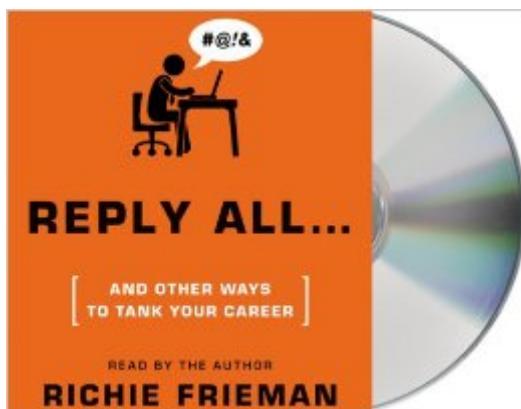


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# REPLY ALL...and Other Ways To Tank Your Career: A Guide To Workplace Etiquette (Quick & Dirty Tips)



## **Synopsis**

Millions of people have improved their lives with the help of Richie Frieman, the hilariously insightful columnist known as the Modern Manners Guy on the Quick and Dirty Tips network. In his new guide to fixing workplace faux pas, he interviews dozens of CEOs, celebrities, designers, musicians, artists, and everyone in between to get the pros' take on manners challenges of every flavor, including:- How to make a great first impression and land the job- How to deal with the Cubicle Invader- How to navigate the office party- What to do if you encounter your boss at the gym, naked- Relationships on the job-fact or fiction?With his signature wit and unique insight, Richie reveals the best ways to handle every sticky situation with aplomb and class. Case studies and chapter quizzes on etiquette all help to deliver actionable, easy-to-use tips to help young professionals navigate the minefield of their workplace and come out on top.

## **Book Information**

Series: Quick & Dirty Tips

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## **Customer Reviews**

Advice on what not to do implies what should be done instead. In this instance, Richie Frieman shares his thoughts, feelings, and experiences concerning "tanking" (i.e. mucking up) a career or portion thereof. At this point, I need to differentiate a pattern of pattern from an isolated incident. Being tardy for an appointment offers a case in point. We are all guilty of that and usually there are mitigating circumstances to explain (if not excuse) a tardy arrival. However, if it occurs more often than not, that suggests arrogance, disrespect, and immaturity. Bookshelves sag under the weight of volumes that suggest, as Dale Carnegie explained it, how to win friends and influence people; as

Napoleon Hill, Zig Ziglar, and countless others describe it, how to succeed. I agree with them, with Frieman, and with those he interviewed for this book: "in the end, only your character and the way you treat others will get you what you want." Long ago, I realized that the best way to get others to help me achieve my objectives was to help them achieve theirs. Frieman focuses much of his attention on the major do's and don'ts when in any of these fragile interactions:  
o Job interview  
o First day in a new position  
o Coping with annoying or toxic coworkers  
o Socializing at work  
o Social media: At work, and, elsewhere  
o Workplace events  
o Business travel with associate(s)  
o Workplace (romantic) relationships  
Frieman adds a "Modern Manners Guy Quiz" at the conclusion of Chapters One to Nine and also inserts within his narrative contributions ("The Pros Weigh In" sections) or attributions that focus on real people in familiar situations in real companies.

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