

The Top 5 Manners for Success Are...

Meet & Greet With Confidence

- Firmly shake hands, look people in the eyes when talking, and smile.
- Give your full name and say, “It’s nice to meet you.”
- Make polite conversation by asking questions of the other person.

Cell Phone Courtesy

- When talking in person with others, don’t answer a call/text unless it’s an emergency.
- Don’t talk loudly when in public places, or take pictures of people without consent.
- Don’t stay connected to your phone when you should be “living in the moment.”

Polite Table Manners

- Before. Put your napkin in your lap. Wait for everyone to have food before eating.
- During. Pass food to right, no elbows or arms on table, no cell phone at the table.
- After. Place silverware at 10:00/4:00, thank host, and take dishes to kitchen.

Use Social Media as a Tool Not a Weapon

- Remember..., “Do unto others as you’d have them do unto you.”
- Use social media to make positive connections, not to make others feel bad.
- Don’t post/write anything you would be ashamed of now or at any time in the future.

Help Others

- This can simply mean holding the door open for a person in need, offering to help a neighbor take out the trash, or giving of yourself through a charity or group.
- Having nice manners means making others feel happy and good about them self.