

Work Days Can Be Made Easier

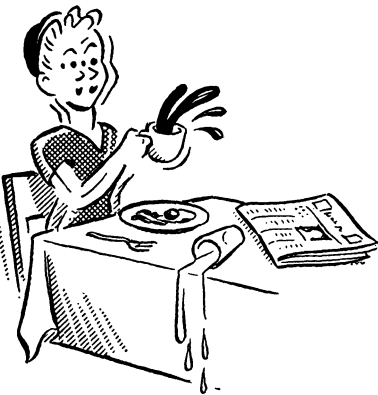
SO YOU have been accepted for the position! Are you nervous? Of course you are. You wouldn't be a conscientious, normal person if you didn't worry a bit about the terrible mistakes you are liable to make on your first day. Actually, the first few days in a position are the very easiest because no one expects you to know very much or do very much. These are get-acquainted days. Just relax your tenseness, stop thinking about yourself, and be gracious to everyone.

Remember how you worried about going from grade school to high school! It is true that this change moved you into a new period of your life, but you soon adjusted to the new outlook. So, too, going into a business position is a new experience. You'll find there a new code of behavior and you will make new adjustments in your values of objectives. But isn't that a challenging idea! Have faith in yourself and say, "I *can* succeed in this work!"

Dress the Part

Now for that first morning. Get up a bit early and take time to bathe and dress with

Are you nervous?



care. Businesswomen take pride in personal cleanliness and good grooming. Wear your tailored best, just as you did for the interview (*see* page 47). It is true that small cities are less formal than large cities, yet it is best to play safe and follow conventional rules for *what the businesswoman wears*. After you have been working a while you may find that sweaters and skirts are worn, but these are not appropriate the first day.

Dress for work, not for a party. Your shoes should be well fitted for comfort in walking because you may be taken on a tour of the company.

Look at your make-up in daylight, if possible, so that you can meet those first glances. Are your stocking seams straight or, better yet, seamless? Is your slip a safe length?

Give your purse a final inspection for money, notebook, pencil, and handkerchief. It is well to carry an identification card in your purse at all times, in case you lose it or in case of an accident. Don't forget your keys.

Take time to have a good breakfast. You may think you are too nervous to eat, but you may have to wait until an hour later than usual for luncheon. This is no time for a hunger headache.

Don't Lose Your Way

You're off to work. Buy a morning paper and look at the funnies! There's nothing like a newspaper to take your mind off yourself and to make you realize how simple your problems are in face of world affairs. You may have to watch for transfer points, so don't read too much that first day. Look at the many young women going to their places of work. Aren't they gay? Of course they are, and you will be, too, in a day or so.

Now as to transportation: You have inquired about this beforehand and have written down the directions, but *when in doubt, ask a policeman, trainman, or busman*. If he is brisk, it isn't personal. He answers millions of questions about routes and yours is just one of many. Don't ask directions from fellow travelers. They don't know the answers! Well-meaning souls may try



Are your stocking seams straight?

to help, but few of them can give you accurate information about routes other than their own. You'll find that employees of public transportation systems give you better directions than chance fellow passengers.

You're on the Job!

Report to the place and person designated in your interview. If in doubt, ask for the Information Desk or the Personnel Director. There you will find a friendly person who will start you in the right direction.

Of course you are on time! Even if you are early, you have that morning paper to read.

For the next hour or so you are likely to meet a great many people. Repeat the names and start right then to learn them. There are many trick ways to remember names. Whatever your system, put it to work. Do your best to remember the important names, at least. If you make a concerted effort to connect the name, title, and face, you will find this an invaluable aid all through life.

A notebook (a small one to tuck in your purse) can be used to jot down names and titles of the office manager, the person who handles the payroll records, the people in your department. Your special guide that first morning will be helpful and understanding. If you are bewildered and a bit nervous, say so. Don't miss an important direction or suggestion just because you hesitate to admit you don't understand.



There are many trick ways to remember names . . .

First Things First

You have your own place to hang wraps, your desk, your name on the payroll. You are in business!

