

(Download pdf ebook) How to Shine at Work

How to Shine at Work

Linda Dominguez

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› **Make your boss recognize your great work!**

› **Learn how to be first in line for the choice jobs!**

How to **SHINE** *at* **WORK**

› **Turn career setbacks into career successes!**

› **Stand out while still being a team player!**

LINDA R. DOMINGUEZ

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Linda Dominguez : How to Shine at Work before purchasing it in order to gage whether or not it would be worth my time, and all praised How to Shine at Work:

0 of 0 people found the following review helpful. Five StarsBy Laura LambItem was delivered quickly. This is really helping me at work.7 of 8 people found the following review helpful. An eye-opening, fun read for anyone wanting to get aheadBy CustomerI loved this book. The real-life examples made it so easy to apply the tools to my own situation. Dominguez's style is funny and easy to read. I have definitely gained some valuable insight and confidence to execute new strategies in my own situation.

A practical, straight-talking guide to thriving in today's tumultuous workplace According to author Linda Dominguez, today's turbulent work environment is rife with advancement opportunities for those who know how to seize them. In *How to Shine at Work* she describes 14 surefire strategies, as well as dozens of techniques and tips, for charting a course through today's work environment and coming out at the head of the pack. Among other things, readers learn how to deal with ever-changing bosses; market themselves to their superiors and peers; master office politics; gain visibility--even in remote office; cope with difficult workers; and land a promotion and a raise in any economy. *How to Shine at Work* features: Case studies and real-world examples taken from ATT, Oracle, Starbucks, Prudential, and other Dominguez clients Quotes and words of wisdom from executives and career coaches Valuable self-tests, worksheets, and checklists

From Publishers WeeklyTo succeed at work, career counselor and Wall Street Journal contributor Dominguez argues, employees need to have smarts and be creative-but they also must know how to play the game. That involves dealing with ever-changing bosses, marketing themselves to superiors and peers, mastering office politics, coping with difficult workers and landing promotions and raises in any economy. Dominguez explains how to do all these things and more. By laying out possible scenarios and then offering tips on how to act, she teaches readers how to get along at work, create plans for moving ahead in their careers and craft graceful exits should they decide to leave. Her style is accessible and her tone is realistic, and she employs examples from actual companies like ATT and Starbucks. Anyone who's encountered cranky coworkers, incompetent bosses or other tough personalities-or is just having a difficult time getting ahead in the office-will find coping strategies in these pages. Copyright 2003 Reed Business Information, Inc. "As many businesses shrink, restructure or merge these days, plenty of people find themselves frequently changing bosses at the same workplace. Such turbulence threatens to stall their career advancement, yet few can afford to walk away." - Wall Street Journal "You've just found out that your company has fallen on its financial face. What's your first instinct? Update your resume? Run? Here's a suggestion: Stick around and look for the opportunities." - Wall Street JournalFrom the Back CoverYOUR GUIDE TO PROFESSIONAL SUCCESS--AND PERSONAL FULFILLMENT Today's workplace is a bonanza of advancement opportunities for those who know how to seize them--and a maze of career-ending pitfalls for those who don't. In this practical, straightforward guide, executive coach Linda Dominguez provides proven success strategies for anyone who holds a job--in any industry. Serving as a personal coach of your own, *How to Shine at Work* will help you define your goals--and achieve them. Learn how to Get along in your current work environment Create a plan for moving ahead in your career Navigate office politics Recognize options, manage change--and take smart risks Turn any situation around--and have fun doing it Create visibility without arrogance Know when it's time to move on--and make a graceful exit . . . plus much more, including case studies and real world examples from the author's own clientele, along with invaluable self-tests, worksheets, and checklists to help you take control of your future--and your life.