



## Out of Office Etiquette Tips

### **When in doubt, outside in!**

There are way too many types of forks, knives, and spoons, all of which serve a different purpose at the dinner/lunch table. As a rule of thumb, the outermost fork, usually the largest, is for salads; the outermost knife is for the bread. The fork or spoon above the place setting (say, 12 o'clock) is for dessert (save the best for last!). [Note: Water/glassware is to your right and your bread plate is on your left.]

### **White v. Red**

So...white or red wine? White is always the safer bet; red wine can lead to nasty stains on your partner's clothes, your clothes, your teeth, or the ceiling.

Added bonus: you'll radiate loads of class and sophistication (sip, don't gulp).

[Note: If you're at lunch, WATER, WATER, WATER.]

### **Easy on the wine**

While you should certainly take advantage of free food and beverages at events, don't overindulge. Limiting yourself to one drink is generally preferable, but feel free to reach for a second if you know you can handle it.

[Note: No shots. Ever. Unless the managing partner offers you \$500 to have a Three Wise Men shot; in that case, NO.]

### **Make at least one new connection**

What's the point of all these events anyway (other than free food and drinks)?

Expanding your network, of course! Networking and work-related events are very tedious and can be boring at times. Break the monotony by meeting someone new, and following up on that meeting within 24-48 hours. [Pro tip: don't follow up by showing up on their doorstep. It apparently isn't a smart/sane move. Go figure.]

### **Stop Talking.**

Don't bring up the following subjects, and if you hear someone around you talking about them, BACK AWAY SLOWLY!

- Personal finances

- Personal health issues

- Politics, Religion, Sex, Hygiene, dear Aunt Marge's illegal marijuana operation

- Gossip

### **No gossiping!**

Just don't.