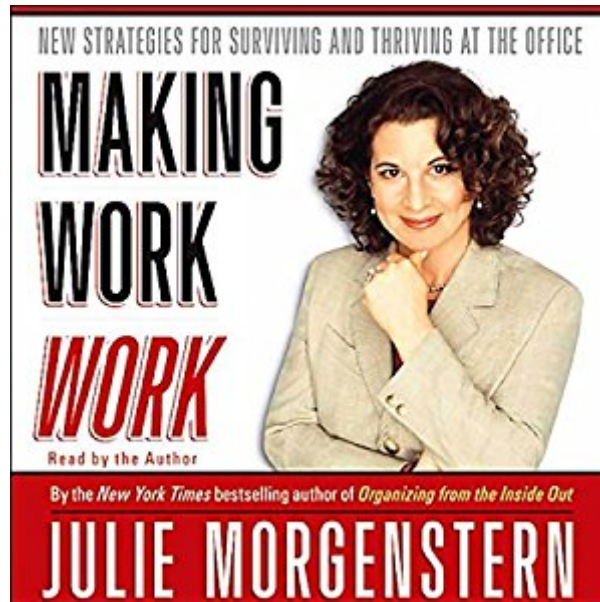


The book was found

Making Work Work: New Strategies For Surviving And Thriving At The Office



Synopsis

IS IT ME OR IS IT THEM? Maintaining control in today's hectic workplace is a challenge -- everything is lean, competitive, and uncertain. What does it take to survive? Making Work Work is Julie Morgenstern's most important book yet. Through the mastery of brand-new strategies, Morgenstern shows you how small changes in your thinking and behavior will help you achieve the seemingly impossible -- boost your value, increase your job security, and afford you the time to still have a life. Morgenstern has helped clients of all levels take control of their work lives in every industry: from corporations and nonprofits to government agencies and small businesses; from executives and assistants to educators and salespeople. She's learned that no matter who you are, happiness at work involves feeling appreciated, in control, successful, and in balance. And achieving that is possible. People rarely look at their jobs from a psychological and practical perspective at the same time, but Julie Morgenstern does. This book mirrors the individual consulting services she provides by showing you how to start with yourself and then tackle the more complex external issues of working relationships and the job. For every obstacle you encounter along the way, Morgenstern diagnoses the source of the problem (is it you or them?), and with insight and warmth, she provides simple grab-and-go strategies. These are small changes anyone can make to improve performance and efficiency at work. At its core, Making Work Work is about your relationship to your job. With the reliable, methodical process taught in this book, you will:

- feel less trapped and more in charge
- be able to make a bad situation better
- search for a job that's a better fit for who you are.

This is a provocative and life-changing book that will help you boost your clarity, confidence, and performance in any economic climate. With Morgenstern's guidance you can find a way to make work work. --This text refers to an out of print or unavailable edition of this title.

Book Information

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Customer Reviews

I've long been a fan of Julie Morgenstern . . . her other books, ORGANIZING FROM THE INSIDE OUT and TIME MANAGEMENT FORM THE INSIDE OUT, had a big impact on me--and contained much useful information that I still use. So it was with great anticipation that I obtained and devoured her latest, MAKING WORK WORK . . . it did not disappoint! Morgenstern presents ideas and suggestions that apply to just about any situation . . . what she writes may sound basic, but it is the type thing that you need to read more than once . . . then begin to use. For example, she urges you to begin conversations with: "What can I do for you?" not "How are you?" As she notes: "How are you?" is an open invitation to chat and warm up. "What can I do for you?" immediately focuses your interrupter on getting straight to the point. It's professional and gets you both down to business. This enables you to handle the interruption in the least amount of time possible. There were several other memorable passages; among them: The only real chance you have at choosing the most important tasks begins with keeping a complete list of everything you need to do in one place. After all, prioritizing is a matter of relativity--the true question is, What's most important in relation to the other things on your list? Taken one item at a time, everything can mask itself as a critical task. Control Lateness: Use odd start times, such as 27 or 41 minutes after the hour, to control lateness. People are far less likely to be late for a meeting that starts at 11:27 than one at 11:30. Designate an official timekeeper to watch the clock for every meeting, and rotate that role among attendees.

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