You'll learn more in that first week than in any previous week of your life. But how interesting and exciting it is! Every company has its rules and regulations that are designed to make work easier. In some companies you'll be given a Manual of Information for Employees and other booklets telling about the company, the officers, the organization, the policies, and many other interesting facts. You won't be expected to learn everything at once. But the sooner you learn the facts contained in these booklets, the quicker you will feel you *belong*.

If you aren't given a Manual of Information, start your own. Your notebook is your best friend. Write down names of people in other departments, as you learn them. Write down assignments. When you get home, (the first day won't last so long) take out the notebook and rearrange what you have written. Have you questions? Write those down and be on the lookout for the answers.

Information Please

The name of the officer to whom you report is Number One on the list. Spell and pronounce the name correctly. Everyone appreciates that courtesy. If your immediate superior is a woman, is she *Miss*, *Mrs.*, or *Doctor*?

List the names and titles of your co-workers. Practice these. You'll feel you are one of the team when you can say "Good morning, Miss _____." That's a good sign.

Learn the names of the officers of the company. You may meet one of the topflight officers during your first days, and it will help to recognize the name.

Learn all you can about the company, its purpose, products, services, and scope of activities. Be alert to all bits of information.

How is the company organized? Is it by departments, divisions, services? You'll find your work more interesting when you know what all the activities are about, what goes where, who does what, and why. Does this mean you are to ask questions of everyone? No, you could soon become a pest. Look, listen, and read, and ask only what you must. Make haste slowly. If you show an

alert interest in the people with whom you work, you'll find a flood of helpful suggestions given to you.

You'll need to know: the lunch time and the best place to eat; where to get office supplies; how to use the files; what reports you are expected to keep; how to answer the telephone; who will train and guide you in your work; and many special organization details.

This won't all come in the first day, but your first week will be a bombardment of new faces, new names, new ideas, new activities, new horizons. It will be confusing, no doubt. But by that first week end you'll look back to the first day and say, like the old lady in the nursery rhyme, "Lawk a mercy on me. This is none of I!" You are a woman in business, with your foot on the professional ladder.

Still I Am Learning

One company has a famous motto, *Still I Am Learning*. It's a fine guide for all of us, and very apt for your first days and every day you are in business.

The first position is almost an apprenticeship where you can learn while you earn. The first year you should learn more than in any year of your life. That is, you will if you have the desire to learn; if you are alert to opportunities around you; and if you have the will to become a professional woman.

You will find it easier to learn while you are working because you will see the reason for learning. Everything will have a meaning. Economics, English, History, Journalism, and all the textbook subjects take on new meaning because at last you see the answer to the question, "What of it?" You'll discover that facts tucked away and almost forgotten now come alive and become real in this new world of business.

How's Your Attitude?

You will be more successful in business if you accept the responsibilities as well as the benefits that come with the position. Some of these responsibilities may look trite in print, but here's some good old-fashioned advice. It may save you from learning the hard way.

You have agreed to work for the company in return for money paid you for your services. *Give more than you are paid for!* Start

now to utilize your capacities to the fullest. The difference between a day laborer and a career woman is that the career woman has an ideal and a plan to grow and move up the ladder of success. She doesn't try to just get by or do the least possible work. She gives her best effort every day to her company.

LOYALTY to your company is your first responsibility. Take pride in your association.

The policies and code of ethics established by your company should become your code. Take pride in the products and services offered by the company. Be loyal to the people with whom you work. Don't listen to gossip. Look for the best in people.

Loyalty means that you don't discuss troubles and problems with outsiders. Some people may try to lead you into controversies about your work and your co-workers. But remember that no one admires a disloyal worker. You hurt yourself when you are led into anti-company discussion.

Loyalty is so essential to your happiness and success that if you find you can't be loyal, you had better look for another job.

COOPERATION is another key word in business. To win, a team requires cooperation from everyone. You have learned to work with people in your home, your school, and in your associations in many groups. In business, this cooperation takes on more intense meaning. You, the individual, are important because of, not in spite of, your relation to the department or other unit of the company. Only as you pull together as a team is it possible for you, as a member of the team, to succeed. The prima donna has no place on a business team. She will be miserable and frustrated or will disrupt teamwork by her star performances.

