

**17 TOP SECRETS FOR HOW TO KEEP  
YOUR JOB OR FIND NEW WORK TODAY**

**by Gini Graham Scott, Ph.D.**

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Development, including *Want It, See It, Get It!* and *Enjoy! 101  
Little Ways to Add Fun to Your Work Everyday***

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# OVERVIEW

17 TOP SECRETS FOR HOW TO KEEP YOUR JOB OR FIND NEW WORK TODAY provides powerful guidelines for how to keep your job or find new work in today's difficult times. It includes a discussion of how to reinvent or remake yourself for the new economy, as well as techniques to relieve stress and enjoy yourself more on or off the job, so you keep up your spirits -- so necessary in these times of turmoil. Techniques on improving your relationships with others are included, too, since these skills are invaluable for staying on the job or finding new work.

The main topics covered, include the following. Feel free to skip around to different chapters, depending on what's most important to you now.

- Keeping your current job – whether you like it or not
- Finding work – or better work
- Finding and creating business opportunities
- Networking to find work, new business opportunities, or just have fun
- Finding ways to be happy – or happier, despite the stresses in your life
- Improving relationships and communications with others

Each of these topics is a section in the book, and each section features several short chapters, which you can easily read. They are ideal when you are traveling, waiting for a job interview, or meeting a prospective new client. They're great to help you feel even more confident and clear about what you want.

Some of these secrets have been adapted from published articles which were originally developed in response to questions from journalists and everyday individuals. Now for the first time, they are collected into a single book as a powerful guide to help you keep your job or find new work and business opportunities.

They are organized into these sections and chapters:

## PART I: KEEPING YOUR CURRENT JOB

- Adapting to Changed Conditions
- How to Stick It Out When You Hate Your Boss or Job

## PART II: FINDING WORK

- How to Find a Job When You Already Have One
- Volunteering Your Way to a New Job
- How to Find or Create More Work for Yourself
- Using Visualization on the Job Hunt
- Developing New Skills for New Jobs

## PART III: FINDING AND CREATING BUSINESS OPPORTUNITIES

- Bartering Instead of Going Bust
- Setting Up a Successful Home-Based Business

#### PART IV: BUILDING RELATIONSHIPS FOR SUCCESS

- How to Fix Communication Breakdowns
- Networking for the Newly Unemployed

#### PART V: PROMOTING AND MARKETING YOURSELF

- Creating Your Own Website
- Using the Social Media to Find Work

#### PART VI: ENJOYING YOURSELF TO GAIN SUCCESS

- You Can Be Happy, Even in Difficult Times
- How to Overcome Stress and Thrive in Today's Tough Times
- How to Have a Happier Workday
- How to Create a Fun Environment for Your Co-workers and Employees

# ABOUT THE AUTHOR

Gini Graham Scott, Ph.D. is the author of over 50 books and a seminar/workshop leader, specializing in work relationships and professional and personal development.

She has written a dozen books on work relationships, achieving your goals, and enjoying your work and life more, including: *Want It See It, Get It!, Enjoy! 101 Little Things to Do to Add Fun to Your Work Everyday*, *A Survival Guide for Working with Humans*, *A Survival Guide for Working With Bad Bosses*, *A Survival Guide to Managing Employees from Hell*, and *Disagreements, Disputes, and All-Out War* – all from AMACOM. A number of her books have dealt with management topics, including: *Work with Me! Resolving Everyday Conflicts in Your Organization* (Davies-Black) and *Building a Winning Sales Team* (Probus).

She has a Ph.D. in Sociology from the University of California at Berkeley, and MAs in Anthropology, Mass Communications and Organizational/Consumer/Audience Behavior, and Popular Culture and Lifestyles at Cal State East Bay.

She has gotten extensive media interest in her previous books, including appearances on *Good Morning America*, *Oprah*, *Montel Williams*, *CNN*, and hundreds of radio interviews. She has been frequently quoted by the media and has several Web sites for her books on improving work relationships and professional success, including:

- *Enjoy! 101 Little Ways to Add Fun to Your Work Everyday* ([www.enjoythebook.com](http://www.enjoythebook.com)),
- *Want It, See It, Get It* ([www.wantitseeitgetit.com](http://www.wantitseeitgetit.com)),
- *Disagreements, Disputes, and All Out War, A Survival Guide for Working with Humans* ([www.workingwithhumans.com](http://www.workingwithhumans.com)),
- *A Survival Guide to Managing Employees from Hell* ([www.workingwithhumans.com](http://www.workingwithhumans.com)),
- *A Survival Guide for Working with Bad Bosses* ([www.badbosses.net](http://www.badbosses.net))

The site featuring her books and speaking on work generally is at [www.workwithgini.com](http://www.workwithgini.com). Her overall workshop is at [www.ginigrahamscott.com](http://www.ginigrahamscott.com).

# OTHER BOOKS BY THE AUTHOR

Here are other books on achieving success or improving work relationships by the author:

- *WANT IT, SEE IT, GET IT! VISUALIZE YOUR WAY TO SUCCESS*
- *ENJOY: 101 LITTLE THINGS TO ADD FUN TO YOUR WORK EVERYDAY*
- *30 DAYS TO A MORE POWERFUL MEMORY*
- *DISAGREEMENTS, DISPUTES, AND ALL-OUT WAR*
- *A SURVIVAL GUIDE FOR WORKING WITH HUMANS*
- *A SURVIVAL GUIDE FOR WORKING WITH BAD BOSSES*
- *A SURVIVAL GUIDE TO MANAGING EMPLOYEES FROM HELL*

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[www.wantitseeitgetit.com](http://www.wantitseeitgetit.com) (featuring *Want It, See It, Get It!*)  
[www.enjoythebook.com](http://www.enjoythebook.com) (featuring *Enjoy! 101 Little Ways to Add Fun to Your Work Everyday*)  
[www.badbosses.net](http://www.badbosses.net) (featuring *A Survival Guide for Working with Bad Bosses*)  
[www.workingwithhumans.com](http://www.workingwithhumans.com) (featuring *A Survival Guide for Working with Humans, A Survival Guide to Managing Employees from Hell, and Disagreements, Disputes, and All Out War*)