

Etiquette

FOR CREATIVE CAREERS

Practice good time management - Arrive 10-15 minutes early, if you'll be late, text or call before your scheduled time, respect deadlines.

Provide timely response in communications - Respond within: 24-48 hours for most emails.

Passion is important - reliability, good communication, and good teamwork are also essential.

Social media presence is a resume - look at your public presence and remove unprofessional images/posts.

Creative industries run on deadlines - missing your deadlines creates team stress and costs money.

Practice project management - ensure others aren't reminding you of tasks you should have track of!

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Give credit where credit is due - ask for permission to publicly share collaborative work and ensure you credit all collaborators appropriately.

Practice taking feedback professionally - feedback on work is to improve the product, not to criticize you.

Practice good hygiene - displaying care for your presentation shows care for your team and clients.

Aim toward a collaborative approach when problem-solving - “what if we tried this?” not “you are wrong.”

Respect others - if someone is speaking to you, remove your headphones & make eye contact.

Dress professionally - casual does not mean untidy.

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Contribute fairly to group collaborations - don't be the "group project member" who doesn't complete their work for the project.

Send "thank you" replies for collaboration and offer thank you, please, you're welcome, etc. for tasks.

Practice good phone etiquette - ensure your phone is on silent and you are fully present with clients.

Take initiative - ask how you can help the team when you have time in between projects.

Keep a positive reputation - the industry is small, a good reputation keeps doors open for you!

Utilize professional language and detailed responses.