In business, you are expected to have ideas and opinions, and to be creative. However, you must appreciate the fact that each one with whom you work must also have ideas and opinions. It is by a pooling of these ideas, by analysis, discussions, and revisions that the *best idea* develops. This becomes, then, the idea of the team. If you have contributed to this idea, you are fortunate in having been able to help a bit. But whether it was your original idea or contrary to your idea, you are expected to join wholeheartedly into putting the idea into effect and to remember that it is the *we*, not the *I*, that succeeds in business.

If you must be a prima donna, by all means go into work for yourself. Then you alone accept the credit and the blame for your actions.

HONESTY is the keystone of your work in business. This is not an idle platitude to be taken lightly. Personal integrity and real honesty of thought and action must be the final tests of every decision.

SINCERITY is a phase of honesty. Pretense and insincerity in your loyalty to your company or honesty in your attitude are bound to be reflected in your work. A sincere attitude toward your co-workers and your company will win friends who will lend a hand throughout the adjustment period in your new position.

PLAY THE GAME FAIR AND SQUARE. This is another phase of honesty. Company equipment, supplies, and funds may be entrusted to you for use in your work. Treat this property and money with the same consideration you would if these were your own. Keep company secrets, promotions, plans, and conferences confidential until a public announcement is made. You would feel very unhappy if thoughtless conversation on your part gave away valuable information to a competitor.

Play the game square with your co-workers. Since you are part of a team, you must consider the other members and not expect anyone else to carry your work. Accept responsibility and assignments cheerfully without questioning as to fair distribution of the work.

Play the game square and don't ask for personal favors, such as time off to go to a wedding or to meet a friend. Your health, an emergency in your close family, or another critical need may make it necessary to request a leave of a few hours or days. If you abuse this privilege, you may not be granted time off when a real need arises.

Play the game square and give your full time on the job to your employer. Working hours are not the time for personal letters, telephone calls, shopping trips, manicures, and other personal services. You may not be censured or reprimanded for slight lapses of this rule, but the habit grows. Soon you may find you are expecting to be paid for several hours each week when you were not producing or earning for the company.

Play the game square in your attitude to your teammates. Give credit generously. Be sincere in expressing praise to your co-workers and avoid jealousy for the success of others. Recognize the ability of others and do not try to reorganize routine or to rework the department to your ideas. No doubt there is a good reason for the present methods. As you become accustomed to the work, your ideas can be tossed into the melting pot of discussions to be evaluated and used or discarded. Make haste slowly. Stop. Look. Listen.

AMBITION is a worthy attribute. Without ambition, no one can succeed. Continue to improve your standards of work and contribute to the success of your company. Sometimes a woman is classed as indifferent; a time-marker and clock-watcher who doesn't care to move out of her little niche. Then again she is classed as a ruthless, overambitious person who tries to climb to the top at the expense of her co-workers, because she considers that her goal justifies any methods. Of course, the success stories of real leaders among women prove that true ambition has motivated these women to earn advancement and recognition by loyalty, cooperation, honesty, and fair play. They have set high standards of professional ethics and have worked and lived by these standards.

HUMILITY should go hand in hand with ambition. Too often the young businesswoman becomes fired with the spirit of ambition, competition, and power. Then is the time to look around you at the army of fine women who are working efficiently and honestly in many kinds of positions. These women are never too busy to be gracious, helpful, and kind.

Any success you have is due in large part to the work of many others. No one succeeds alone. You cannot afford to disregard the debt owed to many men and women who have helped you succeed. Humility without meekness is the attribute of the woman who combines a professional attitude with the gracious charm of womanliness.

Humility should not be confused with activity. You don't want to become the kind of a person who tries to win favor by fawning on supervisors and ignoring lesser employees. You'll be wise to respect the ability of all loyal employees. Don't



... and don't underestimate the help they can give you.

ignore those in lower positions and don't underestimate the help they can give you. Such a person may be a real friend in need and may, in fact, carry more weight than a newcomer in a higher position.

