



# PROFESSIONAL Tips

Bethlehem University  
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مكتب شؤون الموظفين

## ***The Thirty DON'TS of Success***

1. Don't show lack of confidence in your superiors, subordinates or yourself.
2. Don't gossip in any form about anyone.
3. Don't be unfair in your dealings with others.
4. Don't generalize in making personal judgments about others.
5. Don't take anything for granted.
6. Don't show hatred or sarcasm against anyone.
7. Don't show favoritism to one over the other in your dealings with your subordinates.
8. Don't argue at work about matters irrelevant to your job.
9. Don't show lack of respect to anyone.
10. Don't expect others to respect you more than you respect them.
11. Don't show lack of interest in your job.
12. Don't forget to follow-up on all orders you give to your subordinates.
13. Don't threaten any of your subordinates with discharge from their jobs except through the proper channels.
14. Don't promise anyone with anything you cannot fulfill.
15. Don't mix your personal matters with your work.
16. Don't leave unrewarded any good performance made by your subordinates.
17. Don't leave uncorrected any poor or wrong performance by your subordinates.
18. Don't leave unpenalized any intentional negligence or mistake in performance by your subordinates.
19. Don't lose your temper with anyone related to your job.
20. Don't be a troublemaker.
21. Don't overdo or exceed or neglect your job responsibilities.
22. Don't interfere with the work of others.
23. Don't blame others for your own mistakes.
24. Don't try to take the blame for others' mistakes.
25. Don't take the credit of the efforts of someone else.
26. Don't leave unsolved any personal frictions or disputes among your subordinates.
27. Don't postpone solutions to problems.
28. Don't try to be what you are not.
29. Don't let your knowledge in the areas of your job become obsolete.
30. Don't make it a habit to overpass others in the organization of the institution.

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*"The Foreigner: A Story of Success"*. Author: Dr. Khalil Deek  
Selected by Ms. May Mubarak.