

(Download ebook) Your Job: Getting It, Keeping It, Improving It, Changing It

Your Job: Getting It, Keeping It, Improving It, Changing It

Diane Stafford, Susan M. Kreifel

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#11499048 in Books 1998-09-11 #File Name: 0960488448262 pages | File size: 41.Mb

Diane Stafford, Susan M. Kreifel : Your Job: Getting It, Keeping It, Improving It, Changing It before purchasing it in order to gauge whether or not it would be worth my time, and all praised Your Job: Getting It, Keeping It, Improving It, Changing It:

0 of 0 people found the following review helpful. Diane Stafford Gives Real Career AdviceBy Loren C. GruberDiane Stafford offers excellent career advice in Your Job, advice that outplacement firms charge executives thousands of dollars for their services. Professors who teach corporate communications, technical writing, or job-search courses would do well to make her book required reading to supplement the often out-dated advice in textbooks. All serious career searchers, whether down-sized executives or college graduates, should buy, read, and heed Diane Stafford's advice.

Most of us are trying to get from where we are to where we want to be in our careers. This book was created to help. In Your Job, we cover the gamut of workplace issues: How to find a job. How to prosper in a job. How to change jobs. Diane Stafford, The Kansas City Star's workplace and careers columnist, shows you the guideposts for workplace success in non-nonsense, tell-it-like-it-is style. Humorous and insightful cartoon illustrations were done Rich Lender. As a bonus for readers in the Kansas City metro area, Your Job contains an extensive list of area resources offering professional advice tailored to your career.

From the Back CoverA practical guide for prospering at every stage of your working life plus a detailed list of Kansas City-area career resources -- counselors, schools, consultants, testing agencies, outplacement firms, professional

associations and more.Excerpt. Reprinted by permission. All rights reserved.``The first thing you should do before looking for a job is `know thyself.' It's also something you should do when you're wondering why you're not happy in the job you have. If you understand what interests you, what motivates you, what you're good at doing and what you enjoy, you're far more likely to prosper at work...''...Sometimes, employment happiness doesn't require finding a new job, a new employer or a new career. It doesn't require re-education or personal re-evaluation. It just calls for coping better with what you've got...''...Here are some rock-bottom-basic ideas for coping with stress when you're looking for a job or going through tough times at work: * Stick to a routine, especially in sleeping and eating. * Be productive every day, whether it's job hunting, working part-time or volunteering. * Let your family and friends help you. * Talk to professional counselors and career consultants. * Make to-do lists and follow them."