

**Please Silence Your Cell Phones and Listen Up!**  
**PSOW Declares Friday Sept 6 “Bring Your Manners to Work Day”**

National Survey Finds Mobile Breaches at Work Up 51%

80% of Executives Say Clothing Affects Your Chance of Getting a Promotion

68% of Managers Are Not Comfortable Being “Friended” by Their Boss

NYC – 8.27.13 – **The Protocol School of Washington**,<sup>®</sup> global leader in business etiquette and international protocol since 1988 and the only accredited school of its kind in the U.S., officially proclaimed September 6 **Bring Your Manners to Work Day**. “Statistically, manners matter.” says PSOW President, Pamela Eyring. “Eighty percent of executives say clothing affects an employee’s chances of earning a promotion and 68% of senior managers are not comfortable being “friended” by their bosses” (2013 Office Team Survey).

PSOW President Pamela Eyring Offers the Following Advice for *Every Day* of the Year

**Cell Etiquette Advice**

- Don’t cell yell – *people tend to speak three times louder on a cell phone* than in person
- Respect people’s personal space – keep a ‘*safe cell distance*’ of 10 feet away from people
- Don’t use your cell phone in a restroom or hallway – you don’t know who may be listening
- Don’t be an e-stalker – allow 24 to 48 hours for an e-mail reply before e-mailing again
- Keep arguments to yourself – no one wants to be dragged into your personal drama
- Be a good dining companion – keep phones on vibrate and pay attention to guests around you

**Social Media Advice**

- Clean up your virtual image - delete inappropriate photos & text from social media sites
- Watch what you “like”. It could be seen by your boss if “friended”
- Don’t call in sick and then post comments about your fun day at the beach
- Stay off social sites when you are angry. This way you don’t have to apologize if you cross the line

**Good Manners Are Always in Style: Biz Etiquette Tips**

- Don’t wear see-through dresses; sandals with socks; Lycra bike shorts; muscle shirts; wrinkled clothes or employer’s #1 complaint, plunging necklines (all observed by managers)
- Make eye contact 40-60% of the time looking in the eyes or in between the eyebrows
- Have a supply of clean, un-tattered business cards on-hand at all times

- Tip to remember names. Repeat 3 times: when meeting, in conversation, when saying goodbye
- Shake hands (3 quick pumps) making firm web-to-web contact (no limp fish or 'gloved politician hand shake')

**Bring Your Manners to Work Day** is celebrated the first Friday in September falling in the same week as **Labor Day**, a holiday first proposed in 1882 by machinist Matthew Maguire to celebrate the economic and social contributions of workers and officially proclaimed a federal holiday in 1894.

The first company to offer business etiquette training, **PSOW** has trained over 3500 graduates from 60 countries. They offer business etiquette and international protocol courses and private, customized, on-site training. Formerly the Chief of Protocol at Wright-Patterson Air Force Base, Ms. Eyring has worked with heads of state, CEOs of the Fortune 500 and four-star generals. **PSOW** trainers hail from The White House, Disney Institute, Hague, military, academia, and corporate America.

\* Mobile Device Breaches in the Workplace Up 51% (2013 Robert Half Technology Survey)



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