

TOP TEN "DO LIST" TIPS

1. Read & Follow the Rules of Professional Conduct.
2. Plan Your Work & Work Your Plan.
3. Find a Mentor.
4. Say No-Politely & When Needed.
5. Take Care of Your Relationships.
6. Organize, Organize, Organize.
7. Keep Your Fees Fair.
8. Save Your Work AND Continue to Learn.
9. Plan for the Unexpected.
10. Say Thank You.

TOP TEN WAYS TO FAIL

1. Take Anything & Everything.
2. Don't Return Calls.
3. Overprice & Underdeliver.
4. Bad Mouth the Competition.
5. Decide for the Client.
6. Don't Bother with Record-Keeping.
7. Borrow From Peter to Pay Paul.
8. Rely on the Hope it Will All Work Out.
9. Let Your Heart Overtake Your Head, & Your Head Your Heart.
10. Try to Cover Up Mistakes.

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