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Roll your sleeves up
Team leading

When you start off, do everything from ordering the stationery to helping unload the truck. Make the company grow around you and imprint your business DNA on it all; from fonts to furniture, you need to shape what this enterprise looks like. As your team grows they will admire a boss who expects everyone to work as hard as each other. Lead from the front and you will always know when colleagues are getting it right.

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Say thank you
Etiquette

In the modern office where your every move can be “liked” on social media, you’ll find a generation of people who feel they should get a big thumbs-up (and not just an emoticon one) simply for coming to work. But that makes sincere and deserved thank-yous even more valuable. An email is fine, a written note and a bottle of wine is even better. It’s funny how many companies lose good staff because they fail to show appreciation. Go on. Be nice.