Watch your professional attitude. *Develop a professional point of view.* Be tolerant. Don't get stuffy. Truly "big" people are often the most humble. Too often, the young businesswoman takes onto her shoulders the cloak of authority, with a liberal trim of hauteur and snobbery. Don't be like that!

Your Personality Is You

Your attitude is, of course, part of your personality. Let's look at some of the other personality traits which you as a businesswoman want to acquire and foster.

Success in your work and in your life is up to you. Never underestimate your potential power. But never underestimate the thought, time, and energy required to develop the real you. You have certain personality traits of which you may well be proud. Guard them. You probably have other traits of which you are not proud. Correct and overcome them. Perhaps you would do well to write out your idea of the woman you want to become. Set your ideals high and look to the stars. Start now to develop your latent talents and to build your personal habits of thought and action.

FRIENDLINESS requires a real interest in people. Too often the young person has had a narrow point of view. She has not tried to look for and understand the best qualities in the people around her. In business, you work *with* and *for* people. Friendliness and

a kindly consideration for others will bring you great satisfaction and happiness.

Don't think always of yourself. Take an interest in others. Sincere friendliness, not affectation, is required. You will not be expected to seek close friendship with everyone, but you can find a bond of interest in your business associates. Each associate has his or her personal problems and attitudes. Try to be understanding and appreciative of the best traits in others. Be tolerant of their faults and avoid making their mistakes.

Say "Good morning," and smile. That can be a big help in your daily contacts. Say "Good morning" to co-workers, to superiors, to everyone who gives you half a chance. In business, you don't wait for an introduction. When someone comes to your office or department, rise and greet the visitor at once. Introduce yourself, "I'm _____. May I help you?" Put out your hand for a friendly handshake if you wish.

Learn to introduce your associates or visitors easily. Just remember which name to say first. Keep in mind the phrase, "may I present," and present the less distinguished, younger, or less renowned person to the distinguished, older, or more renowned person. The phrase may be said or implied.

For example, "Dr. Nelson, may I present my co-worker Jane Bly," or, "Dr. Nelson (raising voice as in a question), Jane Bly, my associate in this department." In business it may be wise to give a word of explanation about the persons you introduce. As an example, "Dr. Nelson, as you know, is professor of economics at the University of Y." Or "Jane Bly has just joined our staff as a design specialist."



. . . rise and greet the visitor at once.
Introduce yourself . . .

Try to give a lead to a topic of mutual interest but avoid needless details or a recital of personal history. It is discourteous to both guest and co-workers to overlook or forget introductions unless, of course, these interrupt a conference or important activity. When in doubt, do the friendly, kindly thing.

Show a friendly interest in people and you will like them. They, in turn, will like you.

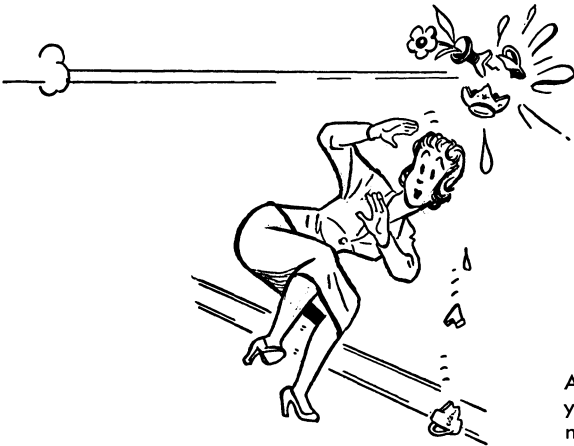
Learn the power of *you* and *we*. Submerge the use of *I*, *my*, *mine*, *me*.

Look directly at a person's eyes when you speak. It is human to like to be the center of interest and to have the center of the stage. Be a good listener, also.

Good manners are the same everywhere, although forms of etiquette vary from country to country, city to city, and company to company. Good manners require only a few minutes yet make life so much more pleasant. *Thank you*, *Please*, *I'm sorry* — such little words mean so much.

