

# Office 101



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Starting a new job, or just wanting to brush up on workplace etiquette? Office 101- An Illustrated Guide is the worker's indispensable desk reference for coping with the day-to-day grind of office life. Brimming with helpful hints: "If at first you don't succeed, destroy all evidence that you tried." And, "Always give 100 percent of yourself. Monday-2 percent, Tuesday-13 percent, Wednesday-29 percent, Thursday-21 percent,

Friday-35 percent." Plus pertinent and timely reminders: "Try to behave at the Christmas party." Or, "Don't get carried away on dress down Friday." And basic career tips: " The customer is always right." And, "The boss is always right too!". With Office 101 - An Illustrated Guide at your side, you'll be managing the company in no time at all.

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