Are IT Workers Professionals?Your tone should be polite and formal without being "stuffy." This also applies to email correspondence. Be Structured and Organized A professional can quickly and easily find what is needed. Your work area should be neat and organized, and your briefcase should contain only what is needed for your appointment or presentation. Few things say "unprofessional" as quickly as a hopelessly cluttered, messy work area.Explain that IT specialists include programmers, systems analysts, software engineers, database administrators, local area network (LAN) administrators, and chief information officers (CIOs) and that this is not a comprehensive list.Explain that not all IT specialists are recognized as professionals according to the definition in the U.S. Code of Federal Regulations, and IT workers are not professionals from a legal standpoint because they are not licensed; nor are they liable for malpractice.Explain that the Business Software Alliance (BSA) is a trade group that represents the world's largest software and hardware manufacturers, whose mission is to stop software piracy.Explain that the monetary penalties assessed by the BSA far exceed the cost of acquiring the proper licenses for software.A broad set of skills, from mastering software to clearing jams from the copying machine, adds to the sense that you're an indispensable member of the team.Behave Morally and Ethically Professionals such as doctors, lawyers and public accountants must adhere to a strict code of ethics.Point out that IT workers have many different relationships, including those with employers, clients, suppliers, other professionals, IT users, and the society at large, and that in each relationship, an ethical IT worker acts honestly and appropriately.This can mean continuing your education by taking courses, attending seminars and attaining any related professional designations.Even if your workplace tends towards the casual, strive for snappy casual rather than sloppy casual.Keep something a bit dressier handy in case the big boss or an important client happens by. Confident, Not Cocky Your demeanor should exude confidence but not cockiness.Your body language and facial expressions communicate volumes, so be sure they are conveying the message you want others to hear.Responding to people promptly and following through on promises in a timely manner is also important, as this demonstrates reliability.It's not just a matter of the #MeToo movement; extend professional, respectful, appropriate behavior to everyone you do business with and in every situation you find yourself in. Maintain Your Poise A professional must maintain his poise even when facing a difficult situation.Explain that 38 percent of the world's software was illegally copied in 2007, and this represents losses of $48 billion.Explain that the BSA investigations are usually triggered by calls to its hotline, referrals from member companies, and reports sent to the BSA Web site.Unrealistic and Conflicting Goals. 1.2.2.5.6.7.8.9.10.