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Books Authored  
by Joel Garfinkle



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## GETTING AHEAD - *Apply PVI Model for Career Advancement*

### 10 Ways to Identify a Bad Manager!

Managing employees is an art. In my 30 years of working for large, mid-size, and small companies, I have had some of the worst managers imaginable. I have also had a few very good ones. Unfortunately, the bad ones outweighed the good ones. Here are ten characteristics of a bad manager:

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## LESSONS FROM LEADERS - *In-depth Profiles*

### A conversation with GE's first female vice chair, Beth Comstock

One of the pieces of feedback I got was: Slow down. You don't have to have all the answers. You need to ask for help. You come into every meeting and to every interaction having thought through everything, and want it all wrapped in a little bow: "Here's the idea and let's go." Well, it doesn't work that way. People want to be part of the process. They want to be part of the discovery and coming up with the ideas. They want to help.

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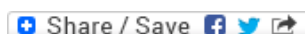
## CAREER CENTRAL - *Tips for Career Changers*

### 5 Tips to Avoid Bombing a Skype Interview

"Whether you are being interviewed on Skype, over the phone or in person, all the general rules of a job interview apply. Research the company, read the job description thoroughly, know your resume inside out and have a few answers for common interview questions prepared," the center states. One extra thing to think about, however, is that you'll be evaluated on more than your resume, said Robert Hosking, executive director of OfficeTeam.

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## Motivated Minute

Quotes to Inspire

"There is an enormous number of managers who have retired on the job."  
~ Peter Drucker

"People rarely succeed unless they have fun in what they are doing."  
~ Dale Carnegie

"If you want to make a permanent change, stop focusing on the size of your problems and start focusing on the size of you!"  
~ T. Harv Eker

## Coaching Corner

Joel's Words of Wisdom



**FOMO Sufferer – "Fear of Missing Out" & Addicted to Technology? Cell phones? Tips to help!**

FOMO is why teens text while driving, while having dinner with their parents, and probably while sleeping. Heaven forbid that a friend might be going to a party, a movie, or the mall—and they missed it. You have the same attitude toward your work. You truly believe your job, your boss, and your co-workers can't get along without you.

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**Garfinkle Executive Coaching**  
6918 Thornhill Drive, Oakland, California 94611  
Tel: 510-339-3201 Email: [joel@garfinkleexecutivecoaching.com](mailto:joel@garfinkleexecutivecoaching.com)

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