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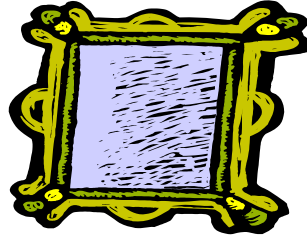
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FOR PETE'S SAKE LOOK IN THE MIRROR!

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.