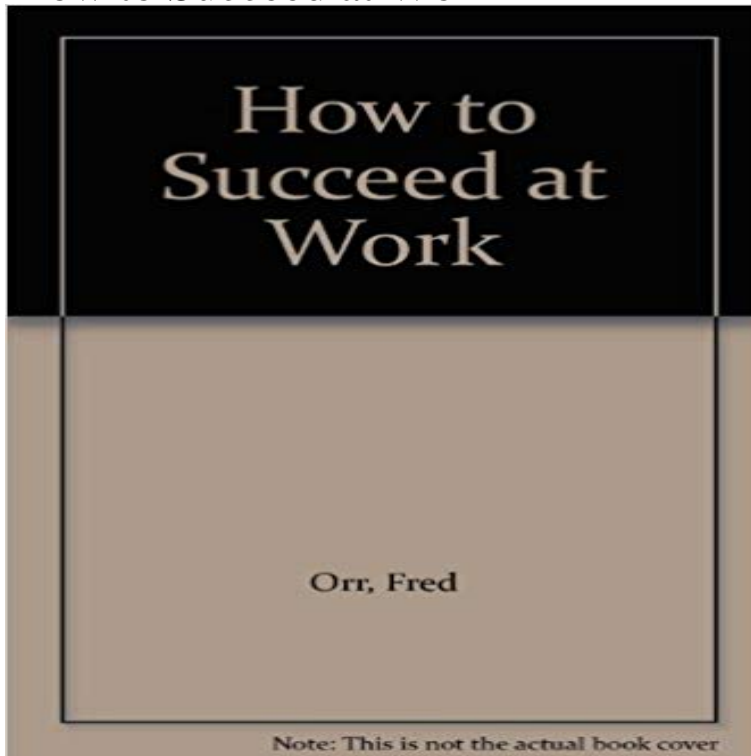


How to Succeed at Work



Financial security is a major goal for all those seeking work; emotional fulfilment and job satisfaction are of vital importance also. *How to Succeed at Work* is an invaluable guide to working more efficiently and effectively. Included in the advice provided by leading authority Fred Orr are such topics as:

- . getting organised
- . managing your time
- . developing more self-discipline
- . improving your concentration
- . increasing your confidence
- . maximising your motivation
- . boosting your productivity
- . dealing with stress
- . sharpening your communication skills
- . getting along with bosses and colleagues

While this new edition of Dr Orr's best-selling work has been written particularly for young people starting a career, the advice it gives is just as relevant and practical for those already in the workforce, for supervisors and managers who are monitoring new employees, for people returning to the workforce and for counsellors.

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