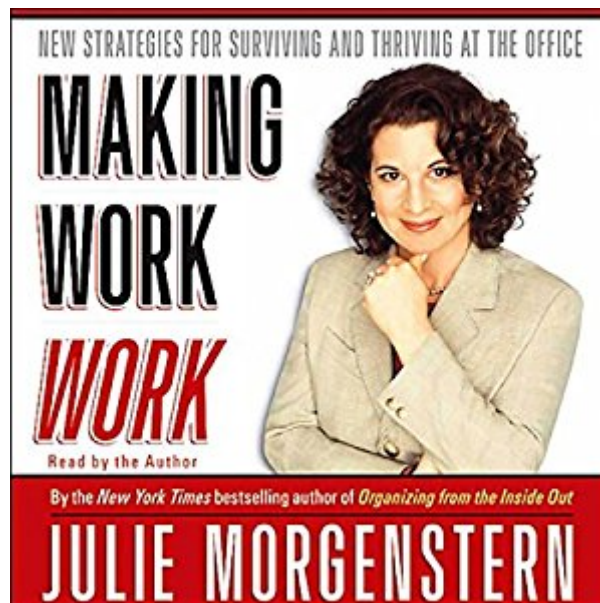




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# Making Work Work: New Strategies For Surviving And Thriving At The Office



## Synopsis

IS IT ME OR IS IT THEM? Maintaining control in today's hectic workplace is a challenge -- everything is lean, competitive, and uncertain. What does it take to survive? Making Work Work is Julie Morgenstern's most important book yet. Through the mastery of brand-new strategies, Morgenstern shows you how small changes in your thinking and behavior will help you achieve the seemingly impossible -- boost your value, increase your job security, and afford you the time to still have a life. Morgenstern has helped clients of all levels take control of their work lives in every industry: from corporations and nonprofits to government agencies and small businesses; from executives and assistants to educators and salespeople. She's learned that no matter who you are, happiness at work involves feeling appreciated, in control, successful, and in balance. And achieving that is possible. People rarely look at their jobs from a psychological and practical perspective at the same time, but Julie Morgenstern does. This book mirrors the individual consulting services she provides by showing you how to start with yourself and then tackle the more complex external issues of working relationships and the job. For every obstacle you encounter along the way, Morgenstern diagnoses the source of the problem (is it you or them?), and with insight and warmth, she provides simple grab-and-go strategies. These are small changes anyone can make to improve performance and efficiency at work. At its core, Making Work Work is about your relationship to your job. With the reliable, methodical process taught in this book, you will:

- feel less trapped and more in charge
- be able to make a bad situation better
- search for a job that's a better fit for who you are.

This is a provocative and life-changing book that will help you boost your clarity, confidence, and performance in any economic climate. With Morgenstern's guidance you can find a way to make work work. --This text refers to an out of print or unavailable edition of this title.

## Book Information

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## Customer Reviews

As a systems development coach, I read A LOT of "self-help" books to recommend for specific client struggles. I am a Morgenstern fan, but never picked up this particular book until recently. It's a bit different in approach from some of the others - which is the main reason I recommend it. After a bit of introduction, she sorts "getting it all done while maintaining life balance" into categories handled in sections, so you don't have to read the entire book to get value from your purchase. It is peppered with client examples (and a few of her own, that I would like to have seen MORE of) - so it is a no-brainer to relate the content to the problem. You can also skip around and everything still makes sense. But what is fairly unique is her "them or me?" approach - recognizing that what WE do is not *\*always\** the primary source of productivity struggles. Some of us who work for others could even be organizing and time-management mavens, but we get trapped in *\*their\** less-than-optimal policies and procedures, and our productivity TANKS unless we put in additional hours (and then our personal life tanks). THEN there is the dance of the down-sizing that has left most employees with more job accountabilities with less admin-support - so we all have many elements of "administrivia" that eat into the time to actually get any real WORK done. As technology marches on and old systems die in the market-share battles, we ALL struggle to remain current so we can continue to get work done AT ALL. It is all too easy for even the "best" of us to become overwhelmed with the glut of increased expectations, frequently left wondering if we've lost our edge - with no idea how to climb back out of the hole and feel good about life (and work) again. She goes beyond the typical "get your boss to prioritize your work" advice. As she continuously points out, nobody can do it ALL, yet prioritizing must satisfy your company's key objectives if you intend to have any job satisfaction, positive employee reviews - or survive the next round of employee cuts. She makes the link between what maybe USED to work for you and what you need to do differently NOW very nicely, in what the coaching field calls a "charge-neutral" fashion (no finger-pointing anywhere - simply a problem to solve). And she does NOT make you feel like a dolt by writing in that supposedly-motivating self-help voice that seems to ignore the reality that changing the way you function is not a quick or simple fix! As with ALL "tips and tricks" books, not everything will be new info, not all will be relevant to YOUR situation, and not all will work for your processing style or the needs of YOUR office environment. She tackles a few "Yes, buts" throughout the book as well

