

The No-No List

Don't have an affair (that means sex) with anyone associated with your work, including a vendor, boss, or colleague. Even in a great economy, it becomes a strike against you and it rarely, if ever, turns out well.

Don't post anything on the Internet that you don't want your mom to see. Companies do check, even if they say they don't because of privacy issues.

Don't get yourself into a financial jam. Companies will check your FICO (Fair Isaac Company) credit score to see if you are worthy of a promotion, or even remaining on the job. If you are already there, put on your big boy or big girl pants and do something about it.

Don't ever attend a meeting unprepared. This is instant death, because your competition will always be willing and ready to take your glory.

Don't gossip or get involved in office politics. I know you've heard it before but if you still do it, stop.

Don't let what the chattering classes say bother you. This includes your "frenemies," pundits, and press. Don't take it personally if they do.

Don't hang out with negative people, downers, or victims. Their goal is to make you as miserable as they are.

Don't let your career happen to you. Don't wait for anyone to suggest a job, or offer you a raise, or find you the next great job.

Don't get stressed and out of balance. Train yourself to take care of yourself first because you can't respond if you are crazed.

Don't ever do anything unethical and vaccinate yourself against moral amnesia.

