

Master Your Career:

Proven Strategies for Career Success

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Introduction

Master Your Career: Proven Strategies for Career Success is an eBook which will continually enhance your career. Like any information, it must be applied and become a focus on the way you conduct your life both on and off the job. When you apply what you learn, this eBook becomes a take charge guide to self-improvement, self-actualization and career success.

You will find this book to be different from most. It is designed to be a quick but informative read. “Master Your Career: Proven Strategies for Career Success” is not a worn out collection of feel good thoughts, but rather a treasure chest of common sense conclusions, observations and concepts. The ideas, observations and concepts presented are based on years of experience - both my own and others - thousands of pages of notes and a passion to pass on practical, fascinating and common sense information.

The contents of this eBook are directed at a large and inclusive audience. They include working men and women, married and single, young and old, both professional and front-line employees and people from diverse backgrounds. Although many of the chapters deal with work-related situations, much of the information can be applied to

non-work environments. Also, both parents and teachers can use this eBook as a “practical life-skills manual” for educating and guiding the lives they touch.

I have purposely taken the liberty to write my message to you in a very direct and no-frills style. The use of the word “you” is intentional.

I want the words to speak directly to you personally. My wish is that, as you read each chapter, you consider it to be a personal letter from me to you. I hope each letter is received as a gem of compassionate, warm and friendly advice from one human to another. You will not find very much fluff or endless justification for the statements made. In my enthusiasm to provide useful, common sense information to you as plainly and succinctly as possible, I have been driven by one overriding concept - to help you build and enhance your strengths and mitigate your weaknesses.

You will quite possibly read something in this eBook and say, “I know that!” My challenge to you is to take that rediscovered bit of information and find a way to apply its message so you can “Master Your Career with Proven Strategies for Career Success.” The simple act of reading and then applying what you have learned can contribute greatly to your personal happiness and success.

There are several approaches you can use when reading this eBook. The eBook is not a story or sequential checklist that must be followed exactly as printed. No one chapter is anymore important than another. Every person who reads this eBook will find some information or a combination of information more important to them than others. You can start in the traditional manner and read the book from cover to cover. You can start this eBook at any chapter, as each chapter stands alone as a crisp, clear expression of an idea, tip, or concept. You can also use the Unique Table of Contents (it follows this introduction - I told you this eBook is different) as a fun place to start.

The titles of each of the chapters are posed as questions. Using

the “Unique Table of Contents” as a quiz, you can identify your level of agreement or disagreement with the questions presented. The questions you answer with the highest level of disagreement could be an interesting place to start your search to “Master Your Career with Proven Strategies for Career Success.” They are most likely the subjects you are currently dealing with, take issue with, or spark your highest level of interest, at least for the moment. This book can also be used as a quick reference guide. If you are feeling stressed, do a quick read of the chapter pertaining to stress.

If planning a meeting, dealing with change, getting ready to negotiate, etc., read those chapters to pick up pointers that can be applied quickly and easily to your every day interaction, problem or situation. I have also provided you with a “process for personal growth, self-improvement and career success” which, when used, can dramatically enhance your career. The process is designed to help you learn, experience, and achieve positive changes in your life. The process is simple, allows ease of use, and is adaptable to your individual style, but is not simplistic. The process is most effective when you use active learning through practice, as well as self-assessment, observation, and feedback from others. View the process as a road map that will help give you the best chance of reaching your new personal development destination.

Most people do much better in attaining their goals when they are provided and follow a clear, simple and easy to understand checklist. I believe the “process for personal growth, self-improvement and career success,” meets that criterion.

What I have attempted to demonstrate to you with this eBook is the fact that no exceptional brainpower or uncommonly difficult skills are required to expand your personal success. This eBook was written to enhance your personal growth through a “no brainer” approach to self-improvement and career success. Each chapter is a treat, packed with practical, easy to use and quick to apply, tips, observations, ideas and concepts and takes less than five fun minutes to read and absorb. To

take the best advantage of what you read, spend another five minutes to jot down some ideas on how you can apply the knowledge gained from the chapter to either enhance your personal life, your work life or both. Unused knowledge is of little value. Therefore trying to incorporate this newly discovered knowledge into your daily planning for at least two weeks is a key approach. You will then begin to internalize and experience the feeling and impact of its practical application. I guarantee this approach will quickly become a great learning tool, providing both great payoffs and the beginning of a journey to new possibilities. A commitment to learning is about having a thirst for new knowledge, and taking that discovered knowledge and applying it through personal action.

I'm confident, that as you read this eBook, you'll discover some kernel of information that will benefit you, your family, your friends and your business colleagues. You may consider using the information you gain through this eBook in your family conversations, in a close relationship, at a gathering of friends or in your team meetings at work. I'm positive that as you engage in conversations using this material; both you and your associates will be able to discover even further insights to the questions being presented. When used to its fullest, this eBook will create a shift in viewpoint, be a transformational experience, unleashing your desire to travel on an exciting, life-long knowledge odyssey.

My hope and desire is that you will come to understand this eBook demands something of you - "a personal responsibility to action." It will require responsibility and courage to set action-based goals using the information provided one step at a time. You will need to track and measure progress toward attainment of your goals so you can build your own record of success. I also encourage you to reread this eBook from time to time, in order to stay in touch with the many ideas, tips and concepts presented. Used as a reference eBook, it can continually have a profound, practical and positive influence on your day-to-day experiences. I further believe this eBook can give you many of the additional down-to-earth smarts you need to be a more "knowledgeable person" in our "information age." By constantly learning more and immediately

applying what you have learned, you will increase your personal ability to reduce stress, increase your self-esteem, enjoy life to its fullest and be pleasantly surprised to see many of your dreams become reality.

I close this introduction with the following thoughts. If someone gave you information identical to information you already have, would you use it? Quite possibly... because it will most likely reinforce what you already know. We find comfort in the knowledge that others think like we do. What if the information given to you is different from what you already know, would you put a high value on that information? Possibly... or you may reject it simply because it is in conflict with what capabilities and skills you have plus altering you “already think you know.” I do not intend for the information presented in this eBook to tell you “how to think” or “what to think” but simply to stimulate you to “think... and think again.” Why? So you and those you associate with can increase your awareness, change your attitudes, expand your beliefs, collectively enhance your lives and continue to “Master Your Career with Proven Strategies for Career Success.” The truth about expanding your knowledge is: it is only limited by what you perceive to be possible. So...go ahead... perceive the best possibilities!