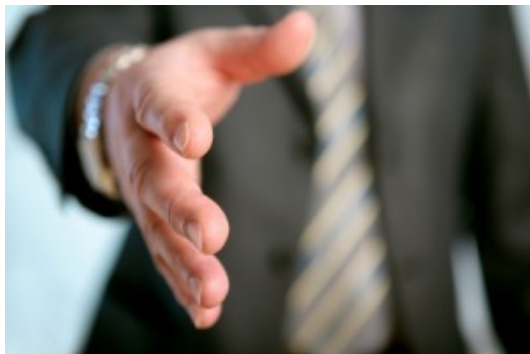


Good Manners, Good for Business

Posted by [Coach](#) • January 18, 2010 • [Printer-friendly](#)

10 Tips to Keep You Courteous and Clients Happy



Proper business etiquette never goes out of style.

Why?

Because, **RUDE BEHAVIOR RUINS BUSINESS!**

Good business manners are a necessity around the office, and a fundamental factor in keeping clients happy.

Here are ten ways to make sure your impression on someone is a lasting one.

- 1. Always wait a split second after a person finishes talking before you speak.**
- 2. Listen with your entire body.**
- 3. Be positive.**

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- 4. Speak well of others.**
- 5. Memorize names.**
- 6. Never try to impress, it will diminish you.**
- 7. Praise, but never flatter.**
- 8. A simple rule when in doubt: Be kind.**
- 9. Deliver on your promises. Clients crave consistency.**
- 10. Answer your phone!**

Remember that you are always on stage. At any given moment you may encounter a client or potential employer.

Always be prepared to look and sound your best!

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