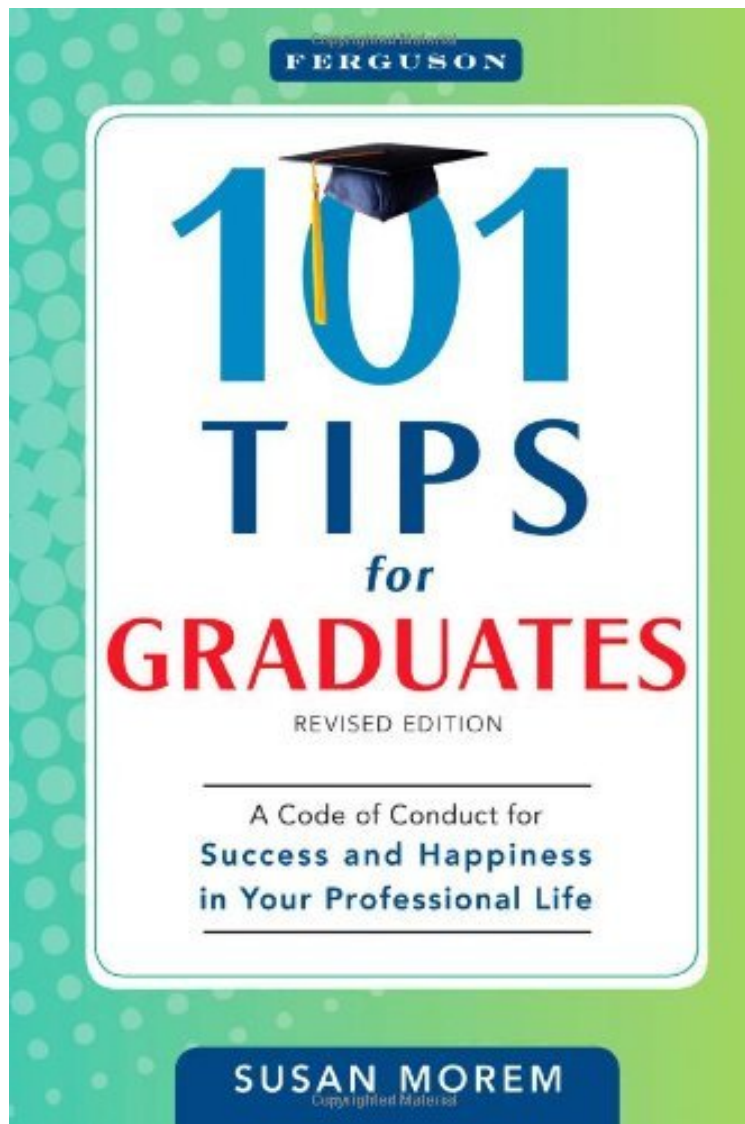


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101 Tips for Graduates: A Code of Conduct for Success and Happiness in Your Professional Life

Susan Morem

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This revised edition of "101 Tips for Graduates" is a must-read for anyone ready to move forward toward higher education or a successful career. Career and workplace expert Susan Morem updated and revised her 101 essential tips to make them even more relevant to the current job market. The message throughout is a refreshingly upbeat one, with practical, real-world insight and advice on how to keep a positive attitude when times get tough. The concise, helpful tips cover everything from how to succeed in a job to how to have a meaningful career and balance life and work priorities. This revised edition includes new tips on technology and also helps readers learn how to avoid the pitfalls of online activities like social networking while using them to aid job hunting. The seven key sections include Work Skills, Communication Skills, Leadership Skills, Social Skills, Self-discipline, Demonstrate a Positive Attitude, and Areas of Distinction. Perfect for anyone looking for help on the road to success or hoping to sharpen their professional performance, "101 Tips for Graduates, Revised Edition" covers the essential dos and don'ts of the business world. New and revised tips include: go to work everyday as if it were the first day of your job; there is life after a layoff; manage your image on the Internet; emailmatters@work, don't leave a trail of bad email; be a lifelong learner; create and maintain a career portfolio; use social networking tools to stay connected; balance screen time with face time; reduce your anxiety with technology; learn how to de-stress; don't take rejection personally; and, change is inevitable, misery is optional.