The Golden Rule is your guide to good manners. It is not the formal gesture or the phraseology that counts. The sincere, tactful, helpful act is the mannerly act.

Good manners guide you in omitting long recitations about your family or personal affairs to new acquaintances. Avoid, too, topics that are controversial when you see the other person does not agree with you. What do you expect to gain by the argument? You can't erase the spoken word.



Avoid crude habits, slang, colloquialisms, gossip, and any hint of *off-color* remarks. In working with men and women, you cannot afford to be misjudged by careless words or actions.

Avoid controversial topics when you see the other person does not agree with you.

EMOTIONAL STABILITY is so important for the businesswoman that you will find this is a real test of potential success.

Some women are apt to be too easily hurt. They take criticism as a personal affront, they hold a grudge, and they brood over mistakes and hidden meanings.

Tears are not for the businesswoman. You must learn to control your emotions, your disappointments, your hurt feelings, and your fears until you get home. But don't go home! Go to a movie, a concert, or a ball game. Have fun. Look at other people and see how foolish you are to brood. Give yourself a talking-to later. Admit you were, at least, partly wrong. Say it out loud. Then say, "I'll change my attitude. I'll profit by this experience." Learn to say, "I'm sorry. I was wrong." There's nothing quite so refreshing for your taut nerves as a free and honest confession of an error. Even though you are not the only one who erred, take your share of the blame. Never pass the blame on to another. This doesn't mean you should become the scapegoat for all errors. But do admit your own mistakes and *never make the same mistake again!*

Fear destroys your will to succeed. Too often women "tilt at windmills" and borrow trouble.

Are you predictable? Dependable? Calm? Even-tempered? These are attributes of the emotionally stable woman. Take the rough spots slowly — in low gear. You're sure to have more smooth roads than bumpy. You grow in stature as you are tested. You grow as a woman, not a weakling.

A SENSE OF HUMOR will carry you over the rough roads of experience. Learn to laugh at yourself and with others (never *at* others). Learn to enjoy the funnies, the cartoons, the good jokes. But never try for a laugh at the expense of others. Be kind, not cruel.

The cheerful woman who hides her fears, her hurt feelings, her troubles, who smiles and enjoys her co-workers finds that her circle of friends becomes legion.

Don't be a prude, yet keep your self-respect. Never tell a story that will lead to one which may embarrass you. Women in business must uphold standards of conduct.

THE ADULT VIEWPOINT is soon acquired when you enter business. You will find the little-girl ideas and habits are out of place. Boy friends, and all those other gab session topics, should be kept for out-of-work hours.

Men in business are becoming accustomed to women in business. Here's a guide to your actions: Your conduct and attitude should be such that *men treat you as if you were a man but never forget you are a woman.*

Men and women work together for the common good of the company. Each contributes certain essentials for success. These men usually have wives, sweethearts, or outside interests. They work with you. They are friendly and enjoy the association, but they are not courting you nor do they expect you to misjudge their interest. A safe rule is to keep these contacts impersonal and strictly business. There is no reason why you shouldn't date an eligible man who works for the company. But never carry this friendship into office hours or let this become company gossip. In fact, you should lead a normal social life — but don't bore or amuse your co-workers with a recital of your conquests!

As a businesswoman you should expect to pay for your own transportation, meals, and other expenses when you are in a business meeting. Don't confuse business and social affairs. A chance meeting, after-hour work on an exhibit, a plan of work does not mean that a man co-worker should pay any of your expenses.

DISCRETION is an important guide. Your work in business does not permit you to acquire a new set of morals. In fact, as a company representative, you should consider the reputation of the company, as well as your own. To the public, *you are the company.*

GOOD JUDGMENT is not a question of age. As a beginner, your good judgment becomes an important guide in your decisions during the hours at work and away from work.

Learn to differentiate between essentials and nonessentials. A light touch is a protection against the bombardment of conflicting ideas and personalities. When should you say *yes*? When should you say *no*, gracefully and without anger or resentment? Avoid an attitude of prim, unyielding insistence on little things. Arrange your thinking in terms of broad, realistic principles.

