



Effective Immediately: How to Fit In, Stand Out, and Move Up at Your First Real Job

Emily Bennington, Skip Lineberg

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When you're new to the workforce, ambition and talent aren't enough—getting on the fast track to success requires much more.

If you're a recent college graduate or new hire, *Effective Immediately* shows you how to excel at your first job and jump-start your career. As an up-and-coming professional, you'll learn how to transform yourself from entry-level employee into skilled, invaluable all-star during your first year on the job.

Accomplished young professional Emily Bennington and her mentor, seasoned manager Skip Lineberg, empower you to:

- Establish yourself as a top performer from day one
- Use every task—even grunt work—as an opportunity to shine
- Earn the respect of your boss, colleagues, and clients
- Cope with conflict, mistakes, and toxic coworkers
- Land key assignments and gain greater responsibility
- Manage projects and lead teams like a pro

Packed with practical advice, useful resources, and wisdom from former newbies, this savvy hand-book gives you the tools, knowledge, and confidence you need to reach your highest potential.

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Ward Beaver:

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Nathan Hutchison:

Are you kind of hectic person, only have 10 or 15 minute in your morning to upgrading your mind talent or thinking skill also analytical thinking? Then you are experiencing problem with the book as compared to can satisfy your short space of time to read it because all this time you only find book that need more time to be read. Effective Immediately: How to Fit In, Stand Out, and Move Up at Your First Real Job can be your answer mainly because it can be read by an individual who have those short spare time problems.

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