

HOW TO MANAGE YOUR FAST-TRACK CAREER

**1000  
THINGS  
YOU  
NEVER  
LEARNED  
IN  
BUSINESS  
SCHOOL**

**WILLIAM N. YEOMANS**

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A SIGNET BOOK

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## EVERYTHING YOU HAVE TO KNOW IN THE BUSINESS WORLD OF TODAY

In the real business world, whether as a trainee or as someone already going up the executive ladder, you have to master the skills and strategies that will enable you to survive and succeed in the rigorously competitive corporate climate of today. This book tells you exactly what you have to do to perform at your peak and profit from it the most. In this book filled with wisdom, wit, and solid business experience, plus fascinating anecdotes and illuminating self-tests, you will learn how to:

- win the approval of your boss, the respect of your peers, and the loyalty and hard work of subordinates
- showcase yourself at meetings
- come up with creative ideas that really work
- write effective and impressive business letters and memos, and make outstanding oral presentations
- take advantage of your company's special "culture"
- negotiate so that everybody wins
- and everything else that will make you stand out from the crowd and get a jump on the pack

## 1000 THINGS YOU NEVER LEARNED IN BUSINESS SCHOOL

HOW TO MANAGE YOUR FAST-TRACK CAREER



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