Don't fail to see "the forest for the trees." This is a common fault of women. You'll find men often think in terms of long-range plans. You'll be apt to see details and impossible hurdles. Yet if you stop, look, and listen to discussions, and try to get the broad picture, you'll usually discover that the cooperative thinking of the group finds a way to reach the objective. This means that your good judgment should train you to go into conferences with the idea that "it can be done. Now, how shall we do it?"

Your whole sense of values will become oriented on a new level with the beginning of your first work. Accept this challenge and be alert to the motivating ideas of business. Even though you are a beginner, your good judgment can contribute to new, original, worthwhile and successful ideas.

Moderation Is a Virtue

Any discussion of temperance is difficult because you are apt to think in terms of drinking. Yet you can be intemperate in eating, exercising, smoking, late hours, and in many other things.

Should the businesswoman drink and smoke? Not unless she wants to. *No*, if her company frowns on this practice. *Yes*, if there is no company policy against it, if there is no social objection to it, if she wants to, and if she uses moderation and good judgment.

You do not have to drink or smoke to be socially desirable in business work. It is true that at many luncheons, dinners, and



Should the businesswoman drink and smoke?

other social affairs connected with business meetings, cocktails and cigarettes will be offered to you. Unless you are accustomed to these practices, you should feel free to decline gracefully and with no indication of censuring those who do accept. You don't need to explain your reasons. You certainly should not moralize. You as a woman, in business or out, are in no way penalized by your refusal to drink or smoke. You as a woman must accept the responsibility of using *moderation* if you do drink. Even those jolly companions who urge you, "have another," "don't be a piker," are the first to start a rumor at any sign of intemperance or indiscretion. Never think you can be the exception for it is all too true that *people love to gossip*.

At the convention, at the cocktail party, at the banquet, you'll have more fun and will make more of the right friends if you avoid drinking or drink very moderately. This is not a moralization or an evaluation of the use of cocktails. This is good judgment for you as a woman in business. You'll learn that women who are worthy of admiration and respect are good company, good guests, good personalities because they understand the importance of moderation.

Protocol

Protocol is a word used to mean a body of official formulas or rules prescribing the etiquette in ceremonies of state or procedures of business. These procedures are based on company policies as to the line of authority. To whom do you make reports? To whom may you go for advice or to discuss complaints? What positions carry certain privileges and demand a certain amount of deference?

Each company has its own company protocol and etiquette. Some companies are very formal, others are informal. You will have to learn the code for your company.

You may find your company has written or unwritten rules for correct attire. Do you wear a uniform at work but not in the dining room? Do you wear hose even in hot weather? Do you wear a hat when eating in the main dining room? These and other rules of dress are established by company tradition or etiquette.

Do you ask an executive's secretary for an appointment with him or do you just go to his office and ask to see him? Rap on the door? Walk in?

You'll be safe to address your associates by the proper titles of *Miss, Mrs., Doctor, Mister, etc.*, until such time as you find that the more informal use of the first name is accepted. Avoid the use of nicknames which may be permitted by established members of the staff but frowned on for beginners. Show respect to those in authority. "Yes, Mr. Jones," or "Yes, Mrs. Adams" is expected. *Yah, uh huh, OK, sure* are flippant and adolescent.

Courtesy to top management is not bootlicking. You can't be censured for having a respectful attitude toward those of a higher rank. You can be criticized or misjudged for having an attitude of familiarity or disrespect.

When in doubt, tell your troubles to or ask your questions of the one to whom you report as your immediate superior. Never go over her head in the organization unless she gives you permission. But don't bother her with petty details simply to gain the spotlight.

When you have a question, think through the problem and how you will state it. Go to the conference with a notebook and pencil. Ask to see your director when she isn't involved. State your problem briefly and concisely and give your idea of the possible solution. Then ask for guidance. Listen and do not interrupt. Be sure you understand her answer. Write it down, if possible. Restate it to be sure you have the right interpretation and can proceed in the right direction. You don't want to have to say later, "I thought you said," or "I didn't understand what you meant."

