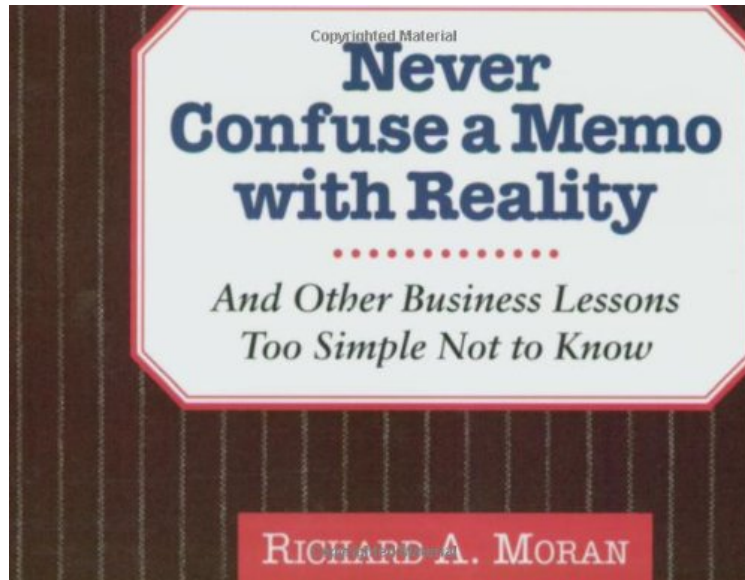


(Free download) Never Confuse a Memo With Reality: And Other Business Lessons Too Simple Not To Know

Never Confuse a Memo With Reality: And Other Business Lessons Too Simple Not To Know

Richard A. Moran

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Richard A. Moran : Never Confuse a Memo With Reality: And Other Business Lessons Too Simple Not To Know before purchasing it in order to gage whether or not it would be worth my time, and all praised Never Confuse a Memo With Reality: And Other Business Lessons Too Simple Not To Know:

0 of 0 people found the following review helpful. If you're going to go corporate, and even if you're not - a must-haveBy Phil VitkusIncredibly insightful, memorable, and useful principles for thriving in the corporate world.For awhile I agreed with all but one. And even that thought changed.A must-have for all corporate newbies, right out of school and into the corporate microwave.I also give copies of this to my friends from other countries who need clues on how to succeed in especially the U.S. corporate workplace.Phil0 of 0 people found the following review helpful. Funny and trueBy Yuki TaniI like the writing style. Easy to pick up and put down. Gave it to my son when he started his first real job.0 of 0 people found the following review helpful. A Great Little Book for BusinessBy JJaresThis is a very wise little book; it should be read or reread by anyone facing 'rightsizing' or 'restructuring' or big change(s) in one's working environment. Richard A Moran is an organization change consultant and his suggestions show that he understands any worker's fear of change.I feel that he is making some excellent proposals – they are a way to be part of the solution (and not perceived as part of the deadwood that should be removed). Change is a given in life. The employees who can bring about necessary change to an organization are the ones able to see beyond -- 'What's in it for me.'Mr. Moran shows how to be one of the evolved employed instead of part of the 'looking for work' line. Many of the quick ideas seem to come from 'Business 101;' and some seem so important they should appear in 3 foot high letters.Here are a few of my faves:• Follow Stephen Covey's suggestion of knowing how to distinguish what's important and what's urgent. • Long hours don't mean anything – results count, not effort. • Never take a problem to

your boss without some solutions. You are being paid to think, not to whine. • Develop a high tolerance for ambiguity – you'll be more satisfied. Some reviewers complained about the seeming simplicity of some of the ideas. Looking back over my career, it was the little things that seemed to get folks in trouble at work. We all need a reminder of our humanity from time-to-time – no matter how lofty our job title might be.

A collection of business aphorisms that is authoritative, highly readable, often humorous, and always wise.

.com Richard A. Moran has distilled the businessplace into a collection of 355 aphorisms that run the range from the often-overlooked ("Don't get drunk at the company holiday party") to the potentially career-saving ("When you get the entrepreneurial urge, go visit someone who's started a business--it may cure you"). He knows his stuff--he's the National Director of Organization Change Practice for Price Waterhouse and has been featured on CNN and NPR. This collection of wisdom nuggets is packed with chuckles and perfect for Dilbert-lovers. From Scientific American These are the fundamental principles of business behavior which are easily overlooked in the daily pressures of the workplace. Moran has distilled these practical rules from observing the small blunders people make when they fail to follow a rule that is "too simple not to know," but which nobody has ever shared with them. This instructive manual offers everything from the inspirational (#8: Believe that change can happen, even after overwhelming evidence says things never seem to get better) to the highly practical (#36: Never go into a meeting without your calendar) to the off-beat (#111: When the note on the refrigerator says it will be emptied this Friday, get your salad dressing; cleaning the refrigerator is the one corporate initiative that's always fully implemented). It even offers cogent personal advice (#324: Don't work on weekends - work longer during the week if you have to). Never Confuse A Memo With Reality is the complete guide to functioning in a business environment. Moran's lessons remind readers to understand thoroughly their business and maintain the proper perspective on work and life as well as to strive for excellence and cultivate humor and civility in their professional lives. This thoughtful compendium can help anyone function more effectively and confidently in a business environment. About the Author: Richard A. Moran, Ph.D., is an organization change consultant with Price Waterhouse and has consulted for companies all over the world, including Apple Computer, Inc., Allied-Signal, American Airlines, Zurich Insurance, and Pacific Gas Electric. He is the leader of the "Postcards from Employees" project, one of the largest and most thorough surveys of employee-employer relations ever undertaken. He lives in San Francisco, CA. Rules too simple not to know. "These are things I wish someone had told me early in my career," notes Richard A. Moran of his new book Never Confuse A Memo With Reality And Other Business Lessons Too Simple Not to Know. Moran, leader of organization change practice for Price Waterhouse, has worked with numerous companies, large and small, and he has compiled some basic rules of conduct which, he says, are "too simple not to know" - but which, in fact, people often don't know. Never Confuse A Memo With Reality is a straightforward, commonsensical guide to surviving in life and organizations in the 90s. Moran's pithy advice covers the entire spectrum of business life and behavior, which arises out of four principle axioms: Know Your Business #1. Always know who your client or customer is - no matter what your job is. #77. Understand the core business and bond with it. Don't take a job at Nintendo if you hate video games. #211. Boil down your job far enough so that you can describe it to anyone easily. Know How To Act #13. Keep track of what you do - someone is sure to ask. #34. If you tell a racist joke, be prepared to be fired. #208. Manage the paradox of being 100% committed to what you are doing while keeping an eye open for other opportunities. Know What's Important #45. Treat your time as if someone is paying for it - someone is. #74. Worry more about implementation than strategy - it's harder to do. #169. Be the first to use technology...don't fight it. People talk about the Luddites, but they're history. Know How To Manage Your Own Career #87. Maintain a three-year rolling career plan. #114. If you're worried about your job, you probably should be. #239. Being in the right place at the right time is never an accident. -- From the Publisher