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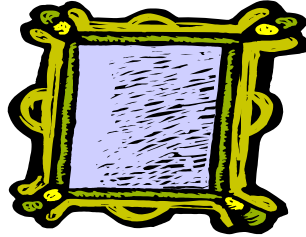
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FOR PETE'S SAKE LOOK IN THE MIRROR!

By Shawn E. Gilleylen



One of life's most embarrassing preventable moments: "Ohm gosh! Why didn't someone tell me I had lettuce stuck in my teeth?" If only people had the guts to tell us the truth, we wouldn't have to feel like dried up raisins in the sun, lose self-confidence, look a "hot mess," or crawl under a rock from sheer humiliation.

Don't blame others; take control of your destiny! Before your next meeting, interview or face-to-face, check the mirror and ask yourself honestly, "Do I look presentable, appropriate, and approachable?"

10 reasons to double take to ensure that you are poised, polished, and professional:

1. Dress for Success not Dollars
2. Clear the Debris: Eyes, Nose, Teeth (ENT)
3. Coif the Mane
4. Cosmetic Clown: Soft, Simple, Subtle Make-Up
5. Color Coordinate: Socks match shoes, Suit jacket matches pants or skirt
6. Zip the Zipper
7. Peek-A-Boo: I See Tattoo
8. Dimples + Lines=Too Light & Too Tight
9. Positive Posture: No Slump Dumps
10. Smile. Express Enthusiasm!

Shawn E. Gilleylen provides business etiquette training to help businesses and individuals strengthen their professionalism, corporate image, and productivity. Subscribe to a free Success with Etiquette Tips Newsletter at www.successwithetiquette.com. Contact Shawn at shawng@successwithetiquette.com or 202.352.3166. Article © 2006 Administrative Support Associates, Success with Etiquette™ Training Program. All rights reserved.