Take constructive criticisms, corrections, and suggestions graciously. Sometimes your director will not give the reasons for these instructions. Usually she will explain the reasons. Do not be like the new employee who commented, "You have some good ideas but I wish you would let me do it my way." Only an understanding, patient woman who maintains her self-control would be likely to keep you on the payroll after such a remark!

You may find the protocol is loosely defined in your company. If so, set your own standard based on the line of authority. Ask



direction from the one immediately above you. Otherwise you may rely on someone who *assumes authority* but is not informed or qualified to guide you.

Courtesy to those who rank above you? *Yes*. Equal courtesy to those lower than you in line of authority? *Yes*. Protocol and business etiquette cut up and down as well as across the strata of employees.

Businesslike Workmanship

Business is run on long-range plans, with each day's plans laid out to achieve a segment of the over-all objective.

You, too, should have a long-range plan for your professional career. Where are you going? What is ahead of you? Do you strive for the satisfaction of accomplishment and the real joy of work? Your first day is none too early to set your goal even though you must know that you will revise your ideas of a goal many times. Set a goal and work step by step toward that goal. Don't try to hop over obstacles, short-cut experience, or perform a miracle of achievement. A good solid beginning is the safe base on which to build a substantial, enduring future.

At work, respect the privacy and work of others. Don't interfere, with questions, suggestions, or chatter. Listen when those

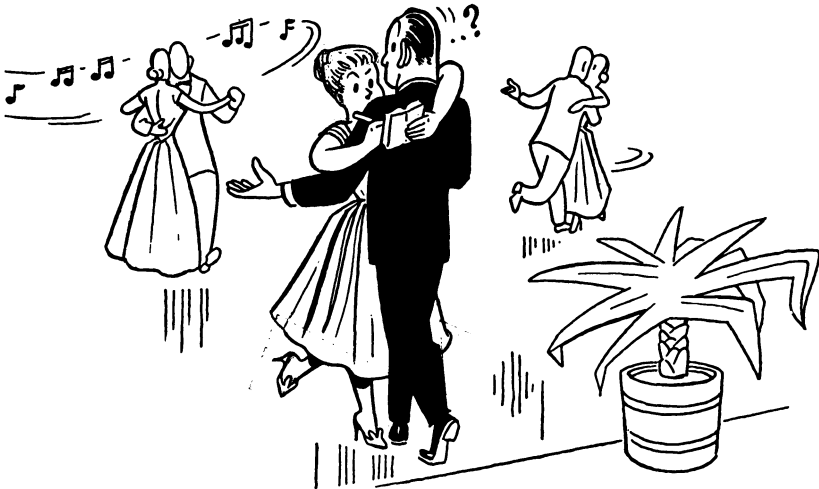
with experience speak, and avoid interruptions. If you have questions, wait until you can ask them without breaking the thought of the speaker.

Yes, you'll make mistakes. You won't be worth much if you aren't aggressive enough to try. But if you err, admit it, and try to correct any harm that may be done. And don't make the same mistake again.

Be factual, accurate, truthful, and honest in your spoken and written work. Learn to organize your thoughts for logical steps of action. Those daily plans will help you rewrite a better long-range plan.

An *idea book* is a trademark of the businesswoman. This is your small purse notebook in which you have jotted down names and assignments. To these add *do's* and *don'ts*, references, or just hunches. You'll get these at the queerest places! Write them down. Many of them won't be worth a thing when you come to analyze and study them. One may be priceless.

A daily plan of work will clear your thinking. In the evening or on the way to work, jot down the work jobs you hope to do during the day. "Finish report to R." "Look up references on _____." "Consult G on new problem on _____." At the end of the day see if you can check these off. Or have you let nonessentials clutter your actions so that you haven't accomplished



You'll get these hunches at the queerest places!

any tangible results? A daily plan of action will help you eliminate waste motions and *circle thinking*. A daily plan helps you tackle a problem step by step rather than wonder about the result and procrastinate about beginning.

