4. Issues at work: Don’t be shy to bring up any concerns with your boss or supervisor you will be happy you did.
Dressing For Success

For Men:
- Men should wear their required uniform that their employer has provided. If you don’t have a required uniform then you can colored collared button-ups in any color. Conservative patterns such as checks or stripes are acceptable too, worn with or without a tie.
- Ties should still be conservative in pattern. Avoid novelty ties (ex: ties with images on it) choose patterns like dots, stripes, or checks. Most colors are acceptable.
- Dressy slacks, such as black dress pants or pressed khakis in the summer, worn with or without a sports jacket.
- Shoes can be oxfords, loafers, or another comfortable yet dressy choice, in brown or black. Sneakers are also acceptable in certain situations.
- Nails should be clean and short.

For Women:
- Colored shirts and blouses, rather than mandatory collared button-downs. Choose solid colors, or muted patterns like stripes or checks, and avoid low-cut shirts or bright patterns.
- Shoes may be comfortable flats and loafers, as well as pumps, but should remain closed-toe. Can be any color, although black, brown, red, navy, and gray are among the most appropriate.
- Hair can be more casual, with no crazy colors. It should still be neatly styled, in a ponytail or bun or kept straight.

How Improve Interaction With Your Coworkers

- 1. Pay attention when you are being addressed by someone
- 2. Be positive, polite and respectful
- 3. Show your appreciation for someone's help and share credit
- 4. Own up to your mistakes we are all human and make mistakes.
- 5. Honor your commitments
- 6. Follow up after you close the ticket