

# THE EXTRA POINT

BY JERRY ROBERTS



## # 339 31 Workplace Rules You Should Follow

Today, 31 rules for the workplace. Things you'll do and others you won't. I'm Jerry Roberts and if you follow these rules, you'll be seen as a leader. Those 31 rules are next, on the The Extra Point.

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1. Don't cook smelly food in the kitchen or break room.
2. Don't wear too much fragrance.
3. Don't play your personal music so it bothers others.
4. Never shake anyone's hand sitting down.
5. When shaking hands, grip firmly and look them in the eye.
6. Before sitting down to a negotiation, know exactly what you want and what you're willing to give up to get it.
7. When entrusted with a secret, keep it.
8. Hold your leaders to a high standard, and hold yourself to a higher one.
9. Give your work everything you've got.
10. Have the courage of your convictions. As the saying goes, "If you don't stand for something, you'll fall for anything."
11. Support your fellow workers and be happy for their successes.
12. Be like a duck. Remain calm on the surface and paddle like crazy underneath.
13. When networking, make sure to greet and talk with the most successful people in the room. If you don't know who they are, ask the organizer.
14. Never turn down a breath mint. Just because.
15. Write the story of the rest of your career, starting from right now.
16. Every chance you get, find ways to honor veterans. You get to do your work because they did their work. In particular, talk with the older ones. Listen to their stories.
17. Eat lunch with the new worker. After their first day or week, most people forget about them. You be the one who doesn't.
18. After writing an angry email, read it over carefully. Then delete it. Here's the key to never getting burned by an angry email... don't put in any recipient until you're sure you want to send it.
19. Be polite to everyone. Nobody is beneath you, regardless of your title.
20. If you're a manager let your team bask in the limelight of success. When things go wrong, push them aside and stand alone. They'll love you for it.
21. Stand up against workplace bullies, protecting all those who get bullied.
22. Write down your goals and update them constantly.
23. Be confident and humble at the same time. Some folks have to work at this.
24. Refuse to be ordinary.
25. In all things lead by example, not by explanation. Remember this, winners never have to explain anything.
26. Give your boss a break. It probably wasn't so long ago that he/she was sitting where you are, thinking things about their boss, just like you are now.
27. Never talk behind anyone's back.
28. Good enough never is.
29. Recruit a top notch mentor.
30. Done is better than perfect.
31. Treat company time like you were writing the checks and it was your money.

There's a lot more that could be added. Feel free. Go ahead and download the transcript to see where you stand, and what you might want to work on.

That's The Extra Point. Get out there and make something good happen today. For 93.3 and the Ray Gibson Show, I'm Jerry Roberts.

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