Businesslike workmanship means using outside as well as inside hours to increase your fund of knowledge contributory to your advancement. Start the habit of reading magazines and books related to national and civic affairs as well as those dealing with your own professional interest.

In your business association you'll find the conversation often turns to current events, business, new books and magazine articles, current plays, musical events, art exhibits, or sports. You'll be able to understand and enter the conversation if you make a practice of reading a good current-events magazine such as *Time* or *Newsweek*. The *Wall Street Journal* keeps you informed on day-to-day happenings in businesses of all kinds. The Sunday supplement of the *New York Times* and many other newspapers give reviews of books, plays, and musicals. General abstract magazines such as *The Reader's Digest*, *Life*, *Harper's*, *Atlantic Monthly*, *The Saturday Evening Post*, and *Look* will give a background of conversational subjects and will broaden your interest in the conversation of others. Make a habit of visiting the periodical room in the public library to browse a bit. Possibly you'll decide to buy one or two magazines regularly for general interest. You'll find certain magazines devoted to your special interests will be a part of your continuing education.

You'll soon discover that worthwhile reading along many lines enriches your outlook, increases your powers of conversation, broadens your interests, and helps you find interrelations of ideas. The arts and sciences do truly have "a common bond, and stand interrelated as if in kinship."

Take time to think. Perhaps you'll find yourself so busy each day that you can't arrange your thoughts in an orderly fashion. Crowds are confusing. Take a walk. Go to a movie. Go to your room. Get away by yourself and enjoy the relaxation of thinking through your plan. Where are you? Where are you going? How well are your daily plans leading you along the professional road?

Those periods for thinking about your personal and professional progress can be most helpful and profitable.

Have you become more alert to new ideas and new concepts? Have you learned to explore these new ideas without prejudice and to judge their value for the company?

So many ideas are presented to you. So many conflicting viewpoints are given. In your *think-it-through* periods ask yourself, "What of it?" Your good judgment, training, and experience will guide you in the evaluation of your daily and long-range plans, if you take time to analyze and think all by yourself. In the rush of business, never overlook the importance of these periods of being alone to look at yourself, to talk to yourself, and to advise yourself.

Learn to acquire habits of businesslike workmanship so that you can use your work time and energy efficiently, and leave your leisure time and energy free. We'll talk about enjoying your leisure time in Chapter 6.

Professionally Speaking

Any woman who sets her goal on a career can be called a professional woman. The attitude about the goal is the thing!

The transition from school to business isn't very painful. In fact, you'll find that people in business are really just like your neighbors, the folks at church, the men and women you have known all your life. People in the East and the West aren't very different these days. People from the North move South, and vice versa.

How about you? You've grown up enough to earn your living. You are in business. You have pride in your work and faith in yourself. You are stepping out and up into a fuller life, and you are broadening your outlook.

In business you will find competition is a healthy force for progress. Jealousy and petty rivalry are weakening influences. Loyalty to your company does not include derision of competitors. You will go further by selling the goods and services of your company and your own work on their individual merit rather than by spiteful or malicious comparison with rival companies or other professional groups.

Don't let glitter and froth influence your judgment. You'll meet other girls in business who spend their salaries all on clothes, who talk in terms of powerful influence in their company and in their profession, or who hint at fabulous salaries and many honors. Very few salaries are as large as you think they are! Women with great influence and authority don't have to spend their time impressing others with their worth.

Add the Score

To succeed in business requires a heap of common sense, a generous sprinkling of imagination, a will to succeed, and a balanced sense of humor. Don't expect to be pampered because you are a woman. Surprise your supervisor and co-workers with your ability to *roll with the punches*. You'll need good health and a planned observance of the health rules. You will learn the value of alertness to ideas and of good judgment to evaluate ideas. You will set your code of ethics on honesty, honor, and an abiding faith in the rewards of fair play. You will develop a philosophy of living and grow professionally as you establish your aims and set your goals to be a womanly woman first, last, and always in your chosen work.