

# Introduction

Thank you for purchasing this copy of *Etiquette in Minutes, 201 Practical Tips on Business and Social Behavior* from an international etiquette expert. I assure you it will be among the best investments you make to enhance your personal and professional life.

For 15+ years, as part of my Advanced Etiquette services I have authored a free “Etiquette Tip of the Month” e-newsletter from which these tips are taken. Topics range from lighter, more fun life skills subjects to business skills.

These newsletters are sent at no charge to 7,000+ individuals who choose to receive them. If you are one of my subscribers, thank you. Thank you also for forwarding them to your co-workers, family, and friends to enjoy which makes the actual number of readers who are learning from these newsletters much greater.

The newsletters have been my way of staying in touch with the many men and women I have met over the years, whether they were participants in a seminar, heard me speak at an event, or met me at a social or business event.

Now, several years have passed since I started the newsletter. People have asked for an easy way to download all the past newsletters to catch up, to look up a topic in a hurry, or to have something to carry around to read on an airplane, in bed, or on a break at work.

These requests have inspired me to produce this book. The compilation comes mostly from the first two years of my newsletter. Tips have been updated and reformatted so you can take the next 201 days to master each one quickly and easily.

I hope you enjoy this book and find many valuable and useful tips to master in your daily life.

Happy reading and practicing!

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