

6 traits of true professionals



What makes someone a professional? Is it an advanced degree and typically white-collar job? No, says management and leadership expert Dan McCarthy. Professionalism is a quality everyone can display, McCarthy says.

- 1. True professionals keep their commitments.** They don't make commitments they can't keep, and they know the meaning of deadlines.
- 2. True professionals don't swear or call attention to their language.** They speak properly in their native language, using appropriate volume.
- 3. True professionals leave personal drama at home.** They may mention a divorce but will never yell at anyone over the phone at work or complain about them in the break room.
- 4. True professionals maintain a tidy appearance.** They wear appropriate clothing, a nice hairstyle and are always well groomed.
- 5. True professionals don't engage in standard workplace no-no's.** These include: gossiping, bullying, sexual jokes and innuendo. They know that getting along with co-workers and being a good person are important.
- 6. True professionals don't lie, cheat or steal.** They have excellent ethics. This includes owning up to their mistakes and not blaming others.

— Adapted from "[What is Workplace Professionalism?](#)," Dan McCarthy, About.com.