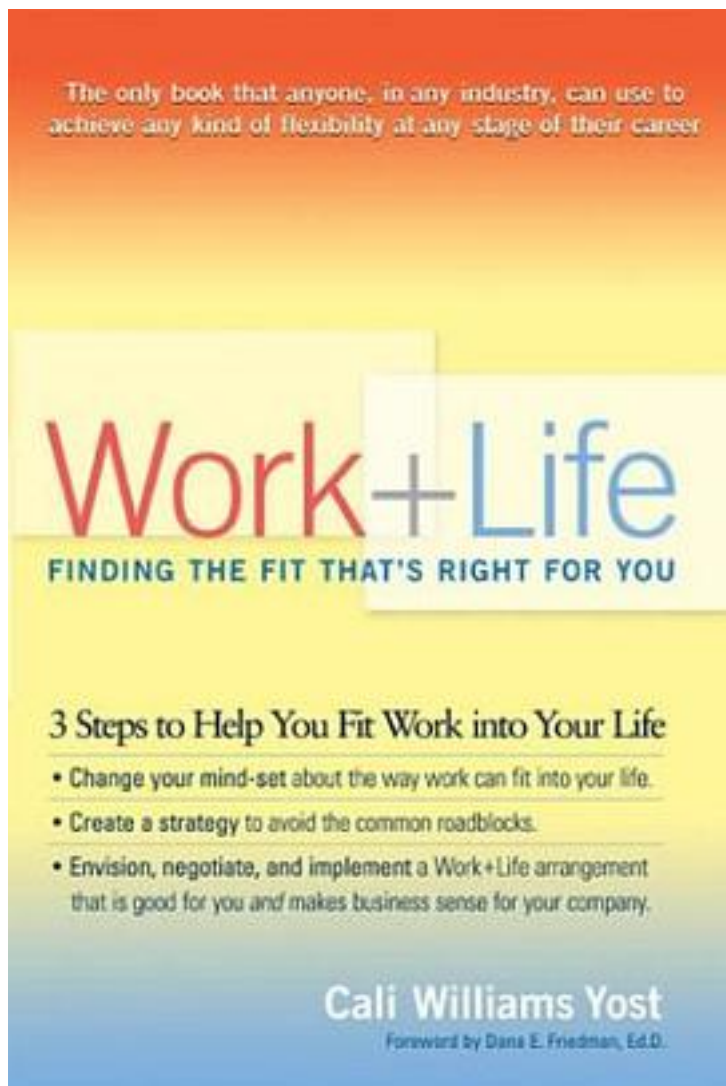


Work + Life



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出版者:Riverhead Hardcover

出版时间:2004-04-12

装帧:Hardcover

isbn:9781573222686

The 3 Steps to Help You Fit Work Into Your Life

Step 1: Change Your Mind-set Get rid of misconceptions about work flexibility; claim responsibility for your own work and life choices; and redefine what it means to be a loyal employee.

Step 2: Identify and Bypass the Roadblocks Reevaluate your definitions of success; cope with your fears; overcome resistance from your manager, coworkers, or spouse; and learn to think outside the box.

Step 3: Figure Out What You Really Want and How You'll Get It Analyze the specific demands of your job and your life to determine the adjustments you'll need to make; write a formal business proposal; negotiate it with your manager; and implement it.

With this helpful guide, readers learn how to get rid of misconceptions about work, claim responsibility for their choices, and reevaluate their definitions of success.

An everyman's step-by-step guide to creating, proposing, negotiating, and successfully implementing a professional life that meets your personal needs and the needs of your employer.

Work is no longer necessarily a nine-to-five proposition: "Those external, company-mandated boundaries between your life and work disappeared; yet nothing replaced them," Yost writes. In this volume, the author argues that, in order to maintain a life outside work, one must think creatively and establish personal boundaries—what she calls the work+life fit. In this information-packed volume, she explains how to do it. Illustrating each point with stories of real people who found a good work and life fit, Yost takes readers through the process of seeing the possibilities for a creating non-standard work schedule, asking for what they want, getting to yes with the professional powers-that-be, and practical, logistical tips for making a program that works for them. It's a goal-oriented book: each chapter has a clearly defined objective, such as "to ensure that your work+life fit is compatible with the tasks and responsibilities of your job, your workload and scheduling." With Americans working harder and longer today than they did 20 years ago, many readers may appreciate this scheduling guide, which is as much pro-business as it is pro-personal life.

Height (mm) 231 Width (mm) 161

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