

Living an Empowered Life: First Impressions
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Handshakes

- Always stand for handshakes
- Extend your right hand, make web to web contact, and shake twice
- Eye contact is very important

Introductions

- For a business introduction the most important person's name comes first
- Always stand when making an introduction
- Offer information about the people you are introducing
- For casual introductions it doesn't matter whose name comes first

Email Etiquette

- Remember this is an extension of who you are
- Keep it brief
- Have a greeting, a message, and a closing
- Do not pass along jokes, chain letters, or angry emails
- Do not use "cute icons" or IM abbreviations

Thank You Notes

- When you send a handwritten note it leaves a lasting impression
- Use good quality stationary
- Send ASAP

Dress the Part

- Buy quality not quantity
- Dress for the job you want not the one you have
- Invest in a few good business suits

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