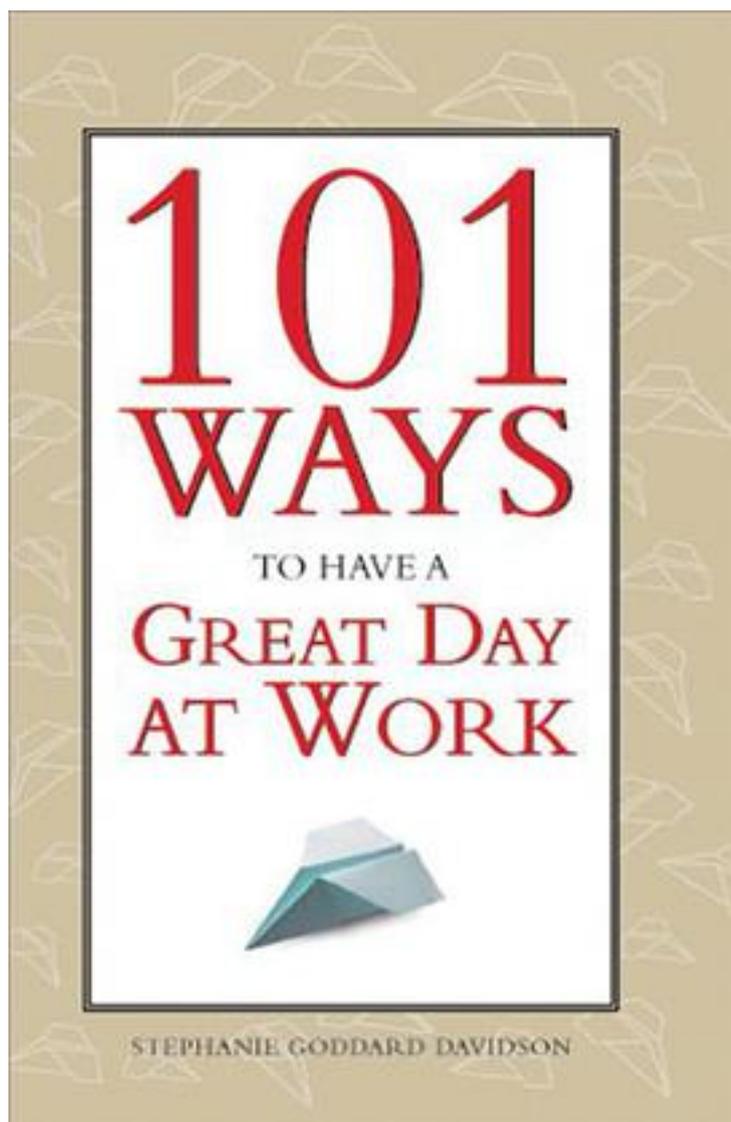


# 101 Ways to Have a Great Day at Work



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Turn every workday into a source of satisfaction with this treasure trove of 101 ways to improve productivity, minimize stress and find happiness on the job. For example: #34 Smile Do you smile at work? If not, you may be confusing your serious look with professionalism. The reality is that not smiling just makes you look unhappy. #41 Take Ten The next time you can't get started on a task or project, tell yourself you will only work on it for ten minutes. Chances are you'll stick with it once you've started, but even if you move on after ten minutes, you will have accomplished that much more. "This book offers a collection of simple yet powerful ideas to turn every workday into a great workday." --Jeff Anderson, VP Product Management, FranklinCovey

作者介绍:

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