

**Doctor's Orders**  
**10 Ways to Avoid Falling on Your Sword through Bad Behavior or Judgment**

1. Identify where the power resides in your organization
  - Every company has power players – public and private firms alike
  - Not everyone is viewed or treated fairly
  - You must quickly assess the political landscape and be sensitive to the realities of your firm
2. Understand that getting a new boss is like starting a new job possibly with a new company
  - Every boss has his/her own style and values
  - You must identify what behavior is desired and play to your boss's strike zone
  - Movement within a company can be as dangerous as movement to a new external one
3. Remember to separate your personal life from your work life
  - Keep your religious, political and social beliefs to yourself
  - Don't feel obliged to share your views with other colleagues unless you are very comfortable
  - Remember the old Fed Ex TV spot – “the business of business is business”
4. Never let your guard down among management or coworkers
  - You are always being watched and judged in public and corporate situations
  - Oftentimes someone is secretly gunning for you or your position within the organization
  - Just when you get too comfortable with your co-workers – Machiavellian tendencies can come out and negatively impact your career
5. **Never let them see you sweat**
  - Remain calm even when others around you lose their cool
  - Grace and discretion in dealing with tough business situations is often NOTICED by sr. mgmt
6. Your personal STYLE can say more about your future within your firm than your performance
  - Leadership is increasingly valued in corporate America (Steve Heyer)
  - How you behave under fire is a key determinant in your career path with present company
7. Remember to preserve your INTEGRITY and reputation – it stays with you long after the job
  - Your reputation among peers, subordinates and vendors is critical to your long term success
  - A good recruiter or hiring manager will dig for references way beyond the names you provide
8. Always remember, you meet the same people on the way UP as you do on your way DOWN
  - Career paths are long, slow moving stretches of time – they don't happen overnight
  - Treat people badly or stab them in the back – they find out and it can/does hurt you down the road sometime
  - Treat others as you would want them to treat you – strive to be fair, open & honest in all dealings
9. Keep your opinions to yourself
10. Strive to be the kind of person your mother thinks you are

