



### PRACTICE PROFESSIONALISM

How you present yourself to the world and to your clients is critical in your success. Here are some personal attributes to continue to develop:

- Vision
- Communication
- Self-confidence
- Proactiveness
- Flexibility

Explore other great attributes to develop from this list: 30 Qualities that Make Ordinary People Extraordinary

# **COMMUNICATION SKILLS**

- Listen intently.
- Improve your public speaking skills by joining Toastmasters or another public speaking organization.
- Practice Managing By Walking Around (MBWA).
- Ask relevant questions.



### **BE PREPARED**

- Familiarize yourself with the client, their industry, and their needs.
- Have relevant information, statistics, and estimates on hand.
- Know important names, and associate faces with them.

## FIND A PLACE TO WORK

- Understand the pros and cons of a home office.
- Present yourself as a professional with a coworking space or virtual office.
- <u>Use a virtual office</u> and rentable meeting rooms for a professional workspace that adapts to your needs and provides a <u>wide range</u> of services.

### **CONCLUSION**

As you take steps to prove your worth to clients, remember that the first step to being a professional is acting like a professional. This checklist will help you start preparing yourself for success today.

If you're ready to take your consulting business to the next level, contact <u>Davinci Meeting Rooms</u> today to find out how we can help you present yourself as a professional in your industry.