(same caveats apply). I believe there is enough that WILL be useful in this book for almost anyone who's attracted to the title to begin with to conclude that it has been well-worth the purchase price, even if you have to put "read book" in chunks on an over-full calendar (you can do that with this book, btw) For those of you who have NEVER had a very solid handle on how to do your job and still have any sort of a life worth living, this might be your miracle book. Read ready to underline! Even better, enroll a buddy to go through it WITH you -- a friend or colleague with a similar struggle, or hire a coach -- so you actually DO some of what she suggests. (That's MY plan, btw, even though I work for myself and AM a coach - even GREAT dentists don't drill their own teeth!)~~~~~Madelyn Griffith-Haynie, CMC, SCAC, MCC- ADD Coach Training Field founder; ADD Coaching co-founder -ADDandSoMuchMore dot com

Small or large, the tasks and responsibilities every organization must complete to be successful are pretty much the same. But employees of smaller businesses have a wider range of responsibilities than the more specialized staff of larger firms. Small business employees--and their owners--continually are confronted by many more types of tasks requiring attention. Additionally, smaller businesses tend to "run lean" with limited back up if someone is absent. These factors tend to foster an unfocused and inefficient workplace. This book offers employees in such situations with insights and strategies that show them how to be more productive and efficient. If done well, it will also result in better work life balance and a less stressful workplace. Two caveats, particularly for management and business owners: 1. Woefully inadequate attention (in this book) to the value of planning as the most effective way to minimize "fires" and "the tyranny of the urgent"

This book gives you a lot to think about. The is it me or is it them makes you think about how you approach everything in your job.

I was glad to have read this book. I was able to get some new ideas of how to approach things. The best of those ideas fitting the title-Never check email in the morning. I have started to follow this rule and have found 1. I don't really need to (if they needed something from me first thing, they should have called me or emailed me yesterday) 2. I get a lot more done in my day. I create a to-do list first thing in the morning (see D. Allen's method) and spend the first part of my morning addressing those items on the list. I recommend this book to anyone wanting a new way to look at their work day.

I can see how the content would find an audience in a presentation or consultancy environment, but the format in written form lacks direction. Not the best book to get started on changing habits in time management. Time Trap and Getting Things Done are better sources. I however enjoyed some of the unusually challenging statements (in this realm of reading), such as not "checking email in the morning". Definitely some value, but couldn't rate it the top book on the subject.

Fast shipment. I like the book

"Never Check E-Mail In the Morning" is not about e-mail, it is about time management, self-discipline and productivity in general. The book helps you in self-assessment, helps to embrace your work/life balance, to develop entrepreneurial mindset, to choose the most important tasks, to create the time to get things done, to control the nibblers, to organize at the speed of change, to master delegation, to work well with others and to leverage your value. Like other popular self-help books, "Never Check E-Mail In the Morning" has no "references" section, which I don't like. Once you have completed this book, you have no direction what to read next. Julie Morgenstern, the author of many time management books and a monthly columnist for O, The Oprah Magazine, and a guest on television and radio programs, probably supposes that you will continue with her further publications. When the author writes about e-mail and the productivity issues that relate to e-mail, I fully agree with the author. She offers to break counterproductive habits and stereotypes related to our way of emailing. She covers the problems related to e-mail much better than "Hamster Revolution" by Mike Song. I highly recommend "Getting Things Done" by David Allen and "Time Drive" by Gleb Arkhangelsky in addition to this book.

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