

The Truth About Managing Your Career: ...and Nothing But the Truth

By Karen Otazo

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This book reveals 60 proven principles and easy career management techniques. Discover powerfully effective ways to start a new job and make a great first impression; work more smoothly with bosses and colleagues; build a high-performance personal network; manage workloads; decide who to trust (and distrust); handle enemies and overcome career setbacks; recognize when to move on; get noticed, get ahead, and get to the top! From Lois Frankel, author of *Nice Girls Don't Get the Corner Office*: "A cutting-edge pioneer in the field of business coaching, Dr. Karen Otazo knows--and speaks--the truth about how to get and keep the job you want. Regardless of your age or stage of your career, you'll find practical tips and tools to make your workplace journey smoother, more enjoyable, and potentially more profitable. *The Truth about Managing Your Career* is a must-have for your career library."

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Don't read this book. Skim it. Scan it. Find what you need right now and use it. Then come back later when your needs change.

The 60 straight-to-the-point Truths work in any order. Each one is a coaching session chock-full of tips for succeeding in business with confidence and finesse.

I have spent more than 20 years coaching executives on three continents and in all manner of organizations, ranging from major conglomerates and media firms to charities and nonprofits. And I have learned that common factors consistently pave the road to career advancement wherever you work and whatever you do. One major constant is that you need to manage your career proactively. When you picked up this book, you rose to the challenge.

The Truth About Managing Your Career will work for you at any stage. If you are just starting out, it introduces you to professional life and how organizations work. If you are well into your career, questioning where you are going and what you want, this book can help you find the path or organizational niche that's right for you and your talents. If you are already advanced on the career ladder, this book can help you climb higher. If you are at a crossroads, this book will help you rethink your career. And if you are advising and coaching others, it will give you clear, concise, and instantly useful information on the key issues you need to cover.

Each 5-minute Truth focuses on one business truth and illustrates why it's important to your career. Practical advice, illustrated by real-life stories, shows you how to apply each truth to your working life.

Think of this book as your atlas. Wherever you are on your career path, you can use the tips and truths on these pages to get where you're going. This book points out hazards that could slow your progress or even run you off the road. And it guides you toward the fastest, clearest routes. Let this book be your road map to low-stress success. Enjoy the trip!

—Karen Otazo

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